

Info

**Campus Management Web-
Application**

**Team CMA
August 19**

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1 Support

We have compiled a list of Frequently Asked Questions, available on our homepage: <http://www.fu-berlin.de/sites/campusmanagement/> Please check to see whether your current question has already been answered there.

If you have forgotten your password, please contact the ZEDAT user service in the Silberlaube building (Internet PC pools, Raum JK27/121a).

If you have forgotten your username as well, ZEDAT user service in the Silberlaube building (Internet PC pools, Raum JK27/133) can help you.

For other questions regarding Campus Management, please contact the CM Hotline of Freie Universität Berlin, which you can reach by phone **(030) 838-77770** or e-mail cm-hotline@fu-berlin.de using the posted contact information. For advice in person, please see the info service for students and applicants at all info counters: <http://www.fu-berlin.de/studium/info-service/>

For information on Campus Management at Freie Universität Berlin, please see: www.fu-berlin.de/campusmanagement/

2 Access

To access the registration pages, please visit: <https://www.ecampus.fu-berlin.de>

Use your valid ZEDAT account to log in and then click on *Anmelden* (Register).

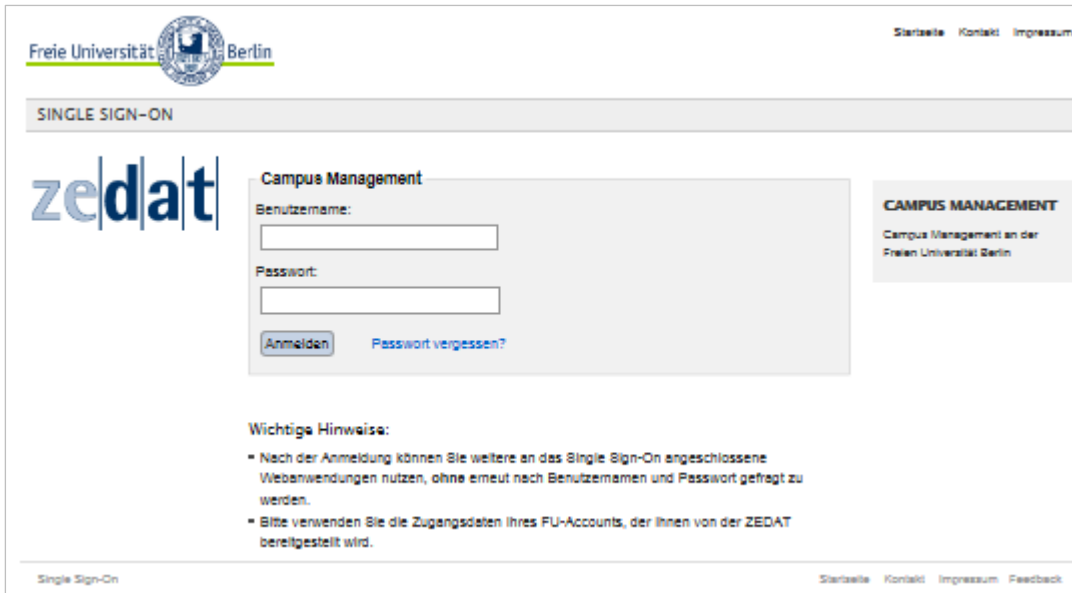
The website has been optimized for the following browsers:

- MS Internet Explorer 5.5 and higher
- Firefox 1.0 and higher
- Mozilla 1.7.5 and higher

You must have both cookies and JavaScript activated in your browser to display the pages correctly.

If you're using macOS, using Firefox (3.6 or newer) is advised.

Login via FU-Berlin Single Sign-On



Freie Universität Berlin

SINGLE SIGN-ON

zedat

Campus Management

Benutzername:

Passwort:

[Passwort vergessen?](#)

CAMPUS MANAGEMENT
Campus Management an der Freien Universität Berlin

Wichtige Hinweise:

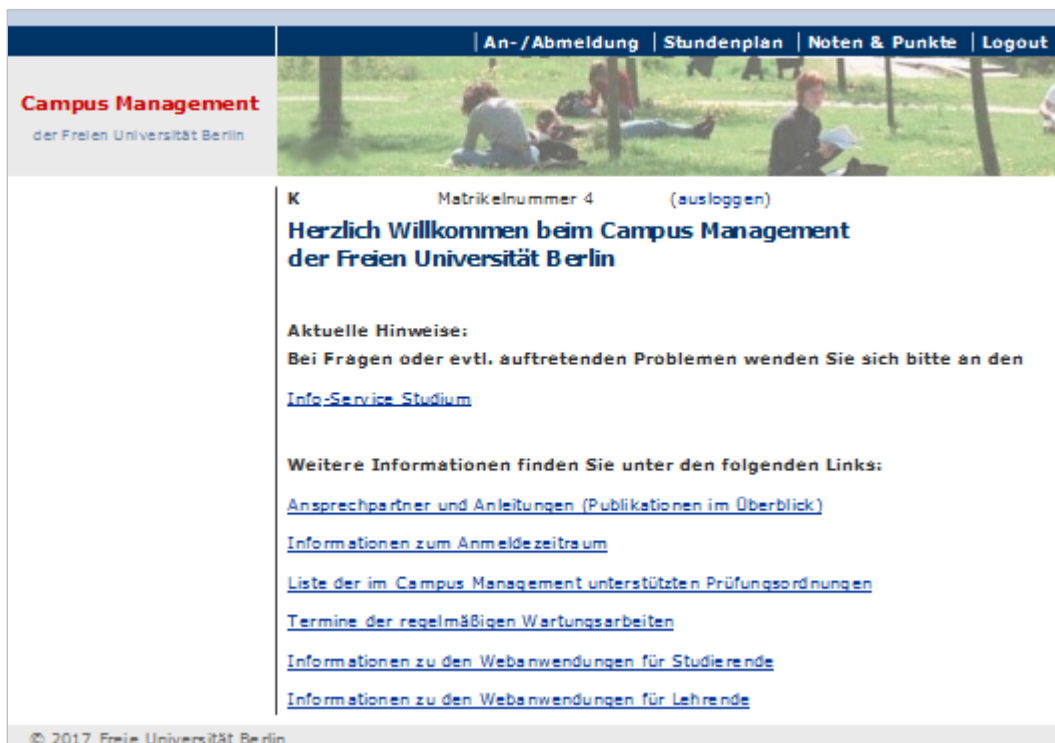
- Nach der Anmeldung können Sie weitere an das Single Sign-On angeschlossene Webanwendungen nutzen, ohne erneut nach Benutzernamen und Passwort gefragt zu werden.
- Bitte verwenden Sie die Zugangsdaten Ihres FU-Accounts, der Ihnen von der ZEDAT bereitgestellt wird.

