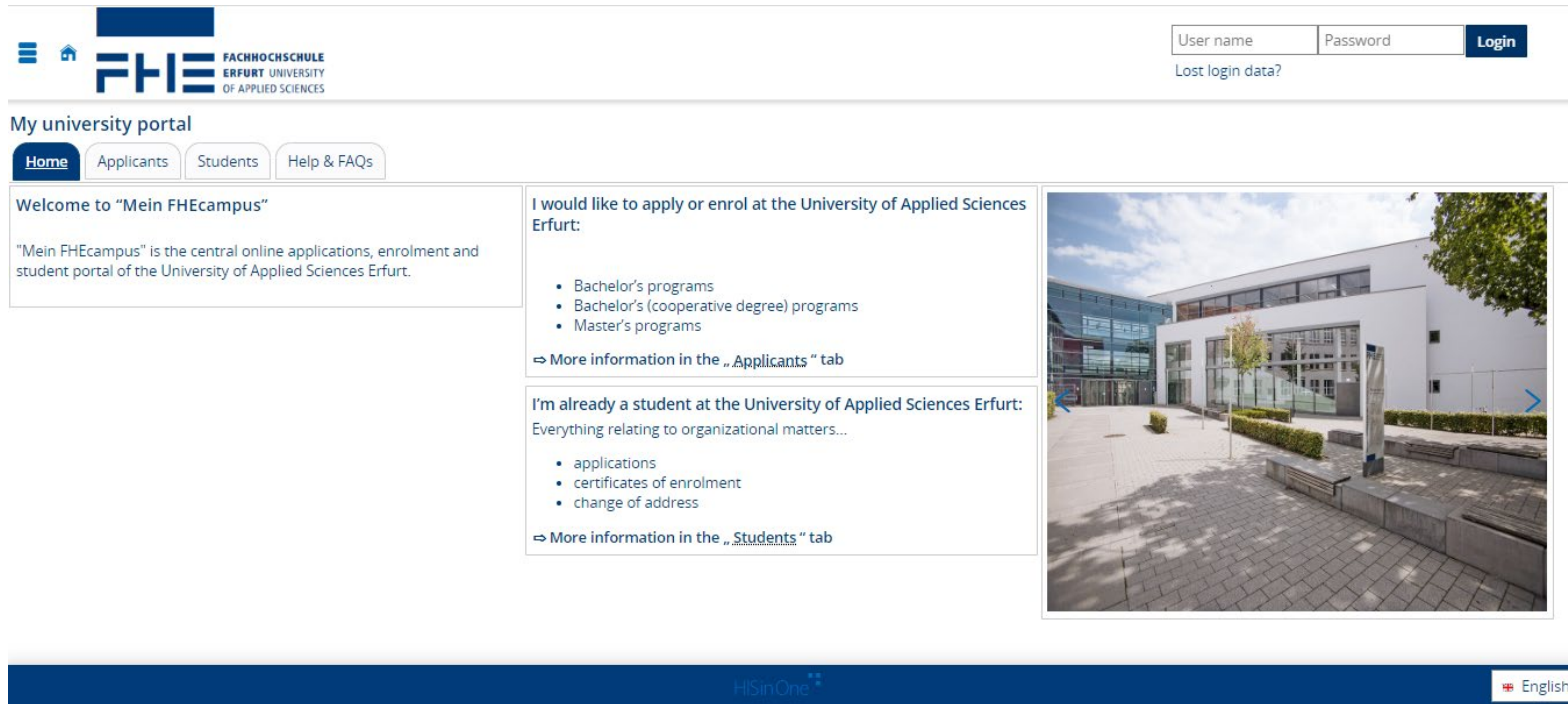


# Instructions

Registering for & withdrawing from examinations in  
“MeinFHEcampus”

