

# Reference Guide

## Campus Management Web-Application

Team CMA

2025-03-25

## Table of contents

<b>1 Support</b>	<b>3</b>
<b>2 Access</b>	<b>3</b>
<b>3 Modules</b>	<b>5</b>
3.1 Terminology	5
3.2 Registering for modules	6
3.2.1 Direct booking	6
3.2.2 Selecting preferences for courses with limited capacity	8
3.2.3 Modifying booked courses	9
3.2.4 Deregister from an entire Module	10
<b>4 Schedule</b>	<b>11</b>
<b>5 Grade and Credit Summary</b>	<b>13</b>
5.1 Examination Attempt Counter	15
5.2 Functions	16
5.2.1 Detail View	16
5.2.2 Filter View	17
5.2.3 Printing	18
5.2.4 Calculate Preliminary Average Grade	20
5.2.5 Language selection of the certificates	21
<b>6 Appendix</b>	<b>22</b>

## 1 Support

We have compiled a list of Frequently Asked Questions, available on our homepage: <http://www.fu-berlin.de/sites/campusmanagement/> Please check to see whether your current question has already been answered there.

If you have forgotten your password, please contact the ZEDAT user service in the Silberlaube building (Internet PC pools, Raum JK27/121a).

If you have forgotten your username as well, [ZEDAT user service](#) in the Silberlaube building (Internet PC pools, Raum JK27/133) can help you.

For other questions regarding Campus Management, please contact the CM Hotline of Freie Universität Berlin, which you can reach by phone **(030) 838-77770** or e-mail [cm-hotline@fu-berlin.de](mailto:cm-hotline@fu-berlin.de) using the posted contact information. For advice in person, please see the info service for students and applicants at all info counters: <http://www.fu-berlin.de/studium/info-service/>

For information on Campus Management at Freie Universität Berlin, please see: [www.fu-berlin.de/campusmanagement/](http://www.fu-berlin.de/campusmanagement/)

## 2 Access

To access the registration pages, please visit: <https://lb.ecampus.fu-berlin.de>


Use your valid ZEDAT account to log in and then click on *Anmelden* (Register).

The website has been optimized for the following browsers:

- MS Edge (Chromium)
- Mozilla Firefox
- Google Chrome
- Apple Safari/MacOS

You must have both cookies and JavaScript activated in your browser to display the pages correctly. For further information please check [CM FAQ](#).


## Login via FU-Berlin Single Sign-On

Freie Universität  Berlin

[Help](#) [Contact](#) [Legal Notice](#) [Homepage](#)

EN ▼

SINGLE SIGN-ON



Campus Management

Username

Password

Login

[Forgot your password?](#)


Important notice:

- Please use the FU-Account information you have been given by FUB-IT (formerly ZEDAT).
- After sign in you can use further web services **without** being asked for account information again.
- Phishing warning: The FUB-IT would never ask you to enter your password on websites outside of fu-berlin.de.

Service description:  
Campus Management at Freie Universität Berlin

After logging in with your username and password, you will be directed to the welcome page, which contains current information, tips for using the Campus Management System, and support for any problems that may arise.


## Landing Page





[Vorlesungsverzeichnis](#) | [Home](#) | [Kontakt](#) | [Impressum](#) | [FU Home](#)

An-/Abmeldung Stundenplan Noten & Punkte Logout

Campus Management  
der Freien Universität Berlin



T  Matrikelnummer 4  (ausloggen)

**Herzlich willkommen beim Campus Management der Freien Universität Berlin**

Derzeit liegen keine aktuellen Hinweise vor.

Bei Fragen oder evtl. auftretenden Problemen wenden Sie sich bitte an den

[Info-Service Studium](#)

Weitere Informationen finden Sie unter den folgenden Links:

[Ansprechpartner und Anleitungen \(Publikationen im Überblick\)](#)

[Informationen zum Anmeldezeitraum](#)

Unregistered students and those who have completed or left their programs can access the web interface but cannot register for any modules.

Students on a leave of absence can access the web interface and register for new modules and courses, just like registered

### 3 Modules

Clicking the link in the header bar opens a list of booked and/or completed modules. If you are registered for multiple programs, such as a Bachelor's and Master's degree, the list can be filtered by degree program. On your first visit, this page will be empty since there are no modules to display yet. It is possible to display explanations (in German) by selecting *Legende einblenden*. Additionally, there is a system-wide quick reference available under *Benutzungshinweise*.

Auswahl des Studiengangs	M.A. Geschichtswissenschaft	<input checked="" type="checkbox"/> Abgeschlossene Module anzeigen	<a href="#">Legende einblenden</a>	<a href="#">Benutzungshinweise</a>
Studiengangsbestandteil	M.A. Geschichtswissenschaft	Modulkürzel	LP	empf. FS
M.A. Geschichtswissenschaft	B.A. Japanstudien/Ostasienwissenschaften	0346cA1.1P	15	SoSe 24

Icon	Explanation
	Classes for this module have been booked, but are not sufficient for module completion
	Sufficient classes for module completion booked, but classes not completed yet
	Module is complete
Neues Modul wählen	Book new module
	Deregister from module (only possible during registration period for modules booked that semester)
	Edit class selection within module
	View module details
	Quick reference
	Sorting of module titles or module abbreviations by column with a left-click on the header row.
	Error
	Class canceled
	Class full
	Register course

### 3.1 Terminology

#### Module detail view

Modul Epochen und Kulturen, EuA (0346cA1.1P)

Details zum Modul "Epochen und Kulturen, EuA (0346cA1.1P)"


Prüfungen zum gewählten Modul "Epochen und Kulturen, EuA"

Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	Status	angemeldet im
Epochen und Kulturen, EuA	0346cA1.1.3	15	Hausarbeit	Für die Prüfung vorgemerkt	

Lehrveranstaltungen zum Modul "Epochen und Kulturen, EuA"

Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN	angemeldet im
(V) Epochen und Kulturen, EuA (0346cA1.1.1)								
Kunst und Recht	13456	0346c_588	Wahlpflichtvorlesung	Dr. M Dr. F	e l	MI 16:00-18:00	87	SoSe 24
(S) Epochen und Kulturen, EuA (0346cA1.1.2)								
Berliner Mäzenatentum	13444	0346c_173	Vertiefungsseminar	Dr. ....n	DO 16:00-18:00	20	9	SoSe 24

Schließen

The module detail view  displays the classes booked for a module. Generally, modules consist of two abstract classes (here: (V)orlesung and (S)eminar), as well as a module exam *Epochen und Kulturen, EuA*. Actual classes with class-no. („Kunst und Recht“ and „Berliner Mäzenatentum“) are always assigned to an abstract class.

#### Visualization: Structure of Modules and Classes (LV)



Successful module completion requires the registration to actual classes for each abstract class structuring the module.

## 3.2 Registering for modules

### 3.2.1 Direct booking

Modules & classes can only be booked during the registration period, which usually starts on the first workday of the semester and ends on Friday of the third week of classes. Detailed information for each semester as well as for the assignment of limited enrollment classes can be found on our homepage: <http://www.fu-berlin.de/sites/campusmanagement/>

Clicking **⊕ Neues Modul wählen** (*Choose new module*) opens a list of recommended modules for your degree program and current semester.

Immerwahr, Clara Matrikelnummer 6000006 (ausloggen)
B.A. AVL (Fachsemester 1)

Module mit Lehrangebot im Wintersemester 2024/2025

Wählen Sie aus der untenstehenden Liste die Module aus, zu denen Sie sich im aktuellen Semester zusätzlich anmelden möchten. Für jedes Modul muss eine eigene Anmeldung erfolgen.

Klicken Sie auf den Stift, um sich zu einem Modul anzumelden – mit Hilfe der Selectbox können Sie den Studiengangsbestandteil auswählen, für den Sie Module buchen möchten.

Bitte prüfen Sie vor der Anmeldung, ob Sie die Eingangsvoraussetzungen erfüllen, die in der Prüfungsordnung Ihres Studiengangs für das jeweilige Modul geregelt sind.

Sollte in Ihrem Studiengang das Studium affiner Module vorgesehen sein, wenden Sie sich bezüglich der Wählbarkeit weiterer, ggf. nicht aufgeführter Module an die Studienfachberatung Ihres Kernfaches. In den meisten Fällen kann die Anmeldung zu affinen Modulen nicht online erfolgen; wenden Sie sich hierfür an das Prüfungsbüro des Fachbereichs, der das gewünschte Modul anbietet.

**Schritte der An-/Abmeldung**

1. Module wählen
2. Lehrveranstaltung wählen
3. Auswahl bestätigen
4. An-/Abmeldung abschließen

B.A. AVL d (0077d\_k90)
☒ nur empfohlene Module anzeigen
Legende einblenden
Benutzungshinweise

Studiengangsbestandteil	Kürzel	Modultitel	Modulkürzel	LP	empf. FS		
B.A. AVL d	0077d_k90	B110: Einführung in die AVL	0077dA1.1P	10	1		
		B120: Interdisziplinäre Literaturwiss.	0077dA1.2P	10	1		
		B130: Vergleichende Literaturgeschichte	0077dA1.3P	10	1		

Abbrechen

It is also possible to display all modules you can register for. Just uncheck ☒ **nur empfohlene Module anzeigen**. The utility of registering for modules recommended for later semester varies, but it is only possible if you already met the criteria for participation. It is also possible to limit the displayed modules just to the main degree program you are enrolled in. 🔍 opens the detail view with extended module descriptions and the list of bookable classes.

Modules without classes for the current semester cannot be registered for.

In some programs, the list of selectable modules can be very long. We recommend using filters to limit the list. You can sort columns in either ascending or descending order.

Registration for modules is opened by clicking 🖋 next to the modules you want to register for.

### Registration dialogue

Prüfungen zum gewählten Modul "B130: Vergleichende Literaturgeschichte"


Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	Status	angemeldet im
B130: Vergleichende Literaturgeschichte	0077dA1.3.3	10	Klausur Hausarbeit	Prüfung noch nicht gebucht	

Lehrveranstaltungsangebot zum Modul "B130: Vergleichende Literaturgeschichte"

Lehrveranstaltungsangebot zum Modul	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN		
<b>Vergleichende Literaturgeschichte (S A) (0077dA1.3.1)</b>									
✓ Symbolismus bei Mallarmé,Yeats u.Hofman.	16410	0077d_360	Seminar	Auer	DI 14:00-16:00	27	0		
Richardsons „Pamela“ u. ihre Parodien	16412	0077d_355	Seminar	Kleinbeck	DO 12:00-14:00	28	1		
Das Prosagedicht	16413	0077d_350	Seminar	Wittler	MO 14:00-16:00	27	0		
Romantische Naturlyrik	16414	0077d_345	Seminar	Wachter	DO	27	1		
<b>Vergleichende Literaturgeschichte (S B) (0077dA1.3.2)</b>									
Symbolismus bei Mallarmé,Yeats u.Hofman.	16410	0077d_150	Seminar	Auer	DI 14:00-16:00	27	0		
✓ Richardsons „Pamela“ u. ihre Parodien	16412	0077d_140	Seminar	Kleinbeck	DO 12:00-14:00	28	1		
Das Prosagedicht	16413	0077d_115	Seminar	Wittler	MO 14:00-16:00	27	0		
Romantische Naturlyrik	16414	0077d_30	Seminar	Wachter	DO	27	1		



Klicken Sie auf "Weiter" um den An- und Abmeldeprozess fortzusetzen.

