



STUDIUM UND LEHRE
Prüfungsamt
Referat II/3

FlexNow

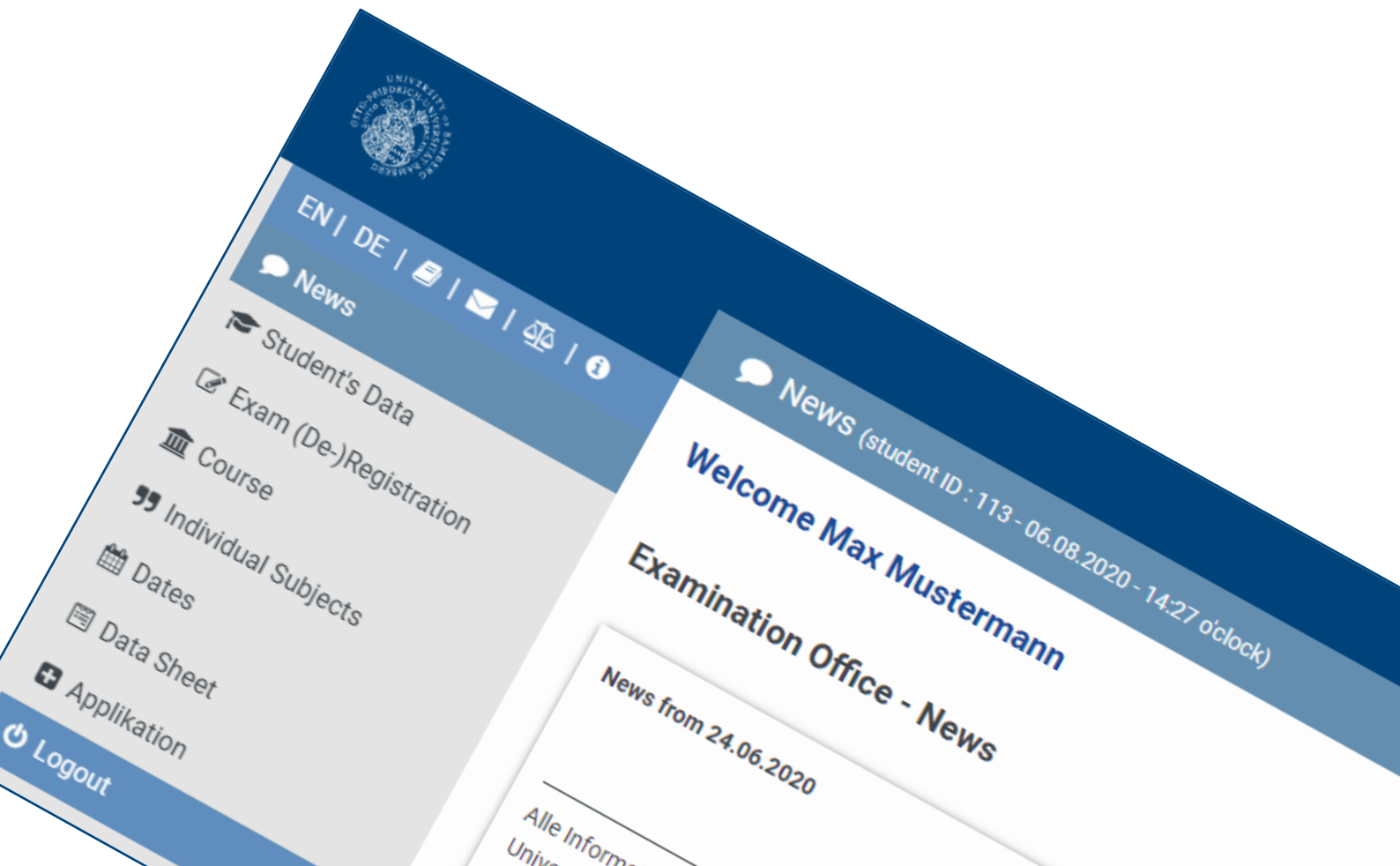
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www.uni-bamberg.de/pruefungsamt

Bamberg, 01.03.2024

STUDENT INTERFACE



User's Guide

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1. General Information

Important advice: frequently arising questions and problems, as well as current information provided by the Office of Examinations and the FlexNow team can be found at the following web address: <https://www.uni-bamberg.de/pruefungsamt/flexnow/fn2sss/>

Please note: In FlexNow, “examination” refers to any form of course or examination credit required for completion of your degree. This also includes any courses that will be indicated in your Transcript of Records.

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1.1. Examination and Course Registration in General

Official deadlines are posted on the Office of Examinations website at:

<https://www.uni-bamberg.de/pruefungsamt/flexnow/fn2sss/>

Wichtige Meldeausgänge des Prüfungsamtes

Hier finden Sie ab Beginn eines jeden Semesters die offiziellen Meldeausgänge des Prüfungsamtes zu den An- und Abmeldefristen Ihrer Prüfungen.

Zentrale Prüfungen

Dezentrale Prüfungen

Please be aware that the following registration options for courses and course-specific examinations (those organised decentrally) are set by the individual academic units (chairs, professorships, etc.):

- Registration period (*registration and cancellation deadlines may differ from suggested deadlines based on organisational considerations.*)
- Registration method (*registration via FlexNow, the Virtual Campus, lists compiled by the academic units or other methods*)
- Type of registration:
 - Separate registration for course participation and examinations (*separate course registration, usually at the start of the semester. Students register for exams at a later time.*)
 - Registration for course-specific examinations with automatic registration for the corresponding course (*In this case, there is no separate course registration at the start of the semester.*)

This information is generally provided by individual academic units (chairs, professorships, etc.) via UnivIS, departmental websites or verbal announcement. Please contact the appropriate academic unit directly with any questions you may have.

As soon as academic units and the Office of Examinations (for centrally organised exams) have announced registration deadlines in FlexNow, you can view this information at <https://www.uni-bamberg.de/pruefungsamt/flexnow/fn2sss/>.



Bereits in FlexNow hinterlegte Meldefristen

Die **Volltextsuche für Lehrveranstaltungen und Prüfungen** informiert Sie über **Art, Termin** sowie **An- und Abmeldefristen**, sofern diese bereits in FlexNow hinterlegt wurden.

Sollten Sie eine Prüfung nicht wie erwartet finden, erkundigen Sie sich bitte zunächst bei der **zuständigen Organisationseinheit**

- **Lehrveranstaltung und dezentrale Prüfung:** Dozent/in
- **Zentral organisierte Prüfung:** Prüfungsamt

ob diese schon in FlexNow eingetragen wurde.

Bitte bedenken Sie, dass neue Prüfungen (auf Grundlage von Modulhandbuch- und Prüfungsordnungsänderungen) unter Umständen erst kurz vor dem jeweiligen Meldetermin (siehe "**Wichtige Meldeanhänge des Prüfungsamtes**" oben) angezeigt werden, da diese Änderungen erst nach deren Veröffentlichung in das System implementiert werden können und dies je nach Umfang der Änderungen eine gewisse Zeit in Anspruch nimmt.