1. First, access the portal at: <https://ecampus.fh-erfurt.de/>. Now you will see the homepage:



The screenshot shows the homepage of the FHE Erfurt portal. At the top left is the FHE logo with the text 'FACHHOCHSCHULE ERFURT UNIVERSITY OF APPLIED SCIENCES'. To the right is a login section with fields for 'User name' and 'Password', a 'Login' button, and a link for 'Lost login data?'. Below the header is a navigation bar with 'My university portal' and tabs for 'Home', 'Applicants', 'Students', and 'Help & FAQs'. The main content area is divided into three sections: a welcome message for 'Mein FHEcampus', a section for prospective students listing Bachelor's and Master's programs, and a section for current students listing applications, certificates, and address changes. On the right side of the main content is a large image of a modern university building with a glass facade and a paved courtyard.

Home Applicants Students Help & FAQs

Welcome to "Mein FHEcampus"

"Mein FHEcampus" is the central online applications, enrolment and student portal of the University of Applied Sciences Erfurt.

I would like to apply or enrol at the University of Applied Sciences Erfurt:

- Bachelor's programs
- Bachelor's (cooperative degree) programs
- Master's programs

⇒ More information in the „Applicants“ tab

I'm already a student at the University of Applied Sciences Erfurt:  
Everything relating to organizational matters...

- applications
- certificates of enrolment
- change of address

⇒ More information in the „Students“ tab

English

2. Log in to the portal using your university account and corresponding password.



The screenshot shows a login form with a text input field containing 'xx1234xx', a password input field with masked characters '.....', and a 'Login' button. Below the form is a link for 'Lost login data?'.

xx1234xx ..... Login

Lost login data?

3. This is what the homepage looks like after you have logged in. On the left-hand side in the navigation menu (triple bar, top left) please select “My Studies” -> “Register for Examinations”.

The screenshot shows the user interface of the FHE Erfurt University of Applied Sciences portal. At the top left, there is a navigation menu with a triple bar icon. The main header includes the FHE logo and the text 'FACHHOCHSCHULE ERFURT UNIVERSITY OF APPLIED SCIENCES'. A search bar is located in the top right, and there are user profile, notification, and time indicators (23) in the top right corner.

The left-hand navigation menu is expanded, showing the following items:

- My Studies (highlighted)
- Planner of studies with Module plan
- Show my enrollments
- Academic Record
- Register for examinations
- Register for electives
- Student Service
- Forms & Applications
- Exam Admin

The main content area features an announcement titled "Attention! Important information on registering for exams!". The text states that from 05 December 2022 onwards, exam registrations and withdrawals will be conducted using the "Register for Examinations" menu item. It lists the following departments:


- Architecture
- Urban and Spatial Planning
- Civil Engineering (incl. Sustainable Engineering of Infrastructure)
- Conservation/Restoration

