



Parents' Corner

News and Updates January 27th, 2023



1 Carl Benz School – The Mechanical Engineering College of the KIT



KIT – The Research University in the Helmholtz Association



Agenda

- Introducing the CBS Team
- KIT Re-Registration for Summer Term 2023
- Overview of MEI Examinations
 - Schedule of exams following standard curriculum
 - Exam prerequisites & registration
 - Orientation exams
 - Retaking exams
 - Loss of exam entitlement
- Updates German Language Courses
- Winter Term 2022/23 and Summer Term 2023 – Important Dates
- Q&A

Meet the CBS Team

A warm Welcome from the CBS Team!



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KIT Re-Registration

Students need to re-register each semester

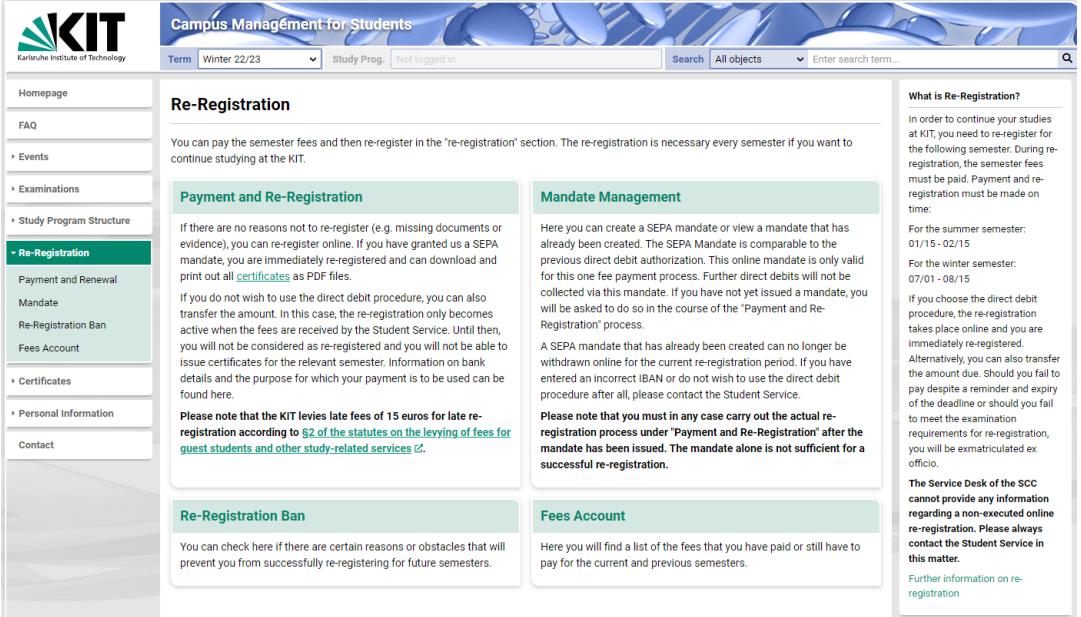
There are two fixed re-registration periods:

- For summer term: January 15 – February 15
- For winter term: July 1 – August 15

Student must actively re-register in the CAMPUS student portal and trigger the payment of the KIT semester fees

Fees must be received by KIT by the deadline

We encourage students to trigger the process as soon as the window opens to allow time to resolve any issues



The screenshot shows the 'Campus Management for Students' portal. The main content area is titled 'Re-Registration' and contains several sections:

- Re-Registration:** A general introduction stating that students can pay semester fees and re-register online. It notes that re-registration is necessary every semester to continue studies.
- Payment and Re-Registration:** Explains that if there are no reasons for not re-registering (e.g., missing documents), students can re-register online. It also mentions that if a SEPA mandate is granted, students can download and print out certificates as PDF files. It further states that if a student does not wish to use the direct debit procedure, they can transfer the amount, but the re-registration only becomes active once fees are received by the Student Service.
- Mandate Management:** Describes how to create or view a SEPA mandate. It notes that a SEPA mandate is comparable to a previous direct debit authorization and is only valid for one fee payment process. It also mentions that a SEPA mandate that has already been created can no longer be withdrawn online for the current re-registration period.
- Re-Registration Ban:** A section where students can check for reasons or obstacles that might prevent them from successfully re-registering for future semesters.
- Fees Account:** A section where students can find a list of fees they have paid or still have to pay for the current and previous semesters.

