A Guide to the HIS Portal: Registering for ECE Exams

It is mandatory for new ECE students (starting from intake winter term 2017/18) to register for all ECE exams via the HIS Portal before they take place. This guideline will give you an overview of how to register for the ECE exams online.

STEP A: ACCESSING THE LIST OF AVAILABLE ECE EXAMS

STEP B: APPLYING FOR ECE EXAMS

**STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR**

STEP D: CANCELLING YOUR EXAM REGISTRATION

**STEP A: ACCESSING THE LIST OF AVAILABLE ECE EXAMS**

In order to access HIS Portal in ecampus, go to https://ecampus.uni-kassel.de and select the English option on the top of the page.

After selecting the English option, type in our uk number as your user name, along with your UniAccount password, to log in.
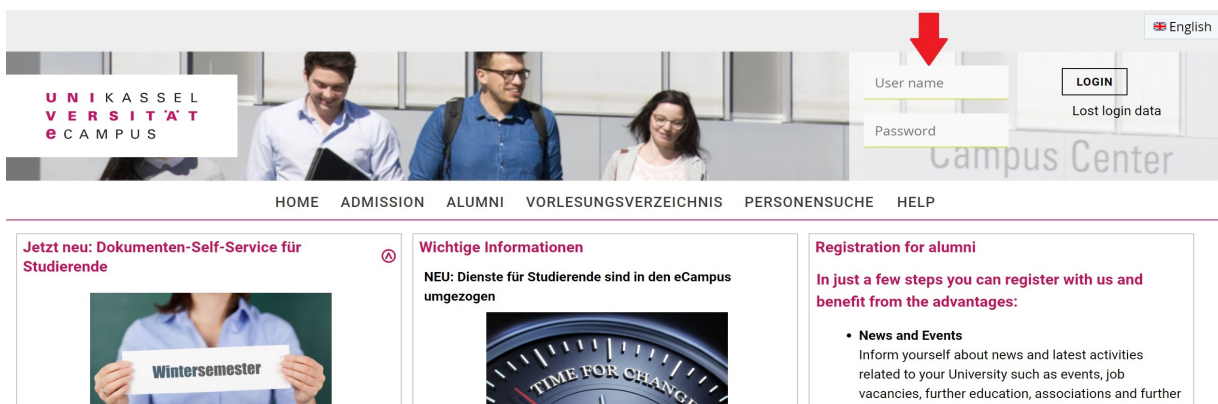
Next, move the mouse pointer to "My Functions", then "Adminstartion of exams" and click on "Apply for Exams"
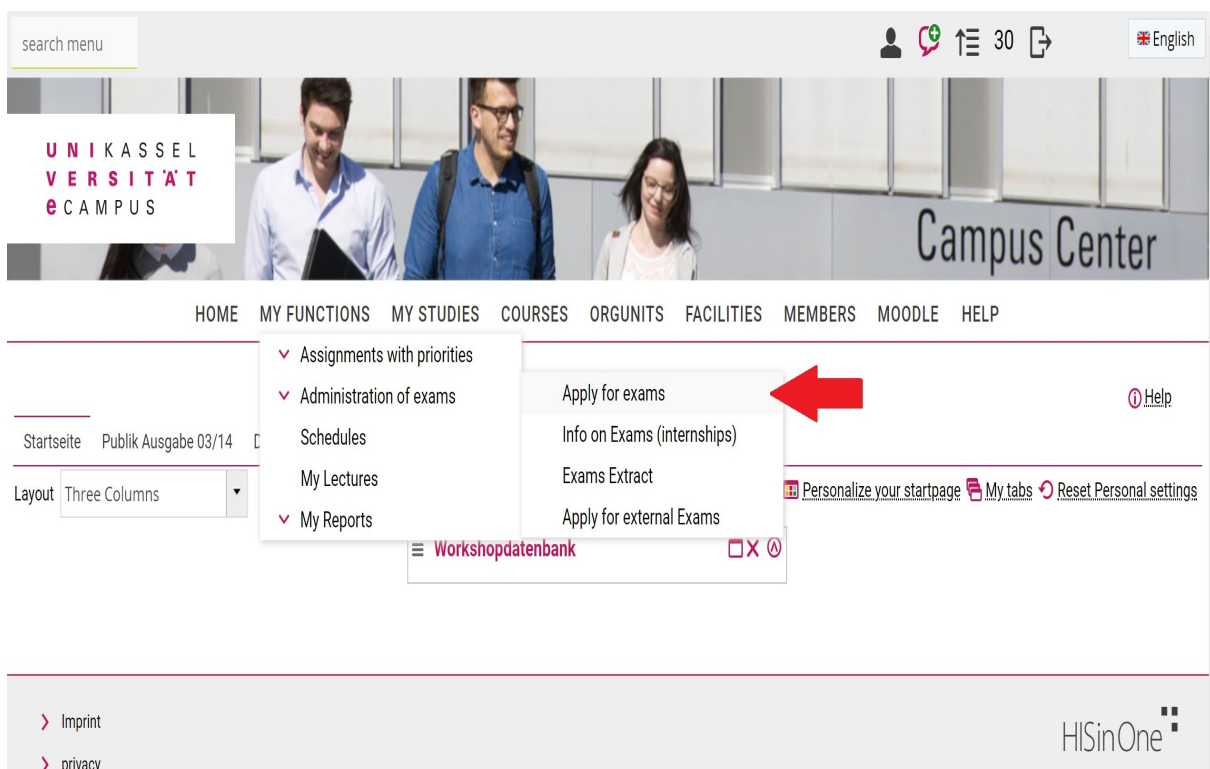
Now, a declaration concerning the regulations for exam registrations is shown on the page. Please click on the box below the text in order to accept these regulations. Then, click "Next" to proceed.

