

A Guide to the eCampus: Registering for REMENA Exams

It is mandatory for students to register for all REMENA exams via eCampus before they take place. This guideline will give you an overview of how to register for the REMENA exams online.

STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS

STEP B: APPLYING FOR REMENA EXAMS

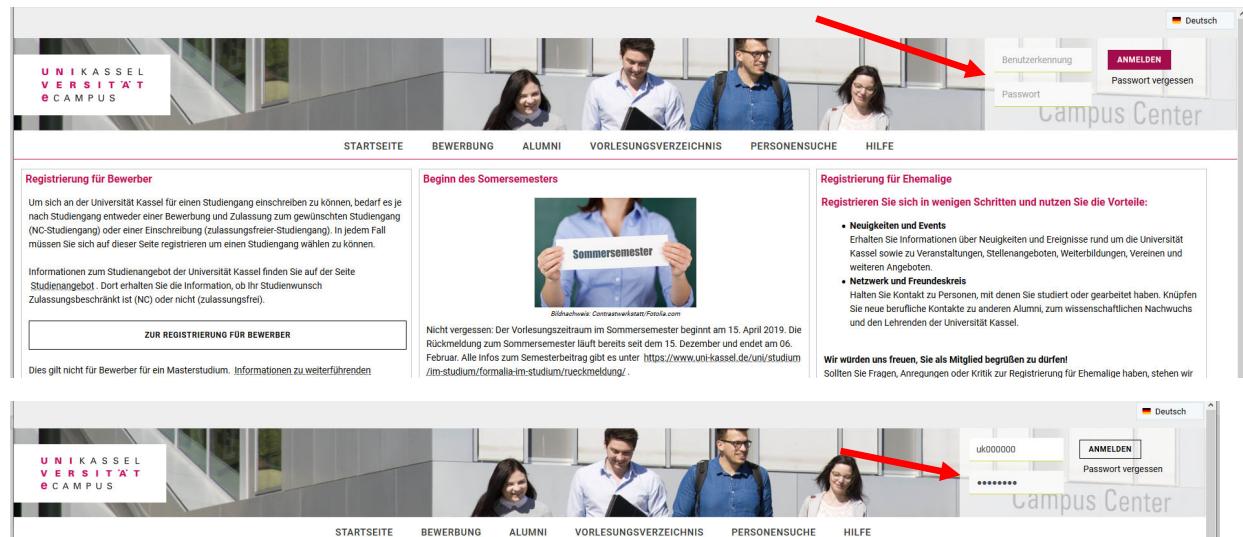
STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR

STEP D: CANCELLING YOUR EXAM REGISTRATION

STEP E: VIEWING EXAMS EXTRACT

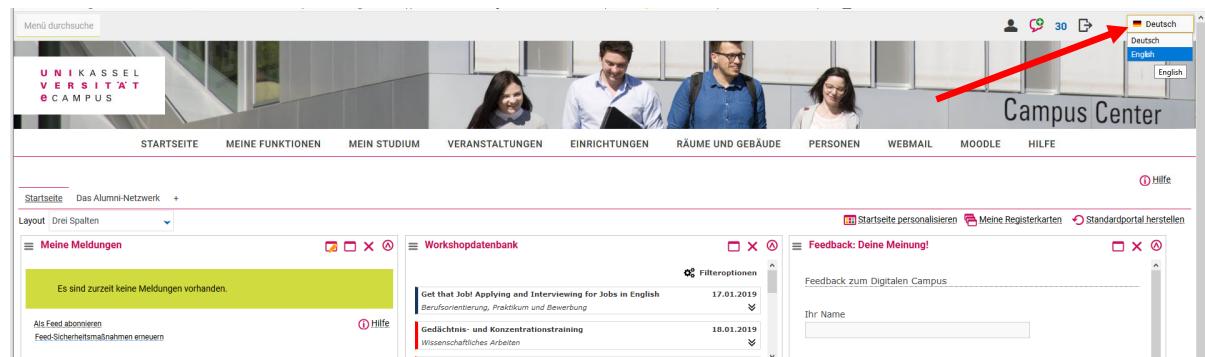
STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS

In order to access eCampus, go to <https://ecampus.uni-kassel.de/> and type in your “uk” number as your user name, along with your UniAccount password, to log in.