On the right side of the page, there is a 'What is Re-Registration?' section with additional information and a 'The Service Desk of the SCC cannot provide any information regarding a non-executed online re-registration. Please always contact the Student Service in this matter.' notice.

MEI Curriculum & Exams Overview

1st	2nd	3rd	4th	5th	6th
Advanced Mathematics I (7 ECTS, wE)	Advanced Mathematics II (7 ECTS, wE)	Advanced Mathematics III (7 ECTS, wE)	Physics (5 ECTS, wE)	Meas. & Control Systems (7 ECTS, wE)	Machines & Processes (7 ECTS, wE)
Engineering Mechanics I (7 ECTS, wE)	Engineering Mechanics II (6 ECTS, wE)	Engineering Mechanics III	Engineering Mechanics IV (10 ECTS, wE)	Production Oper. Mgmt & Projects (3 ECTS, wE) (2 ECTS, aE)	Interdisciplinary Qualification Soft Skills Elective (2 ECTS – P/F)
Mechanical Design I	Mechanical Design II (7 ECTS, wE)	Mechanical Design III	Mechanical Design IV (13 ECTS, wE)	Specialization: Core & Electives (16 ECTS, varies)	
Basics of Manufacturing Technology (4 ECTS, wE)	Computer Science (6 ECTS, wE)	Thermodynamics I (8 ECTS, wE)	Thermodynamics II (7 ECTS, wE)	Fluid Mechanics II (8 ECTS, wE)	Bachelor Thesis & Presentation (12 ECTS) (3 ECTS)
Materials Science & Engineering I	Mat. Science & Eng. II (11 ECTS, oE) & lab course (3 ECTS)	Electrical Engineering & Electronics (8 ECTS, wE)	Fluid Mechanics I		
			Working Methods in Mech. Eng. (4 ECTS – P/F)		

The standard MEI degree plan is structured over 6 semesters

Total of 180 ECTS (European Credit Transfer System) credit points

Exam types:

- wE = written exam
- oE = oral exam
- aE = exam of another type

Examinations: Basics

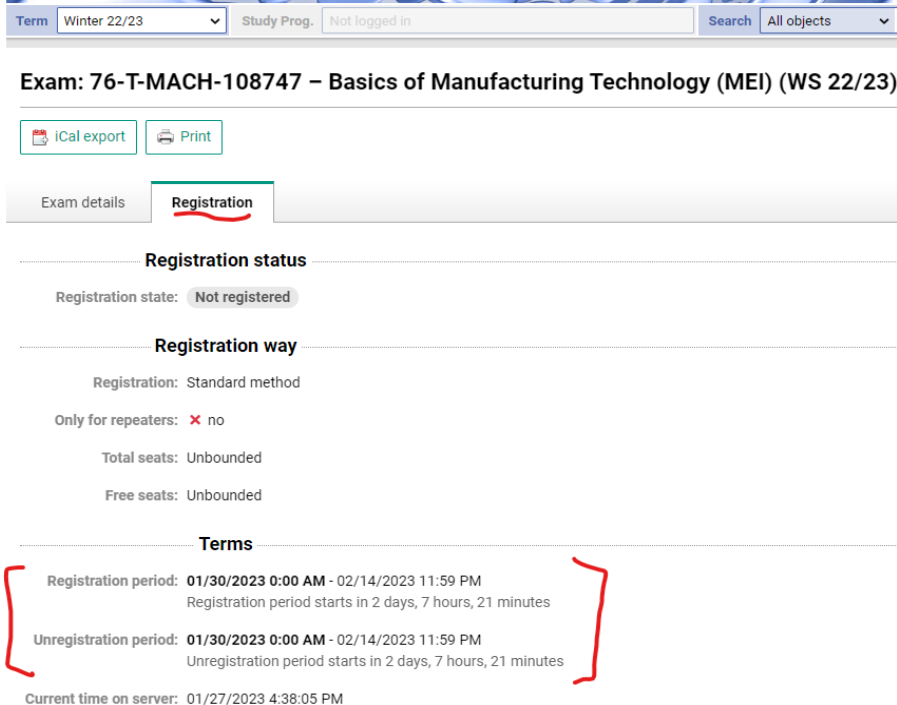
- The examination process is governed by the Mechanical Engineering (International) Study and Exam Regulations.
- The grade for a course is usually based on a final exam.
 - Most exams in MEI are written exams, but there are a few oral exams or exams of another type.
- Grading – exams are graded on the following “thirds” scale:

1.0; 1.3	very good
1.7; 2.0; 2.3	good
2.7; 3.0; 3.3	satisfactory
3.7; 4.0	sufficient
5.0	failed

- A grade of **at least 4.0 is needed to pass** an exam

Examinations: Prerequisites & Registration

- Some courses have prerequisites for exams.
 - A student must register for the prerequisites in the Campus Management study portal and successfully complete them.
 - After successful completion of prerequisites, a student is eligible to take the exam.
- Students must actively register for each exam.
 - There is a specific registration period for each exam
- If student is unable to take an exam, they must **deregister by the specified deadline**.
 - If a student does not deregister, it will be counted as a failed attempt.



Term: Winter 22/23 | Study Prog.: Not logged in | Search | All objects

Exam: 76-T-MACH-108747 – Basics of Manufacturing Technology (MEI) (WS 22/23)

iCal export | Print

Exam details | **Registration**

Registration status

Registration state: Not registered

Registration way

Registration: Standard method

Only for repeaters: no

Total seats: Unbounded

Free seats: Unbounded

Terms

Registration period: 01/30/2023 0:00 AM - 02/14/2023 11:59 PM
Registration period starts in 2 days, 7 hours, 21 minutes

Unregistration period: 01/30/2023 0:00 AM - 02/14/2023 11:59 PM
Unregistration period starts in 2 days, 7 hours, 21 minutes

Current time on server: 01/27/2023 4:38:05 PM

Sample Grades – Extracts from Transcript

Module M-MATH-104022 – Advanced Mathematics	PA	1.2		04/29/2020	21.0	21.0
T-MATH-108266 – Advanced Mathematics I	PA	1.3	1	02/23/2019	7.0	7.0
T-MATH-108268 – Advanced Mathematics II	PA	1.0	1	08/03/2019	7.0	7.0
T-MATH-108270 – Advanced Mathematics III	PA	1.3	1	04/29/2020	7.0	7.0
T-MATH-108265 – Advanced Mathematics I Prerequisite	PA	pa	1	03/31/2019	0.0	0.0
T-MATH-108267 – Advanced Mathematics II Prerequisite	PA	pa	1	08/03/2019	0.0	0.0
T-MATH-108269 – Advanced Mathematics III Prerequisite	PA	pa	1	02/03/2020	0.0	0.0
Module M-MACH-102572 – Engineering Mechanics	PA	2.1		09/28/2020	23.0	23.0
T-MACH-100282 – Engineering Mechanics I	PA	2.0	1	03/11/2019	7.0	7.0
T-MACH-100283 – Engineering Mechanics II	PA	2.0	1	08/23/2019	6.0	6.0
T-MACH-105201 – Engineering Mechanics III & IV	PA	2.3	1	09/28/2020	10.0	10.0
T-MACH-100528 – Tutorial Engineering Mechanics I	PA	pa	1	02/08/2019	0.0	0.0
T-MACH-100284 – Tutorial Engineering Mechanics II	PA	pa	1	07/31/2019	0.0	0.0
T-MACH-105202 – Tutorial Engineering Mechanics III	PA	pa	1	03/02/2020	0.0	0.0
T-MACH-105203 – Tutorial Engineering Mechanics IV	PA	pa	1	07/31/2020	0.0	0.0
Module M-MACH-102573 – Mechanical Design	PA	2.2		08/13/2022	20.0	20.0
T-MACH-105286 – Mechanical Design I and II	PA	2.0	1	08/05/2021	5.0	5.0
T-MACH-104810 – Mechanical Design III and IV	PA	2.3	1	08/13/2022	11.0	11.0
T-MACH-105282 – Mechanical Design I, Prerequisites	PA	pa	1	02/19/2021	1.0	1.0
T-MACH-105283 – Mechanical Design II, Prerequisites	PA	pa	1	07/16/2021	1.0	1.0
T-MACH-110955 – Mechanical Design III, Tutorial	PA	pa	1	02/04/2022	1.0	1.0
T-MACH-110956 – Mechanical Design IV, Tutorial	PA	pa	1	07/25/2022	1.0	1.0

