

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

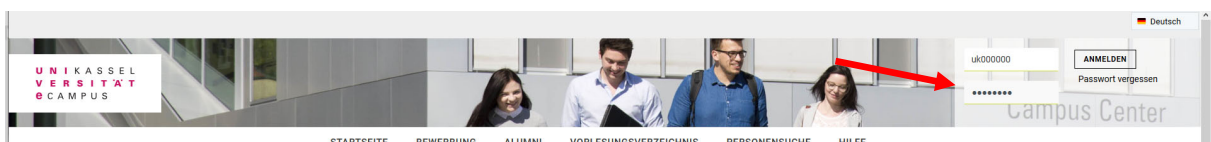
STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR

STEP D: CANCELLING YOUR EXAM REGISTRATION

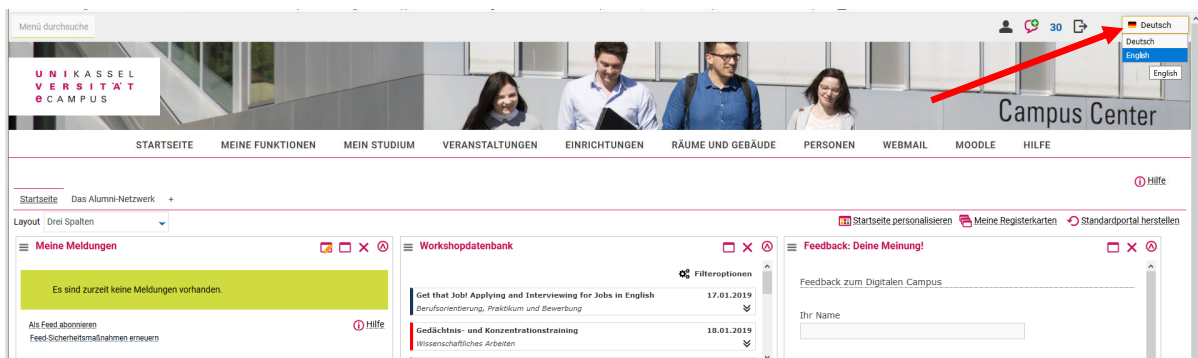
STEP E: VIEWING EXAMS EXTRACT

STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS

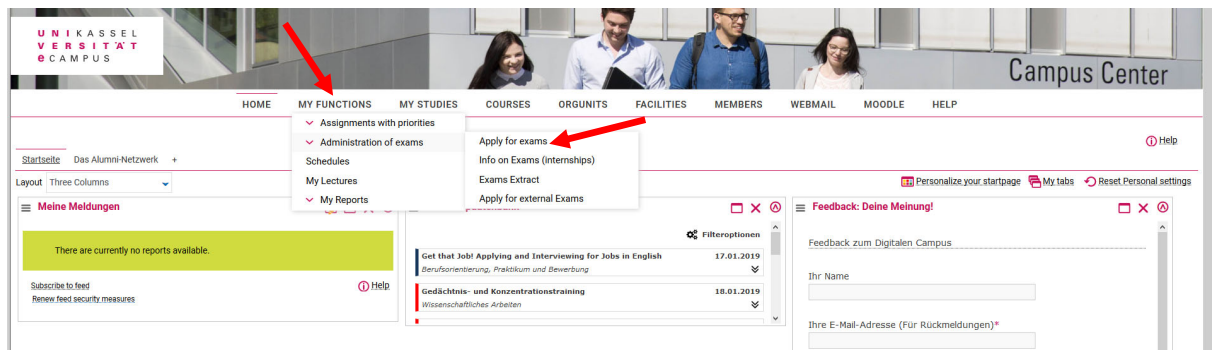
In order to access eCampus, go to <https://ecampus.uni-kassel.de/> and type in your “uk” number as your user name, along with your UniAccount password, to log in.