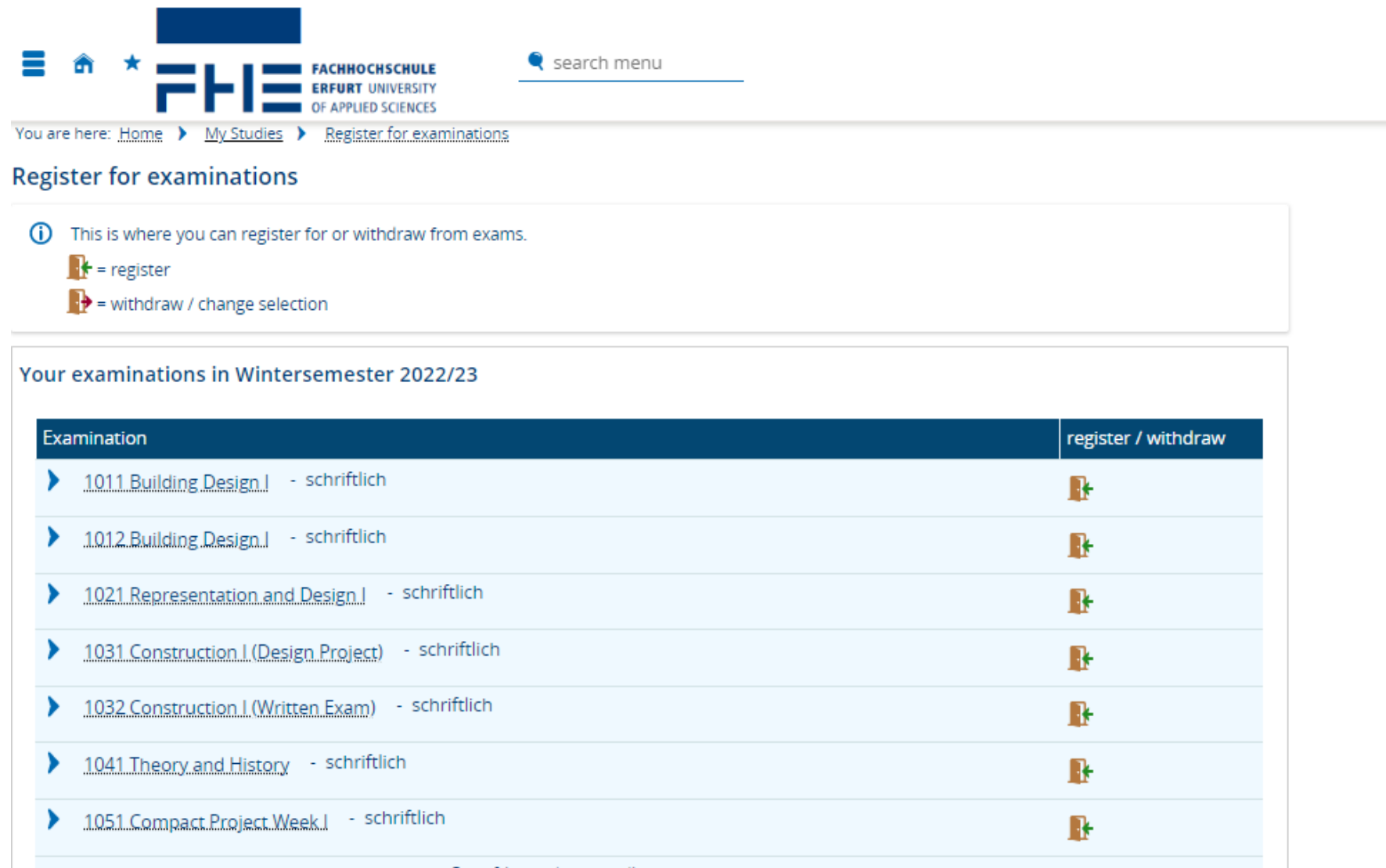
Additional instructions mention that users can download their academic record directly from the portal and that instructions for "Registering for and withdrawing from exams in MeinFHEcampus" are available. A note for students of all other departments advises continuing to use "Exam Admin" for registration and to find their academic record there.

On the right side, there is a "Last used" section with a "Clear history" link. It displays six icons representing frequently used services:








- Student Service
- Online application
- Exam Admin
- Termination of enrolment
- Leave of absence
- Edit my contact data

At the bottom of the main content area, there is an "Inbox (leave of absence, termination of enrolment etc.)" section.

4. Now you will see the page “Register for Examinations”. Select the exam you wish to register for by clicking on the  symbol.



The screenshot shows the 'Register for examinations' page of FHE Erfurt University. At the top, there is a navigation bar with a home icon, a star icon, the FHE logo, and the text 'FACHHOCHSCHULE ERFURT UNIVERSITY OF APPLIED SCIENCES'. A search menu is also visible. Below the navigation bar, a breadcrumb trail reads 'You are here: Home > My Studies > Register for examinations'. The main heading is 'Register for examinations'. An information box explains that this is where users can register for or withdraw from exams, with icons for 'register' (book with plus) and 'withdraw / change selection' (book with arrow). The main content area is titled 'Your examinations in Wintersemester 2022/23' and contains a table of exams.