Single Sign-On

Startseite Kontakt Impressum Feedback

After logging in with your user name and password you will reach the welcome page, containing current information and tips for the Campus Management System as well as support for problems that may occur.

Landing Page



An-/Abmeldung | Stundenplan | Noten & Punkte | Logout

Campus Management
der Freien Universität Berlin

K Matrikelnummer 4 (ausloggen)

Herzlich Willkommen beim Campus Management der Freien Universität Berlin

Aktuelle Hinweise:
Bei Fragen oder evtl. auftretenden Problemen wenden Sie sich bitte an den [Info-Service Studium](#)

Weitere Informationen finden Sie unter den folgenden Links:

- [Ansprechpartner und Anleitungen \(Publikationen im Überblick\)](#)
- [Informationen zum Anmeldezeitraum](#)
- [Liste der im Campus Management unterstützten Prüfungsordnungen](#)
- [Termine der regelmäßigen Wartungsarbeiten](#)
- [Informationen zu den Webanwendungen für Studierende](#)
- [Informationen zu den Webanwendungen für Lehrende](#)

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3 Modules

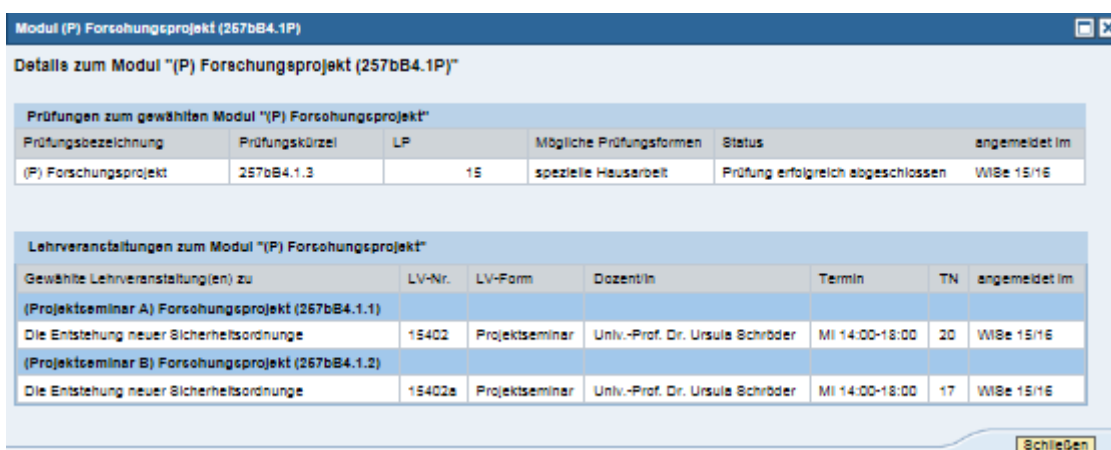
Clicking the link [An-/Abmeldung](#) in the header bar opens the list of booked and/or completed modules. If you are registered for several programs – for instance BA and MA, the list can be filtered by degree program. This page will be empty on first visit since there are no modules to display. It is possible to display explanations (in German): *Legende einblenden*. There is also a system-wide quick reference under *Benutzungshinweise*.

Un-registered and students who have completed or left their programs can access the web-interface, but not register for any modules.
Students on registered holiday leave may access and register for new modules and courses just like registered students.

Icon	Explanation
	Classes for this module have been booked, but are not sufficient for module completion
	Sufficient classes for module completion booked, but classes not completed yet
	Module is complete
	Book new module
	Deregister from module (only possible during registration period for modules booked that semester)
	Edit class selection within module
	View module details
	Quick reference
	Sort modules
	Error
	Class canceled
	Class full

3.1 Terminology

Module detail view




Modul (P) Forschungsprojekt (257bB4.1P)

Details zum Modul "(P) Forschungsprojekt (257bB4.1P)"

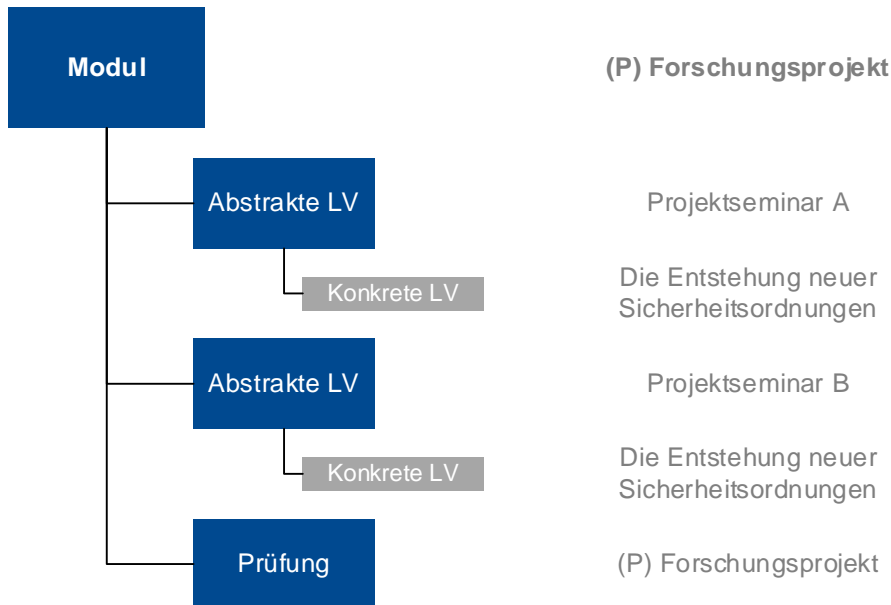
Prüfungen zum gewählten Modul "(P) Forschungsprojekt"					
Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	Status	angemeldet im
(P) Forschungsprojekt	257bB4.1.3	15	spezielle Hausarbeit	Prüfung erfolgreich abgeschlossen	WiSe 15/16

Lehrveranstaltungen zum Modul "(P) Forschungsprojekt"						
Gewählte Lehrveranstaltung(en) zu	LV-Nr.	LV-Form	Dozent/in	Termin	TN	angemeldet im
(Projektseminar A) Forschungsprojekt (257bB4.1.1)						
Die Entstehung neuer Sicherheitsordnungen	15402	Projektseminar	Univ.-Prof. Dr. Ursula Schröder	MI 14:00-18:00	20	WiSe 15/16
(Projektseminar B) Forschungsprojekt (257bB4.1.2)						
Die Entstehung neuer Sicherheitsordnungen	15402a	Projektseminar	Univ.-Prof. Dr. Ursula Schröder	MI 14:00-18:00	17	WiSe 15/16

The module detail view  displays the classes booked for a module. Generally, modules consist of two abstract classes (here: *Projektseminar A* und *Projektseminar B*), as well as a module exam ((P) *Forschungsprojekt*). Actual classes (*Die Entstehung neuer Sicherheitsordnungen...*) are always assigned to an abstract class.