Abbrechen
Zurück
Weiter

Select the classes you want to enroll in in the registration dialogue. It is not necessary to complete the module in the current semester, so you can just enroll in one class now and the next one in a subsequent semester. In the example, two individual classes have been chosen for direct enrollment: Lehrveranstaltungen *Symbolismus bei Mallarmé* (LV-Nr. 16410) in the first and *Richardsons „Pamela“* (LV-Nr. 16412) in the second abstract class called *Vergleichende Literaturgeschichte*. The booking is confirmed by clicking **Weiter** (next). You confirm the enrollment by clicking **Bestätigen**. Clicking  discards the enrollment for the class.





Since 2024, students cannot register empty modules. At least one specific course must be booked in each student module booking.



### Booking confirmation

Lehrveranstaltungsangebot zum Modul "B130: Vergleichende Literaturgeschichte"							
Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN
Vergleichende Literaturgeschichte (S A) (0077dA1.3.1)							
 Symbolismus bei Mallarmé, Yeats u. Hofman.	16410	0077d_360	Seminar	Auer	DI 14:00-16:00	27	0
Vergleichende Literaturgeschichte (S B) (0077dA1.3.2)							
 Richardsons „Pamela“ u. ihre Parodien	16412	0077d_140	Seminar	Kleinbeck	DO 12:00-14:00	28	1
<input type="button" value="Abbrechen"/> <input type="button" value="Zurück"/> <input type="button" value="Bestätigen"/>							

The next dialogue displays the selected classes and requires confirmation. **Bestätigen** finalizes the booking procedure. The booked module is displayed in the module overview.

### Display of booked module

Studiengangsbestandteil	Kürzel	Status	Modultitel	Modulkürzel	LP	empf. FS	1. Anmeldung			
B.A. AVL d	0077d_k90		B210: Literaturtheorie	0077dB1.1P	10	3	WiSe 24/25			


Again, you can modify the booking by clicking .  deletes the booking in its entirety.

### 3.2.2 Selecting preferences for courses with limited capacity

Some courses only have limited capacity. In this case, it is not possible to book directly, but to select preferences instead. An algorithm allocates students to courses on the last Friday before the start of lectures according to the preferences specified. If there are still or again free places in the courses with limited capacity after allocation, these places can be booked directly from the following day.

As a general rule, if you want to take part in a course with limited capacity, you must state your preferences. If it is possible to choose both restricted and unrestricted courses in a part of the module and an unrestricted course is chosen, only this course will be booked - there is no reservation for the restricted course.

If a module features both limited capacity and regular classes and a regular class is chosen for booking, no preferences will be recorded. It is advised to always assign as many preferences as possible.

If few or no preferences are assigned, it is possible that no class is being assigned. If you want or need to book the module in the current semester, make sure to assign as many preferences as possible! Using the checkbox or  records *no* preference! Be sure to always make the selection using the dropdown menu.



keine Teilnahme ▼

keine Teilnahme

Präferenz 001

Präferenz 002

Präferenz 003

Depending on the number of limited capacity classes, a varying number of preferences can be selected. *Keine Teilnahme* means that the class will not be booked under any circumstances.

The highest preference is preference 1, the lowest is *keine Präferenz*.

### Setting preferences

Lehrveranstaltungsangebot zum Modul "B110: Einführung in die AVL"


	Lehrveranstaltungsangebot zum Modul	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN	Präferenz/Teilnahme		
<b>Einführung in die AVL (GK) (0077dA1.1.1)</b>											
✓	Grundkurs	16401	0077d_525	Grundkurs	Osten	MO 10:00-12:00	47		Präferenz 002	▼	🔍
✓	Grundkurs	16402	0077d_520	Grundkurs	Wittler	DI 14:00-16:00	47		Präferenz 001	▼	🔍
✓	Grundkurs	16403	0077d_515	Grundkurs	Wachter	FR	47		Präferenz 003	▼	🔍
<b>Einführung in die AVL (VL) (0077dA1.1.2)</b>											
Kein Lehrangebot in diesem Semester											

Klicken Sie auf "Weiter" um den An- und Abmeldeprozess fortzusetzen.

Abbrechen Zurück Weiter

**Weiter** and **Bestätigen** in the subsequent dialogue record the selection.

### 3.2.3 Modifying booked courses

Courses you booked during this booking period can be modified or deleted. Just click  in the module booking overview page.

In case you want to delete an entire module, please see section 3.2.4

#### Course Modification from Module Overview Page




Immerwahr, Clara Matrikelnummer 6000006 (ausloggen)

B.A. AVL (Fachsemester 1)


Schritte der An-/Abmeldung

1. Module wählen
2. Lehrveranstaltung wählen
3. Auswahl bestätigen
4. An-/Abmeldung abschließen







Auswahl des Studiengangs **B.A. AVL** ☒ Abgeschlossene Module anzeigen [Legende einblenden](#) [Benutzungshinweis](#)

Studiengangsbestandteil	Kürzel	Status	Modultitel	Modulkürzel	LP	empf. FS	1. Anmeldung		
B.A. AVL d	0077d_k90	🔔	B110: Einführung in die AVL	0077dA1.1P	10	1	WiSe 24/25	🔍	
		📅	B130: Vergleichende Literaturgeschichte	0077dA1.3P	10	1	WiSe 24/25	🔍	
		📅	B210: Literaturtheorie	0077dB1.1P	10	3	WiSe 24/25	🔍	

[+ Neues Modul wählen](#)

On the module booking page, you can both delete  the course and select a new one. To book another course, select the new course using the checkbox ☐. As always, save your bookings using **Weiter** and **Bestätigen**.



