

# CAMPUSonline and cmlife

Handbook for lecturers

*This is a DeepL translation of the German version. If you have any questions, please feel free to contact the Campus Management team.*

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07.03.2016	First version
08.03.2016	Table of contents
15.03.2016	New in 2.9: Appointment clashes, move, cancel, delete appointments
21.03.2016	New section 6 Theses New section 5.3.1 Import participants Section 1.3 Who does what? revised
30.03.2016	New section 4.3 Modules Section 5.1 Exams expanded New section 9 Calendar
31.03.2016	New section 5.10 Inspection
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15.04.2016	New Section 10 Grade Inspection
18.04.2016	Note on rankings in 10 System change
26.04.2016	Added Mass Polling and Curricula Support in 10
27.04.2016	Section 6.5: Theses assessed by the Examinations Office only
29.04.2016	Section 10.1.3: Study ID explained New Section 5.1.1 Homeworks
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01.06.2016	5.6.2 Error corrected 1.2 Structure of CO 5.12 Statistics on the examination 12.1 Example research modules
02.06.2016	5.1.1 Repeat examinations 5.4 Oral examinations
03.06.2016	5.1 Note on the difference to the past
10.06.2016	5.6.2 Notes on Excel Import/Export
23.06.2016	5.6.2 Note on additives 2.8.1 Note on examination requirements and events 5.6.2 Note on entering the theme 2.8 Note on registration
12.07.2016	More hints 4.5 Assignments of an LV
19.07.2016	Suggested assignments for new LVs only
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17.05.2018	5.6.2 "CSV file" instead of "Excel table"; character set ISO-8859-1 2.3.2 English language title 2.10 eLearning
03.04.2020	10.2 Use of the mass query for mail dispatch
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16.03.2022	13.7 inserted

<b>1</b>	<b>Entry.....</b>	<b>6</b>
1.1	Introduction ofCAMPUSonline .....	6
1.2	Structure ofCAMPUSonline.....	6
1.3	Who doeswhat? .....	7
1.4	Registration and structure of theinterface .....	9
1.5	Allocation of rights .....	11
<b>2</b>	<b>Courses.....</b>	<b>14</b>
2.1	Showevent offer of a unit.....	14
2.2	Manageevents of a unit.....	14
2.3	Reviseevent.....	15
2.4	Share & hide event (notification andapproval).....	19
2.5	"Same" Events.....	20
2.6	Expiryof the semester change .....	20
2.7	Create new courseor copy.....	20
2.8	Groups & Registration forEvents .....	21
2.9	Dates andRooms .....	25
2.10	"Online course" addcourse.....	30
<b>3</b>	<b>Examination regulations.....</b>	<b>31</b>
3.1	Display according to recommendedsemesters .....	32
<b>4</b>	<b>Modules .....</b>	<b>34</b>
4.1	Modules of an SPO.....	34
4.2	Showmodules of an organisational unit .....	35
4.3	Modules in CAMPUSonline - what doesallmean?.....	36
4.4	Assign courses to a module(OU responsible for the module).....	38
4.5	Showassignments of an LV .....	40
4.6	Revise descriptions of a module(OU responsible for the module) .....	42
<b>5</b>	<b>Exams.....</b>	<b>44</b>
5.1	Create new exam .....	45
5.2	Several participatingChairs .....	48
5.3	Manage examination candidates.....	49
5.4	Assign dates for oral examinations.....	51
5.5	Conditional andfixed registration .....	53
5.6	Examassess .....	53
5.7	Candidate list with examination protocol (writtenexamination) .....	55
5.8	Examination protocol (oral) .....	56
5.9	Publish results and allowrequests for inspection.....	56
5.10	Inspection .....	56
5.11	Submit results to the Examinations Office(list of results) .....	56
5.12	Statistics on theexam.....	57
<b>6</b>	<b>Theses.....</b>	<b>58</b>
6.1	Final theseshow.....	58
6.2	Enterthesis.....	58
6.3	Extension of deadline .....	59
6.4	Receivethesis.....	60
6.5	Final thesisassess .....	60
<b>7</b>	<b>Internal appointments and owncalendar .....</b>	<b>61</b>
7.1	Internal dates(organisational dates).....	61
<b>8</b>	<b>Management of ownrooms .....</b>	<b>62</b>
8.1	Process room requests.....	62
8.2	Dates of aroom .....	63
<b>9</b>	<b>Calendar .....</b>	<b>65</b>
9.1	PersonalCalendar .....	65

9.2	Calendar of a room.....	66
<b>10</b>	<b>Student data and Grade insight.....</b>	<b>67</b>
10.1	Student data and Grade insight.....	67
10.2	Use of the mass query for mail dispatch.....	71
<b>11</b>	<b>Manage guest staff .....</b>	<b>72</b>
<b>12</b>	<b>Examples .....</b>	<b>73</b>
12.1	Research modules .....	73
<b>13</b>	<b>cmLife .....</b>	<b>74</b>
13.1	Student insight/ToR .....	74
13.2	Risk assessment according to §10 Maternity Protection Act.....	74
13.3	English module titles.....	74
13.4	Digital study plans .....	75
13.5	Event history .....	75
13.6	News (Scrit) .....	76
13.7	Other .....	76

## Abbreviations

OU	Organisational Unit
UBT	University of Bayreuth
SPO	Study and Examination Regulations
CM	Campus Management
LV	Course GHK Equality node
SoSe	Summer semester
WiSe	Winter semester
MHB	Module manual
ToR	Transcript of Records

# 1 Entry

## 1.1 Introduction of CAMPUSonline

Since the 2016 summer semester, the processes in the areas of

- Courses ("Vorlesungsverzeichnis"),
- Room allocation,
- Student master data and
- Exam administration

supported by CAMPUSonline.

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Alongside research, this is one of the university's two core tasks.

We therefore take 70 pages to explain everything to you 😊

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The system change took place on 1 May 2016. The previously used systems HIS LSF, HIS SOS and FlexNow! lost their validity on 1 May 2016.

**FlexNow! will remain in operation exclusively for the Language Centre until the 2018 semester. For the time being, examinations at the Language Centre will continue to be processed via FlexNow!**

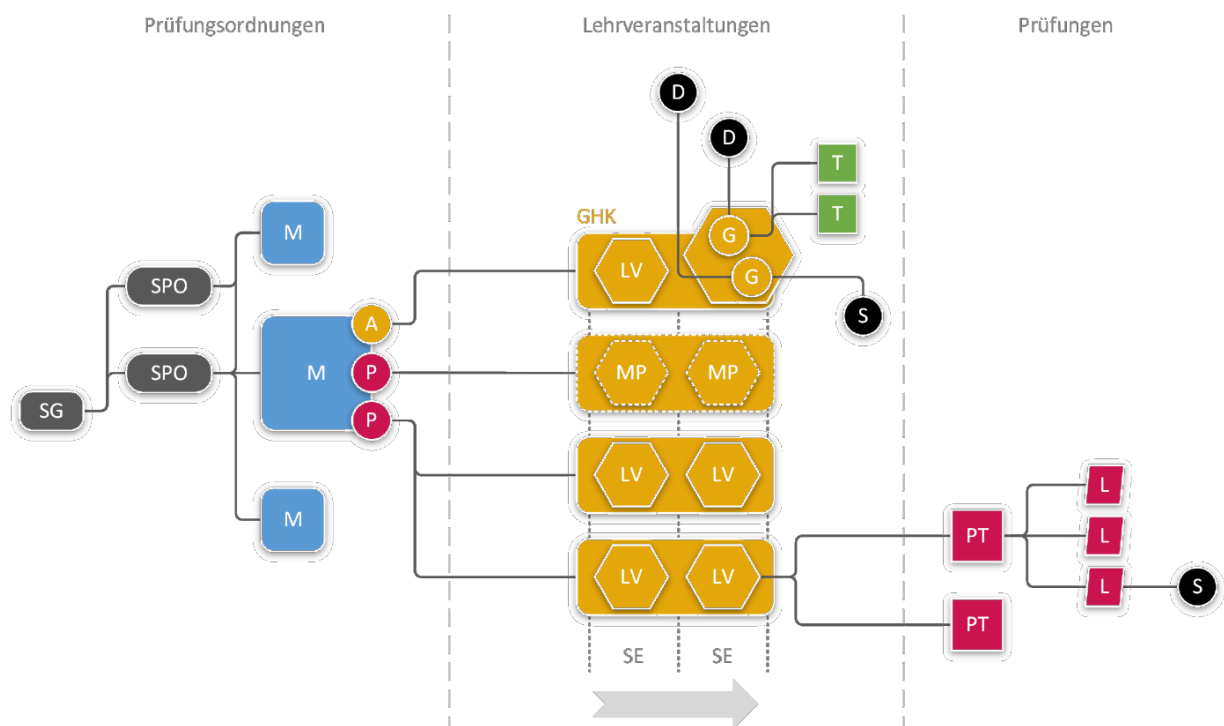
## 1.2 Structure of CAMPUSonline

CAMPUSonline primarily supports the processes related to examination regulations, courses and examinations. The university offers degree programmes (**SG**), which in turn may have several study and examination regulations (**SPO**). An SPO is divided into modules (**M**), whereby a module can appear in different SPOs (also in different degree programmes). For each examination, a module contains an examination node (**P**), for each non-examined course an offer node (**A**).

The courses (**LV**) can be assigned to a module via the nodes. Courses that are the same are grouped together via so-called equality nodes (**GHK**). This means that there is a connection between the course in one semester (**SE**) and the same course in the other semester. Several GHKs (and thus different courses) for one examination node are to be understood as alternatives. The examination can therefore be taken in different courses (OR). If, on the other hand, several courses are explicitly examined together (AND), then a module examination (**MP**) is necessary. It serves as a placeholder for a combination of courses and is technically an invisible course.

A course consists of at least one group (**G**) of participants - the so-called "standard group". In order to distribute the participants of a course, further groups can be created. Each of these groups can be assigned its own dates (**T**) and lecturers (**D**). Students (**S**) can register for groups.

An examination date (**PT**) always refers to a course or MP. This makes it clear that there does not have to be a connection between the examined course and the module in order to process an examination via CAMPUSonline. The respective examination performance (**L**) of the student (**S**) always refers to the course. A connection and thus an assignment to the degree programme can be made independently of this.



## 1.3 Who does what?

### 1.3.1 Campus Management Team

During the introductory phase and beyond, the CM team ([www.cm.uni-bayreuth.de](http://www.cm.uni-bayreuth.de)) maps the **SPOs** of the UBT in CAMPUSonline. There are often several valid versions for a degree programme. All valid versions are processed according to the number of registered students. Some degree programmes have never been mapped in FlexNow! These degree programmes are mapped last in CAMPUSonline because students are not disadvantaged here.

For CAMPUSonline, the **modules** are part of the SPOs. They are therefore also created in the system by the CM team. The **module descriptions** and the **persons responsible for the modules** are taken from the MHBs. If the respective MHB also specifies the courses to be attended in a module, these are also already assigned.

**Please check whether the modules have been assigned to the correct persons in charge (see section 4.2) and whether the modules have also been assigned to the correct courses (see section 4.3).**

In addition, the CM team takes care of **all levels of support for CAMPUSonline**. It is therefore the first point of contact for technical questions about CAMPUSonline and, in case of doubt, passes on technical problems to the manufacturer of the system.

### 1.3.2 Lecturer

Each OU of the UBT maintains the **courses** it organises. The lecturers of the course are not decisive, i.e. if a course is taught by people from different OUs, it is not necessarily organised at several OUs. With CAMPUSonline, exactly one OU is always responsible for each course. You can find out how to maintain courses in section 2.

A lecturer who is not responsible for a module can only assign his/her lectures to this module if they are **propose**. How to propose your courses for modules is explained in section 4.5.

In addition, examinations that have been mapped as **course examinations** in CAMPUSonline are administered by the OU that also administers the corresponding course.

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### Do you organise courses?

- ☐ You make sure that all your courses are visible in the semester and that all information such as the number of hours (SWS) and lecturers are correct (sections 2.1, 2.3.5, 2.3.6).
  - ☐ They communicate the time and place of the relevant appointments, requesting the required rooms (section 2.9)
  - ☐ You provide (if desired) all necessary information on the registration procedures of the LVs (section 2.8)
  - ☐ After the semester change, you check the courses taken over and release them (section 2.6).
  - ☐ You check the assignment of your courses to the modules of the university (section 4.5).
  - ☐ You create examination dates for your courses and enter the corresponding results (section 5).
- 

The modules of the SPOs already shown are assigned by the CM team to the responsible OUs (mostly chairs and professorships) in CAMPUSonline. The responsible persons are taken from the MHBs.

The OU responsible for the module decides for each of its modules which LVs are to be assigned. The

**Assignments** should be reviewed as part of the roll-out and as soon as

- the teaching offer of the module changes (other courses),
- the MHB has been revised or
- the module is transferred to a new degree programme.

You can find out how to assign courses to your modules in section

4.3.

**The assignment of courses to modules is formally made in the module handbooks.  
In unclear cases, only the university teachers can decide on the correct assignment. The responsibility for  
this cannot be delegated.**

In addition, exams that have been mapped as **module exams** in CAMPUSonline are administered by the OU responsible for the module. Look at your modules as described in section 4.2 to find out whether they contain module exams. You can find out how to create exams in section 5.

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### Are you responsible for modules?

- ☐ You check whether you find all modules for which you are responsible (section 4.2)☐ You check the LVs of your modules (section 4.4)
  - ☐ You accept or reject proposed courses for your modules (section 4.4)☐ You add new courses to your modules if necessary (section 4.4)
- 

#### 1.3.3 Space manager

CAMPUSonline is connected to the Central Technology systems ([www.zt.uni-bayreuth.de](http://www.zt.uni-bayreuth.de)) and thus "knows" all the rooms at the university. Since the rooms are mainly used for courses, the occupancy of the rooms is coordinated via CAMPUSonline. For each room, it is possible to specify,

- who **manages** it and
- who may **request** him.



All lecture halls and most seminar rooms at the university are managed by the staff of Department I/6 Room Allocation.

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### Do you manage rooms at the university?

☐ You check that you have access to all your rooms (section 8.1) ☐ You confirm or decline room requests (section 8.1)

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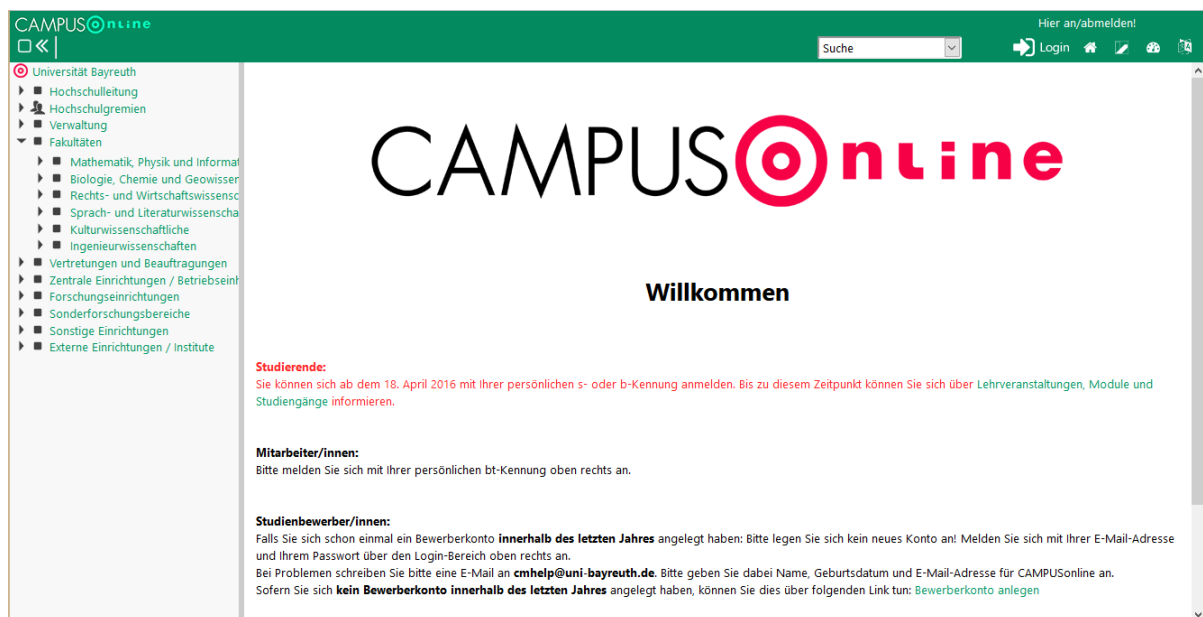
#### 1.3.4 Examination Office

The University Examinations Office has the following tasks in CAMPUSonline:

- the final accounting of audit results
- the controller of thesis applications
- the registration of the results of final theses
- the processing of applications for the issuance of a degree certificate
- the subsequent assignment of achievements that have arisen without module assignment (examination for a course that is not assigned to a module)

## 1.4 Registration and structure of the interface

You can reach CAMPUSonline at the address <https://campusonline.uni-bayreuth.de/>, The address is accessible on the internet, i.e. you do not need a VPN connection if you want to work from home.



Click on Login in the ☐ top right-hand corner.

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**You always log in to CAMPUSonline with your personal bt identifier. Group or function identifiers do not uniquely identify you and can therefore not be used.**

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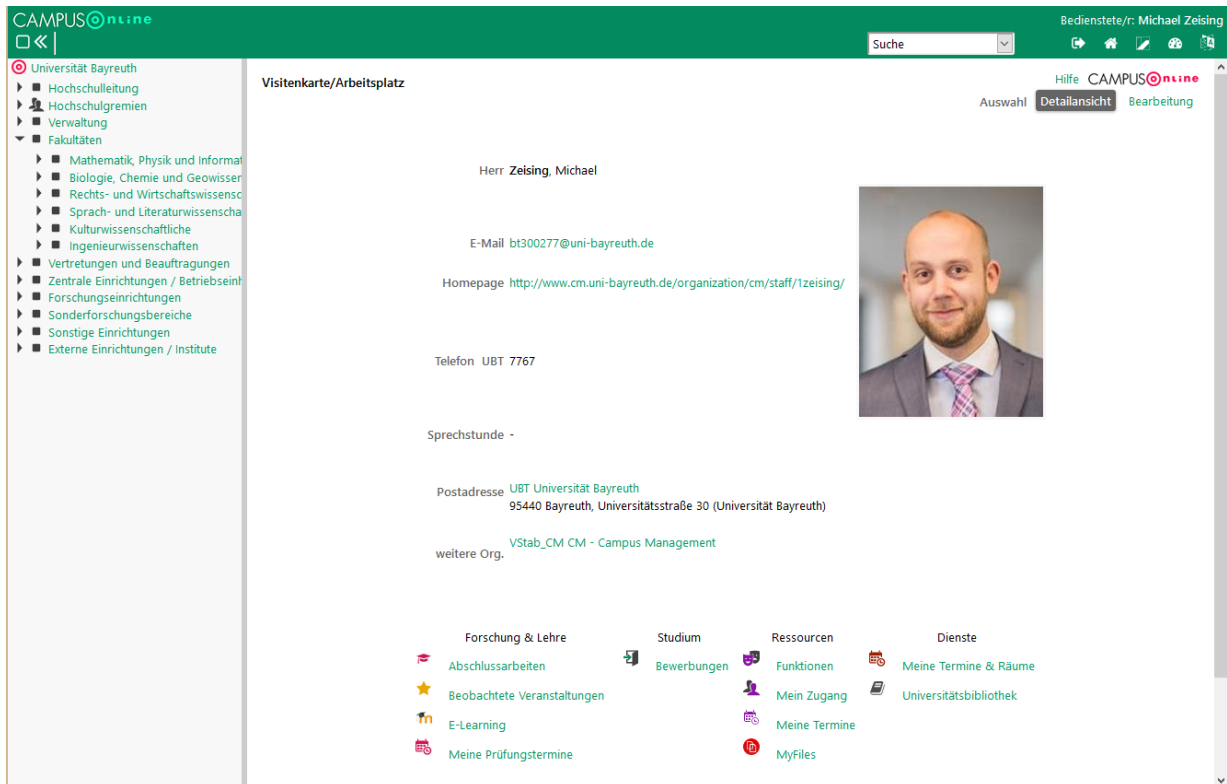


Figure 1.1 Business card

The window is always divided into two areas: on the left the organisational units (OU) of the UBT, on the right the actual work area. Immediately after logging in, you will find yourself on your **business card**. Here you will find your personal information and the applications that relate to you personally. You can always access this view by clicking on your name at the top right (in the example "Michael Zeising").

#### 1.4.1 Set contact details and preferred organisation

In the business card (Figure 1.1), click on **Edit in the** top right-hand corner. Here you can enter your contact details and, most importantly, select the OU you work on most of the time under **Preferred Organisation**. After this selection, you can get to your OU anywhere by clicking on the **house** ( ) in the top right corner.

#### 1.4.2 Upload business card image

You can upload, change or delete a profile picture in your business card. To do this, click on Edit in the top right-hand corner of the business card (Figure 1.1) and then on the **pencil** to the right of **Business Card Picture**. Now you can upload a picture by clicking on **Browse**.

#### 1.4.3 Change email address

In the business card (Figure 1.1), under **Resources**, click on **My Access**. Now click on **Edit in** the newly opened window at the top right. Enter your desired e-mail address and click on **Save**.

#### 1.4.4 Organisation page

Most of the functions in CAMPUSonline do not relate to you personally, but to your OU, i.e. your chair, professorship or department. Select an OU in the left-hand area or click on the house in the top right-hand corner. The **organisation page** of this OU will open.

The screenshot shows the CAMPUSonline interface. On the left is a navigation tree for Universität Bayreuth, with 'Lehrstuhl Mikrobiologie (Schüler)' selected. The main area is titled 'Organisationsinformation' and shows links for 'Homepage', 'Kontakt', 'Beschreibung', and 'Sekretariat'. Below these are four columns of links: 'Forschung & Lehre' (Abschlussarbeiten, Lehrangebot, Lehrerhebung, Modulhandbuch, Modulzuordnungen, Prüfungsverwaltung, SPO-Verwaltung, Studienangebot), 'Studium' (Studierendenkartei), 'Ressourcen' (Funktionen, XML-Import), and 'Dienste' (Einstellungen, Termine & Räume). The footer contains copyright information for 2016 Universität Bayreuth and mentions CAMPUSonline powered by CAMPUSonline®.

In the workspace you will find information on the selected OU and the applications that relate to this OU. Which applications you see here depends on the rights you have to this OU.

## 1.5 Allocation of rights

### 1.5.1 General

If you need access to functions in CAMPUSonline/cmlife, please send an email to [cmhelp@uni-bayreuth.de](mailto:cmhelp@uni-bayreuth.de). You can give us a deadline by which the rights should be granted or you can contact us again if, for example, an employee moves to another chair.

The assignment of rights in CAMPUSonline is organisation-related. It is therefore possible to grant rights only to a specific organisational unit (e.g. a chair), but also to a department and thus also to all underlying organisational units.

The following is a list of the possible rights packages at the individual organisation types.

### 1.5.2 Teaching units

#### Owner and secretariat

The holder and the secretariat have the following rights to a teaching unit:

- Thesis management
- Writing messages in Scrit at the OU
- Administration of courses and examinations
- Adaptation of modules located at the OU (links and description)
- Adapt the organisational information (chair website, mail etc.)
- Inspection of the student file (only basic data on students and services rendered at the OU)

The entry is not automatic. Here, too, every change must be reported to the cmhelp team.

#### Employees

Employees do not have any rights in CAMPUSonline by default. In this case, please contact the secretariat by email at [cmhelp@uni-bayreuth.de](mailto:cmhelp@uni-bayreuth.de) and ask for the assignment of rights.

Two different rights packages can be assigned in relation to the **teaching**:

#### *Teaching restricted*

- Management of the teacher survey
- Module assignments

#### *Teaching complete*

- Thesis management
- Administration of courses and examinations
- Adaptation of modules located at the OU (links and description)
- Adapt the organisational information (chair website, mail etc.)

For this purpose, it is possible to grant individual employees the right to write messages in Scrit at the OU.

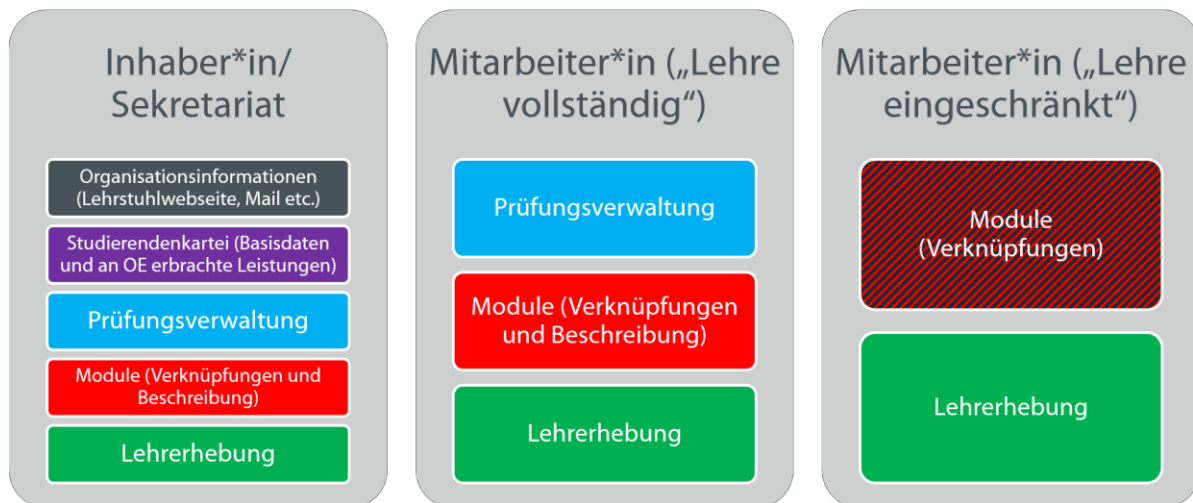


Figure 2 Overview of rights packages in teaching

### Applications

In addition, at teaching units that are responsible for the application of individual degree programmes, individual persons can still be granted access to the applications. A distinction can be made between reading and editing access.

