

A Guide to the HIS Portal: Registering for ECE Exams

It is mandatory for new ECE students (starting from intake winter term 2017/18) to register for all ECE exams via the HIS Portal before they take place. This guideline will give you an overview of how to register for the ECE exams online.

STEP A: ACCESSING THE LIST OF AVAILABLE ECE EXAMS

STEP B: APPLYING FOR ECE EXAMS

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

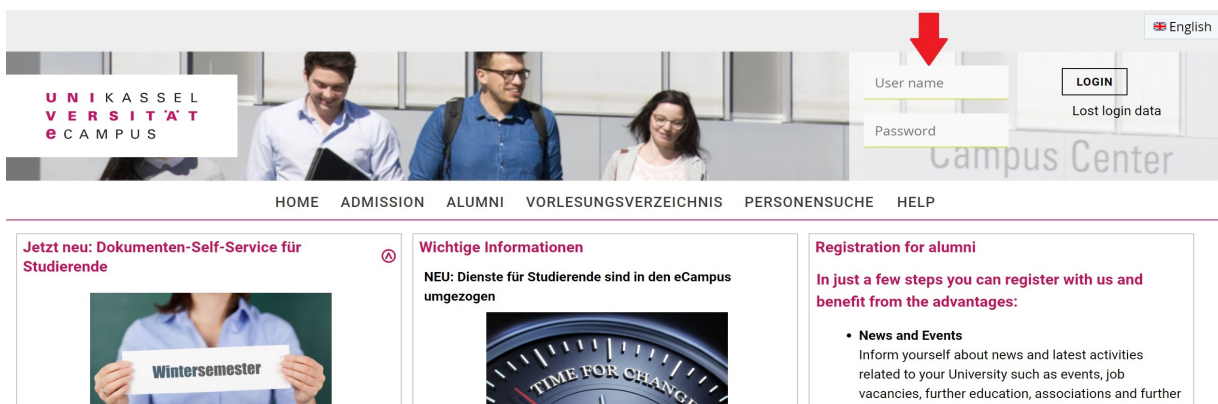
STEP D: CANCELLING YOUR EXAM REGISTRATION

STEP A: ACCESSING THE LIST OF AVAILABLE ECE EXAMS

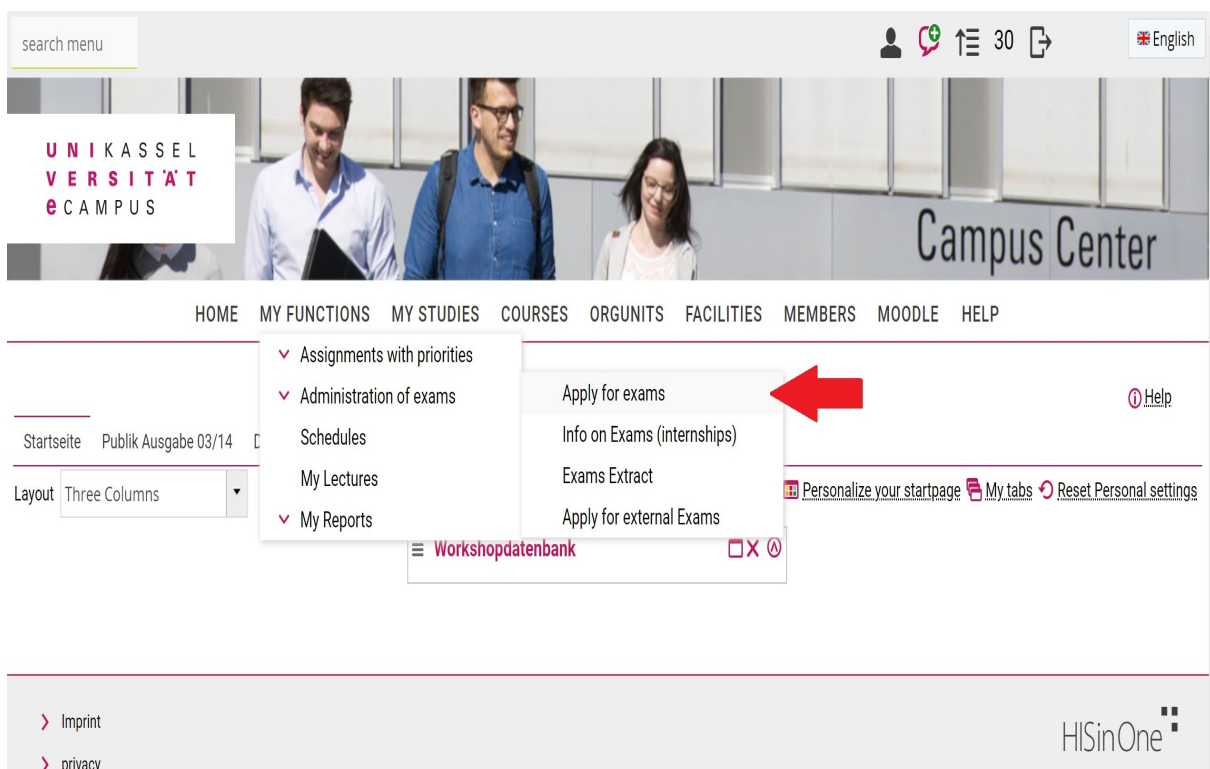
In order to access HIS Portal in eCampus, go to <https://ecampus.uni-kassel.de> and select the English option on the top of the page.