#### Deleting and Altering Course selections

Lehrveranstaltungsangebot zum Modul "B110: Einführung in die AVL"									
	Lehrveranstaltungsangebot zum Modul	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN	
<b>Einführung in die AVL (GK) (0077dA1.1.1)</b>									
<input checked="" type="checkbox"/>	Grundkurs	16401	0077d_525	Grundkurs	Osten	MO 10:00-12:00	47	2	 
<input type="checkbox"/>	Grundkurs	16402	0077d_520	Grundkurs	Wittler	DI 14:00-16:00	47	0	 
<input type="checkbox"/>	Grundkurs	16403	0077d_515	Grundkurs	Wachter	FR	47	0	 
<b>Einführung in die AVL (VL) (0077dA1.1.2)</b>									
Kein Lehrangebot in diesem Semester									

Please note that deleting courses does not necessarily entail the de-registration from an exam. If you want to make sure the exam registration is deleted as well, follow the instructions in 3.2.4.

After confirming, the results page provides information about the de-registration or re-registration of the courses. Please note that by deselecting all courses in a module, this otherwise empty module is automatically deregistered.

### Results Page

Lehrveranstaltungsangebot zum Modul "B110: Einführung in die AVL"										
Status	Status-Bez.	Gewählte Lehrveranstaltung(en) zu		LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TF
Einführung in die AVL (GK) (0077dA1.1.1)										
	Abgemeldet	Grundkurs		16401	0077d_525	Grundkurs	Osten	MO 10:00-12:00	47	1
	Angemeldet	Grundkurs		16402	0077d_520	Grundkurs	Wittler	DI 14:00-16:00	47	1
<a href="#">Zurück zu "Meine Module"</a>										


### Automatic module deregistration after deleting the last course

Durchgeführte Änderungen zum Modul "B110: Einführung in die AVL (0077dA1.1P)"

Die Übersicht zeigt die Lehrveranstaltungen und Prüfungen, für die Sie an- bzw. abgemeldet wurden.

Sie wurden von dem Modul "B110: Einführung in die AVL (0077dA1.1P)" erfolgreich abgemeldet.

Prüfungen zum gewählten Modul "B110: Einführung in die AVL"

Status	Status-Bez.	Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	angemeldet im
 Zu diesem Modul gehören keine Prüfungen.						


Lehrveranstaltungsangebot zum Modul "B110: Einführung in die AVL"

Status	Status-Bez.	Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN
Einführung in die AVL (GK) (0077dA1.1.1)									
	Abgemeldet	Grundkurs	16402	0077d_520	Grundkurs	Wittler	DI 14:00-16:00	47	0

Zurück zu "Meine Module"












### 3.2.4 Deregister from an entire Module

You can delete modules you booked during the current registration period. However, module bookings from previous semesters cannot be changed.

Hit  on the overview page to de-register from a booked module.

Module deletion entails the automatic de-registration from all courses and exams included in the module.

### Module Deletion from Overview Page

Studiengangsbestandteil	Kürzel	Status	Modultitel	Modulkürzel	LP	empf. FS	1.Anmeldung			
B.A. AVL d	0077d_k90		B130: Vergleichende Literaturgeschichte	0077dA1.3P	10	1	WiSe 24/25			
			B210: Literaturtheorie	0077dB1.1P	10	3	WiSe 24/25			
<a href="#">+ Neues Modul wählen</a>										

The subsequent dialogue displays the module's contents that are going to be deleted. Confirmation via [Bestätigen](#) finalizes the de-registration from the module.

### Dialogue Module Deletion

Lehrveranstaltungsangebot zum Modul "B210: Literaturtheorie"								
	Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN
	<b>Literaturtheorie (S A) (0077dB1.1.1)</b>							
	Erzähltheorie:Russ.Form.-Strukturalismus	16416	0077d_375	Seminar	Lietz	FR 14:00-16:00	27	1
<div> Abbrechen Zurück Bestätigen </div>								

Sie wurden von dem Modul "B210: Literaturtheorie (0077dB1.1P)" erfolgreich abgemeldet.

Prüfungen zum gewählten Modul "B210: Literaturtheorie"

Status	Status-Bez.	Prüfungsbezeichnung	Prüfungskürzel	LP	Mögliche Prüfungsformen	angemeldet im
Es wurden keine Änderungen an bestehenden Prüfungsbuchungen vorgenommen!						

Lehrveranstaltungsangebot zum Modul "B210: Literaturtheorie"

Status	Status-Bez.	Gewählte Lehrveranstaltung(en) zu	LV-Nr.	SMA-Nr.	LV-Form	Dozent/in	Termin	max. TN	TN
		Literaturtheorie (S A) (0077dB1.1.1)							
	Abgemeldet	Erzähltheorie:Russ.Form.-Strukturalismus	16416	0077d_375	Seminar	Lietz	FR 14:00-16:00	27	0

Zurück zu "Meine Module"

## 4 Schedule

The header **Stundenplan** opens the course scheduling function. It displays booked classes for the current and past semester. You can choose between two views. Semester view lists booked courses and exams.