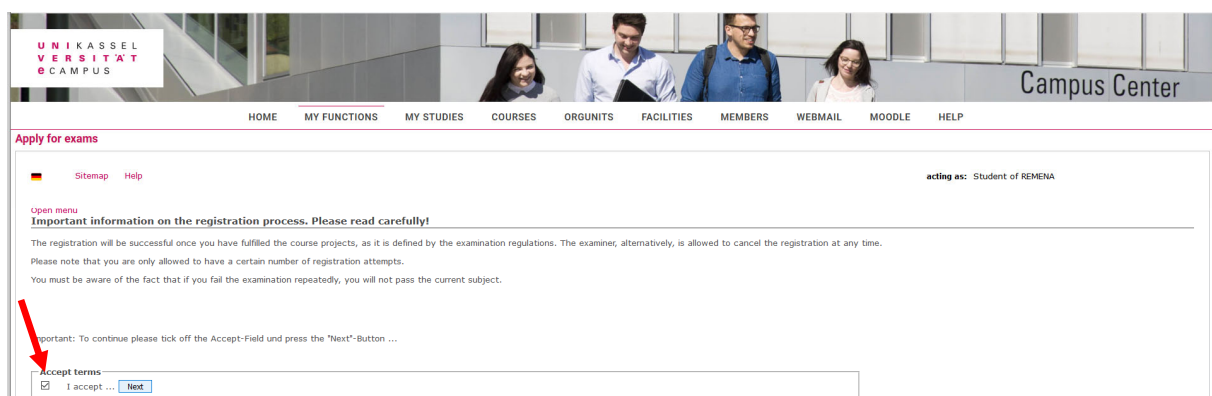
Now select the English option on top of the page.



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

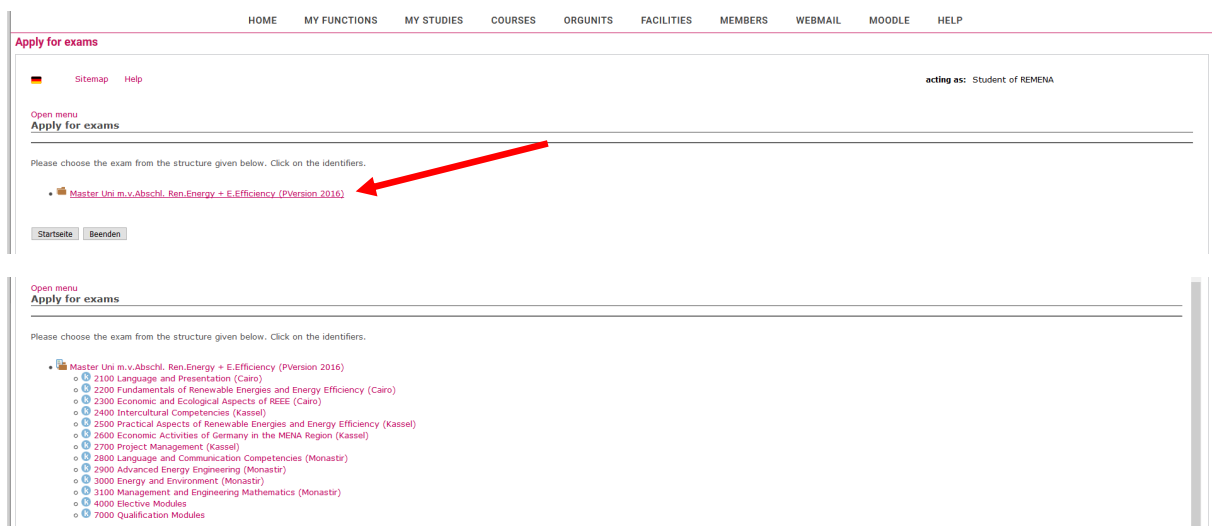


Now, a declaration concerning the regulations for exam registrations is shown on the page. Please click on the box below the text in order to accept these regulations. Then, click “Next” to proceed.