#### Student assistants

If student assistants are to work with CAMPUSonline, they first need a staff account. You can apply for this via the form on our [website](#).

### 1.5.3 Programme support

For programme support, a distinction can be made between four rights packages:

#### Programme coordinators

- Cover letter of the students of the study programme via the mass query or Scrit
- Consultation of the student file for counselling purposes (basic data)
- Access to the student's ToR via cmlife (programme-related)
- Create digital study plans and view the event history in cmlife

**Programme tutors**

- Cover letter of the students of the study programme via the mass query or Scrit
- Consultation of the student file for counselling purposes (basic data)
- Access to the student's ToR via cmlife (programme-related)
- Create digital study plans and view the event history in cmlife

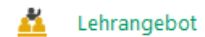
**Chairperson and members of the Audit Committee**

- Cover letter of the students of the study programme via the mass query or Scrit
- Consultation of the student file for counselling purposes (basic data)
- Access to the student's ToR via cmlife (all students)
- Create digital study plans and view the event history in cmlife

## 2 Courses

An OU offers certain courses (LV) **per semester**. **Courses** therefore always refer to exactly one semester. For a course that takes place in winter and summer, for example, corresponding copies are necessary.

### 2.1 Show event offer of a unit



To display the LVs offered by an OU, select the OU and open the courses on **offer**. This application only allows you to view the courses, but you cannot make any changes here - regardless of your access rights.

LV-Nr	Sem.	Term.	Titel	Dauer	Art	An/Pr/Ev/Info	SPOs	Vortragende/r	betr. Org.	Unterrichts-/Lehrsprachen
20272	S	Q	Community Ecology ☆	5	P	7 2 3 3	0/8/2	Engelbrecht B, Feldhaar H	Fak2L_PTPopOek	Deutsch
20270	S	Q	Community Ecology ☆	2	V	7 2 3 3	0/8/6	Engelbrecht B, Feldhaar H	Fak2L_PTPopOek	Deutsch
20271	S	Q	Community Ecology ☆	2	S	7 2 3 3	0/8/2	Engelbrecht B, Feldhaar H	Fak2L_PTPopOek	Deutsch
20140	S	Q	Evolutionssystematik und Populationsgenetik ☆	2	V	7 2 3 3	2/0/6	Feldhaar H	Fak2L_PTPopOek	Deutsch
00395	S	Q	Forschungsplan Integratives Modul ☆	9	PJ	7 2 3 3	0/0/1	Feldhaar H, Otti O	Fak2L_PTPopOek	Deutsch
00393	S	Q	Forschungspraktikum (B.Sc. Biologie) ☆	7	P	7 2 3 3	0/2/1	Feldhaar H, Otti O	Fak2L_PTPopOek	Deutsch
00394	S	Q	Forschungsseminar (B.Sc. Biologie) ☆	1	S	7 2 3 3	0/2/1	Feldhaar H, Otti O	Fak2L_PTPopOek	Deutsch
00396	S	Q	Forschungsseminar Integratives Modul ☆	2	S	7 2 3 3	0/0/1	Feldhaar H, Otti O	Fak2L_PTPopOek	Deutsch
00427	S	Q	Grossexkursion Vogelkunde Protokoll ☆	4,5	E	7 2 3 3	0/2/0	Otti O	Fak2L_PTPopOek	Deutsch, Englisch

The courses of the underlying OUs are summarised in the application. You can use this application to view all the courses of a chair, a subject group, a faculty and finally also those of the entire university.

### 2.2 Manage events of a unit



A LV is always managed by **exactly one organisational unit**. This OU can be a This can be a chair, a professorship, but also a department or a faculty. In most cases, however, your access rights are limited to your chair or professorship. To manage the courses of an OU, open the **teacher survey** at this OU.

The screenshot shows the CAMPUSonline interface for a teacher survey. The sidebar on the left lists various faculties and departments. The main content area displays the course details for 'Lehrstuhl Pflanzenökologie (Higgins)'. A table lists the following courses:

LV-Nr	Zeit	Titel	Dauer (SWS)	Art	SPOs P/W/S	Block	Status M	G	Gruppengröße	Grp. Anz. genizgklabgh	Gruppen	Vortr. [gen.SWS   zust.SWS / (Teiln.   abgeh.SWS / Teiln. ] (Mitwirk
20681	S	Angewandte Vegetationsökologie und Naturschutz ☆	2	S	0/4(2)/14(7)		●				0/0/0	Dengler J [ 2/Standard ]
20641	S	Forschungspraktikum Pflanzenökologie (Higgins) ☆	6	P	0/2(2)/1		●	✓	✓		0/0/0	Higgins S [ 6/Standard ]
20640	S	Forschungsseminar Pflanzenökologie (Higgins) ☆	2	S	0/2(2)/1		●	✓	✓		0/0/0	Higgins S [ 2/Standard ]
20682	S	Geländeübung Ökologie und Naturschutzprobleme des Untersuchungsgebietes (Nordost-Brandenburg)	5	Ü	0/2(1)/6(3)		●				0/0/0	Dengler J [ 5/Standard ]

Figure 2.1 Teacher survey in CAMPUSonline

## 2.3 Revise event

You can change the organisational details of a course by clicking on the course number (column **Course No.**).

The screenshot shows the 'LV-Parameter' form in CAMPUSonline. The form contains the following fields and options:

- LV-Nr:** 40467 (Next to it is a button 'Nächste freie LV-Nr.')
- Titel:** Klassische und moderne Kurzgeschichten
- Semesterwochenstunden:** 2
- LV-Art:** Hauptseminar (HS) (dropdown menu)
- Gewichtung:** k.A.
- Semester:** SS (dropdown menu)
- Gruppengröße(geplant):** (empty field)
- TeilnehmerInnenanzahl (geplant):** (empty field)
- prüfende Organisation:** Fak4L\_INDeLitWi Lehrstuhl Neuere deutsche Literaturwissenschaft.. (21) (dropdown menu)
- betreuende Organisation:** Fak4L\_INDeLitWi Lehrstuhl Neuere deutsche Literaturwissenschaft.. (21) (dropdown menu)
- Optionen:**
  - ☒ Blockveranstaltung
  - ☐ Untertitel für gleiche LVs
- Lehrende:** Personenzuordnungen (link)
- Interne Anmerkung:** (empty text area)
- Erstellt:** Stockinger Alexandra, 17.01.2016
- Letzte Änderung:** Stockinger Alexandra, 17.01.2016

At the bottom, there are three buttons: 'Speichern und Personen zuordnen', 'Speichern und Schließen', and 'Abbrechen/Schließen'.

Figure 2.2 Organisational information on a course

You can change the **LV-Nr** at any time as long as it is unique in the respective semester. The course number should begin with the number of the faculty. If necessary, replace the first digit if it is a 0.

### 2.3.1 Changing subtitles

The (main) **title** of the course should remain the same throughout the semesters. In the case of seminars, for example, which are offered on a different topic each semester, the titles must be differentiated. For this purpose, you can switch on a subtitle **for identical courses** with Subtitle. Confirm with **Save and Close**. If you now open the mask again by clicking on the **LV-Nr**, you will see an additional field

**subtitle**, which you can change at any time. Please note that working with changing subtitles does not limit your flexibility.

### 2.3.2 English title

**If possible, please always include an English-language course title. These are required, among other things, in order to be able to offer English-language examination documents.**

To do this, click on the **title of** an event and change the **language** to **English** in the top right menu. In **Select**, switch to **Edit** and enter the English title in **Title**.

04103 18S 2SWS L Finance  
Lehrveranstaltung bearbeiten  
selected: English

Help CAMPUSonline  
Language German English  
Select Detail view Edit

Save Cancel

**General information**

Title Finance

Number 04103

Type Lecture

Weekly semester hours 2

Offered in Summer semester 2018 - is not offered (Course status: geplant)

**Course description**

Content

Figure 2.3 Entering the English title

### 2.3.3 Move event to another unit

You can change the fields **examining organisation** and **supervising organisation at** any time and thus move an LV to another unit.

### 2.3.4 Delete event

To delete an event, select **Delete under Action in the** top right-hand corner of the view in Figure 2.2. Please note that you must first cancel the approval and notification of the course (see section 2.4).

### 2.3.5 Content information

You can change the content of a course by clicking on the **title in the** mask in Figure 2.1.



40467 16S 2SWS HS Klassische und moderne Kurzgeschichten

Hilfe CAMPUSonline

Sprache Deutsch Englisch

Auswahl Detailsansicht Bearbeitung

**LV - Bearbeitung**

gewählt: Deutsch

Speichern Abbrechen

**Allgemeine Angaben**

Titel Klassische und moderne Kurzgeschichten

Nummer 40467

Art Hauptseminar

Semesterwochenstunden 2

Angeboten im Semester Sommersemester 2016

**Angaben zur Abhaltung**

Inhalt Im Mittelpunkt des Seminars stehen die Analyse und Interpretation deutschsprachiger Kurzgeschichten von den 1920er Jahren bis zur Gegenwart. Neben gattungspoetischen Besonderheiten sollen die stoff- und motivgeschichtliche Entwicklung der Kurzgeschichte sowie die klassischen und modernen Erzählverfahren diskutiert und reflektiert werden. Textgrundlage (bitte anschaffen): Klassische deutsche Kurzgeschichten, hrsg. v. Werner Bellmann, Stuttgart: Reclam 2003 (RUB 18251), Deutsche Kurzprosa der Gegenwart, hrsg. v. Werner Bellmann u. Christine Hummel, Stuttgart: Reclam 2005 (RUB 18387), Matias Martinez, Michael Scheffel, Einführung in die Erzähltheorie, München: Beck 92012.

2647 Zeichen frei

Inhaltliche Voraussetzungen (erwartete Kenntnisse)

1000 Zeichen frei

Ziel (erwartete Lernergebnisse und erworbene Kompetenzen)

3500 Zeichen frei

Unterrichts-/Lehrsprachen Deutsch

### 2.3.6 Lecturer

You can change the lecturers of a course by clicking on the **head symbol** ( ) in the column **Lectures in the mask** in Figure 2.1. For each teacher, the **Duration (SWS)** column indicates what proportion of the SWS of the course he or she is responsible for. You can change this share and confirm the change with **Save**.

Lehrstuhl Bodenökologie (Matzner)

Hilfe CAMPUSonline

Gehe zu LV-Parameter

**Personenzuordnungen**

Lehrveranstaltung 28384 Stoffflüsse in Ökosystemen (4SWS Ü, SS 2015/16)

Gewichtung

Lehrende

Hinzufügen

Lehraufträge

<input type="checkbox"/> LF	Abg. Typ	Name	Dauer (SWS)	Lehrauftragstyp	Ä	Mitw.	Beauftr.	Druck
<input type="checkbox"/>	V	Borken, Werner, Dr. PD	4	Standard				
<input type="checkbox"/>								

Löschen Speichern

Prüfer

Abbrechen/Schließen

You can specify additional teachers by clicking on **Add**. As a **search criterion**, it is sufficient to enter the person's last name, for example. If the person you are looking for is not employed at your OU, you must switch to **all under Organisation**. If it is a position (see Section 2.3.7), you must switch the **person group** to **Positions**. Search for the person by clicking on the **magnifying glass** ( ).

Lehrstuhl Bodenökologie (Matzner) Hilfe CAMPUSonline  
Gehe zu  
LV-Parameter

## Personenzuordnungen

Lehrveranstaltung 28384 Stoffflüsse in Ökosystemen (4SWS Ü, SS 2015/16)  
Gewichtung

Lehrende ▼

[+ Hinzufügen](#)

**Lehrende zur LV hinzufügen** ✕

Suchkriterium  🔍 ⓘ

Organisation ☒ alle ☐ eigene Organisation [Fak2L\_LBOek] und Untergeordnete

Personengruppe ☒ Bedienstete/r ☐ Planstellen • [Planstelle erstellen](#)

**Personen zuordnen**

Hinweis	LF	Abg. Typ	Name	Dauer (SWS)	LA- Typ	
	V	T	Zeising, Michael	<input type="text"/>	Standard	<input checked="" type="checkbox"/>

[Abbrechen/Schließen](#)

If you want to add a person found, you must enter the proportion of SWS that this person will take on in **Duration** (SWS) and confirm with the **tick** ( ) on the right of the line.

You can remove a teacher by selecting him or her via the selection on the left edge of the row and clicking on **Delete**.

### 2.3.7 Positions

If you want to enter a person as a teacher who is not stored in CAMPUSonline (new guest lecturer, student, etc.), you can create a placeholder, a so-called position, for this person. To do this, select the item **Positions under Display** in the top right-hand corner of the **teacher survey** (see Figure 2.1).

Lehrstuhl Angewandte Informatik IV (Jablonski) Hilfe CAMPUSonline  
Aktion Erstellen

## Planstellen

Studienjahr 2015/16

Planstelle	LA   Bet.   Te.	erstellt von	erstellt am	Löschen
keine Planstellen vorhanden				

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To create a new position, select **Create** in the top right-hand corner. You can freely choose the **name of the position**. The lower fields in this window have no meaning. Confirm with **Save**.

Lehrstuhl Angewandte Informatik IV (Jablonski) Hilfe CAMPUSonline

### Neue Planstelle erstellen

Studienjahr 2015/16

Bezeichnung der Planstelle

Semester Abgeltungstyp örBDV

Winter  ☐

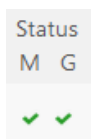
Sommer  ☐

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You can use the position as described above to teach a course.

**CAMPUSonline is not used for the administration of the teaching load in the 2016 semester. The SWS data are therefore only of an informative nature for the students.**

## 2.4 Share & hide event (notification and approval)



A course has a **status** that determines, among other things, whether students can see the course or not. A course can be **unregistered**, **registered** or **approved**. The status of a course is displayed in the **Status** column in the **teacher survey**.

**Only approved courses (both ticks in the status) are displayed to the students.**

To switch the reporting of one or more LVs on or off, click at the top right under **Action** on **Message**. Make your selection in the **Status M** column and confirm with **Enter**.

Professur Populationsökologie der Tiere (Feldhaar)

Hilfe

CAMPUS

online

Anzeige

aktualisieren

Filter ein

Aktion

Massenmeldung

Lehrveranstaltungen melden

Sommersemester 2016

LV-Status: alle

alle LVs des Sommersemesters, gruppiert nach W/S, sortiert nach Titel - Anzahl: 6

LV-Nr	Zeit	Ort	Dauer (SWS)	Art	SPO P/W/S	Block	Status M G	Gew.	Grp. Gr.	Grp-Anz. gen/sgk/abgh	TN(WL)/Grp(oL)	Vortr. [gen.SWS   zust.SWS / (Teiln.It./Anmeld.) Teiln.   abgeh.SWS / Teiln.] (Mitwirkende) (Betreuende)	prüf. Org.
20270	S	Community Ecology ☆	2	V	0/6(3)/1		● □			2	0/0	Engelbrecht B [ 2/Standard ], Feldhaar H [ 2/Standard ], Engelbrecht B [ 2/Standard ], Feldhaar H [ 2/Standard ], Engelbrecht B [ 5/Standard ], Feldhaar H [ 5/Standard ]	
20271	S	Community Ecology ☆	2	S	0/6(3)/1		● □			2	0/0	Engelbrecht B [ 2/Standard ], Feldhaar H [ 2/Standard ], Engelbrecht B [ 5/Standard ], Feldhaar H [ 5/Standard ]	
20272	S	Community Ecology ☆	5	P	0/6(3)/1		● □			2	0/0	Engelbrecht B [ 2/Standard ], Feldhaar H [ 5/Standard ]	
20140	S	Evolutionärsbiologie und Populationsgenetik ☆ Populationsökologisches Hauptseminar für B.Sc. und M.Sc. Studierende, Staatsexamenskandidaten und Doktoranden ☆	2	V	2(1)/0/3		● ✓ ✓				0/0	Feldhaar H [ 2/Standard ]	
21008	S	Tierökologisches Praktikum (Aquatische Ökologie, Terrestrische Ökologie und Evolutionsökologie) ☆	2	S			● ✓ ✓			2	0/0	Feldhaar H [ 2/Standard ], Otti O [ 2/Standard ]	
20145	S	Ökologie, Terrestrische Ökologie und Evolutionsökologie) ☆	2	P	2(1)/0/3		● ✓ ✓			5	0/0	Feldhaar H [ 2/Standard ], Laforisch C [ 2/Standard ], Otti O [ 2/Standard ], Rabus M [ 2/Standard ], Tragust S [ 2/Standard ]	
alle auswählen							□						

Legende: siehe Hilfe (rechts oben im Fenster)

Zeit e.0,24 d.0,24 s.

Eintragen

Abbrechen

To switch the approval of one or more LVs on or off, click at the top right under **Action** on **Approval**. Make your selection in the **Status M** column and confirm with **Enter**.

---

If you hide a course and thus do not offer it in the semester, please also cancel the associated dates (see section 2.9).

---

## 2.5 "Same" events

Lectures can be equivalent from the examination point of view; such lectures are called **equivalent lectures**. The lecture

"Accounting" in winter semester 14/15 and the lecture "Accounting" in winter semester 15/16 are clearly the same courses, because the latter is only a repetition in the next semester. The corresponding examinations would therefore be closely related. Similarly, the seminar "Hartmann's Gregorius" in summer semester 14 and the seminar "Mann's Der Erwählte" in winter semester 15/16 could also be the same courses if they represent different alternatives of the same examination for the students.

CAMPUSonline uses so-called **equality nodes (GHKs)** to combine identical courses. GHKs are particularly important when changing semesters and assigning modules (see sections 2.6 and 4.3).

To display the same courses for a course, switch to the **teacher survey** and click on the **title of** the course. Switch to the **detailed view at the top right under Selection**. Then open the item **Show same courses in the** top right-hand corner under **Further info**.

00114 16W 25WS V Meine Veranstaltung (aktuelle Themen)									
Gleiche Lehrveranstaltungen									
LV-Nr	Sem.	Titel	Dauer (SWS)	Art	Vortragende/r (Mitwirkende)	Status M	G	TN(WL)/Grp(oL)	TN gepl.
Studienjahr 2016/17									
00114	W	Meine Veranstaltung (aktuelle Themen) ☆	2	V	Zeising M	✓	✓	0/0	
Summe Wintersemester 2016/17								0	0
Studienjahr 2015/16									
00114	S	Meine Veranstaltung ☆	2	V	Zeising M	✓	✓	0/0	
Summe Sommersemester 2016								0	0

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In the example, there is one course in SoSe 2016 and one in WiSe 2016/17 that are connected via a GHK and are thus considered to be the same course.

## 2.6 Procedure of the semester change

The courses of the last academic year are copied from a central location for the entire university at the semester change. The copied courses initially have the status **not reported**, i.e. they are inactive and are only visible at the managing unit. You then decide for yourself which courses you want to release.

Copy and template remain linked via a GHK. The two courses are therefore the same from an examination point of view. This also means that the assignments to modules remain the same.

## 2.7 Create or copy a new course

In the view in Figure 2.1, switch to the semester in which you would like to create a new course or a copy of a course, in the top right-hand corner under **Academic Year** and **Semester**. Click on **Create** under **Action**.

Figure 2.4 Create event

### 2.7.1 New event

To create a new course, select **Create new course** (default) under **Action** and then click on **Create**. The LV-Nr of a new LV should always begin with the number of the faculty. Simply replace the first digit (a zero by default).

The courses from the previous semester are copied from a central location. Courses such as seminars do not have to be recreated, but merely change their title.

New courses should therefore only be created as part of the introduction of CAMPUSonline, for new degree programmes, for newly designed courses that did not exist before, or at newly occupied chairs/professorships.

### 2.7.2 Copy event

To create a copy of an LV, select **Copy LV** under **Action** in the view in Figure 2.4.

If you leave the search term empty, all courses of the selected academic year at the selected OU will be displayed. Select the desired template course and confirm with **Create**.

The copied LV is initially not reported and not approved (see section 2.4).

## 2.8 Groups & Event Registration

New courses are not initially divided into groups, i.e. all participants of the course attend it together in one group (as is usually the case with lectures). The current grouping of a course is displayed in the **teacher survey** (Figure 2.1) in the **Groups** column according to the following scheme:

*Registered participants / groups / maximum participants*

Gruppen

0/0/0

The grouping in CAMPUSonline is closely linked to the registration for the course, because a grouping is only accompanied by a registration by the students.

---

A student can only register for one group of the same course at a time.

---

### 2.8.1 Divide events into groups

Click on the numbers in the **Groups** column to open the group and login administration. Under **Action**, select **Activate/create new group**.

00114 16S 2SWS V Meine Veranstaltung Hilfe CAMPUSonline

**Gruppen- und Anmeldeverwaltung**

Aktion: [neue Gruppe aktivieren/erstellen](#)  
Anzeige: [Berechtigungen](#) [Teilnehmerlisten](#)  
TeilnehmerInnen: [Prüfungsmanagement](#) [über E-Mail benachrichtigen](#) [Anzeigen](#)

Information:

Hier können Sie die Teilnehmerverwaltung zu dieser Lehrveranstaltung durchführen und damit Studierenden die Anmeldung zur Teilnahme an dieser Lehrveranstaltung in CAMPUSonline ermöglichen. Dazu ist zumindest eine Teilnehmergruppe anzulegen.

Detaillierte Informationen finden Sie unter 'Hilfe' (rechts oben im Fenster).

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Now select **Create new group(s)** and confirm with **Next**.

00114 16S 2SWS V Meine Veranstaltung Hilfe CAMPUSonline

**Neue Gruppe aktivieren/erstellen**

Bitte wählen

☐ Standardgruppe aktivieren  
☒ neue Gruppe(n) anlegen  
☐ eine Gruppe pro Vortragenden erstellen

[Weiter](#) [Abbrechen](#)

The next window is divided into several sections. In the upper section, you can enter information about the registration and deregistration period. If you do not want students to register, activate the option **DO NOT ALLOW STUDENT REGISTRATION**.

The time at which logon starts (**time at from**) is an important specification because many simultaneous logon starts can load the system. From this

The reason for this is that next to the available times, you can see how many other groups are starting registration at that time. By clicking on **Group list**, you can also see which groups are involved.

00114 16S 2SWS V Meine Veranstaltung Hilfe CAMPUSonline

**Neue Gruppe aktivieren/erstellen** Auswahl: [neue Gruppe](#) [eine Gruppe pro Vortragende/n](#)

Gruppenname:

max. TeilnehmerInnen:  (leer = unbeschränkte Anzahl)

Teilnahme: Anmeldung

von:   Format: TTMMJJJJ Uhrzeit: 09:00 ( 0 / 0 ) [Gruppenliste](#)

bis:   Format: TTMMJJJJ Uhrzeit: 23:59:59

☒ Anmeldung durch Studierende NICHT erlauben

Abmeldung

bis:   Format: TTMMJJJJ Uhrzeit: 23:59:59

☒ Abmeldung durch Studierende NICHT erlauben

Warteliste Reihungsverfahren

☒ Anmeldezeitpunkt (Details)

☐ keine Reihung (Details)

Zeit, in der freie Teilnehmerplätze automatisch an wartende Personen vergeben werden

☐ immer

☒ wie Anmeldezeitraum

☐ Zeitraum von  bis

Format: TTMMJJJJ

Anm.: Zeitraum = Beginndatum 00:00 bis Endedatum 23:59

☐ nie

Anzeige der Wartelistenposition für TeilnehmerInnen

☐ immer

☐ ab

Format: TTMMJJJJ Uhrzeit: 09:00

☒ nie

Wartelisteninfo

500 Zeichen frei

If you limit the **max. participants**, registrations exceeding this number will be put on a waiting list. In the middle part of the window you can make settings for this waiting list. You can determine which sequence procedure is to be used, whether and how places that become free are to be allocated further and whether those waiting are to be shown their position on the waiting list.

In the lower part of the window, you can further restrict the registration of students and, for example, **only** allow **certain courses of study** or filter by gender. You can use these options to distribute the participants of a course to different groups. You can also define the teacher of the group. Here you can select the persons you have assigned to the course as in Section 2.3.6. If the groups of a course are led by different teachers, you can you must first specify the lecturers of all gro

Anmerkung

Optionen ☒ automatischer Test auf Prüfungsvoraussetzung

☐ Wartelistenplatz-Anmeldung durch Studierende ist nur dann möglich, falls alle Fixplätze bei LV-Gruppen dieser oder gleicher Lehrveranstaltungen vergeben worden sind (Ziel: Gleichmäßige Auslastung aller gleichen LVs)

☐ Anmeldung nur über Ummeldung von einer anderen Gruppe erlauben

☐ Studienrichtungswechsel von Phase 1 auf Phase 2 ermöglichen

Filter nur Studierende der Studien

B1 182 Internationale Wirtschaft und Entwicklung B.A. (BayHSchG, Bachelorstudium)

B1 918 Musiktheaterwissenschaft B.A. (BayHSchG, Bachelorstudium)

B1 925 Philosophy and Economics B.A. (BayHSchG, Bachelorstudium)

B1 975 Europäische Geschichte B.A. (BayHSchG, Bachelorstudium)

B2 004 Kulturwissenschaft mit Schwerpunkt Religion (Bachelor of Arts Kernfach) (BayHSc

B2 008 Anglistik (Bachelor Kombinationsfach) (BayHSchG, Bachelorstudium)

Geschlechtsfilter für männliche und weibliche TeilnehmerInnen

Vortragende/r folgende/n Vortragende/n zuordnen

☒ Zeising, Michael

☐ Mitwirkende den gewählten Vortragenden zuordnen

With **Save you** finally create the group and a window for the next group is displayed again as long as you do not click **Cancel**.