### Semester View (my courses, „Meine Lehrveranstaltungen“)

Meine Lehrveranstaltungen im Wintersemester 2024/2025						
LV-Nr.	Lehrveranstaltungstitel	LV-Form	Dozent	Zeitraum	max. TN*	
091301	Einführung in das Öffentliche Recht	Vorlesung	Univ.-Prof. Dr. Helmut Aust	MO MI		
091101	Einführung in das Bürgerliche Recht	Vorlesung	Univ.-Prof. Dr. Andreas Engert	DI MI		
091201	Einführung in das Strafrecht I	Vorlesung	Univ.-Prof. Dr. Klaus Hoffmann-Holland	DI DO		
091403	Europäische Rechtsgeschichte	Vorlesung	Univ.-Prof. Dr. Ignacio Enrique Czeguhn	MI 08:30-10:00		
091102	Einführung in das Bürgerliche Recht	Übung	Univ.-Prof. Dr. Andreas Engert	MI 17:00-18:00		
091302	Einführung in das Öffentliche Recht	Übung	Univ.-Prof. Dr. Helmut Aust	MI 11:00-12:00		
091202	Einführung in das Strafrecht I	Übung	Univ.-Prof. Dr. Klaus Hoffmann-Holland	DO		
091401	Römisches Recht	Vorlesung	Univ.-Prof. Dr. Cosima Möller	DO 09:30-11:00		

### Semester View (my exams, „Meine Prüfungstermine“)

Meine Prüfungstermine im Wintersemester 2024/2025								
Modultitel	Prüfungsbezeichnung	Status	Prüfer	Prüfungsmodus	Prüfungsform	Termin	Beginn	Ende
Einführung in das Bürgerliche Recht	Einführung in das Bürgerliche Recht		Univ.-Prof. Dr.	schriftlich	Klausur	26.02.2025	16:00	17:30
			Dr. Andreas Engert					
			Univ.-Prof. Dr.					
Einführung in das Öffentliche Recht	Einführung in das Öffentliche Recht		Dr. Helmut Aust	schriftlich	Klausur	03.03.2025	16:00	17:30

### Weekly Schedule (Courses)

Clicking on [Zur Wochenansicht wechseln](#) opens the weekly schedule. It displays courses in their weekly temporal context.

Meine Lehrveranstaltungen und Prüfungen in der Woche vom 27.01. - 02.02.2025:					
	Mo	Di	Mi	Do	Fr
<b>8 - 9</b>			091403		
<b>9 - 10</b>			Europäische	091401	
<b>10 - 11</b>	091301	091101	091301	Römisches Recht	
<b>11 - 12</b>	Einführung in das	Einführung in das	091302	091402	
<b>12 - 13</b>					
<b>13 - 14</b>				091201	
<b>14 - 15</b>		091201		091202	
<b>15 - 16</b>		Einführung in das			
<b>16 - 17</b>		091404	091101		
<b>17 - 18</b>		Europäische	091102		
<b>18 - 19</b>			095921		
<b>19 - 20</b>			Introduction to		

### Calendar

You can navigate between weeks using the calendar.

Januar 2025							
	Mo	Di	Mi	Do	Fr	Sa	So
1	30	31	1	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27	28	29	30	31	1	2
6	3	4	5	6	7	8	9

## 5 Grade and Credit Summary

**Noten & Punkte** opens the grade and credit summary function.

### Overview Grade and Credit Summary

Clara Immerwahr ( )

Auswahl: **B.A. AVL (0077) ab 01.10.2022** Übersicht

Art: Bachelorstudiengang

Status: eingeschrieben

Beginn: 01.10.2022







vorläufige Durchschnittsnote berechnen

alle öffnen / schließen | ein- / ausblenden | alle Module Erläuterung zur Versuchszählung

Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
> 0077dA1.1P	✓	B110: Einführung in die AVL		BE	10	
> 0077dB1.1P	✓	B210: Literaturtheorie		1,0	10	
> 0077dA1.2P	🔔	B120: Interdisziplinäre Literaturwiss.	1 / 4		0	
> 0077dA1.3P	📄	B130: Vergleichende Literaturgeschichte	1 / 4		0	

For students in the Faculty of Law whose grades and points account differs slightly from the one shown here, there is a separate brief information sheet.

#	Explanation
1	Choice of Program This function enables you to filter the overview page by degree program elements (Main/ABV)
2	Print grade and credit point summary This function automatically generates an academic records summary in PDF file format. You can save and print these records as needed.
3	Quick credit points overview This box informs you about your current study progress, indicated by credit points. <ul style="list-style-type: none"> <li><i>Soll LP</i>: Credit Points necessary for obtaining your degree according to the provisions of your examination regulation.</li> <li><i>Gebuchte LP</i>: Sum of credit points of all booked and completed modules</li> <li><i>Erworbene LP</i>: Sum of earned credit points</li> </ul>
4	Status The status indicates the progress in the respective degree program. It displays <i>eingeschrieben</i> (enrolled) until a (partial) degree has been accomplished. Upon completion, it will either show <i>angerechnet</i> (for partial degrees) or <i>erfolgreich abgeschlossen</i> (successfully completed) for the final degree. When a partial degree or a final degree is completed without success it will show the status <i>ohne Erfolg abgeschlossen</i> (unsuccessfully completed).
5	Calculate preliminary average grade This function opens a pop-up which displays your preliminary average grade. Please note that this preliminary grade is just for informational purposes and may diverge strongly, more or less

		from your eventual final grade, as the rules for final grade-calculation are not implemented in the grade and credit points summary.
		The button will disappear if a partial or final degree have been accomplished. Instead, the respective calculated grade will be shown by default.
6	Filter and expand view	You can easily expand all modules (show all courses and exams per module), access additional information concerning your modules, and filter the module overview by the current status of your modules.
7	Quick grade and credit points overview per module	These columns inform you about the grades and credit points you received for your completed modules. When you are in detail view (using the "alle öffnen/schließen" button), you are also informed about specific exams in those modules.
8	Examination attempt counter	This column displays the examination attempt counter. It shows the current attempt as well as the maximum number of exam attempts. The last possible attempt is highlighted by red, bold type.
9	Status icons	In addition to the color-coding (yellow=not completed, green=completed), the status icons inform you about the booking-status of your modules. The symbols in this view correspond with the symbols in the module registration.
		Not all necessary courses have been booked. Thus, the module cannot be completed yet.
		All necessary courses have been booked, but the module has not been completed yet (because there are still exams to be passed, for instance)
		The module was successfully completed
		The module was unsuccessfully completed.
		The module has been used for another module's approval
		The module has been approved