Die Ihnen hier angezeigten Daten werden einmal täglich aktualisiert.

[Anmeldetermine Lehrveranstaltungen](#)

[Anmeldetermine Lehrveranstaltungsprüfungen und zentral organisierte Prüfungen](#)

1.2. General Studies (Studium Generale)

For students enrolled in a multi-subject bachelor's degree programme that stipulates **General Studies** (*Studium Generale*), registration for courses and credit meant to be applied to these requirements must be completed in a separate "degree programme".

In single-subject bachelor's programmes with degree regulations stipulating General Studies, students register for these courses in the degree programme in which they are enrolled.

1.3. Important: Email Addresses!

When you successfully register for a course or cancel a registration, you will automatically be sent an email confirmation of the transaction. You will also receive automatic notification as soon as exam results are available for review in FlexNow. Your student email address (e.g. john.doe@stud.uni-bamberg.de) is used for this confirmation. It is therefore important that you always check this account or enable automatic forwarding to a private email address (in [Mailex](#) or [Office 365](#)).

Please note: Automatic forwarding must be disabled if your private address is no longer available or no longer in use. Otherwise, you will not receive confirmation emails. Furthermore, you also will not be able to receive important correspondence from individual academic units or the Office of Examinations.

1.4. How do I know if my contact person is at an academic unit office or in the Office of Examinations?



In the following screenshot, you can see an example of an Examinations Office offering.

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A screenshot of a system interface showing an examination offering. At the top, a dark blue header bar contains the text "Business-to-Business-Marketing & Purchasing". Below this, a light gray box contains the text "Exam: WS17/18 - Regulärer Termin - Schriftliche Prüfung (department) chair:". Underneath, there is a dropdown menu with "Steffen Pechtold" selected. Below the dropdown, a blue information icon is followed by the text "annotation: You have already passed this examination. It is not possible to resit for higher grades." At the bottom of the light gray box, there is a dark blue button with the text "Selection into basket".

The Office of Examinations primarily organises written examinations (*Schriftliche Prüfung*).

If “**Exam**” is followed by an “**LV number**”, this is a course-specific examination. In this case, your contact person is at the chair or similar academic unit responsible for the course.

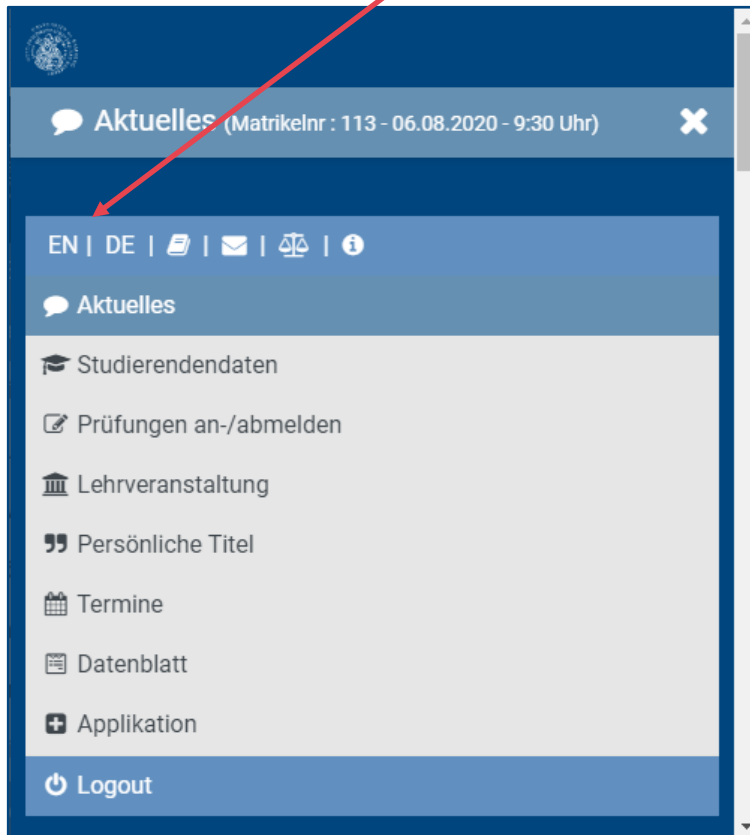
A screenshot of a system interface showing a seminar offering. At the top, a dark blue header bar contains the text "Seminar II" with a minus sign icon to its left. Below this, a light gray box contains the text "Exam: LV_432_109880_1_66_2 - Passierschein A39, wie er im neuen Rundschreiben B 65 festgelegt ist (LV-Basismodul I) (Dipl.-Soz. Jan Schmidt) WS17/18 Regulärer Termin". At the bottom of the light gray box, there is a dark blue button with a shopping basket icon and the text "Selection into basket".

To find out which chair or professorship this is, use UnivIS to search for either the *Lehrveranstaltung* (course) or the *Prüfer/Dozent* (examiner/instructor).

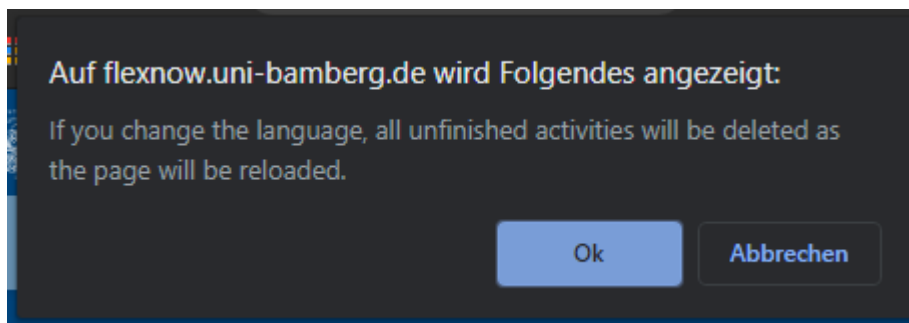
1.5. Changing the Interface Language

The language that appears in the student interface can be changed from German to English. To do this, simply click on EN in the upper left for English, or on DE to change back to German.

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Following your confirmation of the message to end all open tasks before proceeding, the information will appear in English.



Module groups and modules, as well as other structural elements, will not be translated into English if they only presented in German in your examination regulations. If courses do not have an official English title, the German title will be used.

2. The FlexNow Student Interface

Students can access the FlexNow examinations and course credit management system at <https://www.uni-bamberg.de/pruefungsamt/flexnow/fn2sss/>. Logging in requires the BA number (baxxxxxx) issued upon university enrolment and your personal password.