Successful module completion thus requires the registration to actual classes for each abstract class structuring the module.

Visualization: Structure of Modules and Classes (LV)



3.2 Registering for modules


3.2.1 Direct booking

Clicking  (*Choose new module*) opens a list of recommended modules for your degree program and current semester.

Screenshot of the registration interface. At the top, it shows the user is logged in as 'Mitarbeiter des Prüfungsbüros' with a 'Wechseln' button. The page title is 'Politikwissenschaft (Fachsemester 1) BA Politikwissenschaft (examstrikullert)'. Below this, it says 'Module mit Lehrangebot im Wintersemester 2015/2016'. There are instructions to select modules and a list of steps: 1. Module wählen, 2. Lehrveranstaltung wählen, 3. Auswahl bestätigen, 4. An-/Abmeldung abschließen. A dropdown menu shows 'M.A. Politikwissenschaft b (257b_MA120)'. A checkbox 'nur empfohlene Module anzeigen' is checked. Below is a table of modules:


Studiengangsbestandteil	Kürzel	Modultitel	Modulkürzel	LP	empf. FS
M.A. Politikwissenschaft b	257b_MA120	Polnisch ABV Einstiegsmodul	105ca1.31P	10	
		Polnisch ABV Grundmodul 2	105ca1.32P	5	
		Polnisch ABV Grundmodul 3	105ca1.33P	5	
		Portugiesisch ABV Einstiegsmodul	105ca1.35P	10	

Modules & classes can only be booked during the registration period, which usually starts on the first workday of the semester and ends on Friday of the third week of classes. Detailed information for each semester as well as for the assignment of limited enrollment classes can be found on our homepage: <http://www.fu-berlin.de/sites/campusmanagement/>

It is also possible to display all modules you can register for. Just uncheck nur empfohlene Module anzeigen. The utility of registering for modules recommended for later semester varies, but it is only possible if you already met the criteria for participation. It is also possible to limit the displayed modules just to the main degree program you are enrolled in.  opens the detail view with extended module descriptions and the list of bookable classes.

Modules without classes for the current semester cannot be registered for.

In some programs, the list of selectable modules can be very long. We recommend using filters to limit the list. You can sort columns in either ascending or descending order.


Registration for modules is opened by clicking  next to the modules you want to register for.

Registration dialogue

Prüfungen zum gewählten Modul "(V) Wirtschaft und Integration"						
Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	Status	angemeldet im	
(V) Wirtschaft und Integration	257bB3.2.3	10	Hausarbeit schriftlich und mündlich	Prüfung noch nicht gebucht		

Lehrveranstaltungsangebot zum Modul "(V) Wirtschaft und Integration"										
	Lehrveranstaltungsangebot zum Modul	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN		
(81) Wirtschaft und Integration (257bB3.2.1)										
<input type="checkbox"/>	Wirtschafts- und finanzpolitische Koordl	15390	257b_1512	Seminar	Schreyer	MO 16:00-18:30		11		
<input type="checkbox"/>	Comparative Regionalism: drivers and out	15391	257b_1352	Seminar	Hüllen	MO 12:00-14:00		17		
<input type="checkbox"/>	EU-CDSP In Action: EU ambitions and prac	15392	257b_372	Seminar	Ferhatovic Peters	MO DO		10		
<input checked="" type="checkbox"/>	Gender und globale Krisen	15395	257b_1017	Seminar	Caglar	DI 16:00-18:00		29		
<input type="checkbox"/>	Theorien der Internationale Politische Ö	15396	257b_997	Seminar	Lütz	DI 14:00-16:00		39		
<input type="checkbox"/>	Theories and Practices of Foreign Aid	15397	257b_367	Seminar	Boeteng	DI 10:00-12:00		23		
<input type="checkbox"/>	Politische Ökonomie Illegaler Drogen	15398	257b_1672	Seminar	Tzanetakis	MI DO 14:00-16:00		32		
(82) Wirtschaft und Integration (257bB3.2.2)										
<input type="checkbox"/>	Wirtschafts- und finanzpolitische Koordl	15390	257b_1472	Seminar	Schreyer	MO 16:00-18:30		11		
<input type="checkbox"/>	Comparative Regionalism: drivers and out	15391	257b_1462	Seminar	Hüllen	MO 12:00-14:00		17		
<input checked="" type="checkbox"/>	EU-CDSP In Action: EU ambitions and prac	15392	257b_362	Seminar	Ferhatovic Peters	MO DO		10		
<input type="checkbox"/>	Gender und globale Krisen	15395	257b_1022	Seminar	Caglar	DI 16:00-18:00		29		
<input type="checkbox"/>	Theorien der Internationale Politische Ö	15396	257b_1002	Seminar	Lütz	DI 14:00-16:00		39		
<input type="checkbox"/>	Theories and Practices of Foreign Aid	15397	257b_222	Seminar	Boeteng	DI 10:00-12:00		23		
<input type="checkbox"/>	Politische Ökonomie Illegaler Drogen	15398	257b_25	Seminar	Tzanetakis	MI DO 14:00-16:00		32		

Klicken Sie auf "Weiter" um den An- und Abmeldeprozess fortzusetzen.

Select the classes you want to enroll in in the registration dialogue. It is not necessary to complete the module in the current semester, so you can just enroll in one class now and the next one in a subsequent semester. In the example, two individual classes have been chosen for direct enrollment: *Gender und globale Krisen*, as well as *EU-CDSP in Action*. You confirm the enrollment by clicking . Clicking  discards the enrollment for the class.

If you book a module without selecting any classes, only the module and the module exam will be booked. You still have time until the end of the registration period to delete the module booking or book classes, however.