The screenshot shows the HIS Portal website in German. A red arrow points to the language selection menu in the top right corner, which is currently set to 'Deutsch'. The page features a navigation bar with links like 'STARTSEITE', 'BEWERBUNG', 'ALUMNI', 'VORLESUNGSVERZEICHNIS', 'PERSONENSUCHE', and 'HILFE'. Below the navigation bar are three main content blocks: 'Jetzt neu: Dokumenten-Self-Service für Studierende', 'Wichtige Informationen' (with a clock icon and the text 'TIME FOR CHANGE'), and 'Registrierung für Ehemalige'.

After selecting the English option, type in our uk number as your user name, along with your UniAccount password, to log in.



Next, move the mouse pointer to "My Functions", then "Adminstartion of exams" and click on "Apply for 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.

Important information on the registration process. Please read carefully!

The registration will be successful once you have fulfilled the course projects, as it is defined by the examination regulations. The examiner, alternatively, is allowed to cancel the registration at any time.

Please note that you are only allowed to have a certain number of registration attempts.

You must be aware of the fact that if you fail the examination repeatedly, you will not pass the current subject.

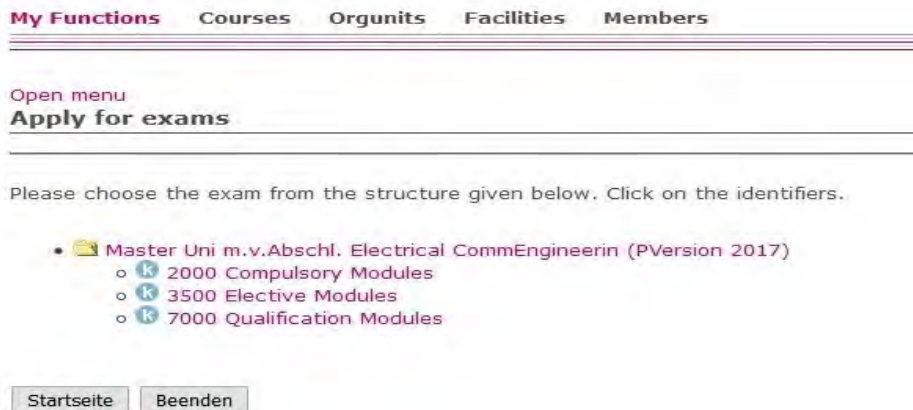
I accept ...



STEP B: APPLYING FOR ECE EXAMS

After clicking on “Next” in STEP A, a list of ECE modules with the German/English meaning appears

- 2000 Pflichtmodule = Compulsory modules
- 3500 Wahlpflichtmodule = Elective modules
- 7000 Qualification Modules = Qualification modules







My Functions Courses Orgunits Facilities Members

Open menu





























Apply for exams

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

-  Master Uni m.v.Abschl. Electrical CommEngineerin (PVersion 2017)
 - o  2000 Compulsory Modules
 - o  3500 Elective Modules
 - o  7000 Qualification Modules

Open menu
Apply for exams

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



















-  Master Uni m.v.Abschl. Electrical CommEngineerin (PVersion 2017)
 -  2000 Pflichtmodule
 -  2010 Sprachkurs
 -  2020 Projekt
 -  3500 Wahlpflichtmodule
 -  3510 Digital Communications R1 
 -  3520 Digital Communications R2
 -  3530 Digital Communications R3
 -  3540 Electromagnetics R1
 -  3535 Digital Communications R4
 -  3545 Electromagnetics R2
 -  3546 Electromagnetics R3
 -  3550 Microwaves R1
 -  3570 Microwaves R3
 -  3575 Microwaves R4
 -  3580 Mobile Internet R1
 -  3590 Mobile Internet R2
 -  3620 Optoelectronics R1
 -  3630 Optoelectronics R2
 -  3640 Software Components for Communication Systems R1
 -  3650 Software Components for Communication Systems R2
 -  3655 Software Components for Communication Systems R3
 -  3660 Hardware Components for Communication Systems R1
 -  3670 Hardware Components for Communication Systems R2
 -  3675 Hardware Components for Communication Systems R3
 -  3676 Hardware Components for Communication Systems R4
 -  7000 Qualification Modules