Orientation Exams

A student must pass the orientation exams to be able to continue in the MEI program.

Three orientation exams for MEI, with WT 22/23 exam dates

- Advanced Mathematics I (1st semester) – Fri, Mar 3
- Engineering Mechanics I (1st semester) – Tue, Mar 14
- Engineering Mechanics II (2nd semester)

Defined timeline: orientation exams are to be taken by the end of a student's second semester and must be passed, including any retakes, by the end of their third semester.

If a student fails a retake (2nd attempt) and the subsequent oral examination, they lose their exam entitlement and cannot continue MEI studies at KIT.

Retaking Exams

A student must retake an exam that they failed

They are never permitted to retake an exam that they have passed (with a grade of 4.0 or better)

Written exams must be retaken at the latest by one year later

- Example: if student fails an (non-OE) exam in WT 22/23, they need to retake it by the exam period in WT 23/24 at the latest
- If student fails the written re-examination, they must do an oral examination (in this case, the maximum grade is 4.0)

Oral exams or examinations of another type may be retaken once

Loss of Exam Entitlement

If you completely fail a written exam (two failed written attempts and one failed oral attempt) or an oral exam (two failed oral attempts), you lose your examination entitlement and are no longer allowed to study in the MEI degree program at KIT.

- For orientation exams, the loss of exam entitlement takes effect immediately, with no appeal possible
- For all other exams, you can submit a request to restore your examination entitlement for a given course
 - Decision is made by the Examination Board of the Faculty of Mechanical Engineering (and potentially by KIT's legal department)
 - It is not possible to submit a second request for a second take in the same subject

Exam Schedule Winter Term 2022-23

Semester 1 exams (regular)

Advanced Mathematics 1 (OE)	Fri, Mar 3	17:00-19:00
Engineering Mechanics 1 (OE)	Tue, Mar 14	12:00-13:30
Basics of Manufacturing Technology	Tue, Feb 21	13:00-14:00

Semester 2 exams (non-regular)

Advanced Mathematics 2	Tue, Feb 28	10:30-12:30
Engineering Mechanics 2 (OE)	Tue, Mar 7	08:00-09:30
Mechanical Design 1/2	Fri, Mar 17	16:00-17:15
Computer Science	Mon, Feb 27	14:00-17:00
Materials Science 1/2	Oral	

Semester 3 exams (regular)

Advanced Mathematics 3	TBA	
Electrical Engineering	Mon, Mar 13	15:00-18:30
Thermodynamics 1	Wed, Mar 1	8:00-11:00

Semester 4 exams (non-regular)

Physics	Tue, Mar 21	14:00-17:00
Engineering Mechanics 3/4	Wed, Mar 15	8:00-11:00
Mechanical Design 3/4	Sat, Mar 18	9:00-14:30
Thermodynamics 2	Wed, Mar 8	8:00-11:00
Working Methods in Mech. Eng.	No final exam	

