

# Exam Registration

Information regarding exam registration in the Master of Business Administration (MBA)

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## 1. Introduction

This manual describes how you can register yourself for your required exams. It covers the requirements for registration, details the consequences for missing the deadlines and shows possibilities for dealing with arising problems. We also provide contact information, in case the need to speak directly with us should arise.

## 2. Requirements for Exam Registration

- In order to complete the exam registration successfully, access to the QIS-system is necessary. You should have gotten access automatically with enrollment (student account + password).
- Some courses require pre-exam work, which allows you, upon completion, to register for the final exam. The lecturer will inform you, if this is the case.

## 3. Timeframes and Deadlines

### **When do I have to register my exam?**

Normally, you'll be able to register for all necessary courses from the beginning of the semester. If that is not the case, it should be possible 2 weeks into the semester at the latest. Your registration has to be completed 48 hours before the date of the exam.

We advise you to register as early as possible to avoid to be late. In order to not miss the deadlines you can register to our E-Mail-Reminder. You can find it here:

<https://mba.h-da.de/current-students/exam-reminder/>

### **What are the consequences of missing my deadline?**

If you aren't registered for your exam in time, you cannot take that exam and have to wait for the next date, on which said exam can be taken. This is normally in the subsequent semester.

Further information can be found in the FAQ under "FAQ and Manuals -> FAQ of the Examination Board" on the "current-students" section of the mba.h-da.de website:

<https://mba.h-da.de/current-students/>

### **Is there a possibility to "make up" for missing the registration deadline?**

It is always possible to move an exam to a subsequent semester. Exams can be taken every semester, even when the regarding module is not offered in that specific semester.

Unfortunately, there is no possibility to repeat an exam within the semester you missed the deadline in.

## 4. Process Description

In order to register for an exam, please log into your QIS account: [qis.h-da.de](https://qis.h-da.de)

- Step 1: Check the box in the top right corner, to change the 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 QIS user interface. At the top, there is a navigation bar with 'Home' and 'Logout'. Below it are buttons for 'My Functions', 'Courses', 'Facilities', and 'Modules'. The main content area is titled 'Register/Deregister for exam' and includes a warning: 'Important information. Please read carefully!'. The registration process is described as binding. A red box highlights the 'Register/Deregister for exam' menu item in the left sidebar. Below the warning, there is an 'Accept terms' section with a checked checkbox and a 'Next' button, both circled in red.

- Step 3: Navigate to and click on the exam you want to register for, and then click on „registration of exam“.

[register for exam](#)

## Register/Deregister for exam

Please choose the exam from the structure given below. Click on the identifiers.

- 📁 **Master Business Admin MBA 4S 20180**
  - 📁 **Grundstudium**
  - 📁 **Hauptstudium**
    - Ⓚ **431 Elective 1 [Status: BE; Note: 2,30; Credit Points: 6; Malus: 0; Versuch: 1]**
    - Ⓚ **9001 Gesamt CPs**
      - Ⓚ **421 Financial Management**
      - Ⓚ **423 Strategic IT-Management [Status: BE; Note: 3,30; Credit Points: 6; Malus: 0; Versuch: 1]**
      - Ⓚ **424 Business Law and Ethics**
        - Ⓚ **42410 Business Law and Ethics**
          - Date: 11.07.2020, Examiner: Schmitt-Gaedke (Fb. W), Gernot registration of exam
        - Ⓚ **4311 Elective 1 [Status: BE; Note: 2,30; Credit Points: 6; Malus: 0; Versuch: 1]**
        - Ⓚ **4322 Elective 2**
    - ☑️ **41230 Business Research Methods [Status: BE; Note: 3,00; Credit Points: 0; Malus: 0; Versuch: 1 von max. 3]**

Step 4: Check the data displayed and confirm your 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	Registration of exam

yes

Step 5: Check your Inbox!

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

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

## 5. Exceptions

This registration process is only applicable for regular exams. Following, you'll find some exceptions, where registration works differently.

### 1. Master Thesis

In order to register for your Master Thesis, please use the provided forms. You can find these online at <https://mba-darmstadt.de/current-students/form-center/>.

### 2. Repeat exam

In order to repeat an exam, please stick to the instructions given to you by mail.

## 6. FAQ and Troubleshooting

If you have any questions regarding exam registration, please visit the "FAQ of the Examination Board" first. You can find it on the "[current-students-website](#)" mentioned atop, under "FAQ & Manuals".

If you have problems with the exam registration via the QIS-System please write us at [mba.fulltime@h-da.de](mailto:mba.fulltime@h-da.de) resp. [mba.parttime@h-da.de](mailto: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'll be asked to contact our IT-support for further problem solving.

## 7. Contact Information

For any further questions regarding exam registration, please contact us via Mail to [mba.fulltime@h-da.de](mailto:mba.fulltime@h-da.de) or [mba.parttime@h-da.de](mailto:mba.parttime@h-da.de).

**Good luck with your exams!**