**The examination requirements cannot be checked by the system when registering for the course, but only when registering for the examination.**

**If the same rules are to apply to participation in the business event as to the examination, create the examination for the business event and also request registration for the examination from students. To do this, place the registration for the business event and the examination in the same period.**

## 2.8.2 Registration without grouping

You can also activate a registration for the course without dividing it into groups. To do this, click on the numbers in the Groups column in the **teacher** survey (Figure 2.1) and select **Activate standard group**.

00114 16S 2SWS V Meine Veranstaltung Hilfe CAMPUSonline

Neue Gruppe aktivieren/erstellen

Bitte wählen

☒ Standardgruppe aktivieren
 ☐ neue Gruppe(n) anlegen
 ☐ eine Gruppe pro Vortragenden erstellen

Weiter
 Abbrechen

You get to a view as shown in section 2.8.1. The so-called "standard group" of a course is the group in which all participants of the course come together. The standard group also exists when a group is divided up, e.g. in order to be able to set common dates for pre- and post-meetings.

### 2.8.3 Manage participants and attendance lists

In the **teacher survey**, you can see in the **Groups** column how many registered participants the groups of a course currently have and in brackets how many are on the waiting list.

CAMPUSonline Bedienstete/r: Michael Zeising

UBT Fakultäten Rechts- und Wirtschaftswissenschaftliche Wirtschaftswissenschaften

Wirtschaftswissenschaften Hilfe

Studienjahr 2015/16 2016/17 2017/18 2018/19
 Semester Winter Sommer alle
 Gruppierung Pflicht-/Wahlfach Winter/Sommer keine
 Sortierung Titel Nummer
 LV-Status alle gemeldete genehmigte
 Anzeige aktualisieren Filter ein Terminlisten
 Aktion Erstellung Meldung Genehmigung Export Abgeltungstypen
 LV-Gruppenverwaltung Termine - Massenbearbeitung
 Angebot Erhebung Rechtebasierende Erhebung
 Modulzuordnungen vorschlagen Betreuende

**Lehrerhebung**  
 Sommersemester 2016  
 LV-Status: alle

alle LVs des Sommersemesters, gruppiert nach W/S, sortiert nach Titel - Anzahl: 4

LV-Nr	Zeit	Titel	Dauer (SWS)	Art	SPOs P/W/S	Block	Status M G	G	Gruppengröße	Grp.Anz. gen zgk abgh	Gruppen	Vortr. [gen.SWS]	zust.SWS / (Teiln.It.Anmeld.)	Teiln. [abgeh.SWS / Teiln. (Mitwirkende) (Betreuende)	prüf. Org.
32053	S	Interkulturelle Kommunikation ☆	2	-	1/1(1)/7(2)	✓ ● ✓ ✓			6	118(13)/10	Al Amry N [ 2/Standard ], <N.N.> (Golpewar), Fak3_W [ 2/Standard ], Heidbrink S [ 2/Standard ], Lotterer W [ 2/Standard ], Mair D [ 2/Standard ], Riess J [ 2/Standard ]...				
32056	S	Konfliktmanagement ☆	2	-	1/1(1)/1	✓ ● ✓ ✓			3	40/9	Küntzer S [ 2/Standard ], Olbort K [ 2/Standard ], Rimkus M [ 2/Standard ]...				
32051	S	Rhetorik ☆	2	-	1/1(1)/1	✓ ● ✓ ✓			4	24/5	Heinlein J [ 2/Standard ], Horn U [ 2/Standard ], Olbort K [ 2/Standard ], Siebold C [ 2/Standard ]...				

Click on the number of an LV to open the group administration.

32051 16S 2SWS - Rhetorik Hilfe CAMPUSonline

Gruppen- und Anmeldeverwaltung
 Aktion neue Gruppe aktivieren/erstellen  
 Termine zwischen LV-Gruppen tauschen  
 Anzeige Berechtigungen Teilnehmerlisten  
 TeilnehmerInnen Exportieren Berichte Suchen  
 Prüfungs Voraussetzungen prüfen  
 Prüfungsverwaltung über E-Mail benachrichtigen Statistik  
 Anzeigen

Gruppenname	max	fix	wartend	Anmeldung von	bis	Abmeldung selbst	bis selbst	Verfahren	Anz. Pos.	Zeit Ort	SST (fixe Termine / gepl.&fixe Termine / LV)	Eval.	GV	PV	verteilen	Wechsel	Studiengänge	Vortragende/r [gen.SST]Summe LV-Grp.SST	Mitwirkende
Rhetorik I	13	2	0	19.04.16,10:00	20.04.16,23:59	✓	✓	Anmeld.	●	○	2.0 / 2.0 / 2	●						Siebold C [ 2 ]	
Rhetorik II	13	9	0	19.04.16,10:00	20.04.16,23:59	✓	✓	Anmeld.	●	○	2.0 / 2.0 / 2	●						Heinlein J [ 2 ]	
Rhetorik III	13	7	0	19.04.16,10:00	20.04.16,23:59	✓	✓	Anmeld.	●	○	2.0 / 2.0 / 2	●						Horn U [ 2 ]	
Rhetorik IV	13	3	0	19.04.16,10:00	20.04.16,23:59	✓	✓	Anmeld.	●	○	2.0 / 2.0 / 2	●						Olbort K [ 2 ]	
Rhetorik V	13	9	0	19.04.16,10:00	20.04.16,23:59	✓	✓	Anmeld.	●	○	2.0 / 2.0 / 2	●						Olbort K [ 2 ]	

At the top right next to **Participants**, you can print out an attendance list for each group via the **Reports** item. This attendance list lists the master data of the courses and the individual students and their matriculation number. The date of document creation is shown in the top left corner. The attendance list must therefore be created on the day of the course.



## Universität Bayreuth

Studienjahr 2019/20

LvNr.	Titel	Art	Sem.	Vortragende/r
12345	Testveranstaltung für Einführungsveranstaltungen	VO	S	Testdozent P

## Standardgruppe

Name	Matrikelnummer	Unterschrift
Jurist Charly	0000520	_____
Magnus Testus	0000601	_____

## 2.9 Dates and rooms

The administration of the UBT rooms is done with the help of CAMPUSonline. The system was connected to the systems of the *Central Technology* Department in order to always have access to all rooms of the UBT. For each room, it is possible to determine who administers it and who may submit room requests.

You can access the dates of a course in the **teacher survey** (Figure 2.1) by clicking on the **S** or **W** in the **Time Place** column.

Zeit  
Ort  
**S**

33103 Finanzwirtschaft (Übung) (1SWS Ü, SS 2015/16) Hilfe CAMPUSonline

Lehrveranstaltung

Termine Neuer Einzeltermin Neue Terminserie Export Drucken

Gruppen/Teilnehmer Termin zwischen LV-Gruppen tauschen Termine zwischen LV (-Gruppen) kopieren Teilnehmerverwaltung - Gruppenliste Termine und/oder Gruppen aus Vorjahr kopieren

Ansicht Info zu E-Mail-Benachrichtigung Einstellungen

33103 Finanzwirtschaft (Übung) (1SWS Ü, SS 2015/16)

Gruppe	Tag	Datum	von	bis	Ort	Ereignis	Terminotyp	Anmerkung	interne Bemerkung	Serie
<input type="checkbox"/> Standardgruppe	<input type="checkbox"/> Mo	11.04.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	fix	Vorbesprechung		
<input type="checkbox"/> Gruppe 1	<input type="checkbox"/> Fr	06.05.2016	08:00	10:00	H 22 (RWIIEG0.15)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	20.05.2016	08:00	10:00	H 22 (RWIIEG0.15)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	03.06.2016	08:00	10:00	H 22 (RWIIEG0.15)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	17.06.2016	08:00	10:00	H 22 (RWIIEG0.15)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	01.07.2016	08:00	10:00	H 22 (RWIIEG0.15)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	15.07.2016	08:00	10:00	H 22 (RWIIEG0.15)	Abhaltung	geplant			S
<input type="checkbox"/> Gruppe 2	<input type="checkbox"/> Fr	06.05.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	20.05.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	03.06.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	17.06.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	01.07.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	geplant			S
	<input type="checkbox"/> Fr	15.07.2016	08:00	10:00	H 21 (RWIIEG0.14)	Abhaltung	geplant			S

Figure 2.5 Dates of an event

In this view you can see all the individual dates of the course. If the course has been divided into groups, the dates for each group are displayed. Appointments in the standard group are for all participants. The column **Appointment type** shows whether the appointment has already been confirmed by the respective room administrator (**fixed**) or not (**planned**).

### 2.9.1 Create individual appointment (one day)

To enter a single appointment that does not repeat, click **New Single Appointment** in the top right of the appointment list in Figure 2.5.

31001 Tutorien zu Einführung in die Allgemeine Betriebswirtschaftslehre (2SWS E, SS 2015/16)
CAMPUSonline

Lehrveranstaltungstermin
Neuen Termin erstellen

Aktionen
Aktion [Suche freie Räume](#)
Ansicht [Info zu E-Mail-Benachrichtigung](#)

Lehrveranstaltung 31001 Tutorien zu Einführung in die Allgemeine Betriebswirtschaftslehre (2SWS E, SS 2015/16)

Gruppe Standardgruppe
Ereignis Abhaltung

Ort

Schnellsuche

Filter Besprechungsraum

Ressource Bitte wählen...

Berechtigungsprofil Bitte wählen Sie eine konkrete Ressource aus.

Details (kein Ort ausgewählt)

Datum
Serientyp ☒ Einzeltermin ☐ täglich ☐ wöchentlich

am 11.04.2016
Format: TT.MM.JJJJ

Uhrzeit
von 08:00 bis 10:00
Format: hh:mm

vorlesungsfrei ☒ keine Termine an vorlesungsfreien Tagen ☐ an vorlesungsfreien Tagen werden Termine erstellt

Anmerkung

max. 4000 Zeichen

interne Bemerkung

max. 4000 Zeichen

Speichern

Speichern und Schließen

Abbrechen/Schließen

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Figure 2.6 New single appointment

Specify the **group** for which you would like to create the appointment. If the course has not been divided into groups, only the *standard group* is available for selection here.

Then specify the **location of** the appointment. If you do not want to specify a location or do not need a room, select the entry **Location in the filter**.

**Additional place** and the **resource no space**

**is required.** In addition, a number of placeholders such as the *golf course* or the *swimming pool* are available under the filter **Location - external location**. These locations cannot actually be booked via CAMPUSonline, but can only be entered as a location without obligation.

Schnellsuche

Filter Ort - Zusätzlicher Ort

Ressource kein Raum benötigt

Berechtigungsprofil Keine verbindliche Buchung

**Can't find a room in CAMPUSonline? This means that the CM team does not know the usage practice of this room. Please contact us at [cmhelp@uni-bayreuth.de](mailto:cmhelp@uni-bayreuth.de).**

The **authorisation profile** shows whether you only make a room request for the selected room (e.g. lecture halls), book it directly (e.g. meeting room at your own chair) or do not make a binding booking (external locations).

Schnellsuche 15

Filter Besprechungsraum

Ressource Bitte wählen...

Berechtigungsprofil Bitte wählen Sie eine konkrete Ressource aus.

If you want to select a specific room, you can enter its name in the **quick search**. If several rooms match this search term, you will receive a list from which

You can choose.

## Ressourcen

	Raumcode	Zusatzbezeichnung	Architekten-Raumnr.	Plätze	Adresse	Organisation	Kontaktperson	Typ
	FANEGC.0.15	S106	C.0.15	32/-	Universitätsstraße 30	UBT		Unterrichtsraum
	GSPU105.U1.157	H 1 (Aula)	05.U1.157	310/-	Geschwister-Scholl-Platz 3	UBT		Hörsaal
	NWIEG2.0.00.15	S 32	2.0.00.15	24/-	Universitätsstraße 30	UBT		Unterrichtsraum
	NWIEG3.2.00.06	H 15	3.2.00.06	450/-	Universitätsstraße 30	UBT		Hörsaal
	NWIEG5.0.00.15	H 12	5.0.00.15	98/-	Universitätsstraße 30	UBT		Hörsaal
	NWI012.0.01.15	S 33	2.0.01.15	24/-	Universitätsstraße 30	UBT		Unterrichtsraum
	RWIEG1.0.00.115	H 25	1.0.00.115	-/-	Universitätsstraße 30	UBT		Hörsaal
	RWIEG0.15	H 22	0.15	148/-	Universitätsstraße 30	UBT		Hörsaal

However, if you do not want a specific room but would like to search for a free room based on criteria, you can use the function **Search for free rooms** in the view in Figure 2.6 in the top right-hand corner.

### Suche freie Räume

Lehre

Legende / Farben

Datum

Serientyp ☒ Einzeltermin ☐ täglich ☐ wöchentlich

am 
Format: TT.MM.JJJJ

Uhrzeit

Suchmodus ☐ Termindauer vorgeben ☒ genaue Uhrzeit vorgeben

Uhrzeit von  bis 
Format: hh:mm Format: hh:mm

Ressource

Organisation

Kategorie

Gebäudebereich

Gebäude

Sitzplätze

Ausstattung 

Beamer  
Kreidetafel  
Lautsprecher  
Mikrofonanlage  
Overhead-Projektor

Sonstige Optionen

vorlesungsfrei ☐

Wunschtermine ☐

Suchen

In date and time, the settings from the previous view are taken over. You can limit the search to a certain **category**, a **building area**, a **building**, a certain number of **seats** and to certain **equipment features**.

Please note that not all seats and equipment features are yet recorded in CAMPUSonline.

### 2.9.2 Create a series of appointments (several days, weekly)

To create a weekly appointment, select **New appointment series** in the view in Figure 2.5 or change the **series type** to **weekly** in the view in Figure 2.6.

31001 Tutorien zu Einführung in die Allgemeine Betriebswirtschaftslehre (2SWS E, SS 2015/16)
CAMPUSonline

**Lehrveranstaltungstermin**
Aktionen

Neuen Termin erstellen
Aktion [Suche freie Räume](#)  
Ansicht [Info zu E-Mail-Benachrichtigung](#)

Lehrveranstaltung 31001 Tutorien zu Einführung in die Allgemeine Betriebswirtschaftslehre (2SWS E, SS 2015/16)

Gruppe

Ereignis

Ort

Filter

Ressource

Berechtigungsprofil

Details (kein Ort ausgewählt)

Datum

Serientyp ☐ Einzeltermin ☒ täglich ☒ wöchentlich

Serienbeginn

Format: TT.MM.JJJJ

Serienende  Terminen

☒ Ende am

Format: TT.MM.JJJJ

Frequenz  Wochen am Montag

Uhrzeit von  bis

Format: hh:mm

vorlesungsfrei ☒ keine Termine an vorlesungsfreien Tagen ☐ an vorlesungsfreien Tagen werden Termine erstellt

Anmerkung

max. 4000 Zeichen

interne Bemerkung

max. 4000 Zeichen

Speichern Speichern und Schließen Abbrechen/Schließen

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Only the **Date** section is different. Instead of a single date, you can now set **series start** and **end**. Please pay attention to the limits of the lecture period for the start and end of the series. Confirm with Save and Close. CAMPUSonline checks the date(s) entered for overlaps for teachers (other date at this time), for the room (existing booking of the room at this time) and for other problems (e.g. lecture-free period). You can skip the notes and **enter** the dates **anyway**.

## Terminerstellung



Bei der Buchung wurden Probleme festgestellt.

<input type="checkbox"/>	Details	Datum	Terminotyp	Hinweis
<input type="checkbox"/>	►	11.04.2016	geplant	Es gibt Terminkollisionen von Lehrenden dieser LV.
<input checked="" type="checkbox"/>		18.04.2016	geplant	
<input checked="" type="checkbox"/>		25.04.2016	geplant	
<input checked="" type="checkbox"/>		02.05.2016	geplant	
<input checked="" type="checkbox"/>		09.05.2016	geplant	
<input type="checkbox"/>	►	23.05.2016	geplant	Es gibt Kollisionen mit Terminen im selben Raum.
<input type="checkbox"/>	►	30.05.2016	geplant	Es gibt Kollisionen mit Terminen im selben Raum.
<input checked="" type="checkbox"/>		06.06.2016	geplant	
<input checked="" type="checkbox"/>		13.06.2016	geplant	
<input checked="" type="checkbox"/>		20.06.2016	geplant	
<input checked="" type="checkbox"/>		27.06.2016	geplant	
<input checked="" type="checkbox"/>		04.07.2016	geplant	
<input checked="" type="checkbox"/>		11.07.2016	geplant	
<input checked="" type="checkbox"/>		18.07.2016	geplant	Der Termin liegt außerhalb des Semesters der Lehrveranstaltung.
<input checked="" type="checkbox"/>		25.07.2016	geplant	Der Termin liegt außerhalb des Semesters der Lehrveranstaltung.
<input type="checkbox"/>				

Trotzdem eintragen

Abbrechen/Zurück

### 2.9.3 Delete, cancel or postpone an individual appointment

To move an individual appointment, click on the date of the appointment in the **Date** column in the view in Figure 2.5. This takes you to the properties of the individual appointment.

00114 Meine Veranstaltung (2SWS V, SS 2015/16) CAMPUSonline

Lehrveranstaltungstermin

Aktionen  
Aktion [Erstellen mit Vorlage](#)  
Ansicht [Historie](#) [Info zu E-Mail-Benachrichtigung](#)

Lehrveranstaltung 00114 Meine Veranstaltung (2SWS V, SS 2015/16)  
Organisation [Universität Bayreuth](#)  
Gruppe [Standardgruppe](#)  
Ereignis [Abhaltung](#)  
Terminotyp [fix](#)  
Ressource [H 32 \(FAN018.1.10\)](#)  
Datum [16.02.2016](#)  
Uhrzeit von [18:00](#) bis [19:00](#)  
Anmerkung   
max. 4000 Zeichen  
interne Bemerkung   
max. 4000 Zeichen  
Berechtigungsprofil [Raumverwaltung Referat I/6](#)   
erstellt am [15.02.2016 13:52:23](#)  
erstellt von [Zeising, Michael](#)

[Löschen](#) [Absagen](#) [Verschieben](#) [Speichern](#) [Speichern und Schließen](#) [Abbrechen/Schließen](#)

**Delete** deletes the appointment without notifying the participants (teachers, registered students, etc.). With **Cancel**, all participants are notified by e-mail and the appointment is no longer displayed. With **Move**, you can move the individual appointment spatially and temporally. You will see a view similar to the one in Figure 2.6. Please note that, depending on the room, the appointment will become a room request again (status "planned") until it has been confirmed.

#### 2.9.4 Delete, cancel or postpone a series of appointments

To move an entire series of appointments, click on the **S in the** column in the view in Figure 2.5. **Series**. This takes you to the properties of the appointment series.

00114 Meine Veranstaltung (2SWS V, SS 2015/16) Hilfe CAMPUSonline

Terminserie

Terminserie  
Aktion [Erstellen mit Vorlage](#)


00114 Meine Veranstaltung (2SWS V, SS 2015/16)  
Serie   
Ereignis [Abhaltung](#)  
Ort [H 15 \(NWIEG3.2.00.06\)](#)  
Berechtigungsprofil [Raumanfrage Referat I/6](#)  
Uhrzeit von [08:00](#) bis [10:00](#)  
Serientyp [wöchentlich](#)  
Serienbeginn [11.04.2016](#)  
Ende am [25.07.2016](#)  
vorlesungsfrei [Nein](#)  
Aktion [Absagen](#) [Löschen](#) [Löschen und Erstellen](#) [Verschieben](#)

With **Delete you can** delete all appointments of the series without notifying the participants. With **Cancel** you can notify all participants and then hide all appointments of the series. With **Move you** can move all appointments of the series to another room, move the time of all appointments (e.g. by one hour) or move all appointments forward or backward by the day. The number of appointments always remains the same. However, if you want to change the number of appointments (e.g. one day less), you must **delete and create** the series.


## 2.10 Add "Online Course" to the course


To display the link to the online course directly on cmlife, you must first add it to your course via CAMPUSonline. To do this, navigate to your OU in CAMPUSonline and select the course offering there. Select the respective course (please note the respective academic year) and switch to the detailed view (click on the name of the course). In the detailed view, you will find the green highlighted field "Online course" in the bottom section Further information in the line Links. Click on this field to open a new window in which you can add the link to the virtual course room.


**Links** **Ergänzende Veranstaltung**


**Online-Kurs** 

**Online Unterlagen**


**Unterlagen** 


**e-Learning-Kurs** 


**Prüfungsbeispiele** 


**Übungsbeispiele** 

**Weitere Informationen**

**Webseite** 

**Aktuelle Informationen** 

**Kontakt** 



**Ergänzende Veranstaltung** 

If a link has been entered in the corresponding field, the clickable button "Online course" is now additionally displayed at your course in cmlife.

Suche nach **Finanzwirtschaft**

**Kurse (2)** Räume (0) Prüfungen (4) Module (19) Lehreinheiten (1) Personen (0) Studiengänge (0)

« S 2020 »



 2 SWS Vorlesung 

**Finanzwirtschaft**

🕒 12.10.20, 15:00 📍 Mensa (Prüfungsraum)

Deutsch **Online-Kurs**

TEILNEHMEN PRÜFUNG

 1 SWS Übung 

**Finanzwirtschaft**

Deutsch

TEILNEHMEN PRÜFUNG

**Note:** Regardless of whether a course is held online (as a supplement), you can link the e-learning course so that it can be found directly in the description of the course. This way, students can find everything in one central place.

### 3 Examination regulations


The study and examination regulations (Studien- und Prüfungsordnung, SPO) of a degree programme describe the minimum requirements that must be met in order to obtain the respective degree. It also specifies the exact calculation of the final grade. For modularised degree programmes, the SPO also includes a module handbook (MHB), which describes the modules of the degree programme in more detail and establishes the connection with LVs.

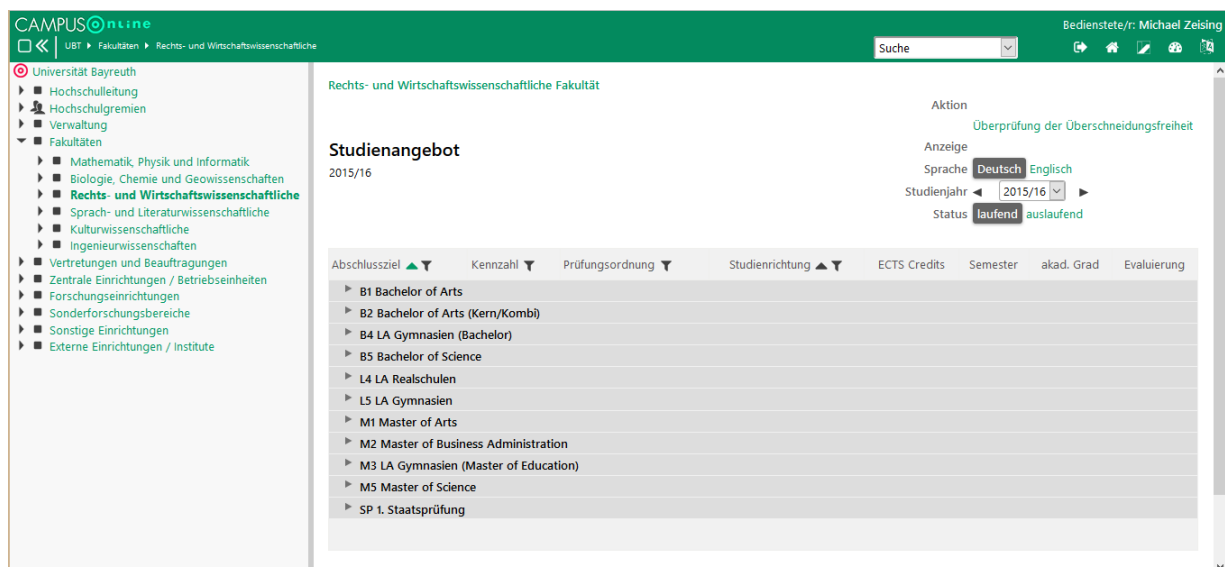
The SPOs of the UBT are mapped in CAMPUSonline so that the system is able to automatically implement both the rules for students and the grade calculation.

---

**The UBT examination regulations are mapped by the CM team as part of the introduction. You cannot make any changes yourself. If you have any questions about an examination regulation or if you notice any errors, please contact us at [cmhelp@uni-bayreuth.de](mailto:cmhelp@uni-bayreuth.de).**

---

**Under Study Programmes** you will find the SPOs of the selected OU. SPOs  **Studienangebot** are always assigned to a faculty and a degree programme. So select, for example, the *Faculty of Law and Economics* and open the degree **programme there**, all SPOs of the faculty are displayed grouped by degree objective.



If instead you select the degree programme *B.Sc. Business Administration* below the faculty, you will only receive the SPOs for this degree programme. Open the **Bachelor of Science** degree objective by clicking on the **triangle**. The individual SPO versions are displayed. In the above example, there is only one current version **1112/1114**, i.e. from November 2012 with amendment statutes from November 2014. To display the versions expiring in the selected **academic year**, select the option **expiring at the top right** under **Status**.

