



FAQ: Rules and Regulations

What is the procedure for registering for an exam?

- Basically, all exams must be registered **online** during fixed time periods ([winter semester](#), [summer semester](#)), except exams outside the curriculum including the general studies.
- For online-registration you should use the [Internet Platform QIS](#). Here you can log in with the data that you have been sent in the beginning with your student information's and the password you chose back then. It is the same user name that you also use for your account manager of the Leibniz University. If you do not know your log in data anymore, you have to go with your students ID-card to the Service center in the main building and ask for help.

When logged in, click on "My studies" -> "Exam registration/withdrawal". Read the **important information** for exam registration carefully and click on "I accept" and then "Next". Next, you choose your exams and click on "Registration for exam". Please be sure to register for ALL necessary assessments and coursework in order to pass the whole module. You will only gain credits, when all necessary exams-parts are passed. Also, the exact dates and locations of the exams will be shown there.

You will get an email, where all registered exams are listed. Check carefully if all exams (including all assessments and coursework belonging to one module) are listed. Otherwise, a registration might have failed. You are NOT registered for any exams missing on that list. You can also have a look in the overview of your QIS. Registered exams are listed there and marked with an "AN". Anything that cannot be found there is not registered. If there are any problems with registering, you can contact the Examination Office (pruefungsamt@fbg.uni-hannover.de, phone: 0511/762-12034). Please make sure to do this before the deadline for registering ends to make sure all can be dealt with in time.

- For exams outside the curriculum, you have to fill in the General [Studies](#) form and mail it to studiendekanat-bau@fbg.uni-hannover.de. We will check if the module can be taken and will register you at the Examination Office.
- Please note: You have to deregister for exams you do not want to take part in but have registered at the beginning of the semester. If you do not register within the corresponding time frame you will be given a 5.0 which is failed. You loose one try. Deadlines for deregistration vary depending on the exam form. Exact deadlines can be found here: [winter semester](#), [summer semester](#)
- If an exam has already started (e.g. you received a topic for a written assignment or oral presentation) the examination is deemed to have begun and cannot be deregistered anymore. You will be grade a 5.0 (failed) if you cancel the exam.

How does the Exam period A and B system work?

- At the Faculty of Civil Engineering and Geodetic Science we have **two different exam periods (A and B)** for written and oral exams (does not apply for exams like written assignments or presentation, so-called "VbPs"). Period **A** is meant for **your first try**. If you fail by any chance in one of the exams you can use your **second try** in the Exam period **B** about two months later.

Note! Exams offered outside of our Faculty have different Exam dates! The examinations there take place **only once per semester**. If you fail one, you can only repeat it in the following semester.

I got a bad grade in an exam, can I delete / switch the module?

If a compulsory module is passed, you cannot repeat the module and exam. If it is an elective module you can switch it with another module.

What is the Interdisciplinary Project?

- The Interdisciplinary Project is a thesis written about a scientific topic at one of the teaching institutes of your Degree Programme. It is ideally written as a group work including students from different degree programmes in order to learn how to work scientifically in an interdisciplinary environment.
- You should apply for an Interdisciplinary Project in good time. You can use the online-request for looking for a student thesis, which can be found on the info-page:
<http://www.fbg.uni-hannover.de/en/studies/at-university/student-theses>
- You may also inform yourself about possible topics and ask at institutes before filling in the online-form.

What is the Practical Project?

- The Practical Project is a thesis written about a scientific project you have been working on during a practical phase in the industry. It includes a time period of at least 20 weeks (without vacation and missed time) and a written paper that will be graded by an examiner from the Degree Programme.
- You should apply for a Practical Project place in good time and autonomously.
- Preferred are large-scale industrial operations and suppliers, large-scale investigation facilities and on-campus research institutes outside of Leibniz Universität Hannover. We also welcome the implementation of the Practical Project abroad.
- Project and working place must be approved by an examiner of the Degree Programme.
- [Guideline](#) for the Practical Project
- [campus job fairs](#)

How can I register for my Master Thesis, Interdisciplinary Project and Practical Project and what are the criteria?