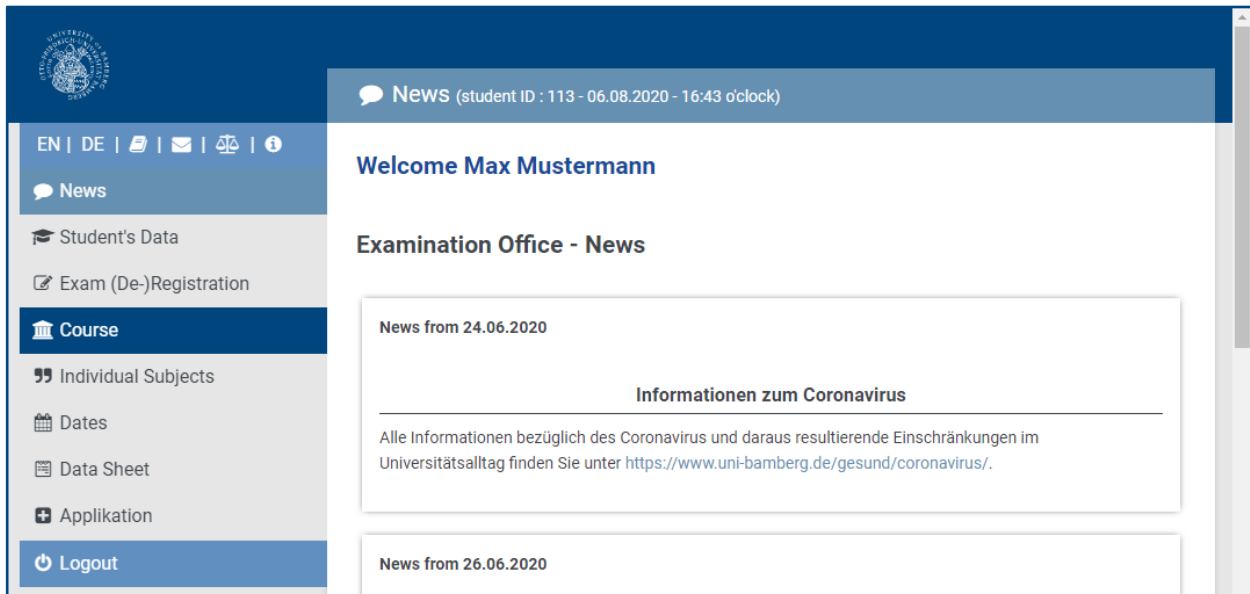
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You can use the FlexNow platform to:

- Keep up with “**News**”,
(News and recent events, as well as examination announcements)
- View your “**Student’s Data**”,
- Complete “**Exam (De-)Registration**”,
- Register and deregister for “**Courses**”,
- Look up registration and deregistration “**Dates**”
- Create a digitally verifiable “**Data Sheet**”
(certificate of marks suitable for applications)

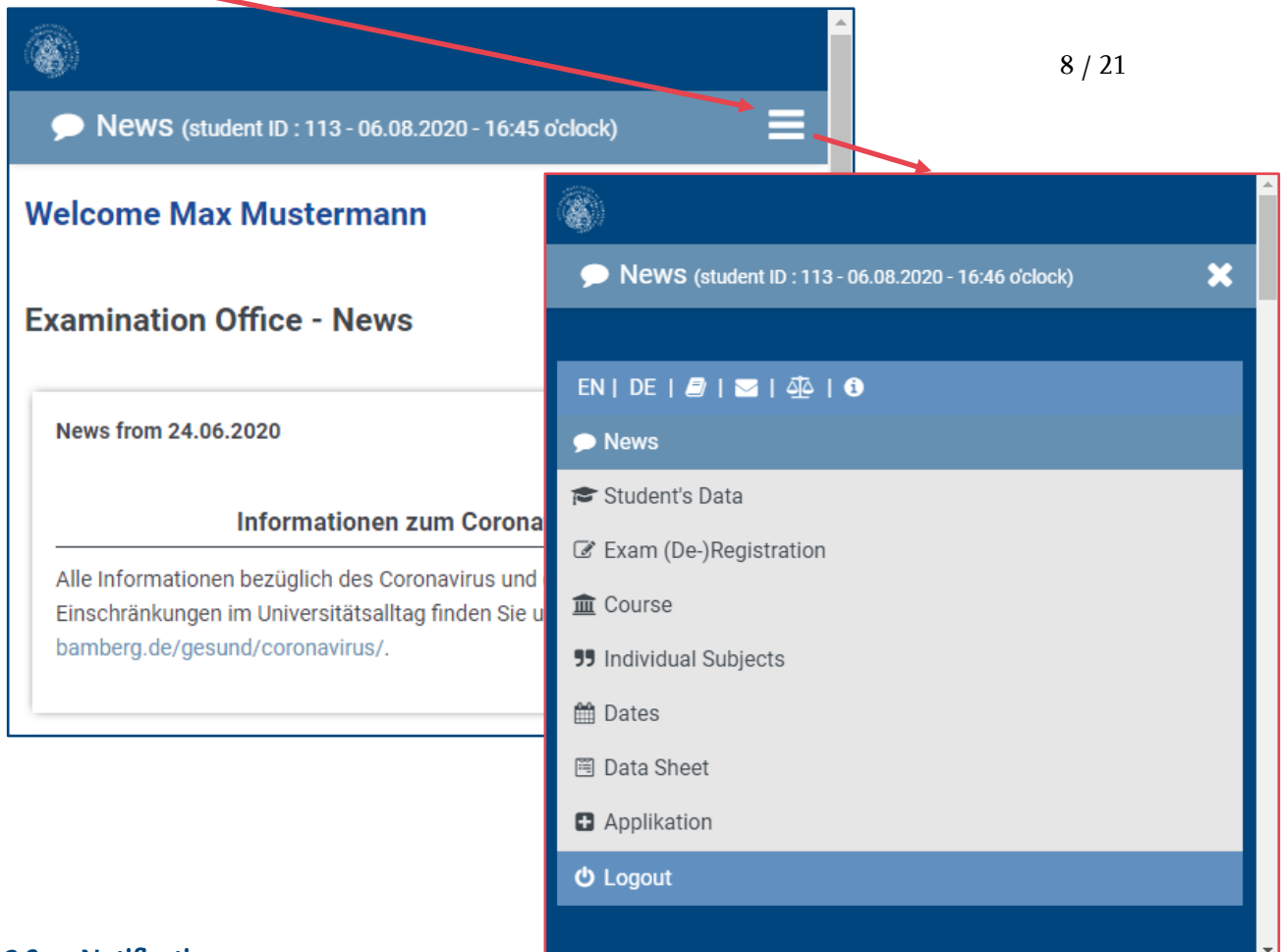
In 2018, the student interface was converted to a Responsive Design system and is now optimised for use on smartphones and tablets.

2.1. Display on Desktop Computers (e.g. on large monitors):



2.2. Display on Mobile Devices (e.g. on a smartphone):

As is common in modern Responsive Design applications, the menu is accessed via the “hamburger” icon in the upper right.