CAMPUSonline

UBT > Fakultäten > Rechts- und Wirtschaftswissenschaftliche > Studiengänge > B.Sc. Betriebswirtschaftslehre

Suche

Bedienstete/r: Michael Zeising

Universität Bayreuth

- Hochschulleitung
- Hochschulgremien
- Verwaltung
- Fakultäten
  - Mathematik, Physik und Informatik
  - Biologie, Chemie und Geowissenschaften
  - Rechts- und Wirtschaftswissenschaftliche
    - Rechtswissenschaften
    - Wirtschaftswissenschaften
    - Studiengänge
      - B.Sc. Betriebswirtschaftslehre**
      - B.Sc. Economics
      - B.Sc. Gesundheitsökonomie
      - B.A. Philosophy and Economics
      - M.A. Philosophy and Economics
      - B.A. Internationale Wirtschaft und Entw.
      - B.Sc. Wirtschaftsingenieurwesen
      - M.Sc. Wirtschaftsingenieurwesen
      - M.Sc. Betriebswirtschaftslehre
      - Rechtswissenschaft
      - Kombinationsfach Rechtswissenschaften
      - Kombinationsfach Wirtschaftswissenschaften
      - M.Sc. Economics
      - M.Sc. Gesundheitsökonomie
      - Wirtschaftswissenschaftliche Zusatzaus.
      - B.Sc. Sportökonomie
      - M.Sc. Sportökonomie
      - MBA Sportmanagement
      - MBA Health Care Management

Studiengang B.Sc. Betriebswirtschaftslehre

**Studienangebot**  
2015/16

Aktion  
Überprüfung der Überschneidungsfreiheit

Anzeige  
Sprache Deutsch Englisch  
Studienjahr 2015/16  
Status laufend auslaufend

Abschlussziel	Kennzahl	Prüfungsordnung	Studienrichtung	ECTS Credits	Semester	akad. Grad	Evaluierung
B5 Bachelor of Science							
B5 Bachelor of Science	021	Betriebswirtschaftslehre B.Sc. (BayHSchG/1112/1114)	Studium	180	6		

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Open the SPO by clicking on its name. You will get an overview of the structure of the selected SPO. You can open the outline levels again by clicking on the **triangle**. The selected SPO consists of several areas ( ). The area of *propaedeutics* in turn consists of three modules ( ).

CAMPUSonline

UBT > Fakultäten > Rechts- und Wirtschaftswissenschaftliche > Studiengänge > B.Sc. Betriebswirtschaftslehre

Suche

Bedienstete/r: Michael Zeising

Universität Bayreuth

- Hochschulleitung
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- Fakultäten
  - Mathematik, Physik und Informatik
  - Biologie, Chemie und Geowissenschaften
  - Rechts- und Wirtschaftswissenschaftliche
    - Rechtswissenschaften
    - Wirtschaftswissenschaften
    - Studiengänge
      - B.Sc. Betriebswirtschaftslehre**
      - B.Sc. Economics
      - B.Sc. Gesundheitsökonomie
      - B.A. Philosophy and Economics
      - M.A. Philosophy and Economics
      - B.A. Internationale Wirtschaft und Entw.
      - B.Sc. Wirtschaftsingenieurwesen
      - M.Sc. Wirtschaftsingenieurwesen
      - M.Sc. Betriebswirtschaftslehre
      - Rechtswissenschaft
      - Kombinationsfach Rechtswissenschaften
      - Kombinationsfach Wirtschaftswissenschaften
      - M.Sc. Economics
      - M.Sc. Gesundheitsökonomie
      - Wirtschaftswissenschaftliche Zusatzaus.
      - B.Sc. Sportökonomie
      - M.Sc. Sportökonomie
      - MBA Sportmanagement
      - MBA Health Care Management
      - M.A. Internationale Wirtschaft & Govern.
      - M.A. und Promotionsprogramm "Med
      - Technikwissenschaftliches Zusatzstudiu
      - Lehramt Wirtschaftswissenschaften

B5 021 Betriebswirtschaftslehre B.Sc. (BayHSchG/1112/1114, Bachelorstudium, laufend)

**Prüfungsordnung**  
Studienjahr 2015/16

Aktionen  
aktualisieren inakt. Knoten einblenden LV-Angebotskontrolle  
Anzeige  
Überprüfung der Überschneidungsfreiheit  
Knoten alle Prüfungstermin Semesterplan  
Studienjahr 2015/16

Knoten-Bezeichnung	empf. Sem.	ECTS Cr.	Dauer	GF
[1112/1114] 20. November 2012 AS 10. November 2014		180	6	1
[A] Propädeutika		9		1
[VK] [Fak310041] Buchführung und Abschluss		3		1
[VK] [Fak310042] Kostenrechnung		3		1
[VK] [Fak310043] Informationsverarbeitung für Wirtschaftswissenschaftler		3		1
[B] Mathematik und Statistik		15		1
[C] Schlüsselqualifikationen		15		2
[D] Grundlagen des Rechts		10		1
[E] Grundlagen Volkswirtschaftslehre		20		1
[F] Grundlagen Betriebswirtschaftslehre		20		1
[G] Allgemeine Betriebswirtschaftslehre (ABWL)		35		2
[H+] Spezialisierung Betriebswirtschaftslehre I + II (S-BWL I+II)		20		2
[J] Fremdsprache		16		2
[VK] [Fak312549] Praktikum - Betriebswirtschaftslehre B.Sc.		8		2
[VK] [Fak312550] Bachelorarbeit - Betriebswirtschaftslehre		12		2

Figure 3.1 Structure of an SPO

### 3.1 Display according to recommended subject semesters

For the examinations of each module, the semester in which it should be taken is recorded. This means that you can also display the modules of the SPO grouped according to recommended subject semesters. To do this, select the option **Semester plan** in the view in Figure 3.1 at the top right under **Nodes**.



CAMPUSonline

UBT
Fakultäten
Biologie, Chemie und Geowissenschaften
Studiengänge
B.Sc. Chemie

Suche

Bedienete/r: Michael Zeising

Universitäts Bayreuth
Hochschulleitung
Hochschulgremien
Verwaltung
Fakultäten
Mathematik, Physik und Informatik
Biologie, Chemie und Geowissenschaften
Biologie
Chemie
Geowissenschaften
Zweitmitglieder
Studiengänge
B.Sc. Biologie
B.Sc. Chemie
B.Sc. Biochemie
B.Sc. Polymer- und Kolloidchemie
B.Sc. Geoökologie
B.Sc. Geographie
B.A. Geographische Entwicklungsforschung
M.Sc. Internationaler Elitestudiengang Chemie
M.Sc. Experimental Geosciences
M.Sc. Geoökologie
M.Sc. Materialchemie und Katalyse
M.Sc. Natur- und Wirkstoffchemie
M.Sc. Polymer Science
M.Sc. Biochemie und Molekulare Biologie
M.Sc. Biodiversität und Ökologie
M.Sc. Molekulare Ökologie
M.Sc. Physische Geographie
Elitestudienprogramm Macromolecular Chemistry
M.Sc. Humangeographie - Stadt- und Landschaftsgeographie
Kombinationsfach Wirtschafts- und Sozialwissenschaften
Lehramt Biologie

B5 032 Chemie B.Sc. (BayHSchG/0506/0614, Bachelorstudium, auslaufend)

Prüfungsordnung

Studienjahr 2015/16

Aktionen

aktualisieren inakt. Knoten einblenden LV-Angebotskontrolle

Anzeige

Überprüfung der Überschneidungsfreiheit

Knoten alle Prüfungstermin Semesterplan

Studienjahr 2015/16

Knoten-Bezeichnung	empf. Sem.	ECTS Cr.	Dauer	GF
1. Semester				
[VK] [Fak210481] Allgemeine und Analytische Chemie				
[VK] [Fak210491] Physikalische Chemie I: Allgemeine Chemie				
[VK] [Fak210553] Mathematik für Naturwissenschaftler 1				
[VK] [Fak210551] Physik für Naturwissenschaftler 1				
2. Semester				
3. Semester				
4. Semester				
5. Semester				
6. Semester				
keine Semesterempfehlung				

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The indication of the recommended semester is technically part of the mapping of the SPO and is thus up to the CM team. The information is not critical and will be completed gradually.

# 4 Modules

Modules are thematic building blocks from which study programmes are constructed. They may contain courses from several semesters. Unlike courses, modules are not bound to a semester, but are permanent in nature. They cause the least administrative effort if they are designed in such a way that they can be reused unchanged in many study programmes.

## 4.1 Modules of an SPO

You can display the structure of a module directly in the view of an SPO as in Figure 3.1. To do this, open the *Cost Accounting* module, for example, by clicking on the **triangle**.

**CAMPUSonline** | UB | Bedienstete/r: Michael Zeising

Suche

**Universität Bayreuth**

- Hochschulleitung
- Hochschulgremien
- Verwaltung
- Fakultäten
  - Mathematik, Physik und Informatik
  - Biologie, Chemie und Geowissenschaften
  - Rechts- und Wirtschaftswissenschaftliche Studiengänge
    - Rechtswissenschaften
    - Wirtschaftswissenschaften
      - B.Sc. Betriebswirtschaftslehre
      - B.Sc. Economics
      - B.Sc. Gesundheitsökonomie
      - B.A. Philosophy and Economics
      - M.A. Philosophy and Economics
      - B.A. Internationale Wirtschaft und Entwicklung
      - B.Sc. Wirtschaftsingenieurwesen
      - M.Sc. Wirtschaftsingenieurwesen
      - M.Sc. Betriebswirtschaftslehre
      - Rechtswissenschaft
      - Kombinationsfach Rechtswissenschaften
      - Kombinationsfach Wirtschaftswissenschaften
      - M.Sc. Economics
      - M.Sc. Gesundheitsökonomie
      - Wirtschaftswissenschaftliche Zusatzqualifikation
      - B.Sc. Sportökonomie
      - M.Sc. Sportökonomie

**B5 021 Betriebswirtschaftslehre B.Sc. (BayHSchG/1112/1114, Bachelorstudium, laufend)**

Aktionen: aktualisieren, inakt. Knoten einblenden, LV-Angebotskontrolle, Überprüfung der Überschneidungsfreiheit

Anzeige: alle, Prüfungstermin, Semesterplan

Knoten: alle, Prüfungstermin, Semesterplan

Studienjahr: 2015/16

Knoten-Bezeichnung	empf. Sem.	ECTS Cr.	Dauer	GF
[1112/1114] 20. November 2012 AS 10. November 2014		180	6	1
[A] Propädeutika		9		1
[VK] [Fak310041] Buchführung und Abschluss		3		1
[VK] [Fak310042] Kostenrechnung		3		1
[VK] [A-2] Klausur Kostenrechnung	2.	3		1
[VK] Übungen Kostenrechnung	2.			1
[VK] [Fak310043] Informationsverarbeitung für Wirtschaftswissenschaftler		3		1
[B] Mathematik und Statistik		15		1
[C] Schlüsselqualifikationen		15		2
[D] Grundlagen des Rechts		10		1
[E] Grundlagen Volkswirtschaftslehre		20		1
[F] Grundlagen Betriebswirtschaftslehre		20		1
[G] Allgemeine Betriebswirtschaftslehre (ABWL)		35		2

### 4.1.1 Displaying Modules of an SPO as a List

To display all modules of a specific SPO as a list, first select the degree programme in the **Modulhandbuch** organisational structure. Then open the **module handbook** and switch to the tab **Modules in SPOs**. Then select an **SPO version**, set the filter **Semester** on **all semesters** and click **Show**.

CAMPUSonline

UBT Fakultäten Biologie, Chemie und Geowissenschaften Studiengänge B.Sc. Chemie

Suche

Bedienstete/r: Michael Zeising

Hilfe

Universität Bayreuth

- Hochschulleitung
- Hochschulgremien
- Verwaltung
- Fakultäten
  - Mathematik, Physik und Informatik
  - Biologie, Chemie und Geowissenschaften
    - Biologie
    - Chemie
    - Geowissenschaften
    - Zweitmitglieder
    - Studiengänge
      - B.Sc. Biologie
      - B.Sc. Chemie**
      - B.Sc. Biochemie
      - B.Sc. Polymer- und Kolloidchemie
      - B.Sc. Geoökologie
      - B.Sc. Geographie
      - B.A. Geographische Entdeckungen
      - M.Sc. Internationaler Elite-Studienprogramm
      - M.Sc. Experimental Geographie
      - M.Sc. Geoökologie
      - M.Sc. Materialchemie und Werkstoffwissenschaften
      - M.Sc. Natur- und Wirtschaftswissenschaftliche Chemie
      - M.Sc. Polymer Science
      - M.Sc. Biochemie und Molekulare Biologie
      - M.Sc. Biodiversität und Ökologie
      - M.Sc. Physische Geographie
      - Elitestudienprogramm Naturwissenschaften
      - M.Sc. Humangeographie
      - Kombinationsfach Wirtschaftsgeographie
      - Lehramt Biologie
      - Lehramt Chemie
      - Lehramt Geographie

B.Sc. Chemie

Modulhandbuch

Module der Organisation Module in SPOs Module nach Abschlussziel

Suchen

SPO-Version B5 032 Chemie B.Sc. (BayHSchG/0506/0614, Bachelorstudium, auslaufend) [0506/0614] 10. Mai 2006 ÄS 05. Juni 2014 (SPO-Version)

Name oder Kennung

Semester (d. Beschreibung) <= alle Semester

Anzeigen

Vorlagen				Beschreibungen						
Name	Kennung	Vers.	Org. Kenn.	Sort.	Gültig Von	Gültig Bis	Status	Gültige B.	N.I.D.	Aktion
Aktuelle Forschungsthemen der Anorganischen Chemie (mit Praktikum)	Fak210640		Fak2_Mod8ScCh	10			VL_VW	1	✓	
Aktuelle Forschungsthemen der Anorganischen Chemie (ohne Praktikum)	Fak210641		Fak2_Mod8ScCh	15			VL_VW	1	✓	
Aktuelle Forschungsthemen der Organischen Chemie (mit Praktikum)	Fak210572		Fak2L_LOC1	110			VL_VW	1	✓	
Aktuelle Forschungsthemen der Organischen Chemie (ohne Praktikum)	Fak210639		Fak2L_LOC1	25			VL_VW	1	✓	
Allgemeine und Analytische Chemie	Fak210481		Fak2L_LAC2	10			VL_VW	1	✓	
Bachelorarbeit - Chemie	Fak211880		Fak2_Mod8ScCh	40			VL_VW	1	✓	
Biochemie I	Fak210265		Fak2L_LBioCh	10			VL_VW	1	✓	
Bioorganische Chemie	Fak210563		Fak2L_LBioOC	20			VL_VW	1	✓	

## 4.2 Display modules of an organisational unit

Modules, like courses, are assigned to exactly one OU responsible for the module. To display the **Modulhandbuch** modules of an OU or your OU, select it and open the **Module Handbook**. Click on **Cancel Filter** to display all modules.

CAMPUSonline

UBT Fakultäten Ingenieurwissenschaften Lehrseinheiten Lehrstuhl Bioprozesstechnik (Freitag)

Suche

Bedienstete/r: Michael Zeising

Hilfe

Universität Bayreuth

- Hochschulleitung
- Hochschulgremien
- Verwaltung
- Fakultäten
  - Mathematik, Physik und Informatik
  - Biologie, Chemie und Geowissenschaften
  - Rechts- und Wirtschaftswissenschaftliche
  - Sprach- und Literaturwissenschaftliche
  - Kulturwissenschaftliche
  - Ingenieurwissenschaften
    - Lehrseinheiten
      - Lehrstuhl Biomaterialien (Scheibel)
      - Lehrstuhl Bioprozesstechnik (Freitag)**
      - Lehrstuhl Chemische Verfahrenstechnik (Jesberger)
      - Lehrstuhl Elektrische Energiesysteme (Danzon)
      - Lehrstuhl Funktionsmaterialien (Moos)
      - Lehrstuhl Keramische Werkstoffe (Krenkel)
      - Lehrstuhl Konstruktionslehre/CAD (Rieg)
      - Lehrstuhl Material- und Prozesssimulation
      - Lehrstuhl Mechatronik (Bakran)
      - Lehrstuhl Mess- und Regeltechnik (Fischer)
      - Lehrstuhl Polymere Werkstoffe (Altstadt)
      - Lehrstuhl Metallische Werkstoffe (Glatzel)
      - Lehrstuhl Technische Mechanik und Strömungsmechanik
      - Lehrstuhl Umweltgerechte Produktionstechnik
      - Lehrstuhl Technische Thermodynamik und Wärmeübertragung
      - Lehrstuhl Werkstoffverarbeitung (Willert-Pohl)
      - Zweitmitglied Lehrstuhl für Makromolekulare Chemie

Lehrstuhl Bioprozesstechnik (Freitag)

Modulhandbuch

Module der Organisation Module in SPOs Module nach Abschlussziel

Filter

Name oder Kennung

Semester (d. Beschreibung) <= 15W

Filter aufheben Filtern

Vorlagen				Beschreibungen						
Name	Kennung	Vers.	Org. Kenn.	Sort.	Gültig Von	Gültig Bis	Status	Gültige B.	N.I.D.	Aktion
Biologie für Ingenieure	Fak210170		Fak6L_LBioProz	20			VL_VW	1	✓	
Biotechnologie	Fak610184		Fak6L_LBioProz	10			VL_VW	1	✓	
Chemische und biologische Grundlagen	Fak611424		Fak6L_LBioProz	10			VL_VW	1	✓	
Umweltverfahrenstechnik	Fak610186		Fak6L_LBioProz	10			VL_VW	1	✓	

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Figure 4.1 Modules of an OU

The modules are part of the examination regulations and were created by the CM team during the introduction. If you have questions about modules, a module has been assigned to the wrong chair or you notice errors in the module, please contact us at [cmhelp@uni-bayreuth.de](mailto:cmhelp@uni-bayreuth.de).

## 4.3 Modules in CAMPUSonline - what does it all mean?

### 4.3.1 Lecture with exercise

The most common form of module is the combination of a lecture and an accompanying exercise. The examination is created for the lecture and is the only service in the module. The module therefore has an **examination node** [VK] for the lecture and an **offer node** ( ) for the exercise. The exercise can still be the subject of the examination.



The screenshot shows a module structure in CAMPUSonline. It starts with a main node [VK] [Fak310064] Grundlagen der Organisationslehre. Under it is a sub-node [VK] [G-8] Grundlagen der Organisationslehre. Below this, there are two sections: 'Geprüfte Veranstaltung(en) / Modulprüfung(en)' and 'Angebotene Lehrveranstaltung(en)'. The first section lists '33119 16S 2SWS V Grundlagen der Organisation' with a status of 'BF'. The second section lists '33120 16S 1SWS Ü Übung zu Grundlagen der Organisation' with a status of 'BF'.

Geprüfte Veranstaltung(en) / Modulprüfung(en)	2015/16	Anmeldung	Status
33119 16S 2SWS V Grundlagen der Organisation			BF

Angebotene Lehrveranstaltung(en)	2015/16	Anmeldung	Status
33120 16S 1SWS Ü Übung zu Grundlagen der Organisation			BF

### 4.3.2 Alternative events such as seminars

Students often have several alternative courses to choose from for a particular achievement. An example of this is a seminar module. It provides for one performance to which all equivalent courses are assigned.



The screenshot shows a seminar module structure. It starts with a main node [VK] [Fak112522] Bachelor-Seminar. Under it is a sub-node [VK] [INF 104] Bachelor-Seminar. Below this, there is a section 'Geprüfte Veranstaltung(en) / Modulprüfung(en)' with a status of 'BF'. This section lists five alternative seminar courses: '12111 16S 2SWS S Bachelor-Seminar: Algorithmen und Datenstrukturen', '12112 16S 2SWS S Bachelor-Seminar: Robotik und KI', '12113 16S 2SWS S Bachelor-Seminar (INF 104)', '12115 16S 2SWS S Bachelor-Seminar (Speicherhierarchien)', and '12116 16S 2SWS S Bachelor-Seminar: Künstliche Intelligenz'. Each course has a status of 'BF'.

Geprüfte Veranstaltung(en) / Modulprüfung(en)	2015/16	Anmeldung	Status
12111 16S 2SWS S Bachelor-Seminar: Algorithmen und Datenstrukturen			BF
12112 16S 2SWS S Bachelor-Seminar: Robotik und KI			BF
12113 16S 2SWS S Bachelor-Seminar (INF 104)			BF
12115 16S 2SWS S Bachelor-Seminar (Speicherhierarchien)			BF
12116 16S 2SWS S Bachelor-Seminar: Künstliche Intelligenz			BF

Here, the difference between the lecturer and the person responsible for the module becomes particularly clear. The person responsible for the seminar module ensures that seminars are offered at all and assigns them to the module. The lecturers of the different chairs offer their respective seminar and may not even know the module.

Further examples of this form are the so-called "research modules" in the natural sciences.

Several courses under the same examination node are equivalent courses, of which only one must be "passed". They are not all examined together. A module examination is necessary for this.

### 4.3.3 Examination over several lectures (module examinations)

Another common form of module is the combination of several lectures that are explicitly to be examined together. Here, too, exactly one performance - i.e. one examination node - is provided. However, the lectures examined together cannot be collected under this node because they would then be interpreted as alternatives (see above). Instead, a placeholder is inserted under the examination node, which is firmly connected to the module - the so-called **module examination**. The module examination in CAMPUSonline is a kind of invisible course for which the actual examination is offered. This makes it possible to distinguish an examination performance in this module from a performance in one of the lectures. The module examination always bears the module identifier as its number.

The module *Technical Mechanics*, for example, consists of two lecture parts in winter and summer with associated exercises. At the end of the summer semester, the entire content is examined in an exam. The actual lectures are assigned to the module via offer nodes.

▼ [VK] [Fak610130] Technische Mechanik	
▼ [VK] [TM] Technische Mechanik	
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2015/16 ▶ Anmeldung Status
Fak610130 16S 1SWS FA Modulprüfung Technische Mechanik	BF
▼ [VK] Technische Mechanik I (Übung)	
Angebote Lehrveranstaltung(en)	◀ 2016/17 ▶ Anmeldung Status
68007 16W 2SWS Ü Technische Mechanik für Wirtschaftsingenieure	BF
▼ [VK] Technische Mechanik I (Vorlesung)	
Angebote Lehrveranstaltung(en)	◀ 2016/17 ▶ Anmeldung Status
60011 16W 3SWS V Technische Mechanik I	BF
▼ [VK] Technische Mechanik II (Übung)	
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
68250 16S 2SWS Ü Technische Mechanik II	BF
▼ [VK] Technische Mechanik II (Vorlesung)	
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
60002 16S 2SWS V Technische Mechanik II	BF

The combination of lecture and exercise could also be mapped with a module examination. However, as long as the exercise is not examined individually in another module, one can retain the familiar metaphor of an "exam for a lecture".

#### 4.3.4 Hybrid forms

Of course, all mixed forms are possible. For example, the module *Focus on Lightweight Materials* consists of four lectures and a practical course. The four lectures can either all be examined together (*examination MS1*) or only three of them together (*sub-examination MS1a-c*) and the fourth individually (*sub-examination MS1d*).

▼ [VK] [Fak612430] Schwerpunkt Leichtbau-Werkstoffe	
▶ [VK] [MS1-Pr] Praktikum Technische Fasern	
▼ [VK] [MS1-P] Prüfung MS1	
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2015/16 ▶ Anmeldung Status
Fak612430a 16S 1SWS FA Modulprüfung Schwerpunkt Leichtbau-Werkstoffe	BF
▼ [VK] [MS1-P1] Teilprüfung MS1a-c Poröse Werkstoffe, Verbundkeramiken, Technische Fasern	
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2015/16 ▶ Anmeldung Status
Fak612430b 16S 1SWS FA Modulprüfung Schwerpunkt Leichtbau-Werkstoffe MS1a-c	BF
▼ [VK] [MS1-P2] Teilprüfung MS1d Polymere Leichtbaustrukturen	
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2015/16 ▶ Anmeldung Status
68010 16S 2SWS V Polymerbasierte Sandwichstrukturen (PSOneu: Polymere Leichtbaustrukturen)	BF
▶ [VK] Vorlesung MS1a Poröse Werkstoffe	
▶ [VK] Vorlesung MS1b Verbundkeramiken	
▶ [VK] Vorlesung MS1c Technische Fasern	

#### 4.3.5 More complex example of module examinations

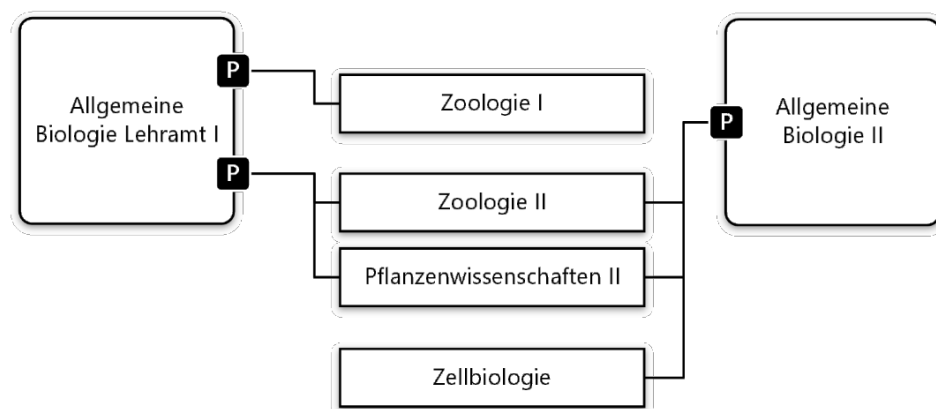
An example from the biology department shows why module examinations are necessary. The teacher training programme in biology provides for the module *General Biology Teacher Training I*. It contains the courses *Zoology I*, *Zoology II* and *Plant Sciences II*. *Zoology I* is examined in a single written exam - in CAMPUSonline a course exam. *Zoology II* and *Plant Sciences II* are examined together - in CAMPUSonline a module examination.

▼ [VK] [Fak211981] Allgemeine Biologie Lehramt I	🔍
▼ [VK] Klausur Zoologie I	🔍
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2016/17 ▶ Anmeldung Status
20105 16W 2SWS V Allgemeine Zoologie	🔍 BF
▼ [VK] Klausur Zoologie II & Pflanzenwissenschaften II	🔍
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2015/16 ▶ Anmeldung Status
Fak211981 16S 1SWS FA Modulprüfung Allgemeine Biologie Lehramt I	🔍 BF
▼ [VK] Zoologie II	🔍
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
20101 16S 2SWS V Allgemeine Zoologie II	🔍 BF
▼ [VK] Pflanzenwissenschaften II	🔍
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
20100 16S 2SWS V Allgemeine Pflanzenwissenschaften II	🔍 BF

The study programme B. Sc. Biology provides for a similar module *General Biology II*, which also contains the courses *Zoology II* and *Plant Sciences II*, but instead of *Zoology I* now *Cell Biology*. Here, all three courses are examined together in an exam - in CAMPUSonline again one module exam.