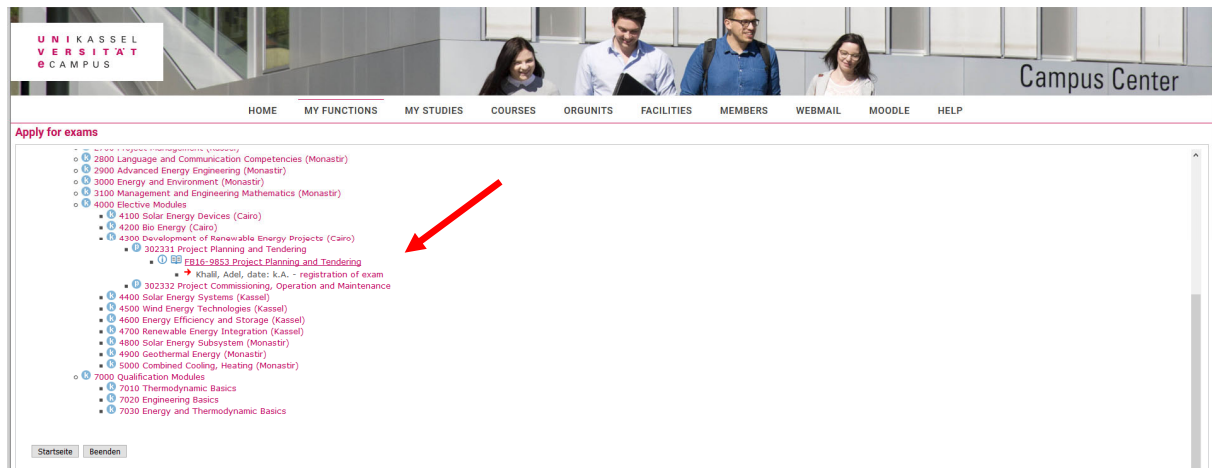
STEP B: APPLYING FOR REMENA EXAMS

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

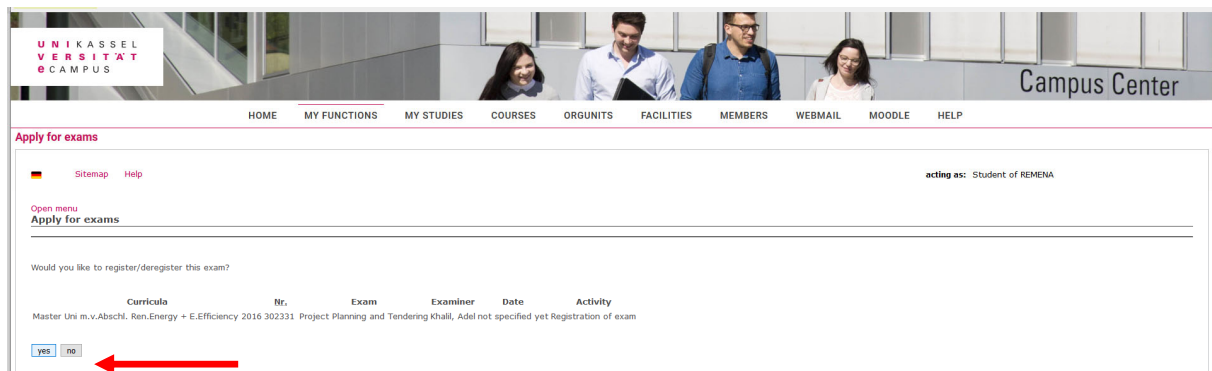


As an example, we will now register for the exam “Project Planning and Tendering”. First of all, we need to select the relevant module from the list above by clicking on it, in this case: “4000 Elective