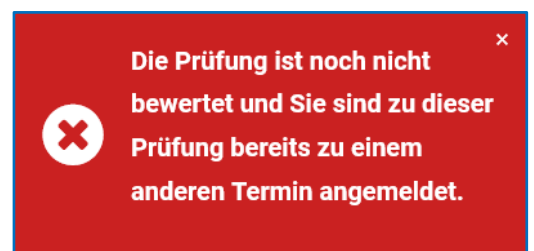
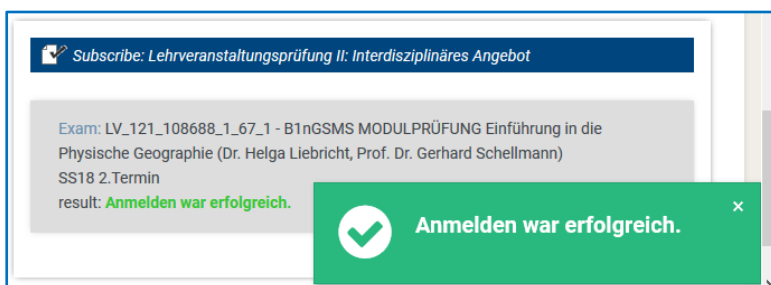
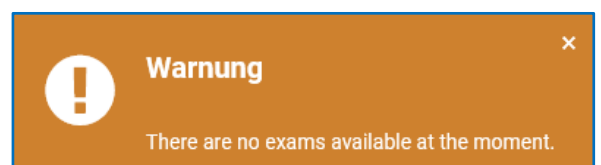
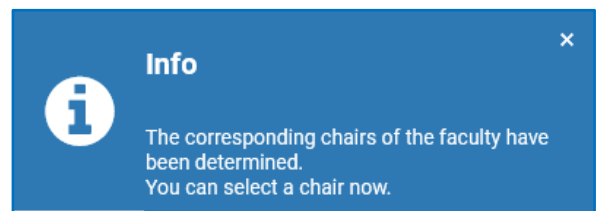


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2.3. Notifications

Warnings and information appear in overlaid boxes with a progress bar. Messages disappear as soon this bar is full, and it is also possible to click them closed manually.

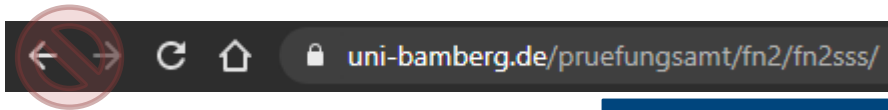
Confirmations and error messages are also displayed in the same way (in addition to the other messages and as a colour-coded text indication in the relevant location) and always have to be closed manually so that they cannot be overlooked.



2.4. User Tips

2.4.1. Navigation → Browser Applications

Please **do not use your browser's navigation arrows** to navigate the system, as this will take you out of the web applications and back to the homepage.



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Please **only use the menu** for navigation.

Individual sections can be opened and closed by clicking on the blue bars or orange coloured text passages (these appear in colour when the mouse scrolls over). This is necessary in order to access the desired academic unit, course, module or exam, and also to increase clarity.

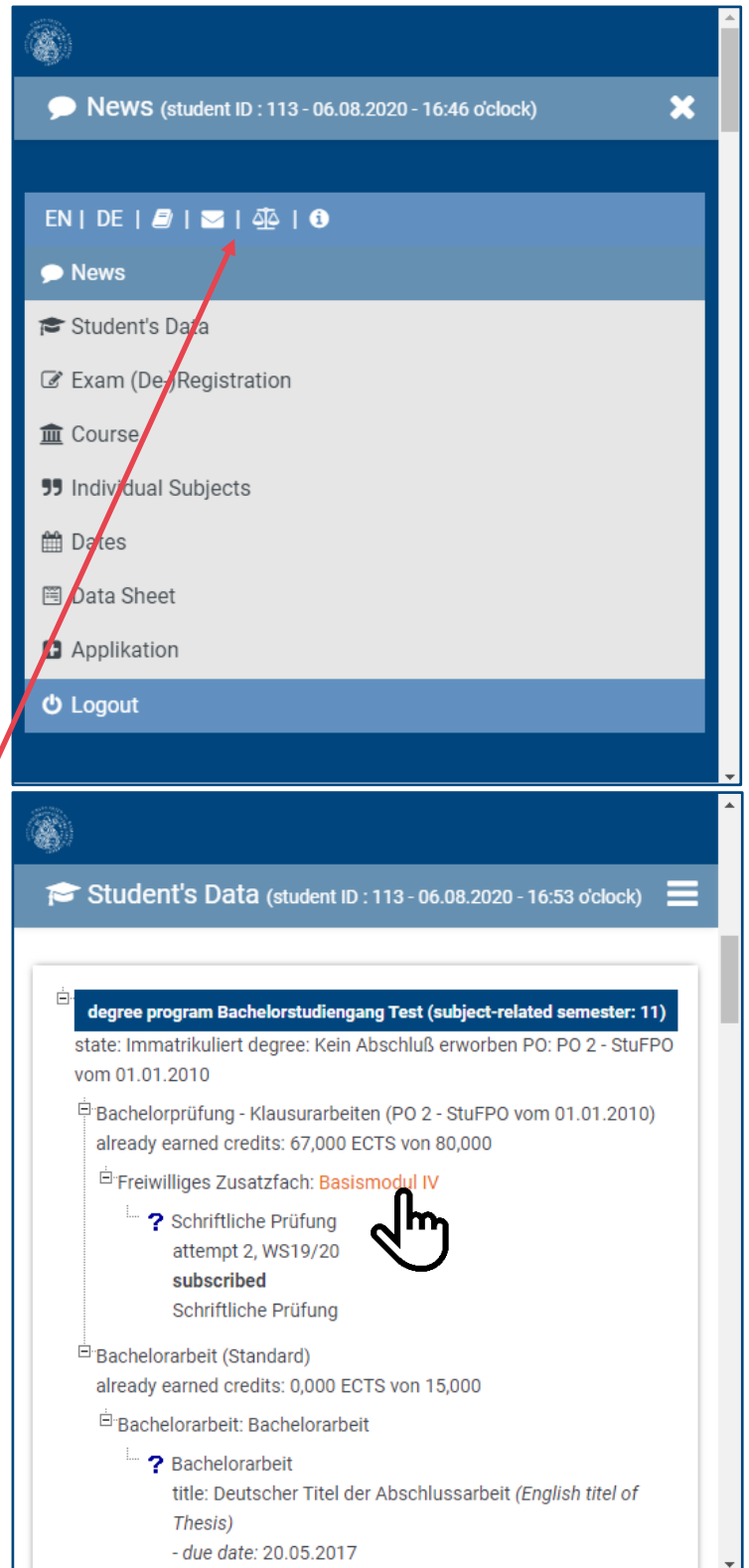
The plus \oplus indicates that a particular section can be expanded. If the section has already been opened, a minus \ominus is displayed. Clicking on these symbols will expand or reduce the displayed information, respectively.

In cases where multiple options are available for selection, a dropdown menu is displayed. To make a selection, click on the field displayed

here, and choose one of the available options.

2.4.2. Links

Next to the language settings, there are icons you can use to open the user's guide, send us an email and to view the data protection policy and the website's legal notice.