▼ [VK] [Fak210269] Allgemeine Biologie II	🔍
▼ [VK] Modulprüfung Allgemeine Biologie II	🔍
Geprüfte Veranstaltung(en) / Modulprüfung(en)	◀ 2015/16 ▶ Anmeldung Status
Fak210269 16S 1SWS FA Modulprüfung Allgemeine Biologie II	🔍 BF
▼ [VK] Allgemeine Pflanzenwissenschaften 2	🔍
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
20100 16S 2SWS V Allgemeine Pflanzenwissenschaften II	🔍 BF
▼ [VK] Allgemeine Zoologie 2	🔍
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
20101 16S 2SWS V Allgemeine Zoologie II	🔍 BF
▼ [VK] Zellbiologie	🔍
Angebote Lehrveranstaltung(en)	◀ 2015/16 ▶ Anmeldung Status
20103 16S 2SWS V Biochemie und Zellbiologie I	🔍 BF

The courses *Zoology II* and *Plant Sciences II* are thus examined either as a pair or together with Cell Biology, depending on the degree programme. It is essential that the two examinations are distinguished by the system because they are not equivalent. The department must create a total of three examinations for the two modules.



## 4.4 Assign courses to a module (OU responsible for the module)

You can assign courses to the modules assigned to your OU yourself. To do so, go to [Modulzuordnungen](#) to the module assignments at your OU. All modules are displayed that have been assigned to the chair. The numbers in the column **GHKs (V/A)** indicate how many courses

were proposed for assignment to the module (V, see section 4.5) and how many are actually assigned (A).

**Lehrstuhl Bioprozesstechnik (Freitag)**

**Module**

Name	Kennung	Knotentyp	Gültig von	Gültig bis	GHKS (V/A)	SPO / Vorlage	Version Org.
Biologie für Ingenieure	Fak210170	Modulknoten			0/2	[MH] Biologie für Ingenieure	Fak6L_LBioProz
Bioprozesstechnik	Fak612992	Modulknoten			0/0	[MH] Bioprozesstechnik	Fak6L_LBioProz
Biotechnologie	Fak610184	Modulknoten			0/0	[MH] Biotechnologie	Fak6L_LBioProz
Chemische und biologische Grundlagen	Fak611424	Modulknoten			1/0	[MH] Chemische und biologische Grundlagen	Fak6L_LBioProz
Chemische und biologische Grundlagen	Fak612964	Modulknoten			0/5	[MH] Chemische und biologische Grundlagen	Fak6L_LBioProz
Numerische Analyse von Bioprosessen	Fak612998	Modulknoten			0/0	[MH] Numerische Analyse von Bioprosessen	Fak6L_LBioProz
Produktion von Biopharmazeutika/Biomimetika	Fak612991	Modulknoten			0/0	[MH] Produktion von Biopharmazeutika/Biomimetika	Fak6L_LBioProz
Umwelt- und Bioverfahrenstechnik	Fak612973	Modulknoten			0/4	[MH] Umwelt- und Bioverfahrenstechnik	Fak6L_LBioProz
Umweltverfahrenstechnik	Fak610186	Modulknoten			0/0	[MH] Umweltverfahrenstechnik	Fak6L_LBioProz
Zelluläre Biotechnologie	Fak613019	Modulknoten			0/0	[MH] Zelluläre Biotechnologie	Fak6L_LBioProz

Click on the numbers in the **GHKS (V/A)** column to open the assignments for a module.

**Zuordnung von Lehrveranstaltungen**

Modul Biologie für Ingenieure

Vorschläge für Zuordnungen

GHK	GHK-Typ	Aktuellste LV	Aktionen	Anmerkung
Keine Einträge vorhanden				
Knoten des Moduls / zugeordnete GHKS				
<input type="button" value="Löschen"/> <input type="button" value="Hinzufügen"/>				
<input type="checkbox"/> GHK	GHK-Typ	Aktuellste LV	Aktionen	Anmerkung
<input checked="" type="checkbox"/> 89301	Lehrveranstaltungen	61001 Biologie für Ingenieure (2SWS V, WS 2016/17)	<input checked="" type="button" value="X"/>	
<input checked="" type="checkbox"/> 89302	Lehrveranstaltungen	61002 Biologie für Ingenieure (1SWS Ü, WS 2016/17)	<input checked="" type="button" value="X"/>	

By clicking on the **cross**, you can remove an event from the module. By clicking on **Add** you can assign an event to the module.

In the window, first select the **offer** /**exam node** to which you want to assign an event. In the **search term**, you can search for the event number or the title. You can use the asterisk (\*) as a placeholder. The search is not case-sensitive. For example, the search term "\*bio\*ing\*" will find the title "Biology for Engineers". Select the course(s) you want to assign and confirm with **Save and Close**.

**Lehrveranstaltung zuordnen**

Modul Biologie für Ingenieure

Angebots-/Prüfungsknoten AK Biologie für Ingenieure

Suchkriterien

Suchbegriff "bio\*ing\*"

Suchergebnisse

■ Biologie für Ingenieure

<input type="checkbox"/>	GHK	LV-Nr	Sem.	LV-Titel	Dauer (SS)	Art	Personen	SPO P/W/S	Status
<b>2016/17</b>									
<input type="checkbox"/>	89301	61001	W	Biologie für Ingenieure	2	V	Freitag R	1/2(1)/2(2)	BF
<b>2015/16</b>									
<input type="checkbox"/>	90317	00132	W	Praktikum Bioorganische Chemie (kurzes Praktikum) (AK Breuning)	6	P	Breuning M	0/0/1	BF
				Praktikum Bioorganische Chemie (kurzes Praktikum) (AK Breuning)			Breuning		

Please note that you can only assign "approved" courses to a module (see section 2.4).

Which courses belong to the modules is a technical question that can ultimately only be answered conclusively by university teachers responsible for the modules.

Delegating module assignment to secretariats only makes sense if the following information is available: (1) unique module name, (2) examination components of the module according to the module handbook and (3) unique course name. If one of these information components is missing, the connection between the course and the module cannot be clearly established.

## 4.5 Display assignments of an LV

In the **teacher survey**, you can see in the column **SPOs P/W/S** whether a course is assigned to modules and thus SPOs. In the column, assignments are differentiated into compulsory, optional and other areas. If there is an assignment to an expiring, i.e. no longer current SPO version, the number is shown in brackets.

Thus, course #20300 was not assigned to any compulsory area, 6 elective areas in current SPOs, 3 elective areas in expiring SPOs and 2 other areas.



CAMPUSonline

Lehrstuhl Tierökologie I (Laforsch)

Bedienstete/r: Michael Zeising

Suche

Lehrerhebung

Sommersemester 2016

LV-Status: alle

Studienjahr: 2015/16, 2016/17, 2017/18, 2018/19

Semester: Winter, Sommer, alle

Gruppierung: Pflicht-/Wahlfach, Winter/Sommer, keine

Sortierung: Titel, Nummer

LV-Status: alle, gemeldete, genehmigte

Anzeige: aktualisieren, Filter ein, Terminlisten

Aktion: Erstellung, Meldung, Genehmigung, Export, Abgeltungstypen

Auswahl: Angebot, Erhebung, Rechtebasierende Erhebung, Modulzuordnungen vorschlagen, Betreuende, Administration

alle LVs des Sommersemesters, gruppiert nach W/S, sortiert nach Titel - Anzahl: 5

LV-Nr	Zeit	Titel	Dauer (SWS)	Art	SPOs P/W/S	Block	Status M G	G	Gruppengröße	Grp.Anz. gen zgk abgh	Gruppen	Vortr. [gen.SWS / zust.SWS / (Teiln.It.Anmeld.) Teiln.   abgeh.SWS / Teiln. ] (Mitwirkende) (Betreuende)	prüf. Org.
20300	S	Aquatische Ökologie ☆	2	V	0/6(3)/2		● ✓ ✓		24	2	0/0	Laforsch C [ 2/Standard ], Rabus M [ 2/Standard ]...	
21013	S	Forschungsseminar Tierökologie ☆	2	S	0/2(2)/1		● ✓ ✓			0,5	0/0	Laforsch C [ 1/Standard ]...	
21009	S	Hauptseminar Evolutionsökologie (für B.Sc. und M.Sc. Studierende, Staatsexamenskandidaten und Doktoranden) ☆	1	S			● ✓ ✓				0/0	Laforsch C [ 1/Standard ]...	
20303	S	Methoden und Konzepte aquatischer Ökologie ☆	5	U	0/6(3)/2	✓	● ✓ ✓		24		0/0	Laforsch C [ 2,5/Standard ], Rabus M [ 2,5/Standard ]...	
20302	S	Ökologie der Korallenriffe ☆	2	S		✓	● ✓ ✓		24		0/0	Laforsch C [ 1/Standard ], Rabus M [ 1/Standard ]...	

Zeit e.0,19 d.0,19 s.

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Click on the numbers in the column to see the exact assignments.

20300 16S 2SWS V Aquatische Ökologie

Hilfe CAMPUSonline

Auswahl

Studienstatus: alle, laufend, auslaufend

Studienart/Studienplan	SPOs	Zuordnung zu Modul	Art	empf. Sem.	ECTS Credits
<b>laufend</b>					
<i>Bachelorstudium</i>					
B5 026 Biologie B.Sc. (BayHSchG)	0811/0316	<a href="#">+</a> <a href="#">M</a> [VK] [Fak211531] Grundlagen der aquatischen Ökolo... <a href="#">+</a> [VK] [F34] schriftliche Prüfung	WPFLICHT	k.A.	3
B5 026 Biologie B.Sc. (BayHSchG)	0811/0316	<a href="#">+</a> <a href="#">M</a> [VK] [Fak211531] Grundlagen der aquatischen Ökolo... <a href="#">+</a> [VK] [F34] schriftliche Prüfung	WPFLICHT	k.A.	3
B5 026 Biologie B.Sc. (BayHSchG)	0811/0316	<a href="#">+</a> <a href="#">M</a> [VK] [Fak211531] Grundlagen der aquatischen Ökolo... <a href="#">+</a> [VK] [F34] schriftliche Prüfung	WPFLICHT	k.A.	3
<i>Masterstudium</i>					
M5 892 Molekulare Ökologie M.Sc. (BayHSchG)	0811/0715	<a href="#">+</a> <a href="#">M</a> [VK] [Fak211531] Aquatischen Ökologie... <a href="#">+</a> [VK] [A 1 9_1] schriftliche Prüfung		k.A.	3
M5 893 Biodiversität und Ökologie M.Sc. (BayHSchG)	1008/1214	<a href="#">+</a> <a href="#">M</a> [VK] [Fak211531] Aquatischen Ökologie... <a href="#">+</a> [VK] [F34] schriftliche Prüfung		2.	3

Course #20300 was actually only assigned to one module (Fak211531). However, since the module occurs in three current examination regulations and in one even three times, five entries are displayed.

By clicking on the **plus sign** [+](#) ) next to a module, you can view the exact assignment.

20300 16S 2SWS V Aquatische Ökologie

Hilfe CAMPUSonline

Auswahl

Studienstatus **alle** **laufend** auslaufend

Zuordnungen zu SPOs

Studienart/Studienplan	SPO-V	Zuordnung zu Modul	Art	empf. Sem.	ECTS Credits
laufend					
Bachelorstudium					
		<div> <div></div> <div>S [0811/0316] 01. August 2011 ÄS 15. März 2016</div> </div> <div> <div></div> <div>Spezialisierung</div> </div>			
B5 026 Biologie B.Sc. (BayHSchG)	0811/0316	<div> <div></div> <div>Molekularbiologie-Zellbiologie</div> </div> <div> <div></div> <div>[SPM.1] Spezialisierungsmodul 1: Ökologischen und ...</div> </div> <div> <div></div> <div>[VK] [Fak211531] Grundlagen der aquatischen Ökolo ...</div> </div> <div> <div></div> <div>[VK] [F34] schriftliche Prüfung</div> </div>	WPFLICHT	k.A.	3
B5 026 Biologie B.Sc. (BayHSchG)	0811/0316	<div> <div></div> <div>[VK] [Fak211531] Grundlagen der aquatischen Ökolo ...</div> </div> <div> <div></div> <div>[VK] [F34] schriftliche Prüfung</div> </div>	WPFLICHT	k.A.	3
B5 026 Biologie B.Sc. (BayHSchG)	0811/0316	<div> <div></div> <div>[VK] [Fak211531] Grundlagen der aquatischen Ökolo ...</div> </div> <div> <div></div> <div>[VK] [F34] schriftliche Prüfung</div> </div>	WPFLICHT	k.A.	3
Masterstudium					
M5 892 Molekulare Ökologie M.Sc. (BayHSchG)	0811/0715	<div> <div></div> <div>[VK] [Fak211531] Aquatischen Ökologie</div> </div> <div> <div></div> <div>[VK] [A I 9_1] schriftliche Prüfung</div> </div>		k.A.	3
M5 893 Biodiversität und Ökologie M.Sc. (BayHSchG)	1008/1214	<div> <div></div> <div>[VK] [Fak211531] Aquatischen Ökologie</div> </div> <div> <div></div> <div>[VK] [F34] schriftliche Prüfung</div> </div>		2.	3

To also display the assignments to expiring examination regulations or only these, change the **study status** to **all** or **expiring** in the top right-hand corner.

## 4.6 Revise descriptions of a module (OU responsible for the module)

The content details of the modules can be recorded in great detail in CAMPUSonline. You can find this description by clicking on the **pencil in the Action** column in **Modules** (cf. Figure 4.1).

CAMPUSonline

Universität Bayreuth

Lehrstuhl Angewandte Informatik I (Westfechtel)

Suche

Bedienstete/r: Michael Zeising

Lehrstuhl Knotenbeschreibung - Bearbeitung

[MH: Fak110675] [Fak110675] Konzepte der Programmierung

155 (BE OK)

Filter

Name

Bachelor

Entwick

Grundl

Konzept

Modell

Software

Software

© 2017 U

Hilfe

Feedback

Allgemein

Gültig ab 155

Beschreibungs-Status ✓

Export

Knoten-/Modulverantwortlicher (Beschreibung) -

Allgemeine Daten (Modulhandbuch)

Modulniveau Bachelor

Kürzel (DE)

Kürzel (EN)

Untertitel (DE)

Untertitel (EN)

Moduldauer Bitte wählen...

Turnus Wintersemester

Sprache Deutsch

Arbeitsaufwand (Work Load)

Gesamtstunden 240

Präsenzstunden

Eigenstudiumstunden

Studien- und Prüfungsleistungen

CAMPUSonline understands "description" to mean the totality of all descriptive fields. The description of a module is binding for the specified period and is versioned. Old descriptions are therefore retained and must be explicitly replaced by new ones.

In the example shown, there is a description (only one tab) that has been valid since the 2015 semester (**valid from**).

#### 4.6.1 Add a new description

An existing description cannot be changed directly, but only replaced by a new one. To create a new description, click on the **tab with the plus (+)** at the top.

The screenshot displays the CAMPUSonline interface for editing a module description. The left sidebar shows a navigation tree for the University of Bayreuth, including various faculties and departments. The main content area is titled 'Knotenbeschreibung - Bearbeitung' and shows a form for editing a module description. The form includes a section for 'Attribute einer vorhandenen Beschreibung übernehmen' (Take over attributes of an existing description) with a dropdown menu for 'Attribute neu erfassen' (Recreate attributes). Below this is the 'Allgemein' (General) section, which contains fields for 'Gültig ab' (Valid from) set to '185', 'Beschreibungs-Status' (Description status), and 'Export'. The 'Allgemeine Daten (Modulhandbuch)' (General data (Module handbook)) section includes fields for 'Modulniveau' (Module level), 'Kürzel (DE)' (Abbreviation (DE)), 'Kürzel (EN)' (Abbreviation (EN)), 'Untertitel (DE)' (Subtitle (DE)), 'Untertitel (EN)' (Subtitle (EN)), 'Moduldauer' (Module duration), 'Turnus' (Semester), and 'Sprache' (Language). At the bottom, there is a section for 'Arbeitsaufwand (Work Load)'.


Under **Adopt attributes of an existing description**, you can either **enter all attributes again** or change the fields of an existing description. Under **Valid from**, **select the** semester from which the description should apply and enter the descriptive fields.

Via **Save and Release** you can directly set the description to valid. Via **Save** or **Save and Close** you can save the status for later editing.

# 5 Exams

The UBT examinations are administered with the help of CAMPUSonline.

An examination in the sense of CAMPUSonline includes any performance of a student, i.e. above all written and oral examinations but also seminar presentations, "Sitzscheine", passed practicals and assignments.

For each LV for which your OU is the **examining organisation** (see section 2.3), you can also offer and assess the corresponding examinations at  **Prüfungsverwaltung**. Select your OU and open the **examination administration**.

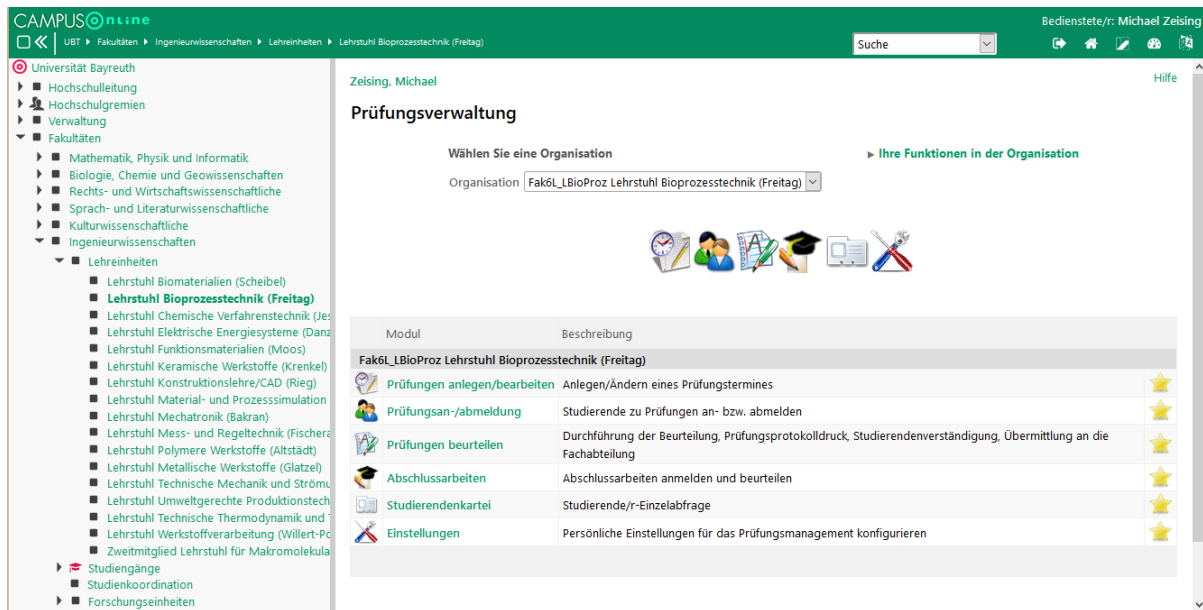


Figure 5.1 Examination administration at the chair

In the **examination administration**, select the item **Create/edit examinations**. You will receive a list with the exams that have already been created at the chair.

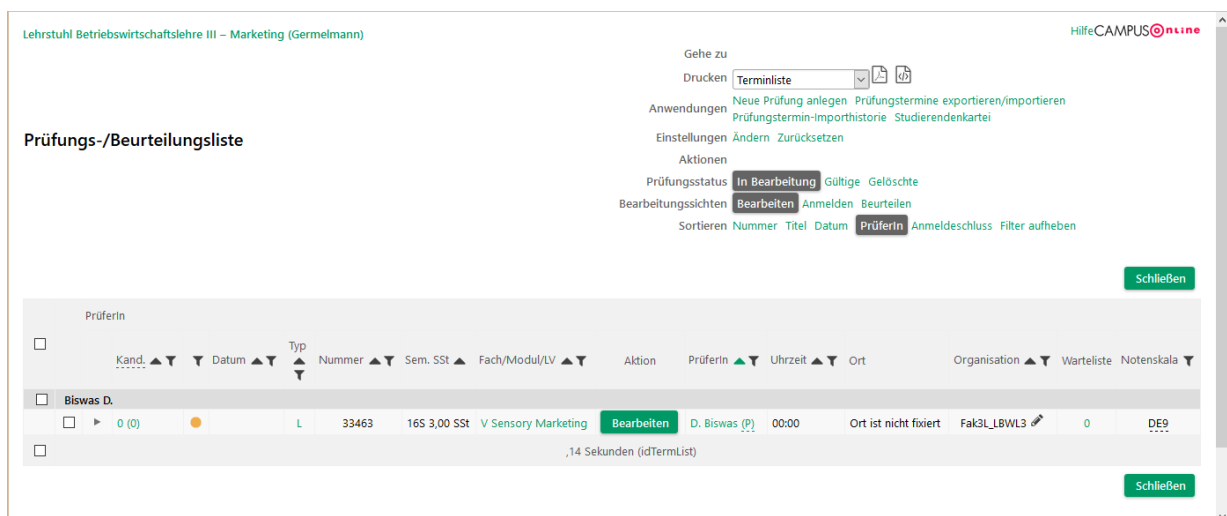


Figure 5.2 Examination list of an OU

## 5.1 Create new exam


In the view in Figure 5.2, select Create **New Exam** in the top right-hand corner under **Applications**. A window opens that is divided into several sections.


In the section **Course/Module Examination** you determine what is to be examined. First select whether the examination is for one course (**course examination**) or whether several courses are to be examined together.

(**module examination**) (see section 4.3). Then select the corresponding event/module examination by clicking on the pencil icon.

Veranstaltung/Modulprüfung

Prüfungstyp

Veranstaltung/Modulprüfung 


Stellung in SPOs  Anzeigen

Zusatz zum Titel (alle Prüfungen)

With FlexNow! you had to pay attention to which study programmes were involved in an exam. With CAMPUSonline, you no longer create exams "for degree programmes", but only for your courses.

The significance of the examination for the students only results from the assignment of your courses to the modules - and this can be done after the examination. Provided you do not deliberately restrict the target group and there is nothing to the contrary on the part of the students' SPOs (number of attempts, conditions, etc.), any student can register for any examination.

For a course examination, select the item **Course** under **Display**. Only real courses are then displayed for which your OU is specified as the "examining organisation" (see Section 2.3.3). In the Title field you can enter a search term for the course title. By clicking on the tree icon, you can see where the respective course has been assigned in the SPOs. The course should be assigned to at least one examination node (see section 4.3). Select a course and confirm with **Apply**.

**Prüfungsverwaltung** 

Suche

Anzeige ☒ Lehrveranstaltung ☐ Modulprüfung

Semester ☒ alle ☐ Winter ☐ Sommer

Studienjahr




Nr.

Titel

Vortragende(r) / Prüfer(in)

alle automatisch anzeigen ☐

**Auswahl**

Nr.	Sem.	Titel	Typ	SWS (W)	SWS (S)	VortragendeR/PrüferIn/BerechtigteP	Organisation
<input type="radio"/> 67032	16S	Rheologie	P		1,00	Heymann L [V]	Fak6L_LTechMech 
<input type="radio"/> 67031	16S	Rheologie	Ü		1,00	Heymann L [V]	Fak6L_LTechMech 
<input type="radio"/> 67030	16S	Rheologie	V		2,00	Heymann L [V]	Fak6L_LTechMech 

For a module examination, select the item **Module examination** under **Display**. Only module examinations that are assigned to your OU are then displayed. You can limit the results again via a search term in **Title**.

## Prüfungsverwaltung



Suche

Anzeige ☐ Lehrveranstaltung ☒ Modulprüfung

Semester ☒ alle ☐ Winter ☐ Sommer

Studienjahr 2015/16

Nr.

Titel

Vortragende(r) / Prüfer(in)

alle automatisch anzeigen ☒

Suchen

Auswahl

Nr.	Sem.	Titel	Typ	SWS (W)	SWS (S)	VortragendeR/Prüferin/BerechtigteP	Organisation
<input type="radio"/> Fak610130	16S	Modulprüfung Technische Mechanik	FA		1,00		Fak6L_TechMech

Übernehmen Schließen

If you are unsure about which course or module exam to create, you can check the relevant SPO(s) (see sections 3 and 4.1).

### Personen

Prüferin Germelmann Claas Christian Dr.

weitere Personen

By clicking on **Display** next to **Position in SPOs**, you can check how the selected course or module examination is grouped in the degree programmes.

The name of the examined course or module examination is used as the name of the examination. It is therefore no longer possible to assign arbitrary exam names and thus produce questions and errors.

In addition, you can add a **supplement to the title** of the course. Please note, however, that this addition will be appended to all exams for this course. For an addendum such as "Nachholklausur" (catch-up exam), please use the **registration information** field instead (see below).

After you have selected a course or module examination, the lecturer of this course is automatically entered as the **examiner** in the **People** section. You can change this entry if necessary and also enter other persons involved in the examination.

In the **Date** section, you enter further details about the examination. In **Date** and **Exam start/end** you enter the (planned) examination period. This

You can leave this information open to indicate the date of the audit only at the time of the assessment.

Under **Grading scale** you can enter the desired scale. Pass / fail" is also a scale. In the **examination mode**, you can choose between written, oral, etc.

You can also specify the maximum number of candidates who can sit for the examination.

can register. If you book one or more rooms further down, you can also refer this number to its seat(s) or examination place(s).