The screenshots show the eCampus homepage. The top one shows the main navigation bar and a banner about the start of the summer semester. The bottom one shows the login screen where the user has entered their UK number ('uk000000') into the username field.

Now select the English option on top of the page.



The screenshot shows the eCampus homepage in English. The language selection dropdown at the top right is set to 'English'. The rest of the page content, including the navigation bar and various modules, is displayed in English.

Hover over “My functions” and access “Apply for exams” via “Administration of exams”

The screenshot shows the UNIKASSEL eCampus homepage. At the top, there is a navigation bar with links for HOME, MY FUNCTIONS, MY STUDIES, COURSES, ORGUNITS, FACILITIES, MEMBERS, WEBMAIL, MOODLE, and HELP. A red arrow points from the text above to the 'MY FUNCTIONS' link. Below the navigation bar, there is a sidebar with sections for 'Meine Meldungen' and 'My Reports'. A red arrow points from the text above to the 'My Reports' section. On the right side of the page, there is a 'Campus Center' sidebar with various links and a feedback form. A red arrow points from the text above to the 'Apply for exams' link in the 'Administration of exams' section of the sidebar.

Now, a declaration concerning the regulations for exam registrations is shown on the page. Please click on the box below the text in order to accept these regulations. Then, click “Next” to proceed.

The screenshot shows the 'Apply for exams' page. At the top, there is a navigation bar with links for HOME, MY FUNCTIONS, MY STUDIES, COURSES, ORGUNITS, FACILITIES, MEMBERS, WEBMAIL, MOODLE, and HELP. A red arrow points from the text above to the 'Accept terms' checkbox. Below the navigation bar, there is a section titled 'Important information on the registration process. Please read carefully!'. It contains text about the registration process and a note about failing subjects. At the bottom of this section, there is a checkbox labeled 'Accept terms' with the text 'I accept ...' next to it, followed by a 'Next' button. A red arrow points from the text above to the 'Accept terms' checkbox.

STEP B: APPLYING FOR REMENA EXAMS

After clicking on “Next” in STEP A, please click on the Master file for the list of REMENA modules to appear.

The screenshot shows the 'Apply for exams' page. At the top, there is a navigation bar with links for HOME, MY FUNCTIONS, MY STUDIES, COURSES, ORGUNITS, FACILITIES, MEMBERS, WEBMAIL, MOODLE, and HELP. A red arrow points from the text above to the 'Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (PVersion 2016)' link in the list of modules. Below the navigation bar, there is a section titled 'Please choose the exam from the structure given below. Click on the identifiers.' It contains a list of modules, with the first one highlighted in red. At the bottom of this section, there are two buttons: 'Startseite' and 'Beenden'. A red arrow points from the text above to the 'Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (PVersion 2016)' link.

As an example, we will now register for the exam “Project Planning and Tendering”. First of all, we need to select the relevant module from the list above by clicking on it, in this case: “4000 Elective

modules”, then clicking “4300 Development of Renewable Energy Projects (Cairo)” and then choosing “302331 Project Planning and Tendering”. Finally, please click “registration of exam”.

The screenshot shows the UNIKASSEL eCampus interface. At the top, there's a banner with four people and the text "Campus Center". Below it is a navigation bar with links: HOME, MY FUNCTIONS, MY STUDIES, COURSES, ORGUNITS, FACILITIES, MEMBERS, WEBMAIL, MOODLE, and HELP. The main content area is titled "Apply for exams". It lists several exam entries, each with a blue circular icon and a link. One entry, "302331 Project Planning and Tendering", has a red arrow pointing to it. At the bottom of the list, there are two buttons: "Startseite" and "Beenden".

This will take you to a new page where you must confirm that you want to register for the exam by clicking “yes”.

The screenshot shows a confirmation page for registering an exam. At the top, there's a banner with four people and the text "Campus Center". Below it is a navigation bar with links: HOME, MY FUNCTIONS, MY STUDIES, COURSES, ORGUNITS, FACILITIES, MEMBERS, WEBMAIL, MOODLE, and HELP. The main content area starts with "Apply for exams" and includes a "Sitemap" and "Help" link. Below that is a "Would you like to register/deregister this exam?" section. It shows a table with columns: Curricula, Nr., Exam, Examiner, Date, and Activity. The table contains one row: "Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016 302331 Project Planning and Tendering Khalil, Adel not specified yet Registration of exam". At the bottom left, there are two buttons: "Yes" and "no", with a red arrow pointing to the "Yes" button.