The top screenshot shows a navigation menu with the following items: News (student ID : 113 - 06.08.2020 - 16:46 o'clock), EN | DE | [document icon] | [mail icon] | [scales icon] | [info icon], News, Student's Data, Exam (De)Registration, Course, Individual Subjects, Dates, Data Sheet, Applikation, and Logout.

The bottom screenshot shows a student's data page titled 'Student's Data (student ID : 113 - 06.08.2020 - 16:53 o'clock)'. The main content area displays the following information:

- degree program Bachelorstudiengang Test (subject-related semester: 11)
- state: Immatrikuliert degree: Kein Abschluß erworben PO: PO 2 - StuFPO vom 01.01.2010
- Bachelorprüfung - Klausurarbeiten (PO 2 - StuFPO vom 01.01.2010)
 - already earned credits: 67,000 ECTS von 80,000
 - Freiwilliges Zusatzfach: **Basismodul IV**
 - Schriftliche Prüfung attempt 2, WS19/20
 - subscribed**
 - Schriftliche Prüfung
- Bachelorarbeit (Standard)
 - already earned credits: 0,000 ECTS von 15,000
 - Bachelorarbeit: Bachelorarbeit
 - Bachelorarbeit
 - title: Deutscher Titel der Abschlussarbeit (English titel of Thesis)
 - due date: 20.05.2017



2.4.3. Blocking Pop-ups

Make sure that the pop-up blocker has been disabled for the <https://flexnow.uni-bamberg.de> portal.

Changing the pop-up blocker settings for FlexNow in your Mozilla Firefox browser:

<https://support.mozilla.org/de/kb/pop-blocker-einstellungen-ausnahmen-problemloesung>

If this link is out-dated, please visit <https://support.mozilla.org/de/> and search for entries concerning "pop-ups".

2.5. News

News is your starting point. Here you have quick access to all current Office of Examinations news items concerning FlexNow. Please also be aware of the general Office of Examinations news that can be accessed here: <https://www.uni-bamberg.de/pruefungsamt/>. There, you can also subscribe to the RSS feed.

Your "newest results" will also be displayed here. That way, you can see at a glance if a mark has been approved and released. By clicking on "gelesen und nicht mehr anzeigen" (read and do not show again), you can hide these notifications.

Also, you can easily review the examinations that you have registered for in the current semester.

During the registration period, you can deregister yourself from an examination here. But **attention:** if the registration deadline has passed, you will not be able to register for the examination until the next registration period.

The submission deadline for your thesis is also shown here including an extension in case of approval.

Examination Office - News

News from 24.06.2020

Informationen zum Coronavirus

Alle Informationen bezüglich des Coronavirus und daraus resultierende Einschränkungen im Universitätsalltag finden Sie unter <https://www.uni-bamberg.de/gesund/coronavirus/>.

Newest results

Bachelorstudiengang Test - Bachelorprüfung - Klausurarbeiten PO 2 - StuFPO vom 01.01.2010

Basismodule: Basismodul II - Studiengänge und Spezialisierungen

grade: 1,0 - noticed - klick to hide

Subscribed xxams

Basismodul I - Lehrveranstaltungsprüfung I

LV_432_102918_1_78_1 - Feelings are not a substitute for meat - Hinw

WS23/24 - date: Regulärer Termin

unsubscribe subscription possible till: 31.12.2024, 23:59 o'clock

Bachelorarbeit - Bachelorarbeit

Titel: Hallo Welt

title: hello world!

attempt: 1

due date: 29.08.2024 - extension approved till: 29.10.2024

2.6. Student's Data

To display individual degree programmes, select (where more than one is available) the one or more desired degree programme(s) and click on “*Load general information and exams*”. All degree programmes in which you are currently enrolled are always preselected.



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A screenshot of the 'Student's Data' web interface. The page title is 'Student's Data (student ID : 113 - 06.08.2020 - 17:22 o'clock)'. On the left is a navigation menu with options like 'News', 'Student's Data', 'Exam (De-)Registration', 'Course', 'Individual Subjects', 'Dates', 'Data Sheet', 'Applikation', and 'Logout'. The main content area is divided into three sections: 'Choice degree program' with a list of programs and checkboxes, 'General Informations' with a table of personal data, and 'Subscribed xxams' with a list of exams. The 'Teststudiengang (Immatrikuliert)' option is selected in the 'Choice degree program' section. The 'General Informations' table contains the following data:

Form of address	Herr
Name	Mustermann, Max
matriculation number	113
date of birth	28.07.1983
place of birth	Bamberg
country of birth	Germany
address	96045 Bamberg, Langestr. 12
telephone 1	-
telephone 2	-
e-mail	steffen.pechtold@uni-bamberg.de

The 'Subscribed xxams' section shows a list of exams, including 'degree program Bachelorstudiengang Test (subject-related semester: 11)', 'Bachelorprüfung - Klausurarbeiten (PO 2 - StuFPO vom 01.01.2010)', and 'Freiwilliges Zusatzfach: Basismodul IV'.

The expandable structure displayed is similar to the one used in the Exam (De-)Registration section, but here it is divided into two separate sections. The data is arranged according to your degree programme and its structure, and is subdivided according to individual semesters of study. Exams for which you have registered (“subscribed xxams”) are not only displayed here during registration, but always. Additional information to that in the “Exam (De-)Registration” section is also displayed.

2.6.1. Subscribed xxams

“*Subscribed xxams*” shows you the courses and examinations that you have already registered for and for which the examination or evaluation is still pending. (These are marked by a blue “?” in front of the individual course or exam.)

Once the **Office of Examinations** has completed the process of planning **centrally organised exams**, the system will also display information on the **rooms** the exams will be held in, **the day of examination**, and the **time the exam will begin**. Furthermore, you can also click on “*show map*” to display the embedded OpenStreetView **map** of exam locations.

The submission deadline for your thesis is also shown here including an extension in case of approval.

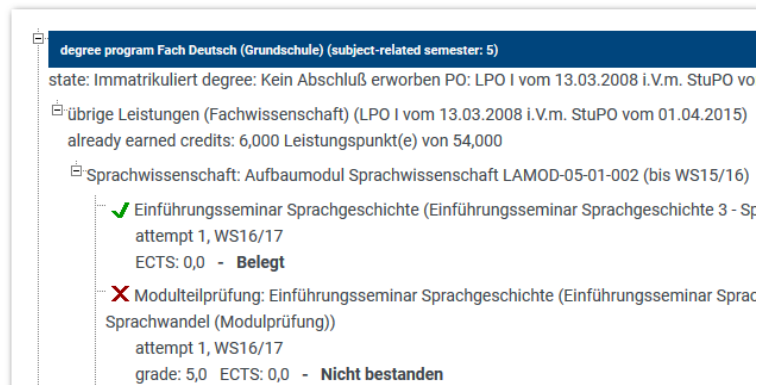
2.6.2. Exams Taken

The “*Exams taken*” displays all exams and credit that you have already completed and that have been released by the Office of Examinations following their entry by the responsible academic unit.

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Successfully completed exams and credit are marked with a green check and the **awarded ECTS** and corresponding **marks** are displayed. Credit accepted from elsewhere receives a relevant annotation, recognised sicknesses are marked with a red cross and failed exams or course work is marked with a red “X”.

