

Information for the Beginning of the Semester

Dear students, dear teaching staff,

At the beginning of the new semester, we would like to give you some important information in order to ensure that examinations run smoothly.

The colleagues of the Central Examination Office can be reached personally on Mondays and Thursdays from 10 a.m. to 12 p.m. The Service Point is available for submitting documents on Tuesdays, Wednesdays and Fridays from 10 a.m. to noon. Outside these hours, you can reach us by e-mail or telephone.

Please find some general information in the following:

Registration and Deregistration from Exams

Regular registration for exams is possible from December 10, 2023 – January 10, 2024, and deregistration is possible from December 10, 2023 – January 31, 2024, via PABO. Deviating deadlines can be found in the respective examination schedule for your subject, which is available for download on our website under the respective degree course.

Access Data PABO

To log in to the online tool PABO, please use the access data of your ZfN-University-Account, which you also use for Stud.IP, webmail and MOIN.

Registration Recommendation

In the case of two-semester modules or modules with the examination type "Combination Examination (KP)", it is recommended to register only in the semester in which the last achievement is made. If you register too early without having had the opportunity to complete all the achievements or exams in a KP, you must expect to register a failure for the semester in question.

For modules with "Partial Examinations (TP)", registration for each partial examination is required. Registration must take place in the semester in which the respective TP is actually taken/completed.

Examination Grades

The examiners/module coordinators usually carry out the recording of the evaluation and the authorization. If you are not yet able to see a certificate of achievement in PABO, please contact the examiner or the person responsible for the module directly.

Medical Certificate

If it is not possible for you to take part in the examination due to your own health reasons, a medical certificate/ "Arbeitsunfähigkeitsbescheinigung" together with the completed form "Krankmeldung" (sick note) must be submitted to the ZPA or sent by post immediately.

The same applies in the case of illness of a child who is to be cared for primarily by you alone or of a close relative who is to be cared for by you. In this case, you must also submit an official certificate stating that nursing care is required and a proof of the care activity.

Rules for Repeating an Examination

A period of 4 subsequent semesters is granted for the repetition of a failed examination performance after the first failure or missing of the examination. A new exam registration via PABO is required. The number of exam participations within this total of 5 semesters is not relevant.

Certificates of Achievement

When submitting certificates of achievement (Leistungsnachweise), also called "Scheine", please note that the certificates of achievement must be completed in full, signed and sealed by your faculty. The ZPA only accepts these if registration or entry via PABO is not possible (esp. for General Studies, Key Qualification, etc.).

Recording of Achievements / Examination Results

According to the general parts of the examination regulations, the examination results should be recorded and booked in FlexNow 4 weeks after the examination. The recording and booking of the examination results is the responsibility of the person responsible for the module.

All results from the summer semester must be recorded and booked by 15.11. at the latest. The results of the examinations of the current winter semester must be entered by 15.05.2024.

If the examination result classification "Assessment pending" (or previously "Failure - no result notification") has been entered, this is a temporary entry until the correct examination result is transmitted.

Online Certificate / Certificate of Achievements

You can generate and print out a certificate of achievement independently via PABO using the menu item "Data Sheet".

Limited Availability of the Central Examination Office

Please note that the availability of the Central Examination Office will be highly limited from December 27, 2023 to January 1, 2024 inclusively.

If you have any questions or problems, you can always contact the Administrative Office responsible for your degree course or subject.

We wish you a great start of the semester.

With best regards
Your Central Examination Office