Important information on the registration process. Please read carefully!

The registration will be successful once you have fulfilled the course projects, as it is defined by the examination regulations. The examiner, alternatively, is allowed to cancel the registration at any time.

Please note that you are only allowed to have a certain number of registration attempts.

You must be aware of the fact that if you fail the examination repeatedly, you will not pass the current subject.
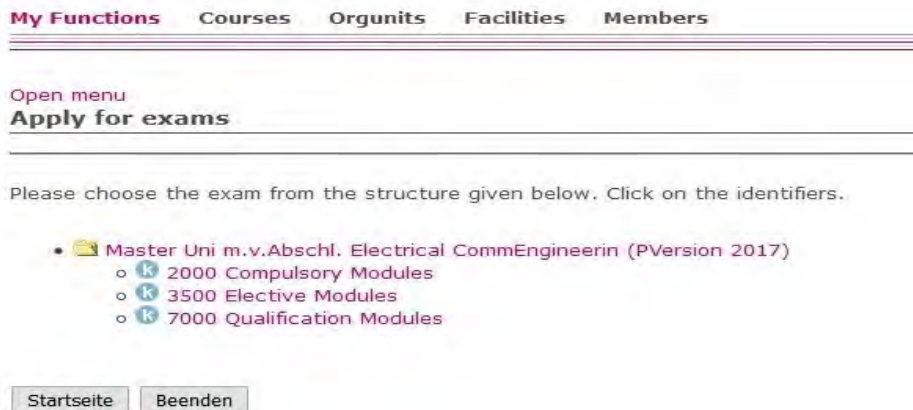
☑ I accept ...   Next

STEP B: APPLYING FOR ECE EXAMS

After clicking on "Next" in STEP A, a list of ECE modules with the German/English meaning appears
2000 Pflichtmodule = Compulsory modules
3500 Wahlpflichtmodule = Elective modules
7000 Qualification Modules = Qualification modules

My Functions   Courses   Orgunits   Facilities   Members

Open menu
Apply for exams

Please choose the exam from the structure given below. Click on the identifiers.