## 5.1 Examination Attempt Counter

The field *Versuchszählung* shows both the maximum number of possible attempts as well as the recorded number.

### Display of Exam Attempts

Modul	Status	Modultitel	Versuche	Note	erw. LP
0479aA1.1P		Einführung in das Bürgerliche Recht	1 / 3		0

Background information available under:

[http://www.fu-berlin.de/studium/studienorganisation/pruefung/anzahl\\_pruefungen.html](http://www.fu-berlin.de/studium/studienorganisation/pruefung/anzahl_pruefungen.html)

Or the link

[Erläuterung zur Versuchszählung](#) in the web interface

Detail view conveys additional information.

### Detail View: Binding Exam Date, Notes, Counter

▼ 0479aA1.2P			Einführung in das Öffentliche Recht		3 / 3		0		
Modulabschnitt	Art	Status	Bezeichnung	LV- / Prüf.-Nr.	DozentIn / PrüferIn	Teiln. / Note		Vers.	
0479aA1.2.1	LV	✓	Einführung in das Öffentliche Recht	091301	Univ.-Prof. I	nicht tnpfl.	3		
0479aA1.2.2	LV	1 ✓	Einführung in das Öffentliche Recht	091302	Univ.-Prof. I	JA; JA			
Modulprüfung	MP		Einführung in das Öffentliche Recht	0479aA1.2.3	Univ.-Prof. I	0 Täuschung		1 / 3	
	MP		Einführung in das Öffentliche Recht	0479aA1.2.3	Univ.-Prof. I	0 n. erschienen		2 / 3	
	MP		Einführung in das Öffentliche Recht	0479aA1.2.3		2		3 / 3	

### # Explanation

- 1 Display of a compulsory exam date on module level as well as on detail level of the examination attempt.
- 2 The notes cheating (*Täuschungsversuch*) or failure to turn up (*nicht erschienen*) appear along with the grade 5.0 (fail) as well as not handed in (*nicht abgegeben*) for written papers. Notations for withdrawal (*Rücktritt*) - withdrawal in due time (*fristgerecht*) or justified withdrawal (*begründet*) - are displayed in the grades column as well.
- 3 The number of possible and actual exam attempts is displayed on both module level and exam attempt detail level. Red print indicates the last possible attempt..


### Detail View: Binding Exam Date, Notes, Counter for completed modules

0479aA1.1P	✓	Einführung in das Bürgerliche Recht	0479	0479a_k270		15	5	5	P		
Modulabschnitt	Art	Status	Bezeichnung	LV- / Prüf.-Nr.	LV- / Prüf.-Form	DozentIn / PrüferIn	Semester / Datum	Teiln. / Note	Vers.		
0479aA1.1.1	LV	✓	Einführung in das Bürgerliche Recht	091101	Vorlesung	Univ.-Prof. Dr. F	Winter 24 / 25	nicht tnpfl.			
0479aA1.1.2	LV	✓	Einführung in das Bürgerliche Recht	091102	Übung	Univ.-Prof. Dr. F	Winter 24 / 25	JA; JA			
Modulprüfung	MP	✓ ∞	Einführung in das Bürgerliche Recht	0479aA1.1.3	Klausur	Univ.-Prof. Dr. F	26.02.2025	15	1 / 3		

For completed modules, compulsory exam dates and exam attempt counters appear on detail level, but not on the module level.

## 5.2 Functions

### 5.2.1 Detail View

The detail view offers precise information concerning your grade and credit points for a given module. Access the detail view for a single module by clicking  or globally for all modules by using [alle öffnen / schließen](#).

#### Detail View: Incomplete Module with completed exam


▼ 0077dB1.2P	🔔	B220: Angewandte Literaturwissenschaft		1 / 4		0		
Modulabschnitt	Art	Status	Bezeichnung	LV- / Prüf.-Nr.	DozentIn / PrüferIn	Teiln. / Note	Vers.	
0077dB1.2.1	LV							
0077dB1.2.2	LV	✓	Einführung in die digitalen Geisteswiss.	16799	Univ.-Prof. Dr. F	JA; JA		
Modulprüfung	MP	✓	B220: Angewandte Literaturwissenschaft	0077dB1.2.3	Univ.-Prof. Dr. Fi	1,3	1 / 4	

The non-detail view just displays grades for completed modules. Please use the detail view in order to see all the grades you obtained.

Now details are visible below the chosen module. In this case, one class has been completed as well as the exam. The other class has not been booked yet. Hence, the module cannot be completed just yet.

#### Completed Module

▼ 0077dB1.1P		✓	B210: Literaturtheorie		1,0	10	
Modulabschnitt	Art	Status	Bezeichnung	LV- / Prüf.-Nr.	DozentIn / PrüferIn	Teiln. / Note	Vers
0077dB1.1.1	LV	✓	Grundlagentexte der Komparatistik II	16417	Prof. Dr. J	JA; JA	
0077dB1.1.2	LV	✓	The Imagination of Place	16472	M	JA; JA	
Modulprüfung	MP	✓	B210: Literaturtheorie	0077dB1.1.3	Prof. Dr. J	1,0	1 /

The module in the image above has been completed. It is highlighted in green and its status is marked by . All necessary courses and exams have been booked and completed.