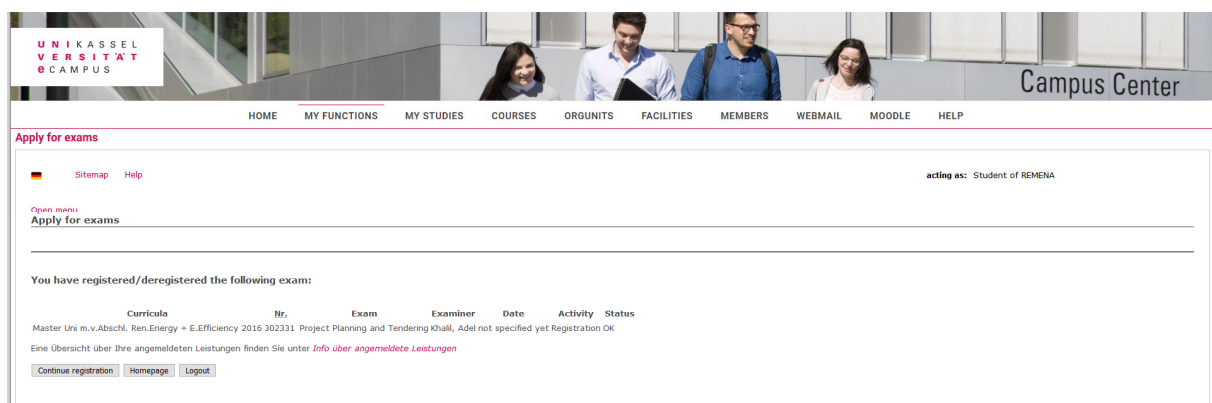
modules”, then clicking “4300 Development of Renewable Energy Projects (Cairo)” and then choosing “302331 Project Planning and Tendering”. Finally, please click “registration of exam”.



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



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:

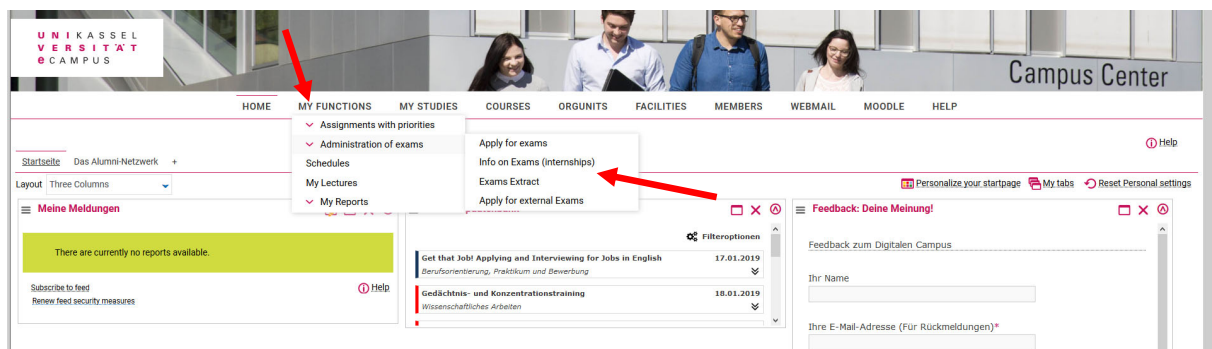


Now, you can either click on “continue registration” in order to register for further exams, go to the home page, or log out.

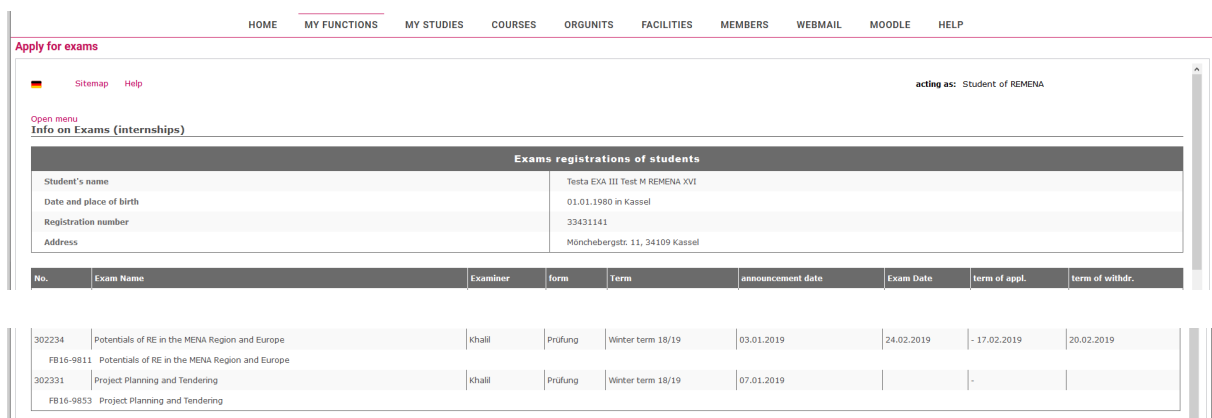
STEP C: VIEWING THE LIST OF EXAMS YOU HAVE REGISTERED FOR

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.