Exams taken

A screenshot of a student portal interface showing exam results. The header is 'degree program Fach Deutsch (Grundschule) (subject-related semester: 5)'. Below it, the status is 'state: Immatrikuliert degree: Kein Abschluß erworben PO: LPO I vom 13.03.2008 i.V.m. StuPO vo'. A section titled 'übrige Leistungen (Fachwissenschaft) (LPO I vom 13.03.2008 i.V.m. StuPO vom 01.04.2015)' shows 'already earned credits: 6,000 Leistungspunkt(e) von 54,000'. Underneath, 'Sprachwissenschaft: Aufbaumodul Sprachwissenschaft LAMOD-05-01-002 (bis WS15/16)' is listed. Two exam entries are shown: one with a green checkmark for 'Einführungsseminar Sprachgeschichte (Einführungsseminar Sprachgeschichte 3 - Sp attempt 1, WS16/17)' with 'ECTS: 0,0 - Belegt', and one with a red X for 'Modulteilprüfung: Einführungsseminar Sprachgeschichte (Einführungsseminar Sprac Sprachwandel (Modulprüfung)) attempt 1, WS16/17' with 'grade: 5,0 ECTS: 0,0 - Nicht bestanden'.

2.6.3. Subscribed Courses

Lower on the page, you can find all courses for which you have registered. These are also structured according to semesters.

2.6.4. Reports

As soon as your studies have been completed and the Examinations Office has entered all information and drawn up your graduation documents, you can view your final and intermediate marks in this section.

2.6.5. Semester Summary

A summary of your **semesters of study**, **part-time semesters**, **semesters on leave** etc. can be found at the end of the Student’s Data section.

2.7. Exam Registration



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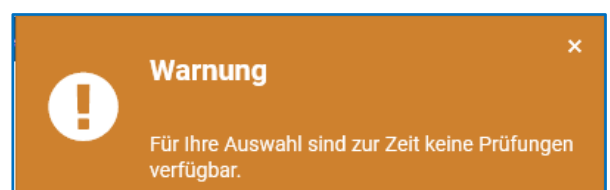
Step 1: Selecting the exam subject (module):

You can use the **search function** to search for the module title, module abbreviation, examination or course title directly, or you can use the **expandable information** structure to manually click your way through the degree programme's options and select the modules and exams that you want to register for.

When entering a search term, neither proper capitalisation nor complete subject names are necessary. You will be shown a list of modules in which your entered term appears or modules containing relevant courses or examinations open for registration.

Modules you have already begun (modules for which you have already registered for credit and for which you would like to register for further credit or a repeat examination) cannot be found using the search function! In this case, you must use the expandable tree structure to locate these modules!

If you select a module which contains no exams currently open for registration, you will see a message with this information (e.g. outside of registration period, no current offering).



Exams (and course credit) are only displayed during the registration period. If you have already registered, these items are listed as long as the deregistration period is still open. If exams are not displayed during the registration period, please contact the office responsible for organising the exam within the registration period (see [page 3](#))!

Studiengang: Teststudiengang

- [-] Bachelorprüfung - Klausurarbeiten
 - [-] Basismodule (3 von 4 gewählt)
 - [-] Aufbaumodule (2 von 3 gewählt)
 - Aufbaumodul I - Standard**
 - Aufbaumodul III - Version I**
 - Aufbaumodul II - Standard
 - Aufbaumodul IV - Standard

Modules displayed in bold type face are ones you have already begun but may be added to, segments may be deregistered or these selections are currently in an ongoing examination process (repeat / make up).

Select the desired module. You will be shown a list of courses and credit from that module (see step 2).

Foreign students and participants in the Erasmus programme, please note:

Please use the specially created “degree programme” “Austauschstudierende / Erasmus” (exchange students / Erasmus) for your course registrations in FlexNow.

This “degree programme” is a collection of all courses, arranged according to subject, that can be taken by exchange students at the University of Bamberg.

Tip: You can use the search tool to quickly find the desired subject.

Fach = Schulfach → Germanistik = Deutsch oder Anglistik = Englisch

In some subjects, the listings have been further subdivided according to subject fields or academic units. To access these listings, please open the selection list and choose the desired entry by clicking on it.

Within each of these sections you will find a list of modules with centrally organised exams as well as a module with the **subject title** for which there are extra place holders “**Leistung 1**”, “**Leistung 2**” etc. for decentrally organised exams. It doesn’t matter which place holders you choose, but each of these may only be used once.

The next steps are the same for all students and are described on the following pages.

degree program Austauschstudierende / Erasmus

- [-] Leistungen Angewandte Informatik - Standard (Austauschstudenten)
- [-] Leistungen Arbeitswissenschaft - Standard (Austauschstudenten)
- [-] Leistungen Archäologie - Standard (Austauschstudenten)
- [-] Leistungen Bauforschung - Standard (Austauschstudenten)
- [-] Leistungen Betriebswirtschaftslehre - Standard (Austauschstudenten)
- [-] Leistungen Denkmalpflege - Standard (Austauschstudenten)
- [-] Leistungen Deutsch - Standard (Austauschstudenten)**
- [-] Leistungen Elementar und Familienpäd. - Standard (Austauschstudenten)
- [-] Leistungen Englisch - Standard (Austauschstudenten)
- [-] Leistungen Euro Ethnologie/Volksk. - Standard (Austauschstudenten)
- [-] Leistungen Evang. Theologie - Standard (Austauschstudenten)
- [-] Leistungen Französisch - Standard (Austauschstudenten)

[-] Leistungen Deutsch - Standard (Austauschstudenten)

[-] Austauschstudenten (0 von 99 gewählt)

- [-] Lehrstuhl für Deutsche Philologie des Mittelalters - Standard**
- [-] Lehrstuhl für Deutsche Sprachwissenschaft - Standard
- [-] Lehrstuhl für Didaktik der Deutschen Sprache und Literatur - Standard
- [-] Lehrstuhl für Literatur und Medien - Standard
- [-] Lehrstuhl für Neuere Deutsche Literaturwissenschaft - Standard
- [-] Professur für Deutsche Sprachwissenschaft/Deutsch als Fremdsprache - Standard
- [-] Professur für Germanistische Sprachwissenschaft mit dem Schwerpunkt Grammatik - Standard
- [-] Professur für Neuere Deutsche Literaturwissenschaft - Standard
- [-] Professur für Neuere Deutsche Literaturwissenschaft und Literaturvermittlung - Standard
- [-] Sprachenzentrum / Abteilung Deutsch als Fremdsprache - Standard
- [-] Wirtschaftsdeutsch 1 - Version ab WS16/17
- [-] Wirtschaftsdeutsch 2 - Version ab WS16/17

exams

step 2 of 4: in order to move the chose examination subject into the basket, select a date. The actual subscription takes place in the next step.

examination subject: Austauschstudenten - Politikwissenschaft - Internationale und europäische Politik

- ⊕ Leistung 1**
- ⊕ Leistung 2**
- ⊕ Leistung 3**

Step 2: Selecting the exams offered:

If multiple exams are offered for one type of credit (e.g. as part of the Studium Generale or in “generic modules”), please take care in selecting the desired exam. Please note that the first option is selected by default. If you want to select another exam offering, use the respective button.