You will receive a confirmation of the registration on the next page, which opens automatically after you have clicked on “yes”. It should look as follows:

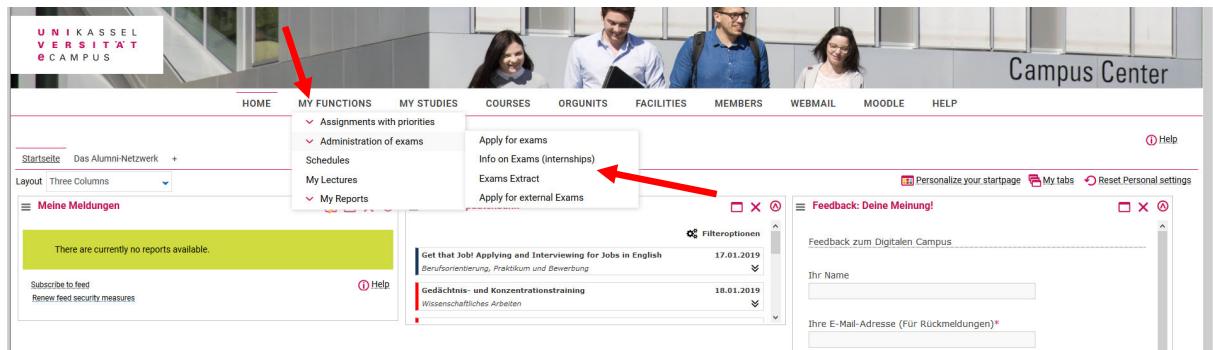
The screenshot shows the confirmation page after clicking "Yes". At the top, there's a banner with four people and the text "Campus Center". Below it is a navigation bar with links: HOME, MY FUNCTIONS, MY STUDIES, COURSES, ORGUNITS, FACILITIES, MEMBERS, WEBMAIL, MOODLE, and HELP. The main content area starts with "Apply for exams" and includes a "Sitemap" and "Help" link. Below that is a "You have registered/deregistered the following exam:" section. It shows a table with columns: Curricula, Nr., Exam, Examiner, Date, Activity, and Status. The table contains one row: "Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016 302331 Project Planning and Tendering Khalil, Adel not specified yet Registration OK". At the bottom, there are three buttons: "Continue registration", "Homepage", and "Logout".

Now, you can either click on “continue registration” in order to register for further exams, go to the home page, or log out.

STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR

Since you will have to register for multiple REMENA exams, it is advisable to check up regularly on the status of the exams you have registered for to date.

To do so, please click on “Homepage” after completing STEP B. Then, please select “Administration of exams” but choose “Info on Exams (internship)” this time.



A list of all exams you have registered for so far will then open. The picture below shows what a successful exam registration looks like in ecampus. As you can see in the screenshot, the entry shows the date of the exam (February 24) as well as the deadline of application (February 17) and the deadline for withdrawing from the exam registration (more on this in STEP D).

| Exams registrations of students | | | | | | | | |
|---------------------------------|--|----------|---------|-------------------|-------------------|------------|---------------|-------------------|
| No. | Exam Name | Examiner | form | Term | announcement date | Exam Date | term of appl. | term of withdraw. |
| 302234 | Potentials of RE in the MENA Region and Europe | khalil | Prüfung | Winter term 18/19 | 03.01.2019 | 24.02.2019 | - 17.02.2019 | 20.02.2019 |
| FB16-9811 | Potentials of RE in the MENA Region and Europe | | | | | | | |
| 302331 | Project Planning and Tendering | khalil | Prüfung | Winter term 18/19 | 07.01.2019 | | | |
| FB16-9853 | Project Planning and Tendering | | | | | | | |

STEP D: CANCELLING YOUR EXAM REGISTRATION

In urgent cases, it is possible for students to withdraw or cancel an exam registration. The deadline for doing so is usually several days before the exam date (please check the dates indicated in eCampus for every exam in order to find about the deadlines).