[Startseite](#) [Beenden](#)

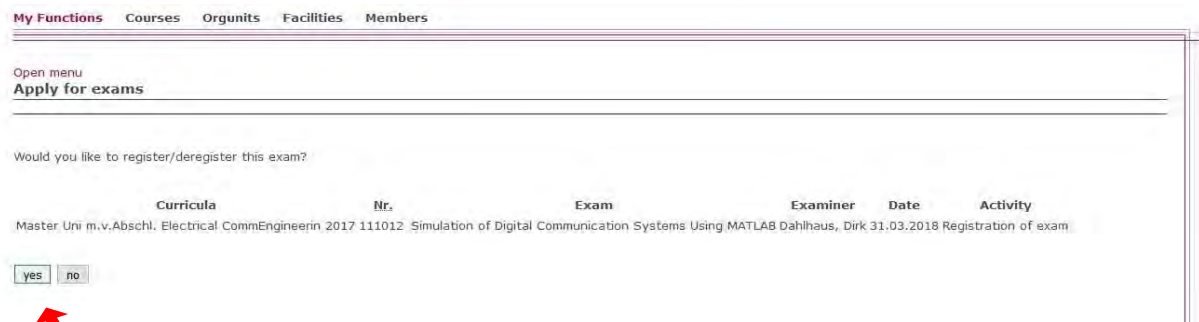
As an example, we will now register for the exam in MATLAB, a course in the Elective Module in Digital Communications. First of all, we need to select the relevant module from the list above by clicking on it, in this case: “3510 Digital Communications R1”, then clicking on the entry for the “MATLAB” exam.

Open menu
Apply for exams

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

-  Master Uni m.v.Abschl. Electrical CommEngineerin (PVersion 2017)
 -  2000 Pflichtmodule
 -  2010 Sprachkurs
 -  2020 Projekt
 -  3500 Wahlpflichtmodule
 -  3510 Digital Communications R1
 -  111012 Simulation of Digital Communication Systems Using MATLAB
 -   [FB16-5162 Simulation of Digital Communication Systems using MATLAB](#) 
 -  111017 Medium Access Control (MAC) Protocols in Wireless Communications
 -  211019 Introduction to Information Theory and Coding
 -  3520 Digital Communications R2
 -  111009 Introduction to Signal Detection and Estimation
 -  3530 Digital Communications R3
 -  111006 Digital Communication Over Fading Channels
 -  111011 Mobile Radio
 -  3540 Electromagnetics R1

After clicking the exam the following entry will appear:




The screenshot shows a web interface with a navigation bar at the top containing 'My Functions', 'Courses', 'Orgunits', 'Facilities', and 'Members'. Below the navigation bar is a section titled 'Open menu' with a sub-link 'Apply for exams'. The main content area asks 'Would you like to register/deregister this exam?' and displays a table with the following data:

Curricula	Nr.	Exam	Examiner	Date	Activity
Master Uni m.v.Abschl. Electrical CommEngineerin 2017	111012	Simulation of Digital Communication Systems Using MATLAB	Dahlhaus, Dirk	31.03.2018	Registration of exam

Below the table are two buttons: 'yes' and 'no'. A red arrow points to the 'yes' button.

Click yes, to sign in to the exam.

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 a confirmation page with a navigation bar at the top containing 'My Functions', 'Courses', 'Orgunits', 'Facilities', and 'Members'. Below the navigation bar is a section titled 'Open menu' with a sub-link 'Apply for exams'. The main content area states 'You have registered/deregistered the following exam:' and displays a table with the following data:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Master Uni m.v.Abschl. Electrical CommEngineerin 2017	111012	Simulation of Digital Communication Systems Using MATLAB	Dahlhaus, Dirk	31.03.2018	Registration	OK

Below the table is a link: 'Eine Übersicht über Ihre angemeldeten Leistungen finden Sie unter [Info über angemeldete Leistungen](#)'. At the bottom 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 ECE exams, it is always recommended to check up on the status of the exams you have registered for so far.

To do so, please click on "My Functions" after completing Step B.

Then, please select “Administration of exams” once again.

- Belegungen mit Prioritäten
- Administration of exams
- Schedules
- My Lectures
- My Reports

My Functions



Now, select "Info on exams".