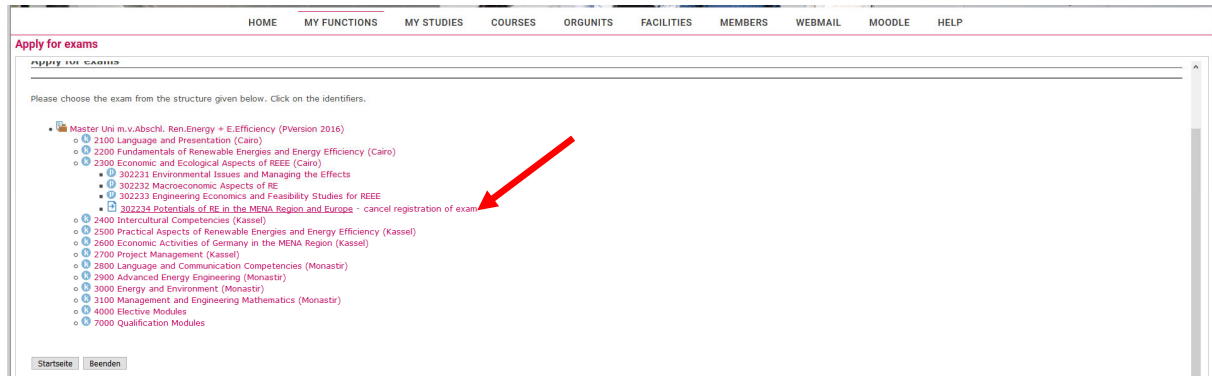
A list of all exams you have registered for so far will then open. The picture below shows what a successful exam registration looks like in eCampus. As you can see in the screenshot, the entry shows the date of the exam (February 24) as well as the deadline of application (February 17) and the deadline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



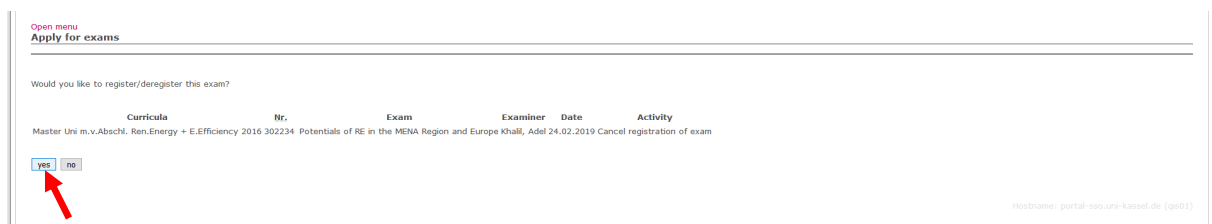
STEP D: CANCELLING YOUR EXAM REGISTRATION

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”.



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

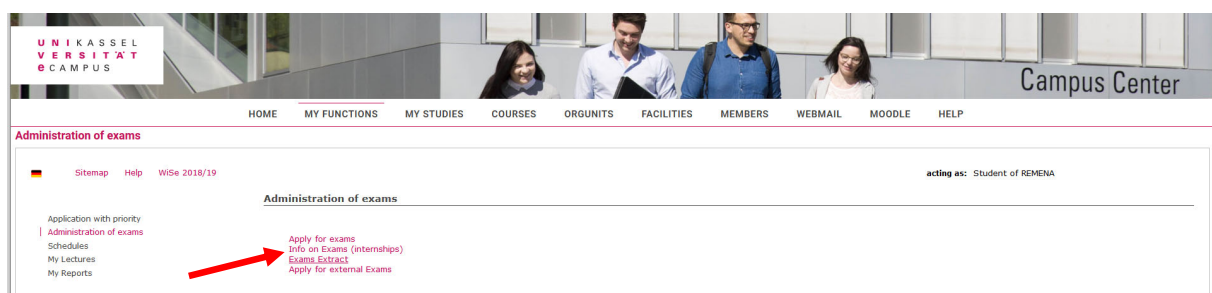


Please always make sure that the system has truly cancelled your registration by looking into the list of registered exams from STEP C.