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exams

step 2 of 4: in order to move the chose examination subject into the basket, select a date. The actual subscription takes place in the next step.

examination subject: Basismodule - Basismodul I - Standard

⊖ Seminar I

Exam: LV_432_109880_1_67_3 - Das haus das Verrückte macht
SS18 Regulärer Termin

Exam: LV_432_109880_1_67_5 - Passierschein A38
SS18 Regulärer Termin Select

🛒 Selection into basket

⊕ Seminar II

Information Concerning *Studium Generale*:

Within the *Studium Generale* section you will find a list of modules with centrally organised exams as well as a module with the **subject title** for which there are extra place holders “**Leistung 1**”, “**Leistung 2**” etc. for decentrally organised exams. It doesn't matter which place holders you choose, but each of these may only be used once.

If there are reasons why you are not eligible to register for an exam, these reasons are listed under “Anmerkung” (see illustration).

Next, scroll towards the end of the list and place your selection in the “**examination basket**”.

? Schriftliche Prüfung

? Exam: WS17/18 - Regulärer Termin - Schriftliche Prüfung
(department) chair:
Steffen Pechtold ▾

🛒 Selection into basket Change


Step 3: The examination basket

You can add additional exams to your basket by repeating steps 1 and 3. You can also open your basket to review all information on your selected exams. You can remove exams from your basket by clicking the “*remove from basket*” (*cancel*) button (in case you don't actually want to register for the selected exam).

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basket

step 3 of 4: Check your selection. By clicking 'remove from basket', you can undo your choice.
CAUTION: Your (un)subscription is only definitive after clicking "send!"

 *Subscribe: Seminar I*

Exam: LV_432_109880_1_67_5 - Passierschein A38
SS18 Regulärer Termin

remove from basket

If exams are **not displayed** during the registration period, please contact the office responsible for organising the exam **before the registration period is over** (see [page 5](#))!

Step 4: Completing the exam registration:

The necessary **final step of registering** for an exam is to clicking on “*Send*”.

step 4 of 4: Click "send" for a definitive (un)subscription of your chosen examination subjects.

Send



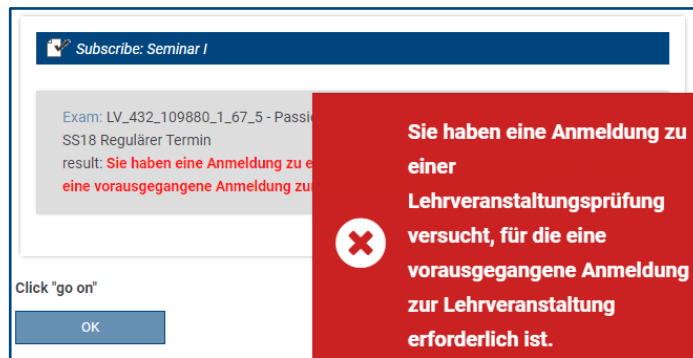
After completing the process, a corresponding notification will appear.

Click on the notice to close it. The notice for each transaction will continue to be displayed next to **“result”** so that you

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can see individual results when making multiple, simultaneous transactions. You can return to the module overview by clicking on **“go on”**.

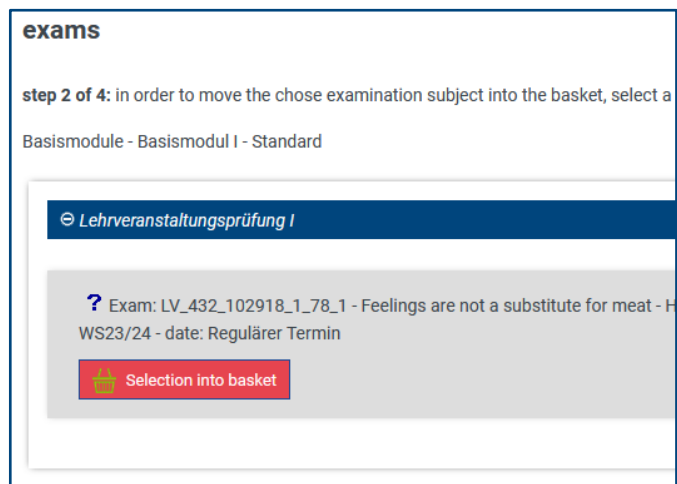
If you have exceeded the volume, the **maximum amount of courses per module group** or if you should have previously **registered for the course** in a separate step, this information will appear under **“Result”** and registration cannot be completed.



Please review your completed registrations under the menu item “Student’s data”!

2.8. Deregistering from Exams

To deregister from an exam, follow the same steps used for registration.



2.9. Registering and Deregistering from Courses



By clicking on “*Course*” in the main menu, you will be shown all courses which you can currently register for or deregister from. These are arranged according to faculty and organisational unit (chairs, professorships and other academic units).

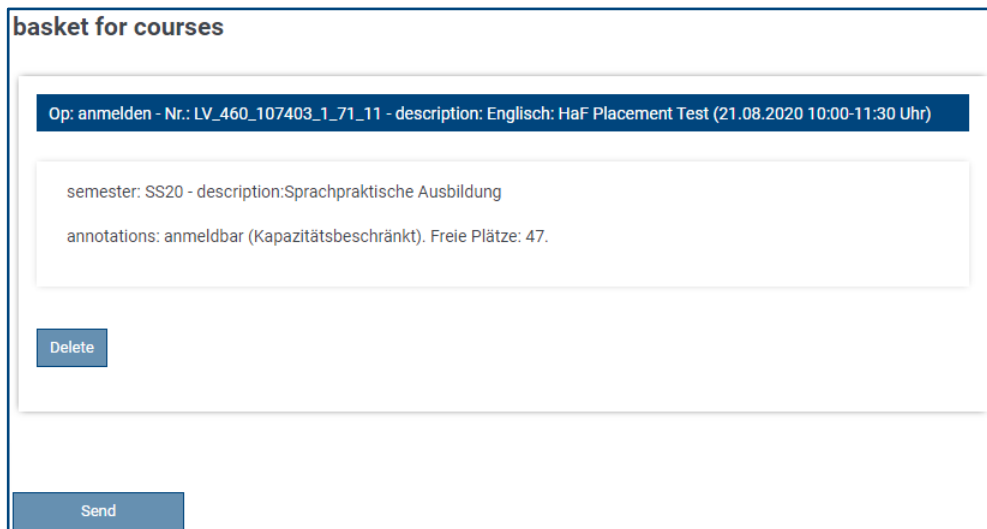
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You can get acquainted with the structure of the university on the university homepage and in UnivIS. With the help of the UnivIS search function, you can find the organisational unit (including a description of the faculty) responsible for your courses by searching for the instructor or the course itself.