Booking confirmation



Lehrveranstaltungsangebot zum Modul "(V) Wirtschaft und Integration"							
	Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	TN
(81) Wirtschaft und Integration (257bB3.2.1)							
<input checked="" type="checkbox"/>	Gender und globale Krisen	15395	257b_1017	Seminar	Caglar	DI 16:00-18:00	29
(82) Wirtschaft und Integration (257bB3.2.2)							
<input checked="" type="checkbox"/>	EU-CDSP In Action: EU ambitions and prac	15392	257b_362	Seminar	Ferhatovic Peters	MO DO	10

The next dialogue displays the selected classes and requires confirmation.

Bestätigen finalizes the booking procedure. The booked module is displayed in the module overview

Display of booked module

	(V) Wirtschaft und Integration	257bB3.2P	10	1	SoSe 17		
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Again, you can modify the booking by clicking .  deletes the booking in its entirety.

3.2.2 Selecting preferences for courses with limited capacity

Some courses have only limited capacities – they cannot be booked directly. Instead, you need to assign preferences to the courses you would like to book. In accordance with the given preferences, an algorithm assigns classes to students on the last Friday before classes begin. In case capacities remain unused, direct booking will be enabled.

If a module features both limited capacity and regular classes and a regular class is chosen for booking, no preferences will be recorded. It is advised to always assign as many preferences as possible.

keine Teilnahme ▾

keine Teilnahme


keine Präferenz

Präferenz 1

Präferenz 2

Präferenz 3

Depending on the number of limited capacity classes, a varying number of preferences can be selected. *Keine Teilnahme* means that the class will not be booked under any circumstances.

If few or no preferences are assigned, it is possible that no class is being assigned. If you want or need to book the module in the current semester, make sure to assign as many preferences as possible! Using the checkbox or  records *no* preference! Be sure to always make the selection using the dropdown menu.


Setting preferences

Portugiesisch ABV Einstiegsmodul (1) (105cA1.35.1)							
<input checked="" type="checkbox"/>	Portug. EM 1. Teil/GM 1, 1. Gr.	54400	105c_1936	Sprachpraktische Übung	Da Silva Fig	MI FR	Präferenz 1
<input checked="" type="checkbox"/>	Portug. EM 1. Teil/GM 1, 2. Gr.	54401	105c_1941	Sprachpraktische Übung	Bolêo Tomê	DI DO 10:00-	Präferenz 2
<input checked="" type="checkbox"/>	Bras. Portug. ABV EM 1. Teil	54831	105c_1876	Sprachpraktische Übung	Ziebell	MO MI 12:00-	Präferenz 3
Portugiesisch ABV Einstiegsmodul (2) (105cA1.35.2)							
<input checked="" type="checkbox"/>	Portug. EM 2. Teil/GM 2, 1. Gr.	54402	105c_2666	Sprachpraktische Übung	Bolêo Tomê	DI DO 12:00-	Präferenz 1
<input checked="" type="checkbox"/>	Portug. EM 2. Teil/GM 2, 2. Gr.-Ferl	54403	105c_2671	Sprachpraktische Übung	Correia Mine	MO DI MI DO	Präferenz 2
<input checked="" type="checkbox"/>	Bras. Portug. ABV EM 2. Teil	54832	105c_2501	Sprachpraktische Übung	Dornelles de	MO MI 16:00-	Präferenz 3

Klicken Sie auf "Weiter" um den An- und Abmeldeprozess fortzusetzen.

Weiter and **Bestätigen** in the subsequent dialogue record the selection.

3.2.3 Modifying booked courses


Courses you booked during this booking period can be modified or deleted. Just click  in the module booking overview page.

The highest preference is preference 1, the lowest is *keine Präferenz*.

In case you want to delete an entire module, please see section 3.2.4

Course Modification from Module Overview Page

Status	Modultitel	Modulkürzel	LP	empf. FS	1.Anmeldung			
✓	(P) Einführung und Grundlagen	257bA1.1P	15	1	WiSe 15/16			
✓	(P) Forschungsprojekt	257bB4.1P	15	2	WiSe 15/16			
✓	(V) Globales Regieren	257bB3.1P	10	1	SoSe 16			
✓	(V) Pol. Theorie und Ideengeschichte	257bB1.1P	10	1	WiSe 15/16			
	(V) Vergl. und regionale Politikanalyse	257bB2.2P	10	1	WiSe 15/16			
	(V) Wirtschaft und Integration	257bB3.2P	10	1	SoSe 17			

On the module booking page, you can both delete  the course and select a new one. To book another course, make sure to delete the old booking first and then select the new course using the checkbox . As always, save your bookings using **Weiter** and **Bestätigen**

Deleting and Altering Course selections

Lehrveranstaltungsangebot zum Modul "(V) Wirtschaft und Integration"							
	Lehrveranstaltungsangebot zum Modul	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	Präferenz/Teilnahme
(S1) Wirtschaft und Integration (257bB3.2.1)							
<input type="checkbox"/>	Wirtschafts- und finanzpolitische Koordl	15390	257b_1512	Seminar	Schreyer	MO 16:00-18:30	Direktbuchung
<input type="checkbox"/>	Comparative Regionalism: drivers and out	15391	257b_1352	Seminar	Hüllen	MO 12:00-14:00	Direktbuchung
<input type="checkbox"/>	EU-CDSP In Action: EU ambitions and prac	15392	257b_872	Seminar	Ferhatovic Peters	MO DO	Direktbuchung
<input checked="" type="checkbox"/>	Gender und globale Krisen	15395	257b_1017	Seminar	Caglar	DI 16:00-18:00	Direktbuchung
<input type="checkbox"/>	Theorien der Internationale Politische Ö	15396	257b_997	Seminar	Lütz	DI 14:00-16:00	Direktbuchung
<input type="checkbox"/>	Theories and Practices of Foreign Aid	15397	257b_867	Seminar	Boateng	DI 10:00-12:00	Direktbuchung
<input type="checkbox"/>	Politische Ökonomie Illegaler Drogen	15398	257b_1672	Seminar	Tzanetakis	MI DO 14:00-16:00	Direktbuchung

The changes will be reflected in the subsequent results page. New classes can now be booked for that module.

Results Page

Prüfungen zum gewählten Modul "(V) Wirtschaft und Integration"			
Status	Status-Bez.	Prüfungsbezeichnung	Prüfungskürzel
	Es wurden keine Änderungen an bestehenden Prüfungsbuchungen vorgenommen!		