- Belegungen mit Prioritäten
- ▶ Administration of exams
- Schedules
- My Lectures
- My Reports

Administration of exams

- Apply for exams
- Info on Exams (Internships)
- Exams Extract
- Apply for external Exams

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 the HIS portal:

Open menu

Info on Exams (internships)

Exams registrations of students	
Student's name	Testa EXA III Test B ECE XVI FB
Date and place of birth	01.01.1980 in Kassel
Registration number	35303718
Address	Mönchebergstr.11, 34109 Kassel

No.	Exam Name	Examiner	form	Term	announcement date	Exam Date	term of appl.	term of withdr.
111012	Simulation of Digital Communication Systems Using MATLAB	Dahlhaus	Prüfung	Winter term 17/18	17.10.2017	31.03.2018	- 24.03.2018	27.03.2018
	FB16-5162 Simulation of Digital Communication Systems using MATLAB							

Selection

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 the HIS portal for every exam in order to find about the deadlines).

As an example, we will now cancel the application for the “MATLAB” exam we registered for previously in STEP B. First of all, repeat STEP A until you get to this page:

Apply for exams

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

- Master Uni m.v.Abschl. Electrical CommEngineerin (PVersion 2017)
 - 2000 Compulsory Modules
 - 3500 Elective Modules
 - 3510 Digital Communications R1
 - 111012 Simulation of Digital Communication Systems Using MATLAB - cancel registration of exam**
 - 111017 Medium Access Control (MAC) Protocols in Wireless Communications
 - 211019 Introduction to Information Theory and Coding
 - 3520 Digital Communications R2
 - 3530 Digital Communications R3
 - 3540 Electromagnetics R1
 - 3535 Digital Communications R4
 - 3545 Electromagnetics R2
 - 3546 Electromagnetics R3
 - 3550 Microwaves R1
 - 3570 Microwaves R3
 - 3575 Microwaves R4
 - 3580 Mobile Internet R1
 - 3590 Mobile Internet R2
 - 3620 Optoelectronics R1
 - 3630 Optoelectronics R2
 - 3640 Software Components for Communication Systems R1
 - 3650 Software Components for Communication Systems R2
 - 3655 Software Components for Communication Systems R3
 - 3660 Hardware Components for Communication Systems R1
 - 3670 Hardware Components for Communication Systems R2
 - 3675 Hardware Components for Communication Systems R3
 - 3676 Hardware Components for Communication Systems R4
 - 7000 Qualification Modules

Startseite Beenden

Then, please click on the module to which the exam registration you want to cancel belongs to, in this case “5162 MATLAB”.

- Master Uni m.v.Abschl. Electrical CommEngineerin (PVersion 2017)
 - 2000 Compulsory Modules
 - 3500 Elective Modules
 - 3510 Digital Communications R1
 - 111012 Simulation of Digital Communication Systems Using MATLAB - cancel registration of exam**
 - 111017 Medium Access Control (MAC) Protocols in Wireless Communications
 - 211019 Introduction to Information Theory and Coding
 - 3520 Digital Communications R2
 - 3530 Digital Communications R3
 - 3540 Electromagnetics R1
 - 3535 Digital Communications R4
 - 3545 Electromagnetics R2
 - 3546 Electromagnetics R3
 - 3550 Microwaves R1
 - 3570 Microwaves R3
 - 3575 Microwaves R4
 - 3580 Mobile Internet R1
 - 3590 Mobile Internet R2
 - 3620 Optoelectronics R1
 - 3630 Optoelectronics R2
 - 3640 Software Components for Communication Systems R1
 - 3650 Software Components for Communication Systems R2
 - 3655 Software Components for Communication Systems R3
 - 3660 Hardware Components for Communication Systems R1
 - 3670 Hardware Components for Communication Systems R2
 - 3675 Hardware Components for Communication Systems R3
 - 3676 Hardware Components for Communication Systems R4
 - 7000 Qualification Modules

Click “yes” on the page that is shown next:

My Functions Courses Orgunits Facilities Members


Apply for exams

Belegungen mit Prioritäten
Administration of exams
Schedules
My Lectures
My Reports
Hide menu

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Master Uni m.v.Abschl. Electrical CommEngineerin 2017	111012	Simulation of Digital Communication Systems Using MATLAB	Dahlhaus, Dirk	not specified yet	Cancel registration of exam

yes no



After you have confirmed your wish to cancel your registration for the exam, this page confirms your successful deregistration:

You have registered/deregistered the following exam:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Master Uni m.v.Abschl. Electrical CommEngineerin 2017	111012	Simulation of Digital Communication Systems Using MATLAB	Dahlhaus, Dirk	31.03.2018	Withdrawal	OK, Leistung wurde gelöscht.

Eine Übersicht über Ihre angemeldeten Leistungen finden Sie unter [Info über angemeldete Leistungen](#)

[Continue registration](#) [Homepage](#) [Logout](#)

IMPORTANT:

If you know in advance that you will not be able to take the exam, please cancel your registration.

If you do not show up for an exam you have registered for on HIS, you will automatically fail the exam.

Exception: In case of illness on an exam day, please provide the ECE team with a medical certificate as soon as possible so that the exam will not be counted as failed.