- 📁 Master Uni m.v.Abschl. Electrical CommEngineerin (PVersion 2017)
  - Ⓚ 2000 Compulsory Modules
  - Ⓚ 3500 Elective Modules
  - Ⓚ 7000 Qualification Modules

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As an example, we will now register for the exam in MATLAB, a course in the Elective Module in Digital Communications. First of all, we need to select the relevant module from the list above by clicking on it, in this case: "3510 Digital Communications R1", then clicking on the entry for the "MATLAB" exam.

After clicking the exam the following entry will appear:

Click yes, to sign in to the exam.

You will receive a confirmation of the registration on the next page, which opens automatically after you have clicked on "yes". It should look as follows:

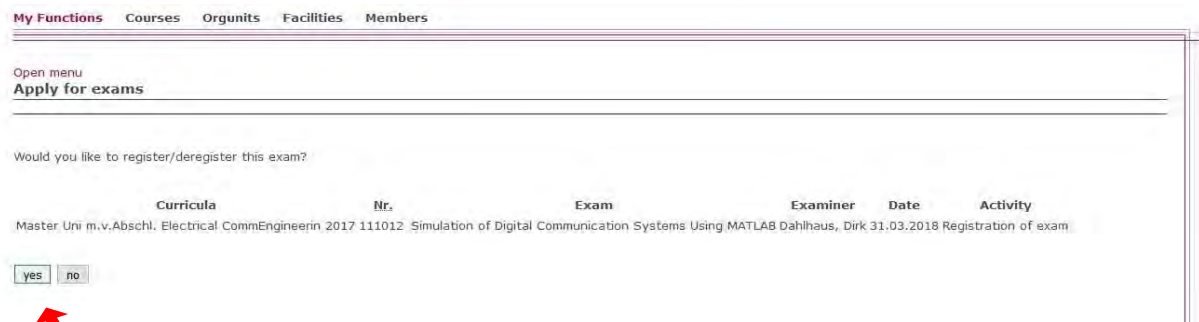
Now, you can either click on "continue registration" in order to register for further exams, go to the home page, or log out.

STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR

Since you will have to register for multiple ECE exams, it is always recommended to check up on the status of the exams you have registered for so far.

To do so, please click on "My Functions" after completing Step B.

Then, please select "Administration of exams" once again.

Now, select "Info on exams".

A list of all exams you have registered for so far will then open. The picture below shows what a successful exam registration looks like in the HIS portal:

Open menu
Info on Exams (internships)

Exams registrations of students	
Student's name	Testa EXA III Test B ECE XVI FB
Date and place of birth	01.01.1980 in Kassel
Registration number	35303718
Address	Mönchebergstr.11, 34109 Kassel

No.	Exam Name	Examiner	form	Term	announcement date	Exam Date	term of appl.	term of withdr.
111012	Simulation of Digital Communication Systems Using MATLAB	Dahlhaus	Prüfung	Winter term 17/18	17.10.2017	31.03.2018	- 24.03.2018	27.03.2018
	FB16-5162 Simulation of Digital Communication Systems using MATLAB							

Selection

STEP D: CANCELLING YOUR EXAM REGISTRATION

In urgent cases, it is possible for students to withdraw or cancel an exam registration. The deadline for doing so is usually several days before the exam date (please check the dates indicated in the HIS portal for every exam in order to find about the deadlines).

As an example, we will now cancel the application for the "MATLAB" exam we registered for previously in STEP B. First of all, repeat STEP A until you get to this page:

Then, please click on the module to which the exam registration you want to cancel belongs to, in this case "5162 MATLAB".

Click "yes" on the page that is shown next:

After you have confirmed your wish to cancel your registration for the exam, this page confirms your successful deregistration:

IMPORTANT:

If you know in advance that you will not be able to take the exam, please cancel your registration.

If you do not show up for an exam you have registered for on HIS, you will automatically fail the exam.

Exception: In case of illness on an exam day, please provide the ECE team with a medical certificate as soon as possible so that the exam will not be counted as failed.