Lehrveranstaltungsangebot zum Modul "(V) Wirtschaft und Integration"				
Status	Status-Bez.	Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.
	Abgemeldet	(S1) Wirtschaft und Integration (257bB3.2.1) Gender und globale Krisen	15395	257b_1017
	Abgemeldet	(S2) Wirtschaft und Integration (257bB3.2.2) EU-CDSP In Action: EU ambitions and prac	15392	257b_982

3.2.4 Deregister from an entire Module

You can delete modules you booked during the current registration period. However, module bookings from previous semesters cannot be changed.

Hit  on the overview page to de-register from a booked module.

Please note that deleting courses does not necessarily entail the de-registration from an exam. If you want to make sure the exam registration is deleted as well, follow the instructions in 3.2.4.

Module deletion entails the automatic de-registration from all courses and exams included in the module.

Module Deletion from Overview Page.

Status	Modultitel	Modulkürzel	LP	empf. FS	1.Anmeldung			
✓	(P) Einführung und Grundlagen	257bA1.1P	15	1	WiSe 15/16			
✓	(P) Forschungsprojekt	257bB4.1P	15	2	WiSe 15/16			
✓	(V) Globales Regieren	257bB3.1P	10	1	SoSe 16			
✓	(V) Pol. Theorie und Ideengeschichte	257bB1.1P	10	1	WiSe 15/16			
	(V) Vergl. und regionale Politikanalyse	257bB2.2P	10	1	WiSe 15/16			
	(V) Wirtschaft und Integration	257bB3.2P	10	1	SoSe 17			

The subsequent dialogue displays the module's contents that are going to be deleted. Confirmation via **Bestätigen** finalizes the de-registration from the module.

Dialogue Module Deletion

K Matrikelnummer 4 Politikwissenschaft (Fachsemester 2)
BA Politikwissenschaft (exmatrikuliert)

Meine Abmeldung vom Modul "(V) Wirtschaft und Integration (257bB3.2P)" Sommersemester 2017 **Schritte der An-/Abmeldung**

Diese Übersicht zeigt die von Ihnen abgewählten Lehrveranstaltungen und die zugehörigen Prüfungen des Moduls an. Überprüfen Sie bitte Ihre Auswahl, bevor Sie diese bestätigen. 1. Module wählen
2. Lehrveranstaltung wählen
3. Auswahl bestätigen
4. An-/Abmeldung abschließen

[Legende einblenden](#)

Prüfungen zum gewählten Modul "(V) Wirtschaft und Integration"					
Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	Status	angemeldet im
(V) Wirtschaft und Integration	257bB3.2.3	10	Hausarbeit schriftlich und mündlich	Für die Prüfung vorgemerkt	SoSe 17

Lehrveranstaltungsangebot zum Modul "(V) Wirtschaft und Integration"							
Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	TN	Präferenz/Teilnahme
{S1} Wirtschaft und Integration (257bB3.2.1)							
Gender und globale Krisen	15395	257b_1017	Seminar	Caglar	DI 16:00-18:00	30	Direktbuchung
{S2} Wirtschaft und Integration (257bB3.2.2)							
EU-CDSP In Action: EU ambitions and prac	15392	257b_982	Seminar	Ferhatovic Peters	MO DO	11	Direktbuchung

Abbrechen **Zurück** **Bestätigen**

4 Schedule

The header **Stundenplan** opens the course scheduling function. It displays booked classes for the current and past semester. You can choose between two views. Semester view lists booked courses and exams.

Semester View (Courses)

Meine Lehrveranstaltungen im Wintersemester 2015/2016					
LV-Nr.	Lehrveranstaltungstitel	LV-Form	Dozent	Zeitraum	max. TN
15310	Zur "Immanenz" des Politischen: Polits	Seminar	Aisch	Di 12:00-14:00	
15402	Die Entstehung neuer Sicherheitsordnungen	Projektseminar	Schröder	Mi 14:00-18:00	
15402a	Die Entstehung neuer Sicherheitsordnungen	Projektseminar	Schröder	Mi 14:00-18:00	
15300	Einführung in aktuelle Trends der politi	Vorlesung	Sprungk	Mi 12:00-14:00	
15301	Wissenschaftstheorie	Vorlesung	Ladwig	Mi	
32511	Introduction to Theories and Methods	Seminar	Lammert	Do 08:30-10:00	
32514	Theories of the American State	Hauptseminar	Vormann	Fr 14:00-18:00	
15353	Pierre Bourdieu, Michel Foucault und die	Seminar	Voß	Do SA	

Semester View (Exams)

Meine Prüfungstermine im Wintersemester 2015/2016			
Modultitel	Prüfungsbezeichnung	Prüfer	Prüfungsform
Aufbaumodul Politische Systeme	Aufbaumodul Politische Systeme	Wanda Vradi	Hausarbeit
(F) Einführung und Grundlagen	(F) Einführung und Grundlagen	Univ.-Prof. Dr. Christian Lammert	Klausur
(V) Pol. Theorie und Ideengeschichte	(V) Pol. Theorie und Ideengeschichte	Prof. Dr. Boris Vormann	Hausarbeit
(F) Forschungsprojekt	(F) Forschungsprojekt	Univ.-Prof. Dr. Ursula Schröder	spezielle Hausarbeit

Clicking on [Zur Wochenansicht wechseln](#) opens the weekly schedule. It displays courses in their weekly temporal context.

Weekly Schedule (Courses)

	Mo	Di	Mi	Do	Fr
8 - 9				32511	
9 - 10				Introduction to	
10 - 11				15353 Pierre Bourdieu, Michel Foucault und die	
11 - 12					
12 - 13		15310 Zur "Immanenz" des Politischen:	15300 Einführung in aktuelle Trends		
13 - 14					
14 - 15			15301 Wiss Die	15402 Die	32514 Theories of the American State
15 - 16			(Univ) Entsb neuer Siche	(Univ) Entsb neuer Siche	
16 - 17			[Univ]-Prof	[Univ]-Prof	
17 - 18					
18 - 19					
19 - 20					

