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/](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.

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/](https://www.uni-bamberg.de/pruefungsamt/flexnow/fn2sss/)

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/.

### 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.

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.

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.

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/](https://www.uni-bamberg.de/pruefungsamt/flexnow/fn2sss/). Logging in requires the BA number (baxxxxxx) issued upon university enrolment and your personal password.

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):**

![Desktop Display](image_url)
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.

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.

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 indicates that a particular section can be expanded. If the section has already been opened, a minus 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.
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.
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.

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 exams”) 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 exams

“Subscribed exams” 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.
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.

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”.

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

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).

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” “Austauschstudiendende / 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.
**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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**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”. 
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).

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”.

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 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).

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”.

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.
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).

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 Report format 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.