Examination	register / withdraw
<a href="#">1011 Building Design I</a> - schriftlich	
<a href="#">1012 Building Design I</a> - schriftlich	
<a href="#">1021 Representation and Design I</a> - schriftlich	
<a href="#">1031 Construction I (Design Project)</a> - schriftlich	
<a href="#">1032 Construction I (Written Exam)</a> - schriftlich	
<a href="#">1041 Theory and History</a> - schriftlich	
<a href="#">1051 Compact Project Week I</a> - schriftlich	

5. Please read the information on registering for and withdrawing from exams. When you have read this page, confirm by ticking “I accept” and click on “Next”.

### Register for examinations

**i** Important information for your enrollment and cancellation. Please read carefully!

You are **obliged to check** that you have correctly **registered for or withdrawn from examinations** using “Register for Examinations” and “Course and Exam Registrations”. Any registrations displayed there are binding. Failure to appear on the exam date without a declaration of withdrawal and reason for withdrawal will result in the assessment being graded as “insufficient” (“nicht ausreichend”).

The exam dates shown are neither final nor binding. The final exam dates are announced in the customary manner 14 days before the beginning of the examination period.

Students who have previously failed examinations are automatically registered for retakes. It is not possible to withdraw from these examinations.

**Important: If you do not register for an exam in the correct manner and within the given deadline, the examination cannot be recorded as taken.**


I accept

6. Below you can see the detailed view of the exam you have selected. By clicking  you will register for the exam and return to the overview.

### Register for examinations

1012: Building Design I (Part 2)

Actions & Notifications	Dates & Rooms	Comment
	Entwerfen I Exam period 1, Winter Semester 2022 Tuesday, 02/07/2023 No time defined Examinationform: Schriftlich oder mündlich	

7. As soon as you have registered for an exam, it will be marked as "admitted". You can withdraw from the exam within the given deadline for withdrawal by clicking on the  symbol.

<a href="#">1011 Building Design I</a> - schriftlich	
<a href="#">1012 Building Design I</a> - schriftlich	
<a href="#">1021 Representation and Design I</a> - schriftlich	
<a href="#">1031 Construction I (Design Project)</a> - schriftlich	
<a href="#">1032 Construction I (Written Exam)</a> - schriftlich	
<a href="#">1041 Theory and History</a> - schriftlich	

8. You will be redirected to the detailed view again. Select  if you wish to withdraw from this exam.

Actions & Notifications	Dates & Rooms	Comment
 Sign off	Entwerfen I Exam period 1, Winter Semester 2022 Tuesday, 02/07/2023 No time defined Examinationform: Schriftlich oder mündlich	

You cannot withdraw from an exam that you have been automatically registered for (compulsory registration). Here is an example of what this looks like:

3011: Artenkenntnis (Käfer) PV (SL)

Prüfungsanmeldung WiSe 2022/2023:

**!** Sie sind zu dieser Prüfung pflichtangemeldet und können nicht selbstständig zurücktreten. Bitte wenden Sie sich in diesem Fall direkt an das Prüfungsamt.

Aktionen & Meldungen	Termine & Räume	Bemerkung
Keine Abmeldung möglich	Artenkenntnis (Käfer) PV (SL) Prüfungsperiode 1, Wintersemester 2022 Montag, 20.02.2023 von 08:00 bis 10:00 Prüfungsform: schriftlich	

Abbrechen [Rechtliche Hinweise nochmal ansehen](#)

9. Please double-check the exams you have registered for. To do so, you can select the menu item “Academic Record”. Here you will find an overview of all the exams you have registered for.

## Bescheinigungen

 [Angemeldete Prüfungen \[PDF\]](#)

 [Notenspiegel \(alle Leistungen\) \[PDF\]](#)