As an example, we will now cancel the application for the “Potentials of RE in the MENA Region and Europe” exam. Please click “cancel registration of exam”.

The screenshot shows a list of exams under the heading 'Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (Pversion 2016)'. The list includes various modules such as '2100 Language and Presentation (Cairo)', '2200 Fundamentals of Renewable Energies and Energy Efficiency (Cairo)', and '302234 Potentials of RE in the MENA Region and Europe - cancel registration of exam'. A red arrow points to the checkbox next to this specific exam entry.

This will lead you to a page where you must confirm that you want to cancel your registration:

The screenshot shows a confirmation dialog box with the question "Would you like to register/deregister this exam?". It displays the exam details: Curricula (Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016), Nr. (302234), Exam (Potentials of RE in the MENA Region and Europe), Examiner (Khalil, Adel), Date (24.02.2019), and Activity (Cancel registration of exam). Below the question are two buttons: "yes" and "no". A red arrow points to the "yes" button.

Please always make sure that the system has truly cancelled your registration by looking into the list of registered exams from STEP C.

STEP E: VIEWING EXAMS EXTRACT

In this step you can see your exam marks or download them into a pdf file.

Access “Exams Extract” via “My Functions” and “Administration of Exams”:

The screenshot shows the 'Administration of exams' page. In the sidebar menu, there is a link labeled 'Exams Extract'. A red arrow points to this link. The main content area shows a banner with students and the text 'Campus Center'.

Then click “Show Achievement”:

HOME MY FUNCTIONS MY STUDIES COURSES ORGUNITS FACILITIES MEMBERS WEBMAIL MOODLE HELP

Administration of exams

act as: Student of REMENA

[Sitemap](#) [Help](#)

[Open menu](#)

Exams Extract

Please choose:

- Degree 88 Master show achievement
- Prüfungen ohne Zuordnung Leistungen anzeigen
- Leistungen für Degree 88 Master anzeigen

Hostname: portal-ssu.uue-kassel.de (ge01)

The following page will open, showing you the status of all of your registered exams as well as the marks once they have been uploaded. You can download the full list of your marks by clicking the PDF overview.

UNIKASSEL
VERSITÄT
CAMPUS

Campus Center

HOME MY FUNCTIONS MY STUDIES COURSES ORGUNITS FACILITIES MEMBERS WEBMAIL MOODLE HELP

Administration of exams

act as: Student of REMENA

[Sitemap](#) [Help](#)

[Open menu](#)

Exams Extract

pdf-overview: Compendium of all Achievements [\[PDF\]](#)

| Stammdaten des Studierenden | |
|-----------------------------|---------------------------------|
| Student's name | Testa EXA III Test N REMENA XVI |
| Date and place of birth | 01.01.1980 in Kassel |
| Field of study | (88) Master |
| Registration number | 33431141 |
| Address | Mönchebergstr. 11, 34109 Kassel |

Degree: [88] Master | Courses of Studies: [642] Renewable Energy and Energy Efficiency for the Middle East and North Africa Region | Subject Mark: [H] major subject | Exam.Reg.: 2016 | Course No.: 1 |

| No. | Exam Name | Examiner | form | Try | Credits | Grade | Status | Term | Exam Date | Ack. |
|-----------|---|----------|------|-----|---------|-------|--------|-------------------|------------|------|
| 2002 | Double Degree Programme cooperation with Cairo University | | | | | | BE | Winter term 16/17 | | |
| 2100 | Language and Presentation (Cairo) | | | | | | PV | Winter term 16/17 | | |
| 302211 | German and Arab Language Courses Cairo | Khalil | | 1 | | | AN | Winter term 16/17 | 14.03.2017 | |
| FB16-9844 | German and Arab Language Courses Cairo | | | | | | | | | |

IMPORTANT:

If you know in advance that you will not be able to take the exam, please cancel your registration in due time, i.e. before the deadline.

**!!! If you do not show up for an exam you have signed into via eCampus,
you will automatically fail the exam !!!**

Exception:

In case of illness on an exam day, please provide the REMENA team with a medical certificate as soon as possible to avoid that the exam will not be counted as failed.

For further details on exam regulations please cf. to the regulations of study and the general provisions available for download via "documents".

For any further questions or in case of doubt make sure to contact the REMENA team.