Termin

Termine-Übersicht Prüfungen am gleichen Tag Terminüberschneidungen

Datum

Format: TT.MM.JJJJ

Prüfungsbeginn / -ende

Format: hh:mm Format: hh:mm

E-Mail ☒ Verständigung bei Datumsänderung

Notenskala

Prüfungsmodus

Sperrdauer

in Tagen von 0 bis 0

Max. Kandidatinnen

von 0 bis 9999

☒ unabhängig von Platzanzahl

☐ in den Platz zugeteilte Räume

☐ lt. Sitzplätze zugeordnete Räume

In exceptional cases, the same examination is assessed with different scales (e.g. for one group school marks 1.0 to 5.0 and for the other group legal 0 to 18 points). In this case, two exams must be created in CAMPUSonline.

**Anzeige für Studierende**

Anzeige für Studierende ☐

Informationen zur Anmeldung

Anmelde-Beginn  [Einstellungen](#)  
Format: TT.MM.JJJJ hh:mm

Anmelde-Ende    
Format: TT.MM.JJJJ hh:mm

Abmelde-Ende    
Format: TT.MM.JJJJ hh:mm

Anmeldung erlauben für  
☒ alle Studierenden unabhängig von der LV-Teilnahme  
☐ TeilnehmerInnen der LV bzw. gleicher LV (semesterunabhängig)  
☐ TeilnehmerInnen der LV

Anmeldung nur, wenn PrüferIn ident  
mit Vortragender/m der LV-Gruppe ist ☐

Usually, you activate the **display for students** and thus also the registration for the examination by students themselves. To do this, you must set the corresponding deadlines in the **registration start/end** and **deregistration end**. If you want to display the examination to students but do not want them to register themselves, you can define a registration window in the past. In **Information on registration** you can enter additional information on the examination.

such as "catch-up exam".

---

**You can also switch on student registration later. As long as it is switched off, the exam remains invisible to students.**

---

Initially, **all students are** allowed to register **regardless of their course participation**. However, you can also restrict the examination to participants of the selected course or the same courses (e.g. in the last semester). Please note that you cannot use this filter as soon as you examine several courses in one module examination.

If you need a room for the examination, you can request or enter it under Location(s). You can enter a longer period of time than the actual examination period in order to book the room for preparation and follow-up. The operation of the room selection or the search for free rooms corresponds to that in section 2.9. By clicking on **Enter date for this**, you add the date to the examination.

**Ort(e)**

▼ **neue Raumreservierung**

Beginn-Zeit  00:00  
Format: hh:mm

Ende-Zeit   
Format: hh:mm

Schnellsuche

Filter  Besprechungsraum

Ressource  Bitte wählen...

Berechtigungsprofil  Bitte wählen Sie eine konkrete Ressource aus.

Details (kein Ort ausgewählt)

[Suche freie Räume](#) [Termin für diesen Raum eintragen](#) [Termin im Kalender anzeigen.](#)

Ort(e)	Status	Datum	Aufsichtspersonen	Zeit von	Zeit bis	Ereignis	Plätze	Kalender
Summe: 0 / 0								

[Prüfungsplätze bearbeiten](#) [Raumzuordnung](#)

Please note that without an entry under **location(s)** you will not trigger any room request.

At the bottom of the window you will find the option **Conditional registration**, which you should definitely switch on. In this case, the student's examination requirements will not be checked until the night after their registration. Registration remains conditional until that time. An immediate check would put a strain on the system.

Under **Registration for certain programmes only**, you can specify that only students from certain programmes can register for this examination. You can use this function to distribute students over several dates or rooms, especially if there are different grading scales.

**Please only use this restriction in exceptional cases. It is very likely that you will forget a degree programme or an SPO.**

Finally, you can **inform the course participants about newly created exams by e-mail**. Click on **Save and Close** to create the exam.

<input type="checkbox"/> KandidatInnen nur von prüfender Organisation änderbar	<input checked="" type="checkbox"/> Vorbehaltliche Anmeldung	
<input type="checkbox"/> Weitere Prüfungstermine mit gleicher LV/gleichem Modul nur von prüfender Organisation anlegbar	<input type="checkbox"/> Termine nur von prüfender Organisation änderbar	
<input type="checkbox"/> LV-Teilnehmer/innen über neu angelegte Prüfung per E-Mail informieren		
<a href="#">Weitere Prüfung anlegen</a>	<a href="#">Anmeldung nur für bestimmte Studiengänge</a>	
<a href="#">Speichern</a>	<a href="#">Speichern und Schließen</a>	<a href="#">Abbrechen/Schließen</a>

### 5.1.1 Repeat examinations / further dates

A re-examination is another examination date for the same course and behaves like any other examination date. As long as a candidate has not received an assessment, registering for another examination date for the same course is a re-registration.

---

**If you want to hold examinations for the same event at short intervals, you must therefore assess the participants of the 1st examination with at least "S Pending" before they can register for the 2nd examination.**

---

### 5.1.2 Homework

For the assessment of assignments at your department, you create an exam at the beginning of the semester for the corresponding course. You do not specify an examination date and allow students to register throughout the semester. Everyone who wants to submit a term paper should register for the examination. As soon as a term paper has been submitted, you can enter the corresponding grade and date with the exam candidate. As soon as a certain number of grades or all of them have been determined, you can submit the examination to the examination office.

### 5.1.3 Create examination dates for course groups

If you would like to create an examination date for a (specific) course group, first select the desired course and go to the **group and registration administration** (e.g. by clicking on **Participants in the** course details at the top right). Then click on **Exam administration in the** top right-hand corner to create an exam for a desired group (see **Group selection**).

## 5.2 Several chairs involved

If people at a different chair need access to your exam, you can name these people as Include "authorised person for examination planning and processing". To do this, click in the **examination list** (cf. Figure 5.2) during the corresponding check for **Edit**.

[Personen](#)

PrüferIn Dr. Raimund Matros

weitere Personen

In the exam settings, click on the **pencil** next to **more people**.

**Prüfungsverwaltung**

**Recht/Aktion:** Darf den Prüfungstermin bei Zugriff bearbeiten bzw. einsehen

<div><b>PrüferIn</b></div> <table border="1"><thead><tr><th>Name</th><th>PV-Funktion</th></tr></thead><tbody><tr><td colspan="2">Keine Einträge vorhanden</td></tr></tbody></table> <div><a href="#">Person hinzufügen</a></div>	Name	PV-Funktion	Keine Einträge vorhanden		<div><b>Berechtigte Person für Prüfungsplanung/Abwicklung</b></div> <table border="1"><thead><tr><th>Name</th><th>PV-Funktion</th></tr></thead><tbody><tr><td colspan="2">Keine Einträge vorhanden</td></tr></tbody></table> <div><a href="#">Person hinzufügen</a></div>	Name	PV-Funktion	Keine Einträge vorhanden	
Name	PV-Funktion								
Keine Einträge vorhanden									
Name	PV-Funktion								
Keine Einträge vorhanden									

[Schließen](#)

In the right half of the window, under **Authorised person for examination planning/processing**, click on **Add person**.



Prüfungsverwaltung ✕

**Aktionen**  
**Auswahl**  
**Zugeordnet**  
Alle

Nachname	Vorname	akad. Grad
<b>Matros</b>		
<input type="radio"/> V	Matros	Raimund Dr.
<b>N.</b>		
<input type="radio"/>	N.	N.

Übernehmen
Schließen

In the view in the left half, switch to **All**. Search for the person, select him or her in the lower half and confirm with **Apply**.

Prüfungsverwaltung ✕

**Aktionen**  
**Auswahl**  
Zugeordnet  
**Alle**

**PrüferIn**

Suchen

Nachname
zeising
Suchen

Personal
☐ Organisation
☒ Uni Bayreuth

**Information**

Suche nach Nachnamen.  
Groß-/Kleinschreibung ist nicht relevant. \* als Platzhalter verwenden.  
Beispiel: huber -> Huber; hu\* -> Huber, Hummer, ...

**Ausgewählt**

	Nachname	Vorname	akad. Grad	Amtstitel	sonstiger Titel
<input checked="" type="radio"/>	Zeising	Michael			



Übernehmen
Schließen

## 5.3 Manage subjects

To manage the participants of an examination, select the item **Examination registration/deregistration** in the examination **administration** (see Figure 5.1) or the item **Register in the** examination list (see Figure 5.2) at the top right next to **Edit views**.

Lehrstuhl Betriebswirtschaftslehre III – Marketing (Germelmann) Hilfe **CAMPUSonline**

Gehe zu

Drucken **Terminliste**  

Anwendungen [Neue Prüfung anlegen](#) [Prüfungstermine exportieren/importieren](#)  
[Prüfungstermin-importhistorie](#) [Studierendenkartei](#)

Einstellungen [Ändern](#) [Zurücksetzen](#)

Aktionen [In Bearbeitung](#) [Gültige](#) [Gelöschte](#)

Bearbeitungssichten [Bearbeiten](#) [Anmelden](#) [Beurteilen](#)

Sortieren [Nummer](#) [Titel](#) [Datum](#) [PrüferIn](#) [Anmeldeschluss](#) [Filter aufheben](#)

**Prüfungs-/Beurteilungliste** **Schließen**



<input type="checkbox"/>	Kand.	Datum	Typ	Nummer	Sem. SSt	Fach/Modul/LV	Aktion	PrüferIn	Uhrzeit	Ort	Organisation	Warteliste	Notenskala
<input type="checkbox"/>	Biswas D.												
<input type="checkbox"/>	0 (0)		L	33463	16S 3,00 SSt	V Sensory Marketing	<b>Anmelden</b>	D. Biswas (P)	00:00	Ort ist nicht fixiert	Fak3L_BWL3	0	DE9
<input type="checkbox"/>	Germelmann C.												
<input type="checkbox"/>	0 (0)		L	33150	16S 3,00 SSt	S Bachelorseminar Marketing (Theorien und Anwendungsfelder im Marketing: Bachelorseminar Käuferverhalten)	<b>Anmelden</b>	C. Germelmann (P)	00:00	Ort ist nicht fixiert	Fak3L_BWL3	0	DE3

,15 Sekunden (idTermList) **Schließen**

The numbers in the **Kand.** column indicate how many students are registered and how many have already been assessed. Click on the numbers to display the participants of the examination.

Universität Bayreuth CAMPUSonline

Gehe zu

Drucken **Prüfungsprotokoll**  

An/Abmeldung [Anmelden](#) [Abmelden](#) [TeilnehmerInnen der LV übernehmen](#)  
[KandidatInnen importieren](#) [Export / Import](#) [Anmeldevoraussetzungen anzeigen](#)  
[Historie](#) [Web-An/Abmeldung](#) [Historie](#)

Studierenden-Verständigung [Ergebnisse](#) [Mitteilung und Einsichtnahme](#) [E-Mail an alle](#)

Prüfung [An Prüfungsamt übermitteln](#)

Einstellungen [Ändern](#) [Zurücksetzen](#)

Aktionen [Ansicht umschalten](#) [Detailansicht](#) [Bearbeiten](#)

Sortieren [Name](#) [Matrikelnummer](#) [Note](#) [Studien-ID](#) [Modus](#) [Info](#)  
[Reihenfolge der Anmeldung](#) [Geschlecht](#) [Filter aufheben](#)

**KandidatInnen** **Speichern** **Speichern und Schließen** **Schließen**

**Bearbeiten**

00000 15W 25WS V Meine Veranstaltung am 30.03.2016 bei M. Zeising (P)  
 Datum 30.03.2016 - Lehrveranstaltungsprüfung - KandidatInnen bearbeitet / Zeising M. / 31.03.2016

<input type="checkbox"/>	Felder	Matr.Nr.	Status, ID, SPO	Name	Note	Prüfungsdatum	Mitteilung	Abmeldung nicht erlaubt	Prüfungsmodus	Vorbehaltlich	Antrag auf Einsichtnahme
<input type="checkbox"/>		00000 15W 25WS V Meine Veranstaltung am 30.03.2016 bei Zeising									
<input type="checkbox"/>		0010002	I, 0510 B5 021, 1112/1114	Doe, John					S Schriftlich	<input checked="" type="checkbox"/>	-

**Speichern** **Speichern und Schließen** **Schließen**

Figure 5.3 Candidates of an exam

To deregister a participant, select the participant and choose the item Deregister in the top right-hand corner under **To/Register**.

To register a new student, select **Register** at the top right. Enter the student's matriculation number or name and click **Search**. Confirm the registration with Register **Candidate**.

## Prüfungsanmeldung

Prüfung	33150 16S 3SSt S Bachelorseminar Marketing (Theorien und Anwendungsfelder im Marketing: Ba		
Matrikelnummer/Name	0010005	Suchen	
Familien-, Vorname und Geburtsdatum	Doe, Jane , 01.01.90 ✓		
Studium	0510 B5 025 , Biochemie ✓		
<input type="checkbox"/> Kandidatin kann sich selbst nicht mehr abmelden			
<input type="checkbox"/> Anmeldeüberprüfung ignorieren			
<input type="checkbox"/> Alle Studien, unabhängig vom Studienstatus, auflisten			
<input type="checkbox"/> E-Mail (nur zukünftig und Webanzeige)			
KandidatIn anmelden		Schließen	

### 5.3.1 Import registrations

You can also import the registrations for an examination from a CSV list. To do this, select the item **Import candidates** in the view in Figure 5.3 at the top right next to **Registrations/De-registrations**.

Universität Bayreuth HilfeCAMPUSonline

Prüfungsanmeldung Aktionen Schließen

Prüfungsanmeldung

Prüfung 00114 16S 2SWS V Meine Veranstaltung am 21.04.2016 bei Zeising

☐ Kandidatin kann sich selbst nicht mehr abmelden

☐ E-Mail (nur zukünftig und Webanzeige)

Import

Durchsuchen Keine Datei ausgewählt

Hilfe

Voraussetzung:  
Eine CSV-Datei mit folgenden vier Spalten: Matrikelnummer; Familienname; Vorname; Studien-ID.  
Es müssen nicht alle Felder ausgefüllt werden; die Spalte Matrikelnummer ist z.B. ausreichend.

Importieren:  
1. Wählen Sie eine CSV-Datei aus.  
2. Überprüfen Sie in der Vorschau, ob die Daten zu den Spaltenüberschriften passen.  
Wenn nicht, wählen Sie die korrekte Spaltenüberschrift.  
3. Wählen Sie die Schaltfläche 'Import durchführen'.

Vorschau

Matrikelnummer Familienname Vorname Studien-ID

Keine Einträge vorhanden

Import durchführen

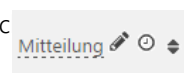
The CSV file must contain at least the above-mentioned columns *matriculation number*, *surname*, *first name* and *study ID*. The individual student is identified by the entry in the *Matriculation Number* column. Select the file with **Browse** and upload it with **Perform Import**.

## 5.4 Assign dates for oral examinations

In the case of an oral examination with several candidates, you can first carry out a registration as above. Once the registration period is over, you can then assign the candidates their respective examination times.

**In order for students to be able to register, you must specify the date of the examination. For oral examinations over several days, you must therefore create several examination dates.**

For the assignment, use the Notification to Examinees in the Candidate List (see Figure 5.3). Click on the **clock** next to the **Message** column header.



### Information / Anmerkung bearbeiten



Mitteilung fortlaufend erzeugen (z.B. "Mündliche Prüfung am Mo DD.MM. YYYY um HH24:MI")

Anwenden auf KandidatInnen: ☒ alle

☐ ausgewählte auf aktueller Seite

Textvorgabe (z.B.: mündliche Prüfung am)

Prüfung am

Datum 08.05.2016



Format: dd.mm.yyyy

Startzeit 08:00

Format: hh:mi

Zeitintervall in Minuten

60

von -32.000 bis 32.000

Gruppengröße

1

von -32.000 bis 32.000

Text im Info-Feld ☒ überschreiben

☐ anhängen

Speichern und Schließen

Schließen

Enter the date, the time of the first appointment and the duration of the individual appointments here and confirm with **Save and Close**. CAMPUSonline enters the corresponding notifications. Then open the item **Results, Notification and Inspection** in the top right-hand corner.

### Studierenden-Verständigung



#### Ergebnisse, Mitteilung und Einsichtnahme

##### Prüfungs- und Teilergebnisse

Keine Beurteilungen gespeichert

☐ ✓ veröffentlicht

☒ ✗ nicht veröffentlicht

##### Mitteilung

☒ ⓘ geändert, wird veröffentlicht

☐ ✗ nicht veröffentlicht

##### Antrag auf Einsichtnahme

☐ ✓ veröffentlicht

Achtung, es ist kein Zeitraum für den Antrag auf Einsichtnahme definiert!

☒ ✗ nicht veröffentlicht

Speichern und Schließen

Schließen

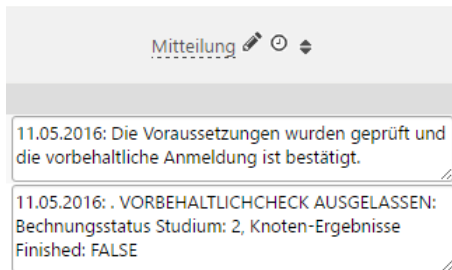
Select the option **published** under **Notification** and confirm with **Save and Close**. The notification of the examination date will now be displayed on CAMPUSonline and sent to the students by e-mail.

---

Unfortunately, intermediate and lunch breaks are not yet supported by this function.

---

## 5.5 Conditional and fixed registration



Participants in an examination are initially always registered conditionally. You can see this by the tick in the **Conditional** column in the candidate list (see Figure 5.3). One month before the examination date, CAMPUSonline checks whether the student fulfils the requirements for the examination and registers or deregisters him/her bindingly. The result of this check can be found for each participant in the Notification column.

Vorbehaltlich



If the student's SPO has not yet been fully mapped, the prerequisites cannot be checked. In this case, you will find a corresponding unfortunately rather technical note in the notification. The student remains conditionally registered, but can still be assessed.

## 5.6 Assess examination

As soon as the results of the examination are available, you can enter them in CAMPUSonline. To do so, select **Assess exams in the exam administration** (see Figure 5.1) or **Assess exams in the exam list** (see Figure 5.2) at the top right next to **Assessment views**.

Lehrstuhl Betriebswirtschaftslehre III – Marketing (Germelmann) Hilfe CAMPUSonline

Gehe zu: Terminliste

Anwendungen: Neue Prüfung anlegen, Prüfungstermine exportieren/importieren, Prüfungstermin-impothistorie, Studierendenkartei

Einstellungen: Ändern, Zurücksetzen

Aktionen: In Bearbeitung, Gültige, Gelöschte

Prüfungsstatus: In Bearbeitung, Gültige, Gelöschte

Bearbeitungssichten: Bearbeiten, Anmelden, Beurteilen

Sortieren: Nummer, Titel, Datum, Prüferin, Anmeldeschluss, Filter aufheben

**Prüfungs-/Beurteilungsliste**

Prüferin	Kand.	Datum	Typ	Nummer	Sem. SSt	Fach/Modul/LV	Aktion	Export / Import	Prüferin	Uhrzeit	Ort	Organisation	Notenskala
<input type="checkbox"/> D. Biswas (P)	<input type="checkbox"/> 0 (0)		L	33463	16S 3,00 SSt	V Sensory Marketing	Beurteilen	Export / Import	D. Biswas (P)	00:00	Ort ist nicht fixiert	Fak3L_LBWL3	DE9
<input type="checkbox"/> C. Germelmann (P)	<input type="checkbox"/> 2 (0)		L	33150	16S 3,00 SSt	S Bachelorseminar Marketing (Theorien und Anwendungsfelder im Marketing: Bachelorseminar Käuferverhalten)	Beurteilen	Export / Import	C. Germelmann (P)	00:00	Ort ist nicht fixiert	Fak3L_LBWL3	DE3



,15 Sekunden (idTermList)

Figure 5.4 Examination List - Assessment

### 5.6.1 Enter results directly

To enter the examination results directly in CAMPUSonline, click on **Assess in** the list. You will return to the candidates of the examination.

Universität Bayreuth CAMPUSonline



















Gehe zu  
Drucken Prüfungsprotokoll  

Anmelden Abmelden TeilnehmerInnen der LV übernehmen  
An/Abmeldung KandidatInnen importieren Export / Import Anmeldevoraussetzungen anzeigen  
Historie Web-An/Abmeldung Historie  
Studierenden-Verständigung Ergebnisse, Mitteilung und Einsichtnahme E-Mail an alle  
Prüfung An Prüfungsamt übermitteln  
Einstellungen Ändern Zurücksetzen  
Aktionen  
Ansicht umschalten Detailsicht **Bearbeiten**  
Sortieren **Name** Matrikelnummer Note Studien-ID Modus Info  
Reihenfolge der Anmeldung Geschlecht Filter aufheben

### KandidatInnen

**Bearbeiten**  
00000 15W 25WS V Meine Veranstaltung am 30.03.2016 bei M. Zeising [\(P\)](#)  
Datum 30.03.2016 - Lehrveranstaltungsprüfung - KandidatInnen bearbeitet / Zeising M. / 31.03.2016














**Speichern** **Speichern und Schließen** **Schließen**

<input type="checkbox"/>	 Felder	Matr.Nr. 	Status, ID, SPO 	Name 	Note   	Prüfungsdatum 	Mitteilung  	Abmeldung nicht erlaubt 	Prüfungsmodus 	Vorbehaltlich	Antrag auf Einsichtnahme 	
<input type="checkbox"/>		00000 15W 25WS V Meine Veranstaltung am 30.03.2016 bei Zeising										
<input type="checkbox"/>		0010002	 0510 85 021, 1112/1114	Doe, John	1,3 sehr gut 	30.03.2016 		<input type="checkbox"/>	S Schriftlich 	<input checked="" type="checkbox"/>	-	
<input type="checkbox"/>												






**Speichern** **Speichern und Schließen** **Schließen**

Now you can enter the grades, the examination time and many other details. If you have already entered the examination time when creating the examination, it will be entered here automatically.

By clicking on the triangle, you can enter further information about the participant and, for example, also select a **topic**.  
capture.

☐  Felder  Matr.Nr.  Status, ID, SPO  Name  Note   Prüfungsdatum  Mitteilung   Abmeldung nicht erlaubt  Prüfungsmodus  Vorbehaltlich Antrag auf Einsichtnahme 

☐ 00114 16S 25WS V Meine Veranstaltung bei Zeising

☐  1104691  0510 P1 986, unbekannt Zeising, Michael X Nicht erschienen - 5  Prüfung am 02.06.2016  X Sonstige 

**Gehe zu**


**Erfassen**  
Abmeldung  
E-Mail  
Zuordnung zur SPO

**Anzeigen**  
Studierendenkartei  
Historie  
Web-An/Abmeldung  
Historie  
Voraussetzungen


**Prüfung**

Unterrichtseinheiten

Fachsemester

Mitwirkende 


Abrechnen ☒

Sprache 

Gesamtpunkte

Gesamt-Punktelimit-erreicht ☐

Anrechnung auf max. Creditwert lt. SPO ☐

Raumzuordnung \*\*\* keine Raumzuordnung eintragen \*\*\* 

Raumauslastung -

**Stellung im Studium**

Prüfungsordnung unbekannt ECTS Credits Prüfungsfachgebiet

**Speichern und Schließen** **Schließen**

**Anmerkungen**

Kartei-Anmerkung

Leistungsnachweis-Anmerkung

Thema

Save your entries with **Save** or **Save and Close**.

### 5.6.2 Upload results via CSV file

If you want to record the results using Microsoft Excel and then upload them to CAMPUSonline, click on **Export / Import in** the view in Figure 5.4. Select the option **ISO-8859-1** as the **character set**, the option **CSV for Excel** as the **format** and click on **Perform export**. You can then download the file.

Prüfung exportieren / importieren ✕

**Export**

Auswahl ☒ Einzeltermin: 32092 17W 2SWS V Produktion und Logistik bei Schlüchtermann  
☐ Alle Termine des Tages: 26.04.2018

Format ☒ CSV für Excel  
☐ XML

Zeichensatz ☒ ISO 8859-1 ☐ UTF-8

**Export durchführen**

**Import**

**Durchsuchen**  **Import durchführen**

**Schließen**

Figure 5.5 Import/export of examination results

You will receive a CSV file that you can open with Microsoft Excel. You can enter the results and other information in the file. For additions (e.g. did not appear) please use the corresponding characters (e.g. "X").

**Please note the following points:**

- If you open the file with Microsoft Excel, save the changed file with the file type "CSV (delimiter-separated) (\*.csv)" before uploading it again.
- The columns *Student ID*, *Exam ID*, *Grade*, *ECTS Grade* and *Notification* must be included and must not be deleted.
- The columns must be separated by a ; (semicolon).
- You can only award marks that are part of the exam's set grading scale.
- There are problems with Microsoft Excel for Mac. Please use the PC version of Microsoft Excel if possible.

To upload the file again and thus transfer the information to CAMPUSonline, click on **Export / Import** again in the view in Figure 5.4. You will return to the view in Figure 5.5. Here, click on **Browse** and select the file. Confirm by clicking on **Import**.

## 5.7 Candidate list with examination protocol (written examination)

For written examinations you need the list of candidates incl. a protocol to be able to record the processing time and special incidents. You can print this form for all candidates entered in the examination or only for individual candidates.

### 5.7.1 All candidates

To do this, select the exam in the exam list **Markierte drucken** KandidatInnen-Liste (markierte Termine) 📄 📄 (see figure 5.2), select the option **Candidates List (marked dates)** and click on the **PDF icon** to the right of it. You will receive a PDF containing the candidates and the minutes.


### 5.7.2 Only certain candidates

Open the candidate list of the examination by **Markierte drucken** KandidatInnenliste (markierte Kandidaten) 📄 📄 clicking in the examination list (see figure 5.2) in click on the numbers in the Candidate column. Select the candidates for whom you want to create the printout. Select the option **List of candidates (marked candidates)** in the top right-hand corner and click on the **PDF icon** to the right of it.

## 5.8 Examination protocol (oral examination)

For oral examinations you need a form on which you can record details of the examination. You can print this form for all candidates entered in the examination or only for individual candidates.

### 5.8.1 All candidates

Highlight the exam in the exam list **Markierte drucken** **Prüfungsprotokoll für mündliche Prüfung (markierte Termine)**  (see figure 5.2), select in the top right corner the option **Assessment form (marked dates)** and click on the **PDF icon** to the right of it.