#### Unsuccessfully Finished Module

▼ 0479aA1.2P		<div>✖</div> Einführung in das Öffentliche Recht		0	0			
Modulabschnitt	Art	Status	Bezeichnung	LV- / Prüf.-Nr.	DozentIn / PrüferIn	Teiln. / Note	Vers.	
0479aA1.2.1	LV	✓	Einführung in das Öffentliche Recht	091301	Univ.-Prof. Dr. F	nicht tnpfl.		
0479aA1.2.2	LV	✓	Einführung in das Öffentliche Recht	091302	Univ.-Prof. Dr. F	JA; JA		
Modulprüfung	MP	<div>✖ ∞</div>	Einführung in das Öffentliche Recht	0479aA1.2.3	Univ.-Prof. Dr. F	0 Täuschung	1 / 3	
	MP	<div>✖ ∞</div>	Einführung in das Öffentliche Recht	0479aA1.2.3	Univ.-Prof. Dr. F	0 n. erschienen	2 / 3	
	MP	<div>✖ ∞</div>	Einführung in das Öffentliche Recht	0479aA1.2.3	Univ.-Prof. Dr. F	0	3 / 3	

### Approved Modules and Classes

There are two forms of module recognition at the FU-Berlin. *External module recognition* refers to the recognition of FU-external achievements that cannot be booked in Campus Management, therefore details of the source achievement are missing.

*Internal module recognition* refers to modules and courses that were regularly booked and completed within Campus Management and then recognized in another degree program or part of a degree program. In this case, all details of the course are retained.



Recognition type	Explanation
<b>External</b>	If a module has been approved externally, no module-details can be shown in the summary.
<b>Module 1:1</b>	One booked and one completed module have been approved for one module.
<b>Module 1:N</b>	One booked and one completed module have been approved for two modules.
<b>Modules N:1</b>	Two booked and completed modules are approved for one module.
<b>Class 1:1</b>	One course from a booked and completed module has been approved for a different abstract course in another module.
<b>Class 1:N</b>	One course from a booked and completed module has been approved for two abstract courses in two respective modules.
<b>Classes N:1</b>	Two courses from one or more booked and completed modules have been approved for one abstract course in another module.

## 5.2.2 Filter View

The filter function enables you to remove modules that do not match the selected criteria from the overview. You can filter by degree program elements (1) and module status (2). Both filters can be used independently of each other. In this case, the *B.A. AVL d (0077d\_k90)* element has been chosen in the *Auswahl* dropdown menu. The overview is reduced to the modules visible below.

### Two Ways of Using Filters

Clara Immerwahr (€ )

Auswahl: - B.A. AVL d (0077d\_k90) ab 01.10.2022 Übersicht

Art: Kernfach Soll-LP: 90

Status: gebuchte LP: 60

erworbene LP: 40

Beginn: 01.10.2022 Ende:

vorläufige Durchschnittsnote berechnen

alle öffnen / schließen ein- / ausblenden alle Module Erläuterung zur Versuchszählung

Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
> 0077dA1.1P	✓	B110: Einführung in die AVL		BE	10	
> 0077dA1.2P	✓	B120: Interdisziplinäre Literaturwiss.		1,0	10	
> 0077dA1.3P	✗	B130: Vergleichende Literaturgeschichte	1 / 4		0	
> 0077dB1.1P	✓	B210: Literaturtheorie		1,0	10	
> 0077dB1.2P	⚠	B220: Angewandte Literaturwissenschaft	1 / 4		0	

Changing the selection also affects the display of credit points in the info box (*soll, gebucht, erworben*)

B.A. AVL (0077) ab 01.10.2022

B.A. AVL (0077) ab 01.10.2022

- B.A. AVL d (0077d\_k90) ab 01.10.2022

- 60 LP Französische Phil. (mit Vork) e (0030e\_m60) ab 01.10.2022

- 30 LP ABV e (0105e\_m30) ab 01.10.2024

- ABV PhilGeist d (0188d\_m30) vom 01.10.2022 bis 30.09.2024

nur offene Module

alle Module

nur abgeschlossene Module

nur offene Module

In the second dimension you can filter the view by this module status. The selection of only non-completed modules in the image yields the visible result.

#### Filter by Degree Program Element and Module Status ("open" incomplete)

alle öffnen / schließen

ein- / ausblenden

nur offene Module

Erläuterung zur Versuchszählung

Modul	Status	Modultitel	Versuche	Note	erw. LP	Druck
> 0077dA1.3P		B130: Vergleichende Literaturgeschichte	1 / 4		0	
> 0077dB1.2P		B220: Angewandte Literaturwissenschaft	1 / 4		0	

In the example, only open modules of the study program component are now displayed.

### 5.2.3 Printing

This function automatically generates various types of academic records overviews in PDF file format in German and English. For non-completed modules, you can download module- and exam-registration certificates. For completed modules, there is an option to create module-certificates. This enables you not only to generate general academic records, but also module-specific certificates. However, it is a precondition for this function that there is at least one completed module in the respective degree program.

Certain transcripts need to conform to specific formal criteria (signed and/or sealed). In those cases, they need to be requested at the respective office for student affairs (Studienbüro/Prüfungsbüro).

#### Overview (Übersicht)

This function generates an overview of a range of modules depending on selection (completed/all).