Calendar

◀ Jul 2017 ▶

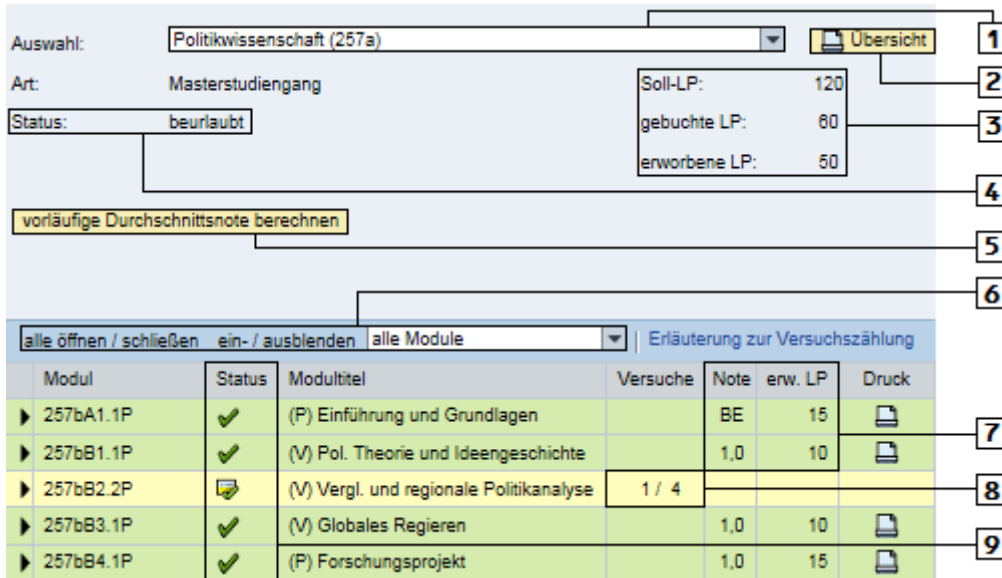
	Mo	Tu	We	Do	Fr	Sa	Su
26	26	27	28	29	30	1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31	1	2	3	4	5	6

You can navigate between weeks using the calendar.

5 Grade and Credit Summary

Noten & Punkte opens the grade and credit summary function.

Overview Grade and Credit Summary



Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
▶ 257bA1.1P	✓	(P) Einführung und Grundlagen		BE	15	
▶ 257bB1.1P	✓	(V) Pol. Theorie und Ideengeschichte		1,0	10	
▶ 257bB2.2P		(V) Vergl. und regionale Politikanalyse	1 / 4			
▶ 257bB3.1P	✓	(V) Globales Regieren		1,0	10	
▶ 257bB4.1P	✓	(P) Forschungsprojekt		1,0	15	

#	Explanation
1	Choice of Program This function enables you to filter the overview page by degree program elements (Main/ABV)
2	Print grade and credit point summary This function automatically generates an academic records summary in .pdf file format. You can save and print these records as needed.
3	Quick credit points overview This box informs you about your current study progress, indicated by credit points. <ul style="list-style-type: none"> • <i>Soll LP</i>: Credit Points necessary for obtaining your degree according to the provisions of your examination regulation. • <i>Gebuchte LP</i>: Sum of credit points of all booked and completed modules • <i>Erworbene LP</i>: Sum of earned credit points
4	Status The status indicates the progress in the respective degree program. It displays eingeschrieben (enrolled) until a (partial) degree has been accomplished. Upon completion, it will either show angerechnet (for partial degrees) or erfolgreich abgeschlossen (successfully completed) for the final degree. When a partial degree or a final degree is completed without success it will show the status ohne Erfolg abgeschlossen (unsuccessfully completed).
5	Calculate preliminary average grade This function opens a pop-up which displays your preliminary average grade. Please note that this preliminary grade is just for informational purposes and may diverge strongly, more or less

from your eventual final grade, as the rules for final grade-calculation are not implemented in the grade and credit points summary.

The button will disappear if a partial or final degree have been accomplished. Instead, the respective calculated grade will be shown by default.

6 Filter and expand view

You can easily expand all modules (show all courses and exams per module), access additional information concerning your modules, and filter the module overview by the current status of your modules.

7 Quick grade and credit points overview per module

These columns inform you about the grades and credit points you received for your completed modules. When you are in detail view (using the "alle öffnen/schließen" button), you are also informed about specific exams in those modules.

8 Examination attempt counter

This column displays the examination attempt counter. It shows the current attempt as well as the maximum number of exam attempts. The last possible attempt is highlighted by red, bold type.

9 Statusicons

In addition to the color-coding (yellow=not completed, green=completed), the status icons inform you about the booking-status of your modules. The symbols in this view correspond with the symbols in the module registration.



Not all necessary courses have been booked. Thus, the module cannot be completed yet.



All necessary courses have been booked, but the module has not been completed yet (because there are still exams to be passed, for instance)



The module was successfully completed



The module was unsuccessfully completed.



The module has been used for another module's approval



The module has been approved

5.1 Examination Attempt Counter

Rules concerning the repetition of exams have been modified at the beginning of the winter semester 2015/2016. The exam attempt counter reflects these changes and displays all attempted exams for a module since 01.10.2015. The field *Versuchszählung* shows both the maximum number of possible attempts as well as the recorded number.

Display of Exam Attempts

▼ 105cA1.35P	Portugiesisch ABV Einstiegsmodul	1 / 4
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Detail view conveys additional information.

Detail View: Binding Exam Date, Notes, Counter

Status	Bezeichnung	LV- / Prüf.-Nr.	Dozent / Prüfer	Teiln. / Note	Versuche
	Bras. Portugiesisch ABV EM 1. Teil	54831	Dr.		
✘	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0 nicht erschienen	1 / 4
✘	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0 nicht erschienen	2 / 4
✘	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0 Täuschung...	3 / 4
☑	Portugiesisch ABV Einstiegsmodul	105cA1.35.3			4 / 4

Annotations: 1 points to the first attempt row, 2 points to the grade column, 3 points to the attempt counter column.

Explanation

- 1 Display of compulsory exam date on module level as well as on detail level of the examination attempt.
- 2 The notes cheating (*Täuschungsversuch*) or failure to turn up (*nicht erschienen*) appear along with the grade 5.0 (fail). Notations for withdrawal (*Rücktritt*) - withdrawal in due time (*fristgerecht*) or justified withdrawal (*begründet*) - are displayed in the grades column as well.
- 3 The number of possible and actual exam attempts is displayed on both module level and exam attempt detail level. Red print indicates the last possible attempt..

Detail View: Binding Exam Date, Notes, Counter for completed modules


Modulabschnitt	Art	Status	Bezeichnung	LV- / Prüf.-Nr.	Dozent / Prüfer	Teiln. / Note	Versuche
173bA2.1P		☑	(WPF) Grundlagen der Politischen Theorie			1,0 10	
173bA2.1.1	LV	☑	Politische Ideengeschichte	15030	Prof. Dr.	JA; JA	
173bA2.1.2	LV	☑	Raum Macht Politik	15044	F. C. J.	JA; JA	
Modulprüfung	MP	☑	(WPF) Grundlagen der Politischen Theorie	173bA2.1.3	J	1,0	1 / 4

For completed modules, compulsory exam dates and exam attempt counters appear on detail level, but not on the module level.