### 5.8.2 Only certain candidates


Open the candidate list of the exam, **Markierte drucken** **Prüfungsprotokoll für mündliche Prüfung (markierte KandidatInnen)**  by clicking in the exam list (see


Figure 5.2) in the Candidate column, click on the numbers. **Select the** candidates for whom you want to create the printout. Select the candidates for whom you want to create the printout. Select the option **Assessment form (marked candidates)** in the top right-hand corner and click on the **PDF icon** to the right of it.

## 5.9 Publish results and allow requests for inspection

After the examination results have been entered in CAMPUSonline, you can communicate them to the students. To do so, switch to the candidate view (see Figure 5.3) of the corresponding examination.

At the top right, next to **Student Notification**, select **Results, Notification and Inspection**. In the corresponding window, select the option **Published** under **Examination and partial results** and confirm with **Save and Close**. The results are now displayed to the participants in CAMPUSonline and they are informed by e-mail.


If you also want to allow students to submit a request for inspection, select the option **published** under **Request for Inspection**.


**Studierenden-Verständigung** 

---

**Ergebnisse, Mitteilung und Einsichtnahme**


**Prüfungs- und Teilergebnisse**


☒  geändert, wird veröffentlicht

☐  nicht veröffentlicht


**Mitteilung**


Keine Mitteilungen gespeichert

☒  veröffentlicht

☐  nicht veröffentlicht

**Antrag auf Einsichtnahme**


☒  geändert, wird veröffentlicht

☐  nicht veröffentlicht

**Speichern und Schließen** **Schließen**

## 5.10 Inspection


The candidates can submit a request for inspection via the system within the deadline you have set. At the end of the deadline, you can see in the candidate list (see Figure 5.3) **in the Request for Inspection** column which of the candidates wish to be inspected and make an appointment with them.

**Antrag auf Einsichtnahme** 

---

31.03.2016

## 5.11 Transfer results to the examination office (list of results)

As soon as the examination results are finalised, **Markierte drucken** **Ergebnisliste für das Prüfungsamt (markierte Termine)**  i.e. the inspection is also completed, you can hand it over to the examination office and complete the examination with it. You can also print out this form for all participants in the examination or only for individuals.

### 5.11.1 All participants

Select the corresponding exam in the exam list (see figure 5.2). Then select the printout of the **results protocol (marked dates)** in the upper right-hand corner and click on the **PDF symbol** to the right of it.



### 5.11.2 Complete examination

After you have printed the result protocol, you can complete the exam in CAMPUSonline. To do so, select the corresponding exam in the exam list (see Figure 5.2) and then click on **Transmit to Examination Office** at the top right next to **Exams**.

## 5.12 Examination statistics

To display a statistical evaluation of the results of an examination, click on the examined course or module examination in the **examination list** (see Figure 5.2 or Figure 5.4) in the column **Course/Module**.

Zuordnungen / Leistungspunkte ▼ Pflichtfach: 0 | Wahlfach: 1 | sonstiges Fach: 0

Studienart/Studienplan	SPO-V	Zuordnung zu Modul	Art	empf. Sem.	ECTS Credits
laufend					
Bachelorstudium					
B5 021		...			
Betriebswirtschaftslehre	1112/1114	► M [VK] [Fak310057] Finanzmanagement	WAHL	W	5
B.Sc. (BayHSchG)		► P [VK] [G-1] Finanzmanagement			

Angaben zur Prüfung

Beurteilungsschema

(Bewertungsmethode, Prüfungsmodus)

Prüfungstermine & Anmeldung [Details](#)

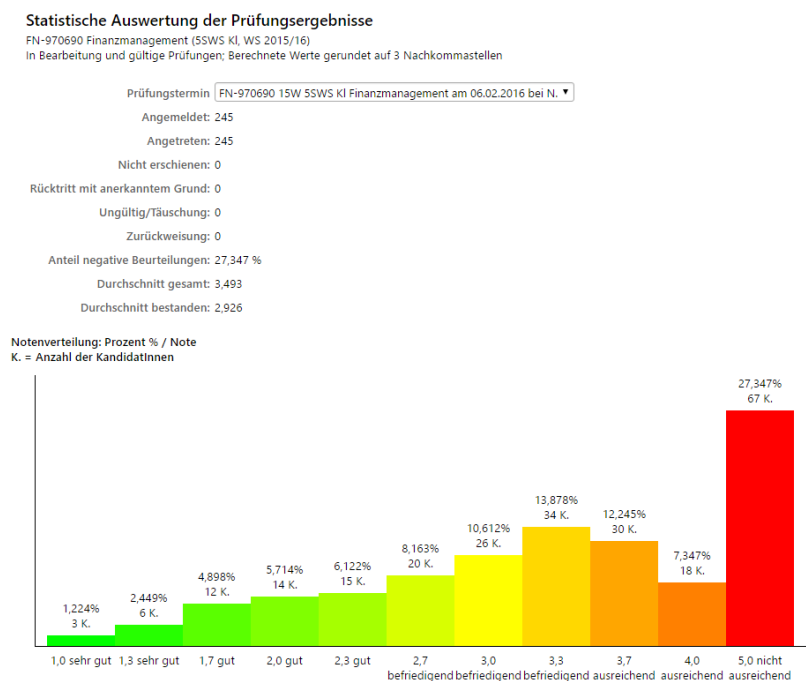
Anzahl der Prüfungstermine immanenter Prüfungscharakter

im Semester

Statistische Auswertung [Details](#)

der Prüfungsergebnisse

In the lower part of the window, select the link next to **Statistical evaluation in the Information on the examination.**  
**Details.**



# 6 Theses

Theses are considered to be

- Bachelor theses,
- Master theses and
- Admissions work.

CAMPUSonline supports the registration of these theses. All possible processes that take place before the registration of the thesis, e.g.

- Topic allocation,
- Application to topics,
- Supervision agreement between assessor/supervisor and student,
- Confirmation of the topic by the examination board, etc.

are handled outside of CAMPUSonline using appropriate forms, if necessary. CAMPUSonline supports the process from the registration of the work, i.e. in most cases from the beginning of the processing time.

## 6.1 Show theses


To open the final papers of your OU, select the OU in the left-hand area  **Abschlussarbeiten** or click on the house in the top right-hand corner and select the application **Theses**. Here you will find all the theses of your OU.



Figure 6.1 Final work of an OU

## 6.2 Enter thesis

As the supervising OU, enter the thesis in CAMPUSonline. To do this, click on **Register candidate in the** view in Figure 6.1 at the top right next to **Action**.

Universität Bayreuth Hilfe **CAMPUS** online

**Abschlussarbeiten** Aktionen

Abschlussarbeit - Neuanmeldung [Zurück zur Kandidatinnen-Liste](#)

Matrikelnummer/Name

Name / Geburtsdatum

Studium

Typ  ☐ Anerkannt / Zweiterfassung bei interuniversitären Studien ☐ Vorbehaltlich angemeldet ☐

Sprache des Volltextes

Thema bei der Anmeldung

max. 2000 Zeichen  
2000 Zeichen frei

Thema am Leistungsnachweis/Titel  
(in der Sprache des Volltextes)

max. 2000 Zeichen  
2000 Zeichen frei

Thema in Englisch  
(für engl. Transcript of Records)

max. 2000 Zeichen  
2000 Zeichen frei

Thema ist sichtbar ☐

Datum Themenbekanntgabe/Beginn

Späteste Abgabe

Abgabe **noch auszufüllen**

Datum der Beurteilung **noch auszufüllen**

Gesamtbeurteilung **noch auszufüllen**  Studierende(n) benachrichtigen ☐

ECTS Credits

von -32.000 bis 32.000

Funktionen/Personen

Durchführende Organisation Intern

Extern

Sonstige  Land

Anmerkung

Andruck am Leistungsnachweis ☐

max. 2000 Zeichen  
2000 Zeichen frei

Anmerkung intern

max. 2000 Zeichen  
2000 Zeichen frei

Figure 6.2 Enter thesis

Enter

form **matriculation**

**number/name**

the  
matriculation number or the last  
name of the student.

and click on **Search**. If only one student was found, his/her data will be entered. If several students are possible, a selection will be displayed. If the student is enrolled in more than one programme, you must select one **programme**.

Also enter the **topic when registering**, the **topic announcement/start date** and the **latest submission date of** the thesis. If you do not enter a date, six months will be automatically inserted. The deadline will be checked by the Examinations Office as soon as you have entered the work.

You do not have to enter the **ECTS credits**; they are entered automatically after creation according to the study programme.

## 6.3 Extension of deadline

An extension of the processing time is applied for as before, i.e. via the Examinations Office and/or the Examination Committee, depending on the subject area. The new latest submission date is entered by the Examinations Office.

## 6.4 Receive thesis

The final theses are accepted by the Examinations Office without exception.

## 6.5 Evaluate thesis

The assessment of final theses is registered by the Examinations Office without exception. Please forward the assessment(s) to the Examinations Office for this purpose.

# 7 Internal appointments and own calendar

## 7.1 Internal appointments (organisational appointments)



### Meine Termine & Räume

CAMPUSonline

UBT

Suche

Bedienstete/r: Michael Zeising

Hilfe

Universität Bayreuth

- Hochschulleitung
- Hochschulgremien
- Verwaltung
- Fakultäten
  - Mathematik, Physik und Informatik
  - Biologie, Chemie und Geowissenschaften
  - Rechts- und Wirtschaftswissenschaften
  - Sprach- und Literaturwissenschaften
  - Kulturwissenschaftliche Ingenieurwissenschaften
- Vertretungen und Beauftragungen
- Zentrale Einrichtungen / Betriebseinrichtungen
- Forschungseinrichtungen
- Sonderforschungsbereiche
- Sonstige Einrichtungen
- Externe Einrichtungen / Institute

Michael Zeising

Raumverwaltung

Von mir verwaltete Räume Termine

anzeigen [alle Termine](#) | [Organisationstermine](#) | [Sachbearbeitertermine](#) | [Von mir zu bearbeitende Terminanfragen](#) | [Von mir gestellte Terminanfragen](#)

[Neuer Einzeltermin](#) [Neue Terminserie](#) [Export](#) [Drucken](#)

CM - Campus Management

Betreff [▲▼](#) Ansprechpartner [▲▼](#) Tag [▲▼](#) Datum [▲▼](#) von [▲▼](#) bis [▲▼](#) Ort [▲▼](#) Status [▼](#) Anmerkung interne Bemerkung Serie

Keine Termine gefunden.

Vielleicht finden Sie Termine wenn Sie andere Filtereinstellungen verwenden (siehe Icon [▼](#) im Kopf der Tabelle).

[Löschen](#) [Absagen](#)

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CM - Campus Management

Hilfe CAMPUSonline

Aktionen

Aktion [Suche freie Räume](#)

Ansicht [info zu E-Mail-Benachrichtigung](#)

Organisationstermin

Neuen Termin erstellen

Betreff

1 bis 255 Zeichen

Ansprechpartner

max. 255 Zeichen

Ort

Filter

Ressource

Berechtigungsprofil

Details [🔍](#) [📅](#) [🔔](#) Kontaktperson: Glaser, Monika

Datum

am  bis

Format: TT.MM.JJJJ

Uhrzeit von  bis

Format: hh:mm

vorlesungsfrei ☒ keine Termine an vorlesungsfreien Tagen ☐ an vorlesungsfreien Tagen werden Termine erstellt

Anmerkung

max. 4000 Zeichen

interne Bemerkung


max. 4000 Zeichen

[Speichern](#) [Speichern und Schließen](#) [Abbrechen/Schließen](#)

# 8 Management of own rooms

Rooms that are not centrally managed, such as meeting rooms, laboratories or other specially used spaces, can be set up in CAMPUSonline so that you can manage them yourself. Administration means that certain groups of people at the UBT can make room requests for your rooms and you can then confirm, postpone or reject these requests. You as the room administrator can always book your rooms directly.

Rooms can also be set so that no one is allowed to make a room request. In this case, only the respective room administrator(s) may book appointments in these rooms.

To access the administration of your rooms, switch to your **business card**  **Meine Termine & Räume** (see section 1.4) and there in **My Appointments & Rooms**. You will receive a list of the rooms you manage.

## Raumverwaltung

Von mir verwaltete Räume			Termine		
<div>Alle kollisionsfreien Termine bestätigen</div>					
Name		Ort		Eigentümer	
<div>▲ ▼</div>		<div>▲ ▼</div>		<div>Organisation ▼ Kontaktperson</div>	
				<div>◀ 165 ▶</div>	
Ort - Raum					
Kennung	Name	Raumnummer	Adresse	Organisation	Kontaktperson
GSPEG06.00.259		06.00.259	Geschwister-Scholl-Platz 3	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGALL	Allwetterplatz	ALL	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGBVB	Beachvolleyballfeld	BVB	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGHP	Hauptplatz	HP	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGLAA	Leichtathletikanlage	LAA	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 39 (0/0/39)
SportAEGNP 1	Nebenplatz 1	NP 1	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGNP 2	Nebenplatz 2	NP 2	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGNP 3	Nebenplatz 3	NP 3	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGTA 1/1	Tennisanlage 1/Platz 1	TA 1/1	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGTA 1/2	Tennisanlage 1/Platz 2	TA 1/2	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGTA 1/3	Tennisanlage 1/Platz 3	TA 1/3	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGTA 2/1	Tennisanlage 2/Platz 1	TA 2/1	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGTA 2/2	Tennisanlage 2/Platz 2	TA 2/2	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportAEGTA 2/3	Tennisanlage 2/Platz 3	TA 2/3	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportEG0.02	S 86	0.02	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 93 (0/0/93)
SportEG0.07	S 85	0.07	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 156 (0/0/156)
SportEG0.09	H 35	0.09	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 229 (1/0/228)
SportEG0.101	Fitnessstudio (Kraftraum)	0.101	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 0
SportEG0.82	K Turnhalle	0.82	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 118 (14/0/104)
SportEG0.89	Gymnastikhalle	0.89	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 328 (51/0/277)
SportEG0.92	Spielhalle	0.92	Universitätsstraße 30	UBT	Wachsmuth, Nadine, Dr. 190 (12/0/178)

Figure 8.1 Rooms I manage

## 8.1 Process room requests

In the **desired dates** column you can see how many room requests are currently open for each room. Click on the numbers to open the requests. The requests are initially grouped by room. Under **Grouping**, select the setting **by event** to switch to a clearer display.

### 8.1.1 Confirm request

To confirm a request, select the event(s) and click at the bottom of the **Confirm** window. When grouping by event, you can click on the checkbox next to an event to select or deselect all the event's appointments.

By confirming, the status of the appointment changes from "planned" to "fixed" and no longer appears under your requests. The creator of the request, the teacher(s) and any registered students will be notified of the confirmation by e-mail.

### 8.1.2 Reject request

To reject a request, select the appointment(s) again and click at the bottom of the **Reject** window.

### 8.1.3 Move and confirm request

You can move individual appointments of a request or the corresponding series of appointments and confirm them at the same time. To do this, select the appointment by clicking on the **date**.

The screenshot shows the 'Lehrveranstaltungstermin' (Appointment Request) form in the CAMPUSonline system. The form is titled '57008 Trainings- und Bewegungswissenschaft (2SWS S, WS 2016/17)'. It includes a sidebar with 'Aktionen' (Actions) and 'Ansicht' (View) options. The main form fields are: 'Organisation: Sportwissenschaft', 'Gruppe: Gruppe 2', 'Ereignis: Abhaltung', 'Terminotyp: geplant', 'Ressource: S 86 (SportEG0.02)', 'Datum: 06.10.2016', 'Uhrzeit von: 10:00 bis 11:30'. There are two text input fields for 'Anmerkung' (Note) and 'interne Bemerkung' (Internal Remark), both with a 'max. 4000 Zeichen' (max. 4000 characters) limit. The form also shows 'erstellt am: 12.01.2016 09:10:37' and 'erstellt von: Stelzer, Philipp'. At the bottom, there are several green buttons: 'Löschen' (Delete), 'Bestätigen' (Confirm), 'Ablehnen' (Reject), 'Verschieben' (Move), 'Speichern' (Save), 'Speichern und Schließen' (Save and Close), and 'Abbrechen/Schließen' (Cancel/Close).

Figure 8.2 Appointment request

To move only this individual appointment (room and/or time), click **Move**, enter the changed dates and confirm with **Move**.

In many cases, the individual appointment will have arisen from a series of appointments (e.g. "always Mondays from 8 to 10 a.m."). To move the series instead of the single appointment, select the item **Appointment series** in the top right-hand corner of the **view** in Figure 8.2. Now you can **move** the series.

Following the shifting, the is confirmed.

## 8.2 Dates of a room

Click on the identifier of a room to go to the calendar for that room. Click on **Show appointments graphically** to display a weekly view.

## Terminkalender des Raums

Leichtathletikanlage (SportAEGGLAA)

[Neuer Termin](#) [Terminanfragen](#) [Export](#) [Veröffentlichen](#) [Drucken](#) [Kontaktperson anzeigen](#) [Einstellungen](#)

Kalenderwoche 15 / 2016

Woche   Skalierung 100%

	Montag, 11.04.2016	Dienstag, 12.04.2016	Mittwoch, 13.04.2016	Donnerstag, 14.04.2016	Freitag, 15.04.2016
08:00				Leichtathletik K 3/4	
09:00				Abhaltung: Hauptseminar;	
10:00			Leichtathletik K 3/4	Leichtathletik K 3/4	
11:00			Abhaltung: Hauptseminar; Lehramt	Abhaltung: Hauptseminar; Lehramt	
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					
18:00					
19:00					
20:00					



# 9 Calendar

## 9.1 Personal calendar

You will find **My Appointments** on your business card. Here you can see the courses and examinations in which you are involved, as well as your personal appointments.



Meine Termine

Michael Zeising

### Persönlicher Terminkalender

Zeising, Michael

Neuer persönlicher Termin

Export

Abonnieren

Drucken

Einstellungen

Click on **New personal appointment** to create an appointment that only you can see.

### Neuer persönlicher Termin



#### Neuen Termin erstellen

Betreff  1 bis 255 Zeichen

Datum Serientyp ☒ Einzeltermin ☐ täglich ☐ wöchentlich

am

Format: TT.MM.JJJJ

Uhrzeit von  bis    
Format: hh:mm Format: hh:mm

vorlesungsfrei ☐ keine Termine an vorlesungsfreien Tagen ☒ an vorlesungsfreien Tagen werden Termine erstellt

Anmerkung  max. 4000 Zeichen

With **Subscribe** you can create an address where you can always find your appointments in iCal format.

### Terminkalender abonnieren



#### Status Ihres iCal-Kalenders

Ihr persönlicher Terminkalender ist zurzeit veröffentlicht. Mit der folgenden Adresse können Sie Ihren Terminkalender im iCal-Format in anderen Programmen/Geräten abonnieren:

#### Adresse Ihres iCal-Kalenders

<https://campusonline.uni-bayreuth.de/ubtoj/ws/termin/ical?pPers=A5781EA1E261A457&pToken=8E0C8095EC518D74D70FD68C80038B49B8CF559E31D23968B11C7225067A57BCD>



Halten Sie die Adresse zu Ihrem persönlichen iCal-Kalender geheim! Jeder der diese Adresse kennt, kann auch Ihre Termine einsehen.

#### Hinweise zum iCal-Kalender

Der persönliche Terminkalender im iCal-Format beinhaltet ausschließlich Termine innerhalb der letzten 120 Tage, bis zu 180 Tage in die Zukunft. Es kann bis zu 01:00 Stunde(n) dauern, bis Änderungen in Ihrem Terminkalender im iCal-Kalender angezeigt werden. Dies betrifft sowohl Änderungen an Terminen als auch Änderungen an der Adresse zu Ihrem iCal-Kalender.

Neue Adresse generieren

Adresse löschen

Zurück zum Terminkalender

With this address you can integrate your appointments from CAMPUSonline into other calendars (Microsoft Outlook, Google Calendar, etc.).

## 9.2 Room calendar

The dates of a room can also be viewed collectively and subscribed to. To do this, search for a room using the **search function** in the upper right-hand corner of the window.

The screenshot shows the CAMPUSonline interface. On the left is a navigation menu for Universität Bayreuth. The main area is titled 'Suche Räume' (Search Rooms). It includes a search bar with 'AUDIMAX' entered and a 'Suchen' button. Below the search bar are filters for 'Gebäudebereich', 'Gebäude', 'Verwendung', and 'Organisation', all set to 'Alle'. At the bottom, a table lists search results.

Raumcode	Kalender	Zusatzbezeichnung	Raumnummer	Adresse, Stockwerk	PLZ/Ort	Verwalter
1AUDIMAE0.02		Audimax	0.02	Universitätsstraße 30, EG	95447 Bayreuth	[ UBT ]

Click on the icon in the Calendar column to open the room's calendar.

The screenshot shows the 'Terminkalender des Raums' (Room Calendar) for Audimax (AUDIMAE0.02). It features a weekly view for the summer semester 2016. The calendar is organized by days of the week (Montag to Freitag) and time slots (08:00 to 20:00). Various events are listed, including lectures, seminars, and exercises, each with a presenter's name. A 'Sinfonieorchester' event is highlighted in orange at 20:00 on Monday.

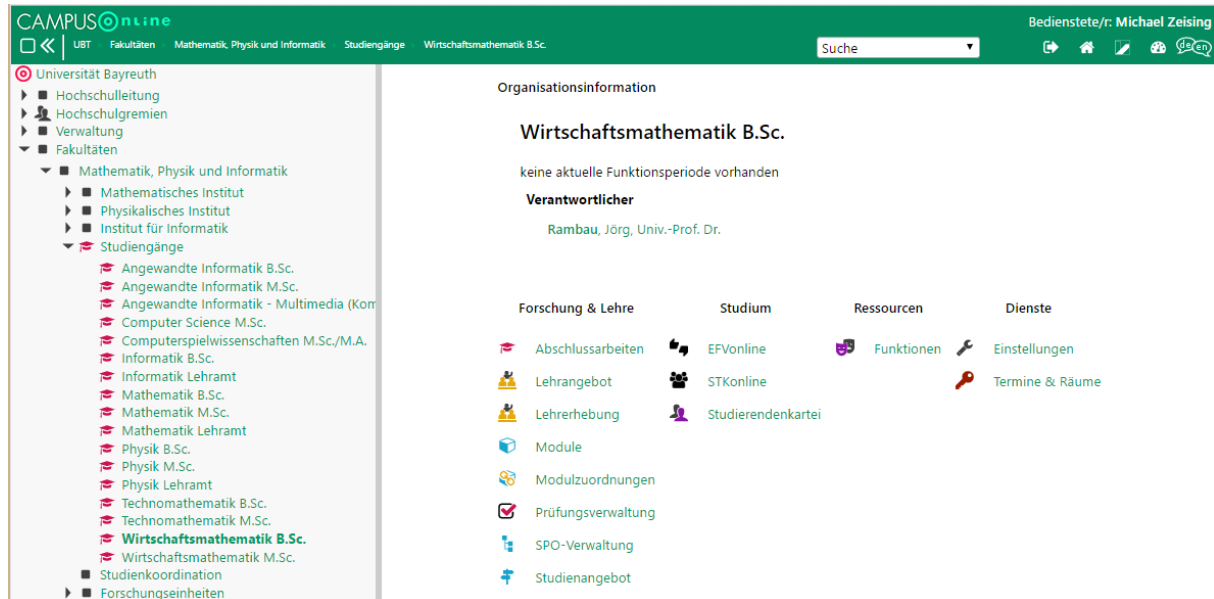
	Montag	Dienstag	Mittwoch	Donnerstag	Freitag
08:00	Technik des betrieblichen Rechnungswesens		Rechnungslegung (Bilanzen)	Grundrechte	
09:00	Abhaltung: Vorlesung; Vortragende/n: Möslang, Katja (12)	Makroökonomik I; Abhaltung: Vorlesung;	Abhaltung: Vorlesung; Vortragende/n: Schanz, Sebastian	Abhaltung: Vorlesung; Vortragende/n: Windthorst, Kay	
10:00	Mikroökonomik II; Abhaltung: Vorlesung; Vortragende/n: Leschke, Martin	Empirische Wirtschaftsforschung I; Abhaltung: Vorlesung; Vortragende/n: Heid, Benedikt, Dr.	Übung im Strafrecht für Fortgeschrittene; Abhaltung: Übung: Vortragende/n: Nestler, Nina; Univ.-Prof. Dr. (14)	Finanzwirtschaft (Vorlesung); Abhaltung: Vorlesung; Vortragende/n: Schäfer, Klaus	
11:00		Strafrecht, Besonderer Teil I: Delikte	Grundrechte		
12:00		Abhaltung: Vorlesung; Vortragende/n: Bosch, Nikolaus	Abhaltung: Vorlesung; Vortragende/n: Windthorst, Kay		
13:00				Grundlagen Marketing- und Dienstleistungen	
14:00	Statistische Methoden II; Abhaltung: Vorlesung; Vortragende/n: Olbricht, Walter			Abhaltung: Vorlesung; Vortragende/n: Baier, Daniel	
15:00					
16:00					
17:00					
18:00		Wirtschaftsrecht I; Abhaltung: Vorlesung; Vortragende/n: Schmidt, Jessica			
19:00					
20:00	Sinfonieorchester				


# 10 Student data and grade insight

## 10.1 Student data and grade insight

Rankings of students can only be created by the Examinations Office.

Select the **University of Bayreuth** in the area on the left. As the person responsible for the degree programme, please select your **degree programme** or one of your degree programmes. Via cmlife you can also view the student data and have the ToR printed out (see 13.1).