Semester 5 exams (regular)

Measurement & Control Systems	Fri, Mar 24	11:00-13:30
Production Operations Mgmt	Wed, Feb 22	15:00-16:30
Fluid Mechanics 1/2	Fri, Mar 3	8:00-11:00

Semester 6 exams (non-regular)

Machines & Processes	Mon, Mar 13	8:00-10:10
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Major specialization courses (16 ECTS) taken over semesters 5-6

Global Production Management

Global Production Engineering	Oral
Global Logistics	Oral
Virtual Engineering (Specific Topics)	Oral
Automated Production Systems	Oral
SmartFactory@Industry	Other

Energy Engineering

Fundamentals of Energy Technology	Thu, Mar 30	8:00-9:30
Fundamentals of Combustion 1	TBA	
Heat & Mass Transfer	TBA	

Automotive Engineering

Automotive Engineering 1	Tue, Feb 28	8:00-10:00
Automotive Engineering 2	Wed, Mar 15	13:30-15:00
Vehicle Comfort & Acoustics 1	Oral	
Vehicle Comfort & Acoustics 2	Oral	
Machine Dynamics	Wed, Mar 8	14:00-17:00

Examinations – Final Reminders for Parents

- With the exception of orientation exams, students have the freedom to choose when they will take an exam during the course of their studies – so long as they complete the degree program within the maximum duration of study for MEI (9 semesters). We strongly recommend to students that they adhere to the standard MEI semester schedules so they stay on track with their studies.
- We encourage students to reach out to the CBS student office
 - Daily walk-in hours
 - By email
 - Request an appointment via Calendly
 - Student counselor (Sharon) also offers individual student advising slots each semester – to touch base on how things are going, discuss the student's progress and which exams they plan to write, and to answer any questions they might have
- We at CBS are by law not permitted to share any information about students, including their progress in the degree program or grades. We encourage you to discuss degree progress with your student.

German Language Courses

- A1.1 German Exam
 - Exam to take place on Wednesday February 15th, 11:30 am in Room SE101
- A2.1 German Exam
 - Exam to take place on Friday February 17th, 2:00 pm in Room SE101
- B1.1 German Exam
 - Exam to take place on Friday February 17th, 11:30 am in Room SE101
- B2.1 German Exam
 - Exam to take place on Thursday February 16th, 1:30 pm in Room SE101

Winter 2022/23 & Summer 2023 – Important Dates

Winter Term 2022/23	October 1, 2022 – March 31, 2023
Lecture period	Oct 24, 2022 – Feb 18, 2023
Public holiday (All Saints' Day)	Nov 1, 2022
Lecture-free weeks	Dec 24, 2022 – Jan 6, 2023
Re-registration period	Jan 15 – Feb 15, 2023
Exam period	Feb 20 – Mar 31, 2023
Semester 1 exams:	
Basics of Manufacturing Technology	Tue, Feb 21, 17:00-19:00
Advanced Mathematics I (orientation exam)	Fri, Mar 3, 12:00-13:30
Engineering Mechanics I (orientation exam)	Tue, Mar 14, 13:00-14:00

Summer Term 2023	April 1 – September 30, 2023
Lecture period	Apr 17 – Jul 29
Lecture-free week (Pentecost holiday)	May 29 – Jun 3
Other public holidays	
Good Friday	Fri, Apr 7
Easter Monday	Mon, Apr 10
Labor Day	Mon, May 1
Ascension Day	Thu, May 18
Corpus Christi	Thu, Jun 8
Re-registration period	Jul 1 – Aug 15
Exam period	Jul 31 - Sep 30
Materials Science lab course	Takes place during one week in the lecture break between ST and WT (example from 2022: Sep 19-23, then oral exam week of Oct 10-14)
Winter term 2023/24 lecture period	Begins Oct 23, 2023

Open Q&A



Your questions