- The most important thing for you to know is that the topics for Master Thesis or Practical Project/Interdisciplinary Project will **not be provided automatically** but that you have to **search for suitable topics** on your own. You will find topics on the internet website of the institute you choose or on the websites of the companies related to study-related topics. Once you are informed about possible research topics you can fill in an [online-request](#) that helps you to find a topic. Furthermore, talk to the specialist advisor for your Degree Programme.
- **Master thesis:** For passing your Master thesis you receive **24 CP**. It will contain the written thesis and an oral presentation. You will have 6 months to write the Master Thesis and hand it in to your examiner.
 - For registering your thesis you have to fill in a [form](#).
 - For starting the Master Thesis you will need 60 credits including 18 credits from mandatory modules.
 - If you decide that you are by any reason not fine with your topic once you have already started you can return the topic within the first 8 weeks. You have to start again within the next 6 months and cannot return the topic a second time.
 - You can only repeat the Master Thesis once if you should fail.

- **Interdisciplinary Project:** You have to choose between the Interdisciplinary Project or the Practical Project. Once registered for one, you cannot switch to the other. Even if you fail once, you will have to stick with the chosen Project thesis. There will be a written thesis (80%) and an oral presentation (20%).
 - For registering you have to fill in a [form](#).
 - For starting the IP, you need 18 credits from mandatory modules at least. Recommendable are all mandatory modules.
 - If you decide that you are by any reason not fine with your topic once you have already started you can return the topic within the first 8 weeks. You have to start again within the next 6 months and cannot return the topic a second time.
- **Practical Project:** You have to choose between the Interdisciplinary Project or the Practical Project. Once registered for one, you cannot switch to the other. Even if you fail once, you will have to stick with the chosen Project thesis. There will be a written thesis (80%) and an oral presentation (20%).
 - You need to find a company or research institute outside the LUH on your own. Additionally, you have to find an examiner teaching in your Degree Programme. Both, the supervisor at work and the examiner have to agree on the thesis topic and the kind of work that will be done. Topic and registration have to be agreed on BEFORE the work at the company starts.
 - For registering you have to fill in a [form](#).
 - For starting the PP, you need 18 credits from mandatory modules at least. Recommendable are all mandatory modules.
 - If you decide that you are by any reason not fine with your topic once you have already started you can return the topic within the first 8 weeks. You have to start again within the next 6 months and cannot return the topic a second time.

Mobility window: you can either do the Practical Project/Interdisciplinary Project, take a semester abroad and choose modules up to 30 credits from other Faculties related to the field of study.

Can I take language classes during my studies?

- The Leibniz Language Center offers many language courses based on your language level. Courses are free for LUH students.
- You have to complete a placement test in StudIP before registering for language courses in StudIP. You can find this by typing in "Einstufungstest Deutsch" or "Einstufungstest Englisch" or "Einstufungstest Spanisch" into the field "Search for courses" in StudIP. Once you complete a placement test, you can register for courses the following day. You can get further help on this function at <http://www.fsz.uni-hannover.de/hilfe.html> (also in English!) or the Studentenwerk <https://www.studentenwerk-hannover.de/en/en-international/en-im/en-im-sprache/>.
- You can make use of the complete offer of the Leibniz Language Center. If you want to get a language course recognized as part of your studies, the following rules apply:
 - You are allowed to take 8 CP of language courses as part of your studies. Approval is given for one language in addition to German and English courses.
 - Language courses have to be registered BEFORE they start resp. The exam takes place. Details on how and when to register see below.

How can I enroll for language classes?

- At first you apply for a language course at the Leibniz Language Center.
- When you have gotten into a course and want it to be recognized as part of General Studies in your Degree Programme, you need to fill in a [general studies form](#) and take it to the your Seite 3/4

examiner of the course. She/he will sign it and confirm that you participate in the class (sometimes the office will sign the form as well). Afterwards, mail the form to the Dean of Studies Office (Studiendekanat) studiendekanat-bau@fbg.uni-hannover.de. We will register you for the class.

- After passing the exam you will receive a certificate which you need to hand in to the Examination Office for getting the grade into the QIS-System. pruefungsamt@fbg.uni-hannover.de

Where can I find my Study Regulations?

<http://www.uni-hannover.de/de/studium/im-studium/pruefungsinfos-fachberatung/computational-methods-in-engineering-msc/ordnungen/>