Open the **student file** to gain access to student data at .  **Studierendekartei**

Wirtschaftsmathematik B.Sc.
HilfeCAMPUSonline

**Studierendenkartei**  
Doe, John (0010002)  
Ordentlich

Gehe zu  
Abschlussarbeiten  
Aktionen  
Filter aufheben E-Mail senden Karteiblatt drucken Seite drucken Schließen

Stamm-/Studiendaten   Prüfungen-Organisationssicht   **alle Prüfungen**   Abschlüsse   LV-Teilnahmen   Zulassungen   Anmerkungen   Web-An/Abmeldung Historie

**Stamm-/Studiendaten**

**Suche**
Matrikelnummer 0010002  
Familien- oder Nachname Doe  
Vorname John  
Namenszusatz  
akad. Grad  
Studienbezeichnung  
Geburtsdatum 01.01.1990  
Geschlecht ☒ Männlich ☐ Weiblich  
Ergebnis 2 2 **Zurück** **Weiter**  
**Ergebnismenge anzeigen** **neue Suche** **Suchen**

**Weitere Informationen**
Telefon / Mobiltelefon  
Studienort  
Studienzulassung gemäß  
Reifeprüfung  
Incoming Nein  
Staatsangehörigkeit Deutschland  
Exmatrikulationsgrund  
E-Mail t0002@stmail.uni-bayreuth.de  
temporäre E-Mail t0002@ubt.de  
Geburtsort Bayreuth

**Foto**  
UNI-Card

Studien-ID	SPO-Versionen	Beginn-Ende	Fachsem.	Status	letzter Abschluss am	1	2	Studium	Ergrfn	ÄqG
0510 B5 021	1112/1114	12.05.2015 -	2 /	0*		1		Betriebswirtschaftslehre		

**Heimataadresse**
wohnhaf bei (c/o):  
Straße Universitätsstraße 30  
Postleitzahl/Ort 95447 Bayreuth  
Land

**Studienadresse**
wohnhaf bei (c/o):  
Straße Universitätsstraße 30  
Postleitzahl/Ort 95447 Bayreuth  
Land

Enter the student's name or matriculation number and click **Search**.

### 10.1.1 Credit points, positive study sections

Click on the identifier in the **SPO versions** column to open the student's Curricula Support.

Doe, John (0010001)
HilfeCAMPUSonline

Gehe zu  
Studierendenkartei Suche Studium Vorschriftenartenliste  
Studienerfolgsnachweis

Aktionen  
Anzeige aktualisieren inakt. Knoten einblenden Studierendensicht  
Überprüfung der Überschneidungsfreiheit  
Knotenliste f. Berechnung initialisieren Anzeigen  
SPO Ergebnisse Berechnen zeitabh. Vor. berechnen  
Leistungen Anzeigen  
Knoten **alle** gewählt zugeord. Leistung inakt. Leistung  
Prüfungstermin angem. Prüfung angem. LV Semesterplan

**Curricula Support**  
B5 166 Sportökonomie B.Sc. (BayHSchG/0707/0511, Bachelorstudium, auslaufend);  
Studium offen  
Studienjahr 2015/16  
  
Fachsemester: 1

**Studienergebnisse, Stand: 21.04.2016 22:04 ( SPO Status: ● , 2 Knoten zur Berechnung vorgemerkt )**

Knoten-Bezeichnung	FS	LP	Dauer	G	Administration-Tools	Leist	Gew	Pos	EN	VE	Dauer	LP	Note	VPA	WA	FRV
<div> <div> 0707/0511 </div> 25. Juli 2007 AS 20. Mai 2011 </div>	180	6	1					P	EN	V						
<div> <div>A</div> Propädeutika </div>	17	1						P		V						
<div> <div>8-1</div> Grundlagen Sportökonomie </div>	10	1						P		V						
<div> <div>8-2</div> Grundlagen Betriebswirtschaftslehre </div>	20	1						P		V						
<div> <div>8-3</div> Allgemeine Betriebswirtschaftslehre </div>	20	2						P		V						
<div> <div>8-4</div> Sport Management 1: Grundlagen </div>	10	2						P		V						
<div> <div>8-5</div> Sport Management 2: Controlling </div>	5	2						P		V						
<div> <div>8-6</div> Sport Management 3: Vermarktung </div>	5	2						P		V						
<div> <div>C</div> Rechtswissenschaft </div>	12	2						P		V						
<div> <div>D-1,2,3,4</div> Theoriefelder der Sportwissenschaft </div>		2						P		V			0			
<div> <div>D-5</div> Fitnessgrundlagen </div>	3	1						P		V						
<div> <div>D-6 bis D-9</div> Sportarten und Bewegungsbereiche </div>	14	1						P		V						
<div> <div>D-10 bis D-12</div> Berufsfeldorientierung </div>	7	2						P		V						
<div> <div>E</div> Schlüsselqualifikationen </div>	9	2						P		V						
<div> <div>M</div> [VK] [Fak512660] Praktikum Sportökonomie </div>	10	2						P		V						
<div> <div>M</div> [VK] [Fak512640] Bachelorarbeit - Sportökonomie  Bachelor </div>	12	2						P		V						

Page 68 from

Here you can view the credit points that the student has achieved in the modules or study section so far.


Please note that (interim) totals of credit points are only displayed after the positive completion of a module or area.

### 10.1.2 Individual services

In the tab all **exams you will** find all exam results of the selected student.

alle Prüfungen

### 10.1.3 All students according to certain criteria

To search for students based on specific criteria, please use  **Prüfungsverwaltung** the **student** **mass query**. You can find this **Exam administration** in **or the**

Biochemie B.Sc.

Studierenden-Massenabfrage

Aktionen  
Neue Suche Einstellungen

Komplettansicht  
Dieser Reiter zeigt alle Abschnitte an, für die Sie das Recht haben.

Suchen

Studierende/r

Studierende mit Studium

Suchbegriff: Biologie Studium suchen

Art Studien-ID Studienbezeichnung Beide

Auswahl

Studien-ID	Name	Gesetzliche Grundlage	SPO-Version
<input type="checkbox"/> 0510 B4 026 ZF	Biologie	BayHSchG	-
<input checked="" type="checkbox"/> 0510 B5 026	Biologie	BayHSchG	-
<input type="checkbox"/> 0510 D1 026	Biologie	BayHSchG	-
<input type="checkbox"/> 0510 E2 026	Biologie	BayHSchG	-
<input type="checkbox"/> 0510 E3 026	Biologie	BayHSchG	-

Studienbezogene Daten der Studierenden einschränken

Auf aktuellen Studienstatus einschränken

☐ G...als gelöscht markiert

☒ U...beurlaubt

☒ E...Ersteinschreibung

☐ f...Fehler

☐ X...geschlossen (Abschluss u./o. keine Fortsetzung möglich)

☐ Z...geschlossen (Antrag oder ex lege)

☒ B...Neueinschreibung

☒ I...rückgemeldet

☐ R...Rücktritt von Immatrikulation

☐ a...Studienplatz angenommen

☐ o...Studium offen

☐ V...Verzicht auf Studienplatz

☐ z...wieder einzuschreiben

In the section **Students with studies you** can, for example, search for all students who are currently on leave of absence or enrolled in the B. Sc. Biology. The exact study is indicated by the **study ID**, which is structured as follows:

University Degree Objective Subject Subject Indicator

- Code 0510 stands for the University of Bayreuth.
- See Table 10.1 for the codes of the main completion targets.
- The fields of study are numbered consecutively, so it is best to search for the **study designation**,
- You will find, among others, the following as subject codes
  - HF: Main subject/core subject
  - SF: Focus subject
  - KF: Combination subject
  - NF: Minor subject
  - ZF: Second subject

Table 10.1 Codes of the most important degree objectives in CAMPUSonline

Bachelor	
B.A.	B1
B.A. (Core/Combined)	B2
B.A. (Culture and Society)	B3
Bachelor (Teacher Training Gymnasium)	B4
B.Sc.	B5
B.Ed. (teacher training for vocational schools)	B8
LL.B.	B9
Master	
Magister	G1
Magister Legum	G2
Magister (single)	G3
M.A.	M1
MBA	M2
M.Ed. (Teaching profession Gymnasium)	M3
M.Ed. (teacher training for vocational schools)	M4
M.Sc.	M5
LL.M. Sports Law	M7
Diploma	
Dipl. Univ.	D1
Teaching profession	
Primary schools	L1
Primary schools	L2
Secondary schools	L3
Secondary schools	L4
Grammar schools	L5
Vocational schools	L6
Primary schools (extension)	E2
Secondary schools (extension)	E3
Secondary schools (extension)	E4
Grammar schools (extension)	E5
Vocational schools (extension)	E6

In the Students section, click on **Determine Result Set to** search for the students. In the results list, click on the icon in the **Student File** column to open the student's file.

## 10.2 Use of the mass query for mail dispatch

The mass query can be used by authorised persons to write to specific groups of students by mail. There is also the contribution feature in cmlife (13.5).

### 10.2.1 Authorisation and start

In addition to the Examinations Office, the student mass enquiry is available to those responsible for a degree programme for the respective degree programme and to individual members of the Dean's Office staff on request for the respective department.

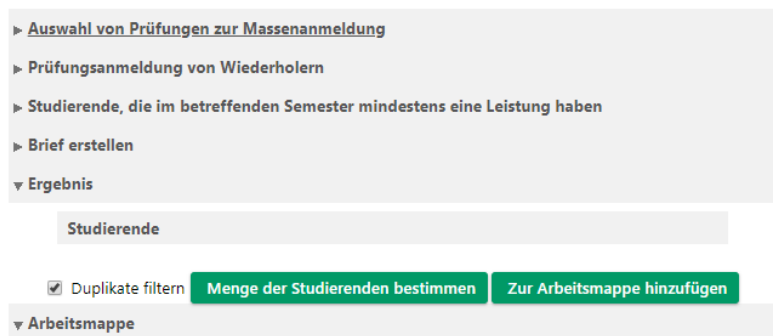
The application must be called up via the path where this right was assigned. This means that those responsible for a degree programme can find the mass enquiry by clicking on the respective degree programme on the left in the tree structure. Employees of the Dean's Office will find the mass query by clicking on the respective sub-area of the faculty ( e.g. Law). Next, click on "Exam administration" and then to "Student mass enquiry"



### 10.2.2 Filter students and add to workbook

Under "Students with studies" you can now filter by specific student groups, e.g. all enrolled students or students on leave of absence from programme X in subject semester Y. Details can be found in section 10.1.3.

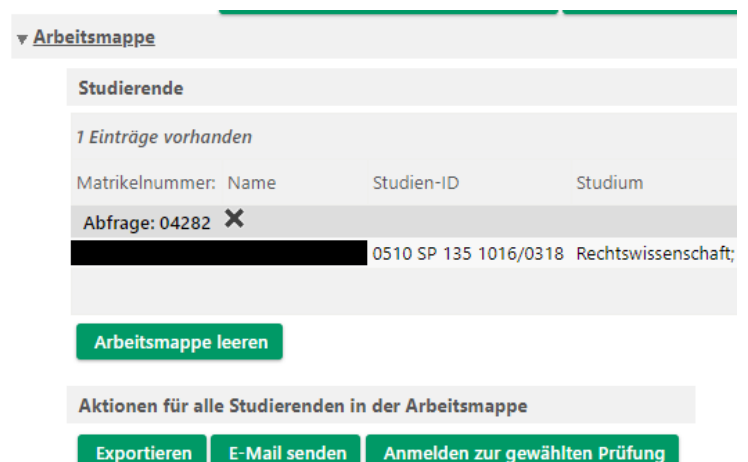
Under the item "Result" you can now confirm the filtering by clicking on "Determine quantity of students". If the quantity has been determined correctly, you can add it to the workbook.




You can repeat this step with other programmes so that you only have to send one mail and not one per programme. This will also filter out any duplicates.

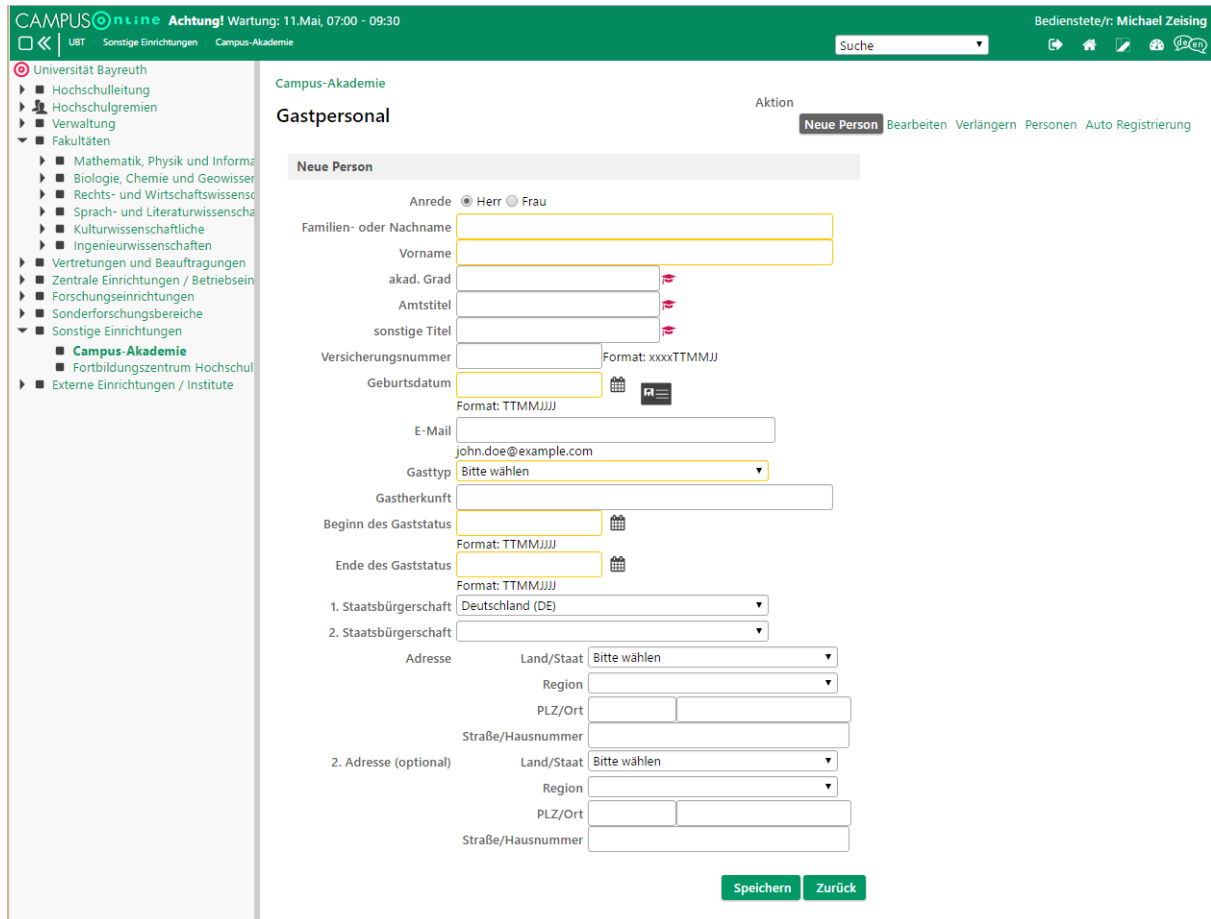
### 10.2.3 Send mail

By clicking on "Send e-mail" you open the input window for the content of your mail. By using the field "Reply to" you can set that a reply to this mass mail is directed to another e-mail. If a very large number of students are to be contacted, it is advisable to use a link instead of an attachment. Also note the other send options below the text field. Finally, click on "Send".



# 11 Manage guest staff

In the left area of CAMPUSonline, switch to your organisational unit and  **Gastpersonal** open the **guest staff**. This will take you directly to the entry of a new person.



The screenshot shows the 'Gastpersonal' (Guest Staff) management interface in CAMPUSonline. The left sidebar contains a navigation tree for 'Universität Bayreuth', with 'Campus-Akademie' selected. The main area is titled 'Gastpersonal' and includes an 'Aktion' (Action) bar with buttons: 'Neue Person' (highlighted), 'Bearbeiten', 'Verlängern', 'Personen', and 'Auto Registrierung'. Below this is the 'Neue Person' form. The form fields are as follows:

- Anrede:** Radio buttons for 'Herr' (selected) and 'Frau'.
- Familien- oder Nachname:** Text input field.
- Vorname:** Text input field.
- akad. Grad:** Text input field with a red lock icon.
- Amtstitel:** Text input field with a red lock icon.
- sonstige Titel:** Text input field with a red lock icon.
- Versicherungsnummer:** Text input field with format 'xxxxTTMMJJ'.
- Geburtsdatum:** Date picker with format 'TTMMJJJJ'.
- E-Mail:** Text input field with value 'john.doe@example.com'.
- Gasttyp:** Dropdown menu with 'Bitte wählen'.
- Gastherkunft:** Text input field.
- Beginn des Gaststatus:** Date picker with format 'TTMMJJJJ'.
- Ende des Gaststatus:** Date picker with format 'TTMMJJJJ'.
- 1. Staatsbürgerschaft:** Dropdown menu with 'Deutschland (DE)'.
- 2. Staatsbürgerschaft:** Dropdown menu.
- Adresse:** Fields for 'Land/Staat' (dropdown), 'Region' (dropdown), 'PLZ/Ort' (text), and 'Straße/Hausnummer' (text).
- 2. Adresse (optional):** Fields for 'Land/Staat' (dropdown), 'Region' (dropdown), 'PLZ/Ort' (text), and 'Straße/Hausnummer' (text).

At the bottom right of the form are two buttons: 'Speichern' (Save) and 'Zurück' (Back).

You only need to enter the **last name**, **first name**, **date of birth**, **guest type** and **period of guest status**.

To edit persons who have already been entered, switch to the **Edit action** at the top right. To extend the guest status of a person, switch to the **action Extend**.



# 12 Examples

## 12.1 Research modules

Some degree programmes in the subject groups Chemistry and Biology contain so-called research modules.

### 12.1.1 Multiple examination performances

Some research modules contain two examinations (seminar presentation and internship report). In order to be able to distinguish the performances, two courses must also be created for these modules.

### 12.1.2 Several study programmes

The study programmes M.Sc. Biochemistry and Molecular Biology (BMB) and M.Sc. Molecular Ecology (MÖ), for example, both contain two research modules (1 and 2). However, a student's performance in research module 1 in BMB is not necessarily equal to the performance in research module 1 in MÖ. Therefore, different courses must be created in order to be able to record different performances.

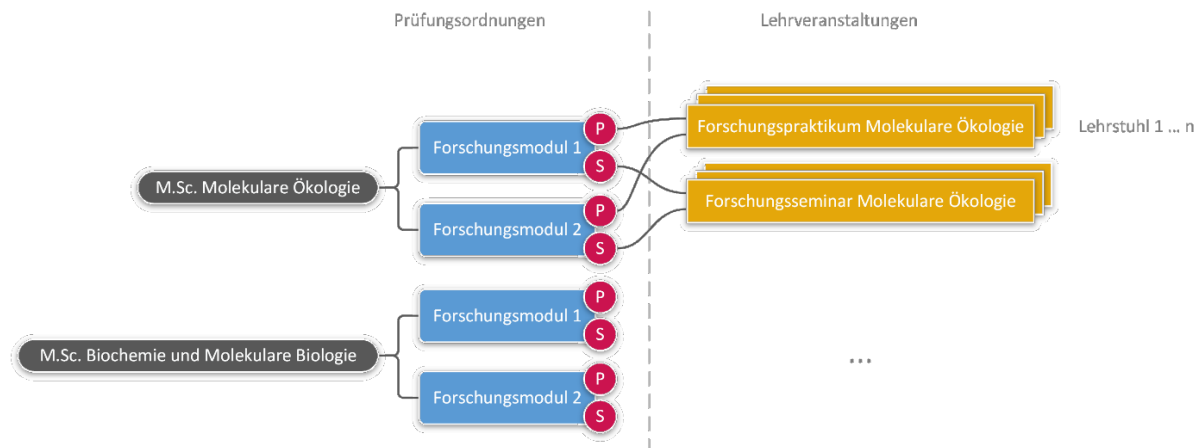
For the same research modules within the same degree programme (e.g. research module 1 and 2 in BMB and MÖ), several courses do not have to be created.

### 12.1.3 Several chairs

Several chairs of the two subject groups offer corresponding courses for the research modules. However, the courses offered by different chairs are the same in terms of examinations.

### 12.1.4 Solution

In this example, each participating chair creates a course for each examination and for each degree programme, e.g. "Research Seminar Molecular Ecology". The course can then be assigned to all the same research modules of the degree programme (e.g. research module 1 and 2 in MÖ).



# 13 cmlife

cmlife ([www.my.uni-bayreuth.de](http://www.my.uni-bayreuth.de)) is an alternative user interface for CAMPUSonline. Students can no longer access their studies via CAMPUSonline as of mid-May 2020.

cmlife accesses the CAMPUSonline database. This means that all information stored in CAMPUSonline can be accessed by students via cmlife. Most of the administration remains on CAMPUSonline.

A few supplementary functions can only be accessed via cmlife.

## 13.1 Student insight/ToR

Provided you have the necessary rights, you can view student performance via cmlife and print out your ToR. This is especially helpful for counselling situations. To do this, navigate to the "Support" tab and search for the last name or matriculation number. You can also filter by study status and degree programme.

## 13.2 Risk assessment according to § 10 Maternity Protection Act

In order to carry out the risk assessment according to § 10 MuSchG for your courses, you must first call up the course in cmlife and then click on "Manage course" at the top left. Here you can now set the assessment parameters and confirm the entries. The assessment status is created automatically. Students can activate assessments via their settings.

## 13.3 English module titles

In cmlife, English module titles can be stored so that they appear on the English version of the ToR. The best way to do this is to search for your teaching unit, select it and then click on "Modules". Here, all modules are listed that are located at your teaching unit. Now click on a module and then on "Manage module" at the top. You can now enter the English module title here. German module titles are created by the cmhelp team based on the examination regulations and can only be changed by them.

### **Note regarding course titles (CAMPUSonline):**

**The German main title can only be changed by you during the initial allocation. Subsequent changes can only be made by the cmhelp team. You can change a subtitle yourself in CAMPUSonline - if the option was selected when the course was created.**

**The English main title and subtitle, on the other hand, can be stored by you. To do this, click on the title of the course in the teacher survey. Then select Language in the top right-hand corner "English" and go to "Edit" underneath.**

## 13.4 Digital study plans

Digital study progress plans ensure that the cmlife planning view shows students the recommended subject semester within the structure of your degree programme. The digital study plans can be created and updated by the person responsible for the study programme via cmlife. Should someone else create/update the plans, the person responsible for the study programme would have to contact [cmhelp@uni-bayreuth.de](mailto:cmhelp@uni-bayreuth.de) by e-mail.

To **create it**, navigate to the corresponding degree programme, click on "Study plan" and then select the desired version of the examination regulations. Now click on "Create new study plan", enter a description (e.g.: "from start of study WS 18"), select the start semester and confirm by clicking on "Create".

Now you can **add** the corresponding **modules to** a subject semester. To do so, click on the tile with the plus sign, scroll through the list or search for the module using the search bar and then click on "Add". A module can also be added to several subject semesters. Your entries are saved automatically.

In addition, you have the option of **adding a description to** the plan and to each individual semester and to store recommended LP for each semester

You can also **copy** a study plan within an SPO version to avoid having to create a fictitious study plan "from WS 2017/18" and "from WS 2018/19" twice. You can then rename the copy and make the mostly minor changes afterwards.

## 13.5 Event history

Persons responsible for a degree programme can view programme-related events in cmlife. To do so, either navigate to the desired degree programme via the search and click on Events.

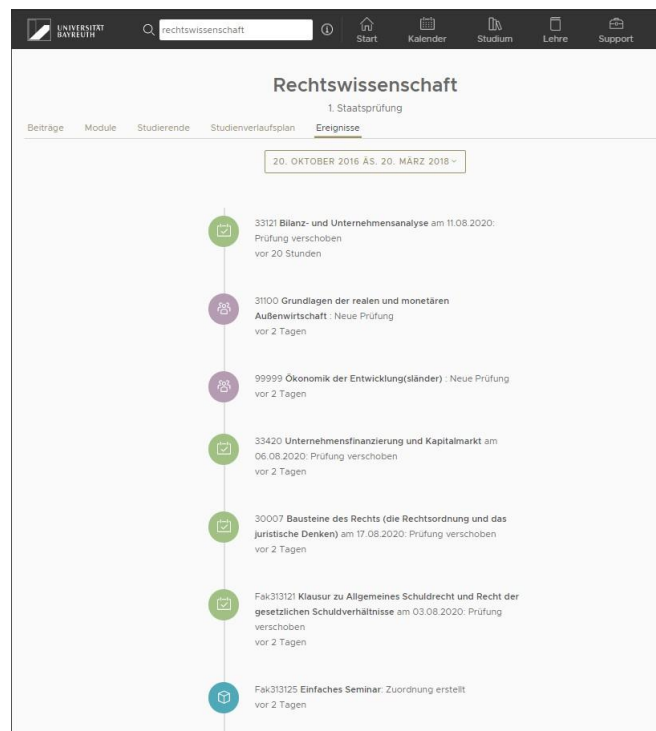


Figure 3 Course of events of a study programme

## 13.6 News (Scrit)

Via Scrit you have the possibility to compose messages that will be displayed to students in cmlife and Scrit. Messages should only be used for official announcements

You can reach Scrit at the following link: <https://my.uni-bayreuth.de/scrit>

You can find detailed documentation at: <https://scrit.docs.indibit.eu/scrit-docs/>



Figure 21 A message written in Scrit as seen by a student in cmlife

## 13.7 Other

- Room occupancy: You can view the room occupancy schedule under "Teaching" → "Room management" to find free rooms for a course. Under "Time" you can switch to the weekly schedule so that you are also shown non-teaching event dates.
- Display of degree programmes in the search: Degree programmes are displayed in the search if the so-called "WEB\_ANZEIGE\_FLAG" has been set by the cmhelp team. If an old degree programme that is no longer offered is no longer to be displayed, this must be removed for all SPO versions.