In order to **register** for a course, choose the **Faculty** [1.] and then the **Organisational Unit** [2.] (i.e. chair or professorship) offering the course. Then click on the “**subscribe**” button next to the desired course.

Please note: If you are searching for a course that is not displayed here, please contact the responsible organisational unit (chair, professorship etc.).

The course will be placed in the “*basket for courses*”. Repeat this step until you have added all of your courses to your course basket. You have to confirm the registration by clicking on “*send*”.



basket for courses

Op: anmelden - Nr.: LV_460_107403_1_71_11 - description: Englisch: HaF Placement Test (21.08.2020 10:00-11:30 Uhr)

semester: SS20 - description: Sprachpraktische Ausbildung

annotations: anmeldbar (Kapazitätsbeschränkt). Freie Plätze: 47.

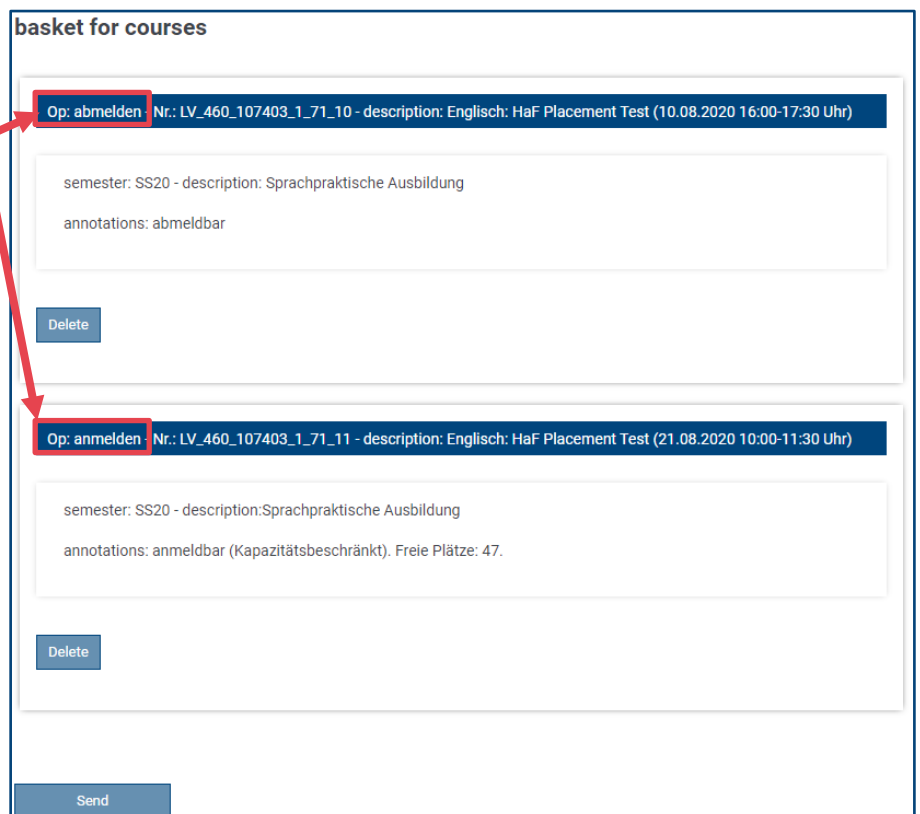
Delete

Send

To **unsubscribe** from a course that you've already registered for, you can click “*unsubscribe*” in the window “*only courses you can unsubscribe from*” any time during the registration period. To unsubscribe, you don't have to choose the faculty or the academic unit beforehand.

You can subscribe and unsubscribe different courses in one step by adding the appropriate “*action*” to the basket.

If you don't want to register or deregister for a course that is in the course basket, click “*delete*” in the appropriate entry before you complete registration/deregistration for the other courses in the basket.



basket for courses

Op: abmelden - Nr.: LV_460_107403_1_71_10 - description: Englisch: HaF Placement Test (10.08.2020 16:00-17:30 Uhr)

semester: SS20 - description: Sprachpraktische Ausbildung

annotations: abmeldbar

Delete

Op: anmelden - Nr.: LV_460_107403_1_71_11 - description: Englisch: HaF Placement Test (21.08.2020 10:00-11:30 Uhr)

semester: SS20 - description: Sprachpraktische Ausbildung

annotations: anmeldbar (Kapazitätsbeschränkt). Freie Plätze: 47.

Delete

Send

2.10. Dates



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You can consult the menu option “*Dates*” for course **registration and deregistration deadlines**, as well as **exam registration deadlines** for centrally and decentrally organised exams, provided that they have already been added to FlexNow by the responsible units (see [Section 1.1: Examination and Course Registration in General](#)).

Only exams available to you during the registration/deregistration period are displayed.

2.11. Data Sheet

You can create **lists of marks** and credit (so-called **certificates of good standing**) yourself without having to go to the Examinations Office.

The **verifiable data sheet** functions as proof of your **right to take examinations** and is also suitable for inclusion in **applications** for employment or continuing university studies. It is also important for your **own records** and can be submitted to university **advisory services** or the **Examining Board** (if required).

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You can also submit a request to the Examinations Office (by Email using your student email address) for a data sheet that includes a provisional average mark, for certificates concerning your completion of a degree programme (insofar as official final documents are not yet available) and for various other related documentation.

Each **verified data sheet created** is saved to the server and is available until the **“expiration date”**. During this period, the **validity** of the data sheet **can be verified online** by **third parties** using the included password and ID.

The **expiration date** can be adjusted to preference by clicking on the input field.

Provided that you are enrolled in a multiple-subject degree programme, have already studied several degree programmes at the University of Bamberg or are currently pursuing a degree, you can specify which degree programmes should be included on the data sheet.

In the **Reportformat** section, you can specify whether **only successfully completed credits** (ohne Fehlversuche) or all courses, **including failed attempts** (mit Fehlversuchen), should be listed. Additionally, it is advisable to indicate this in the **notes** section.

Click on **“create”** to produce a PDF of your certificate(s). Now you can save these to your own device and/or print them out.

Within the validity period, you can view or download an already created **data sheet** in the **“show data sheets”** section by clicking on **“link”**. Here you can also **delete** a data sheet you've accidentally created before the expiration date. To do this, tick the desired data sheet and click on the **“delete”** button.

📄 Data Sheet
(student ID : 113 - 06.08.2020 - 17:54 o'clock)

Create data sheet (verifiable)

expiration date

comment

Zusatztext:

courses of Studies

- Educational Science (Exmatrikuliert)
- Austauschstudierende / Erasmus (Exmatrikuliert)
- Business Administration (Immatrikuliert)
- History (Immatrikuliert)
- Sociology (Immatrikuliert)
- Studium Generale (18 ECTS) und Zusatzleistungen (Immatrikuliert)
- Teststudiengang (Immatrikuliert)

format of report

Show data sheets

ID	created on	date	note
<input type="checkbox"/> YwvsXA	link	01.07.2020 18:32:41	29.09.2020 ohne Fehlversuche