

Exam De-Registration

Information regarding exam De-Registration in the Master of Business Administration (MBA)

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1. Introduction

This manual describes how you can de-register yourself from your exams. It covers the process of de-registration and details its limitations. It also shows possibilities for dealing with arising problems and provides contact information, in case it gets complicated.

2. Requirements for Exam De-Registration

- Access to the QIS-System is necessary.
- You have to be registered for at least one exam.

3. Timeframes and Deadlines

When can I de-register from an exam?

You can de-register from the moment of registration without having to give any special reasoning. It is necessary, however to complete de-registration 24 hours before the regarding exam.

Is it possible to de-register within that 24-hour window?

Within these 24 hours before an exam, during an exam or after an exam you can only de-register, if one of these conditions is met.

- You are sick to the point of inability to take part in the exam
- Your Job requires your presence on short notice

A medical attest or a proof of a necessary absence from your employer is compulsory for this special de-registration to work.

What are the consequences of a delayed de-registration?

Should you, without proof of good reason, not de-register from an exam in time, you will stay registered for that exam and non-attendance is going to register as a failed attempt.

You can find further information in the FAQ of the examination board:

<https://mba.h-da.de/current-students/> (Under FAQ and Manuals)

4. Process Description

In order to register for an exam, please log into your QIS account: qis.h-da.de

Step 1: Check the box in the top right corner, to change language to English.

Step 2: Click on "Register/Deregister for Exam". Confirm that you have read the Terms and Conditions and click on "Next".

The screenshot shows the user interface of the h_da portal. At the top, there is a navigation bar with 'Home' and 'Logout'. Below this are buttons for 'My Functions', 'Courses', 'Modules', and 'Facilities'. The main content area is titled 'Register/Deregister for exam'. On the left, a sidebar menu lists various options, with 'Register/Deregister for exam' highlighted by a red circle. The main content area contains the following text:

Register/Deregister for exam

Important information. Please read carefully!

The registration and cancelling of registration for exams by using the self service is binding. You are obliged to control the duly data registration.

Important: To continue please tick off the Accept-Field und press the "Next"-Button ...

Below this text is a section titled 'Accept terms' with a checkbox labeled 'I accept' that is checked and circled in red. At the bottom of this section is a 'Next' button, also circled in red.

Step 3: Navigate to the exam you want to de-register and click on "cancel registration of exam"

Prüfungsanmeldung/Prüfungsabmeldung

Bitte wählen Sie die an- oder abzumeldene Prüfung aus unten stehender Struktur aus. Klicken Sie dazu auf die Bezeichnungen.

- Master Business Admin MBA 4S PO-Version 20180
 - Grundstudium
 - Hauptstudium
 - 431 Elective 1 [Status: BE; Note: 2,30; Credit Points: 6; Malus: 0; Versuch: 1]
 - 4311 Elective 1 [Status: BE; Note: 2,30; Credit Points: 6; Malus: 0; Versuch: 1]
 - 4322 Elective 2
 - 43222 Business Ethics 2 [Status: AN; Credit Points: 0; Malus: 0; Versuch: 1 von max. 3] ●
 - **Prüfungsanmeldung stornieren**
 - 9001 Gesamt CPs
 - 41230 Business Research Methods [Status: BE; Note: 3,00; Credit Points: 0; Malus: 0; Versuch: 1 von max. 3]

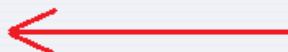
Step 4: Check the displayed data and confirm de-registration by clicking "Yes".

Register/Deregister for exam

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Master Business Admin MBA 4S 20180	43222	Business Ethics 2	Schellhase (Fb. W), Ralf	28.07.2020	Cancel registration of exam

yes no



Step 5: Check your Inbox!

After a successful exam de-registration you will receive a confirmation via E-Mail. If you did not get a confirmation via E-Mail, your de-registration was NOT successful.

In that case, please write an E-Mail to the Exam Registration Board (matthias.knoll@h-da.de) and to mba.fulltime@h-da.de resp. mba.parttime@h-da.de. That message serves as proof of de-registration. Subsequently we check the de-registration and inform you as soon as possible about further steps for making sure that everything can proceed in an orderly fashion.

5. Exception: De-Registration within the 24-hour Deadline

As mentioned above, it is possible to de-register from an exam even within the 24-hour deadline. This de-registration cannot however, be performed via QIS.

If you want to de-register outside of the normal timeframe, please send an email to the examination board (matthias.knoll@h-da.de) as well as to this address: mba.fulltime@h-da.de resp. mba.parttime@h-da.de. Please also attach the necessary documentation unprompted.

6. FAQ and Troubleshooting

If you have any questions regarding exam de-registration, please visit the “FAQ of the Examination Board” first. You can find it on the “current-students-website” mentioned atop, under “Information for current students -> Examination Regulations -> FAQ of the Examination Board”.

If you have problems with the exam de-registration via the QIS-System please write us to mba.fulltime@h-da.de resp. mba.parttime@h-da.de and describe the problem in detail. Please attach screenshots, since it is important to see the problem directly in most cases. Normally, we can fix the problem directly. Should that not be the case, you will be asked to contact our IT-support for further problem solving.

7. Contact Information

For any further questions regarding exam de-registration, please contact us via Mail to mba.fulltime@h-da.de resp. mba.parttime@h-da.de.