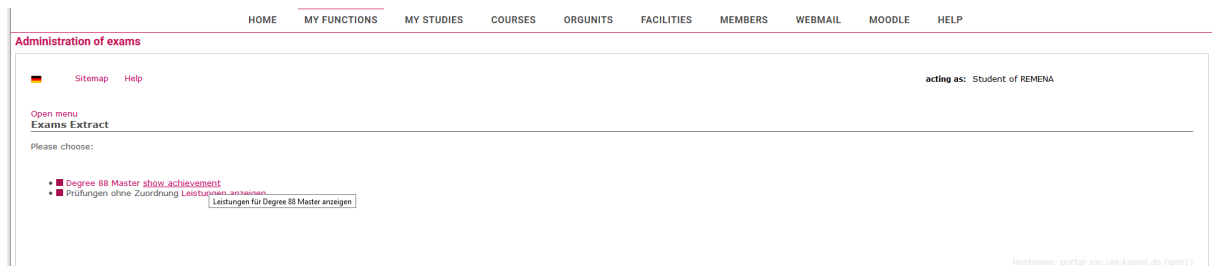
STEP E: VIEWING EXAMS EXTRACT

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

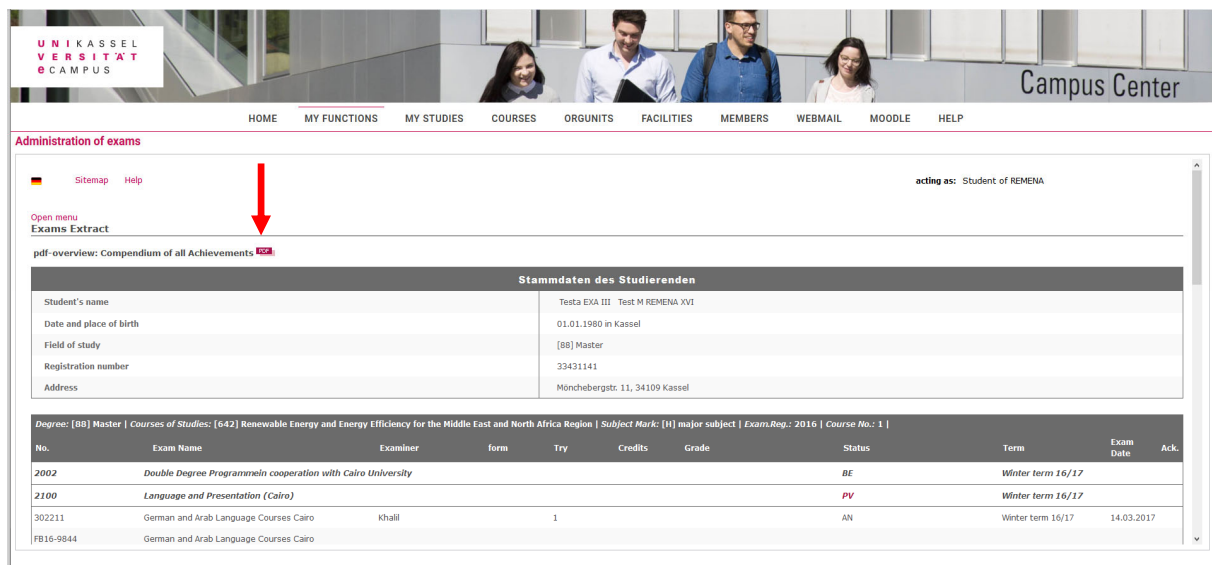
Access “Exams Extract” via “My Functions” and “Administration of Exams”:



Then click “Show Achievement”:



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.



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.