Background information available under:
http://www.fu-berlin.de/studium/studienorganisation/pruefung/anzaehl_pruefungen.html
 Or the link [Erläuterung zur Versuchszählung](#) in the web interface

5.2 Functions

5.2.1 Detail View

The detail view offers precise information concerning your grade and credit points for a given module. Access the detail view for a single module by clicking  or globally for all modules by using [alle öffnen](#) / [schließen](#).


Detail View: Incomplete Module with completed exam

020eA3.2P			(GB2) Internationale Politische Ökonomie	1 / 4	0	
Modulabschnitt	Art	Status	Bezeichnung	Dozent / Prüfer	Teiln. / Note	Versuche
020eA3.2.1	LV					
020eA3.2.2	LV	✓	Knowledge, Innovation, and Intellectual	J	JA; JA	
Modulprüfung	MP	✓	(GB2) Internationale Politische Ökonomie	J	1,0	1 / 4

The non-detail view just displays grades for completed modules. Please use the detail view in order to see all the grades you obtained.







Now details are visible below the chosen module. In this case, one class has been completed as well as the exam. The other class has not been booked yet. Hence, the module cannot be completed just yet.

Completed Module

020eA1.2P		✓	(P) Einführung MWA	1,0	10	
Modulabschnitt	Art	Status	Bezeichnung	Dozent / Prüfer	Teiln. / Note	Versuche
020eA1.2.1	LV	✓	Methoden der Politikwissenschaft	Univ.-Prof. Dr.	nicht tnpfl.	
020eA1.2.2	LV	✓	(PS/MWA) Die politische Philosophie von	T	JA; JA	
Modulprüfung	MP	✓	(P) Einführung MWA	Univ.-Prof. Dr.	1,0	

The module in the image above has been completed. It is highlighted in green and its status is marked by ✓. All necessary courses and exams have been booked and completed. The fields in the attempt counter column are empty since the exams have been taken and passed before 01.10.2015.

Unsuccessfully Finished Module

✗  Portugiesisch ABV Einstiegsmodul					4 / 4	
Status	Bezeichnung	LV- / Prüf.-Nr.	Dozent / Prüfer	Teiln. / Note	Versuche	
✗	Bras. Portugiesisch ABV EM 1. Teil	54831	Dr.			
✗ 	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0 nicht erschienen	1 / 4	
✗ 	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0 nicht erschienen	2 / 4	
✗ 	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0 Täuschung...	3 / 4	
✗ 	Portugiesisch ABV Einstiegsmodul	105cA1.35.3		5,0	4 / 4	

Approved Modules and Classes

There are two types of approval at the Free University concerning modules (1) completed at other institutions and (2) completed at the Free University, that cannot be booked via Campus Management. This type of approval is called *external module approval* (see example 1). Additionally, completed

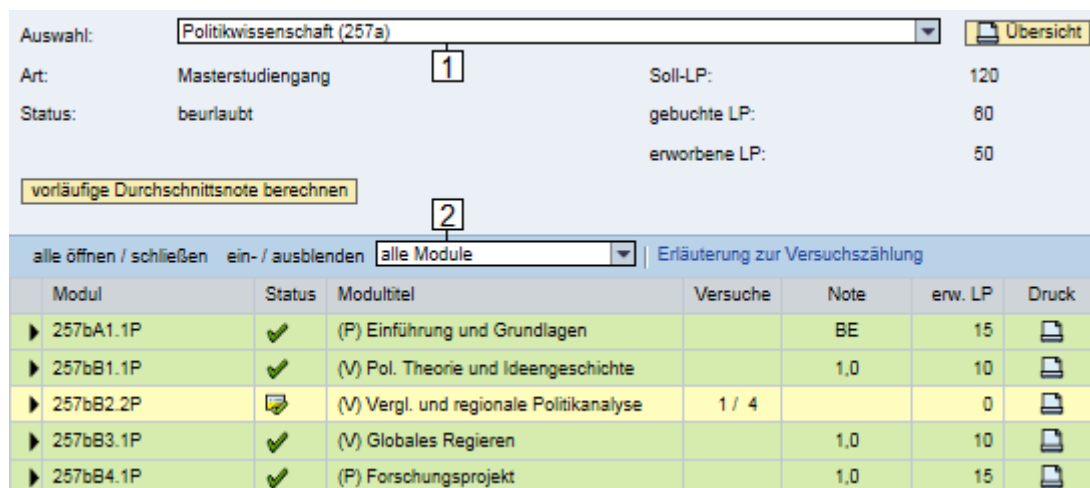
modules and courses booked via Campus Management can be approved for other degree programs (examples 2-7)

Approval Type	Erörterung
External	If a module has been approved externally, no module-details can be shown in the summary.
Module 1:1	One booked and one completed module have been approved for one module.
Module 1:N	One booked and one completed module have been approved for two modules.
Modules N:1	Two booked and completed modules are approved for one module.
Class 1:1	One course from a booked and completed module has been approved for a different abstract course in another module.
Class 1:N	One course from a booked and completed module has been approved for two abstract courses in two respective modules.
Classes N:1	Two courses from one or more booked and completed modules have been approved for one abstract course in another module.

5.2.2 Filter View

The filter function enables you to remove modules that do not match the selected criteria from the overview. You can filter by degree program elements and module status. In this case, the Politikwissenschaft 257a element has been chosen in the *Auswahl* dropdown menu. The overview is reduced to the modules visible below.

Two Ways of Using Filters



The screenshot shows the following details:

- Auswahl:** Politikwissenschaft (257a)
- Art:** Masterstudiengang
- Status:** beurlaubt
- Soll-LP:** 120
- gebuchte LP:** 60
- erworbene LP:** 50
- Buttons:** Übersicht, vorläufige Durchschnittsnote berechnen
- Filter:** alle öffnen / schließen, ein- / ausblenden, alle Module
- Table:**


Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
▶ 257bA1.1P	✓	(P) Einführung und Grundlagen		BE	15	
▶ 257bB1.1P	✓	(V) Pol. Theorie und Ideengeschichte		1,0	10	
▶ 257bB2.2P	⚠	(V) Vergl. und regionale Politikanalyse	1 / 4		0	
▶ 257bB3.1P	✓	(V) Globales Regieren		1,0	10	
▶ 257bB4.1P	✓	(P) Forschungsprojekt		1,0	15	

Politikwissenschaft (257a) ▾
 Politikwissenschaft (257a)
 - M.A. Politikwissenschaft b (257b_MA120)
 BA Politikwissenschaft (020b)
 - B.A. Politikwissenschaft c (020c_k150)
 - ABV B.A. Politikwissenschaft b (156b_m30)

Changing the selection also affects the display of credit points in the info box (*soll*, *gebucht*, and *erworben*)

In this case, the ABV element has been chosen in the *Auswahl* dropdown menu. The overview has been reduced to the five modules visible below.

