

First Steps and General Information for the First Semester

A very warm welcome to the Technische Universität Berlin!

During the course of your studies, you will have regular contact to the Examinations Section as well as the examinations team assigned to you. Please ensure that you take the time to read and understand the following information to help ensure your studies run smoothly and that problems do not arise due to administrative oversights.

Step 1: Find out! Where-When-Who?

The Examinations Section is divided into five teams. You can find out online which team is responsible for your degree course via Quick Access > **22397**. Our opening times are: Monday, Thursday, Friday: 9:30 – 12:30; Tuesday 13:00- 16:00. Waiting numbers can be obtained 30 minutes before the start and 30 minutes before the conclusion of office hours.

Please read the general Study and Examination Regulations as well as the Study and Examination Regulations for your own degree program. The general Study and Examination Regulations can be found via Quick Access > **75846**; the course - specific regulations can be obtained via your own faculty or institute. The Course Guidance service for your faculty is also there to provide you with support and advice.

Step 2: Declaration on Commencing Studies

At the very start of your studies you are required to sign and submit the Declaration on Commencing Studies (Quick Access) > **97214**. You should present this to your examinations team together with a copy of your personal ID or passport or place documents in the letter box outside of the office. Alternatively, you can present the documents in the Campus Center.

Step 3: Taking module examinations

Your studies are organized into modules which are concluded with module examinations. These can take the form of either written or oral examinations, semester papers or portfolio examinations consisting of various graded elements (for example presentations, essays, tutorials and short tests).

You are required to register for every examination you wish to take.

The TU Berlin uses an online system for examination registration, QISPOS, which you can access via your tuBit account (instructions via Quick Access > **66085**). Before approaching your examinations team, please check first in the system to see if it is possible to register for your module examinations online. If so, registration via the online system is compulsory, replacing the need to register personally with the examinations team. If it is not possible to register for your module examination via QISPOS, then you will be required to go in person to the examination team with your registration form to complete your registration. Information regarding special forms of registration (e.g. registration in a list, registration via MOSES) as well as registration and withdrawal deadlines is provided by your examiner at the start of the semester.

If you are studying physics or historical urban studies, then please use the SAP portal. You can find further information and access to your personal portal at <http://pilot.sap.tu-berlin.de/>.

For further information, including information concerning short notice changes to opening hours, please visit our website at <http://www.pruefungen.tu-berlin.de>

The President

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Where can I find Quick Access?

at www.tu-berlin.de:



How do I access the TU portal?

at www.tu-berlin.de:



Where can I find QISPOS?

Register in the TU portal, then on the left-hand side:



An introduction to QISPOS can be accessed via Quick Access > **66085** > **66085**.

Where can I find the SAP portal?

pilot.sap.tu-berlin.de



The Campus Center

Is located in the Main Building in Room 0030