After clicking a pop-up opens asking you to configure the scope of the overview.

## Configuring the Overview Document

	Explanation
<b><i>Allgemeine Bescheinigung über den Leistungsstand</i></b>	General Overview: This function generates an overview of your general academic progress without specifying modules.
<b><i>Leistungsübersicht nur über abgeschlossene Modulleistungen</i></b>	Completed Modules Only: This function generates a .pdf file containing a transcript for all completed modules. Hence, unfinished modules are not included.
<b><i>Leistungsübersicht über begonnene und abgeschlossene Modulleistungen</i></b>	All Modules: This function generates an academic records overview that contains all booked modules.
<b><i>Wiederholungsprüfungen auch bei abgeschlossenen Modulen aufführen</i></b>	Include Failed Exams: Generally, the document lists successfully completed exams only. If you wish to have failed exams included, you need to activate this checkbox.

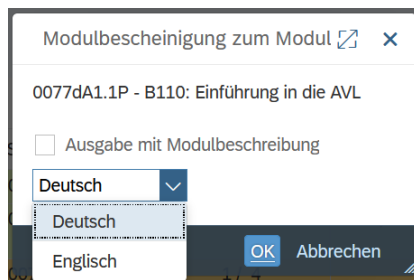
## For Individual Modules

In addition to the output of overviews, it is also possible to generate individual module certificates (also for credited modules).

If you need a certificate for one specific module, you just need to click the  button. Generating a module certificate requires having fulfilled at least one requirement for completion (participation or exam). Another dialog box opens.

If the Module is incomplete, only a registration certificate will be provided.

## Configuring the Module Document



Within the pop-up, containing a checkbox that determines whether the PDF file to generate will contain a module description or not ("*Ausgabe mit Modulbescheinigung*") and which language will be used. If no module description exists, the certificate will not contain a description no matter what choice you make.

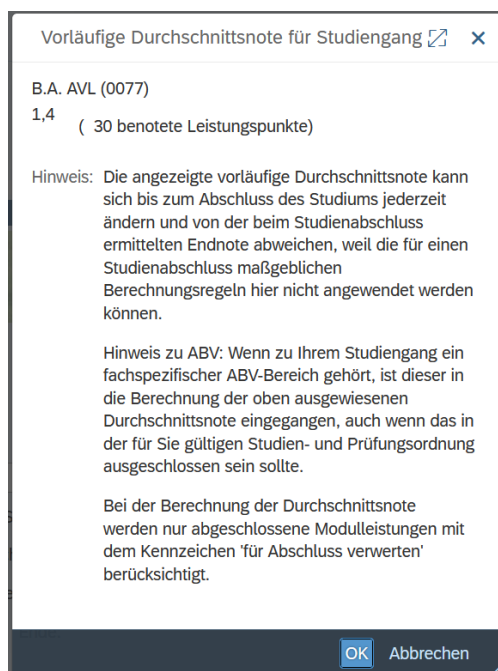
## 5.2.4 Calculate Preliminary Average Grade

The title of this button is self-explanatory. A provisional average grade is calculated on the basis of the credit points graded so far. Exam results from modules that have not been completed are not taken into account. In addition to the provisional average grade, the calculation basis (graded CP) and the degree program are also indicated. The credit points from ungraded modules are therefore not included in the average grade.

Clicking the button [vorläufige Durchschnittsnote berechnen](#) opens the pop-up seen below.

The displayed grade has merely informative character and can deviate from the final grade as department-specific rules for final grade calculation might weigh the credit points differently.

### Preliminary Average Grade



This function is not available for students of *Rechtswissenschaft* or *Veterinärmedizin*.

### **5.2.5 Language selection of the certificates**

We would like to point out that the actual issue of the certificate in English is dependent on the relevant texts being supplied by the departments and the translation agency. We are still working on this. It is therefore possible that a certificate in English will be selected but will not yet be available for the reasons mentioned.

## 6 Appendix

As the grade and credit points account is available in German only, this part provides a list of translations for ease of use.

<b>Alle öffnen/schließen</b>	expand/hide all module details
<b>Alle Module</b>	all modules
<b>Angerechnet</b>	recognized/ approved
<b>Art</b>	type of degree program
<b>Auswahl</b>	selection
<b>Bezeichnung</b>	module title
<b>Begründeter Rücktritt</b>	justified withdrawal
<b>Bindender Prüfungstermin</b>	compulsory exam date
<b>Dozent/Prüfer</b>	lecturer
<b>Ein-/ausblenden</b>	expand/hide all details
<b>Eingeschrieben</b>	enrolled
<b>Erfolgreich abgeschlossen</b>	successfully completed (degree)
<b>Erworbene LP</b>	acquired credit points
<b>Fristgerechter Rücktritt</b>	withdrawal in due time
<b>Gebuchte LP</b>	booked credit points
<b>LV-/Prüfungsform</b>	type of course/exam
<b>Modul</b>	module
<b>Modultitel</b>	name of the module
<b>Nicht erschienen</b>	failure to turn up
<b>Note</b>	grade
<b>Nur abgeschlossene Module</b>	completed modules only
<b>Nur offene Module</b>	unfinished modules only
<b>Ohne Erfolg beendet</b>	unsuccessfully completed
<b>Prüfungsversuch</b>	examination attempt
<b>Semester/Datum</b>	semester/date
<b>Soll LP</b>	necessary credit points
<b>Status</b>	status

**Täuschungsversuch**

cheating

**Teilnahme/Note**

participation/grade

**Übersicht**

Print overview

**Versuch**

attempt

**Vorläufige Durchschnittsnote berechnen**

calculate preliminary  
average grade