Filter by Degree Program Element (ABV)

Auswahl: - ABV B.A. Politikwissenschaft b (156b_m30)  Übersicht

Art: ABV Soll-LP: 30
 Status: gebuchte LP: 30
erworbene LP: 30

alle öffnen / schließen ein- / ausblenden alle Module Erläuterung zur Versuchszählung

Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
▶ 105bA1.8P		Französisch ABV-Basismodul 1		2,0	5	
▶ 105bA3.5P		Gender und Gender Mainstreaming			0	
▶ 105bA5.3P		Optimierung der pers. Arbeitsprozesse			0	
▶ 105cA1.18P		Französisch ABV Aufbaumodul 1		BE	5	
▶ 156bA4.6P		(B) Politikwissenschaftliche Beratung		BE	5	

alle Module ▾
 alle Module
 nur abgeschlossene Module
 nur offene Module

In the second dimension you can filter the view by this module status. The selection of only non-completed modules in the image yields the visible result.

Filter by Degree Program Element and Module Status (Incomplete)

alle öffnen / schließen ein- / ausblenden nur offene Module Erläuterung zur Versuchszählung

Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
▶ 105bA3.5P		Gender und Gender Mainstreaming			0	
▶ 105bA5.3P		Optimierung der pers. Arbeitsprozesse			0	


5.2.3 Printing

This function automatically generates various types of academic records overviews in .pdf file format. For non-completed modules, you can download module- and exam-registration certificates. For completed modules, there is an option to create module-certificates. This enables you not only to generate general academic records, but also module-specific certificates. However, it is a precondition for this function that there is at least one completed module in the respective degree program.

Certain transcripts need to conform to specific formal criteria (signed and/or sealed). In those cases, they need to be requested at the respective office for student affairs (Studienbüro/Prüfungsbüro).

Overview (Übersicht)


This function generates an overview of a range of modules depending on selection (completed/all).

After clicking  Übersicht a pop-up opens asking you to configure the scope of the overview.

Configuring the Overview Document

	Explanation
Allgemeine Bescheinigung über den Leistungsstand	General Overview: This function generates an overview of your general academic progress without specifying modules.
Leistungsübersicht nur über abgeschlossene Modulleistungen	Completed Modules Only: This function generates a .pdf file containing a transcript for all completed modules. Hence, unfinished modules are not included.
Leistungsübersicht über begonnene und abgeschlossene Modulleistungen	All Modules: This function generates an academic records overview that contains all booked modules.
Wiederholungsprüfungen auch bei abgeschlossenen Modulen aufführen	Include Failed Exams: Generally, the document lists successfully completed exams only. If you wish to have failed exams included, you need to activate this checkbox.

For Individual Modules

If you need a certificate for one specific module, you just need to click the  button. Generating a module certificate requires having fulfilled at least one requirement for completion (participation or exam).

Configuring the Module Document

If the Module is incomplete, only a registration certificate will be provided.

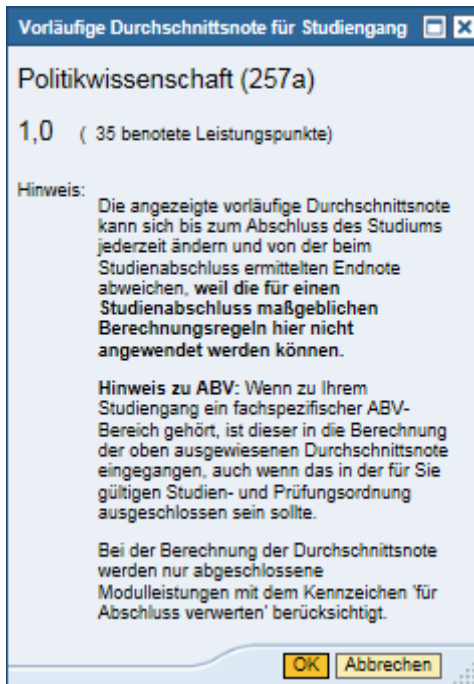
Once again, a pop-up opens, containing a checkbox that determines whether the .pdf file to generate will contain a module description or not. If no module description exists, the certificate will not contain a description no matter what choice you make.

5.2.4 Calculate Preliminary Average Grade

The title of this button should be relatively self-explanatory. The system will calculate an average grade based on the graded credit-points you obtained so far. However, grades from unfinished modules will not be considered

Clicking the button **vorläufige Durchschnittsnote berechnen** opens the pop-up seen below.

Preliminary Average Grade



The displayed grade has merely informative character and can deviate from the final grade as department-specific rules for final grade calculation might weigh the credit points differently.

This function is not available for students of the *Rechtswissenschaft* department.

Besides the average grade you are also informed about the quantity of credit points considered and your degree program. Ungraded modules are not considered for average grade calculation.

6 Appendix

As the grade and credit points account is available in German only, this part provides a list of translations for ease of use.

Alle öffnen/schließen	expand/hide all module details
Alle Module	all modules
Angerechnet	approved (degree)
Art	type of degree program
Auswahl	selection
Bezeichnung	module title
Begründeter Rücktritt	justified withdrawal
Bindender Prüfungstermin	compulsory exam date
Dozent/Prüfer	lecturer
Ein-/ausblenden	expand/hide all details
Eingeschrieben	enrolled
Erfolgreich abgeschlossen	successfully completed (degree)
Erworbene LP	acquired credit points
Fristgerechter Rücktritt	withdrawal in due time
Gebuchte LP	booked credit points
LV-/Prüfungsform	type of course/exam
Modul	module
Modultitel	name of the module
Nicht erschienen	failure to turn up
Note	grade
Nur abgeschlossene Module	completed modules only
Nur offene Module	unfinished modules only
Ohne Erfolg beendet	unsuccessfully completed
Prüfungsversuch	examination attempt
Semester/Datum	semester/date

Soll LP	necessary credit points
Status	status
Täuschungsversuch	cheating
Teilnahme/Note	participation/grade
Übersicht	Print overview
Versuch	attempt
Vorläufige Durchschnittsnote berechnen	calculate preliminary average grade