

Course attendance and absences

Registration

- Regardless of the official registration deadline, the following applies: **In order to obtain credit points, participation is required from the first session of a course!**
- Only officially registered students are entitled to participate. Although you can usually come to the first session of a course without registering, subsequent official registration via the online registration portal (<http://www.hfjs.eu/studium/vorlesungsvz/index.html>) is absolutely necessary!

Absences

The basic rule at the HfJS is that **two absences are allowed per course**, i.e. absence from two weekly meetings¹ – regardless of whether excused (always welcome!) or unexcused.

In the case of absences exceeding this limit, it can no longer be guaranteed that you will be awarded the full number of credit points (i.e. ECTS, at the HfJS also called "LP") for this course. It may even be the case that no course credit form ("Leistungsschein") can be issued at all.

Under certain circumstances absences can be compensated for by doing extra work in order to acquire missing credit points. However, the following should be noted:

- **There is no entitlement to this.** Rather, the decision as to whether – and to what extent – it is possible lies primarily with the course leader, who examines each case individually.
- For absences beyond the permissible limit, medical certificates (or other suitable proof) must be submitted.
- For examining a case, please first contact your course leader, who will usually coordinate with the examination office and/or the Dean of Studies. You can also contact the last-mentioned two directly. If a final decision cannot be reached in this way, the examination board will decide as the last instance.

Further notes:

- **Minimum attendance rule:** Since regular attendance and preparation/follow-up are essential for successfully completing a course, they cannot be reduced indefinitely. For this reason, a course can be assessed with 0 ECTS even after scheduled course tasks (e.g. presentation or essay) have been completed.
- **Reduction of ECTS:** If there are more than two absences, the "basic ECTS" awarded for attendance (1 ECTS) and preparation/follow-up (1 ECTS) are reduced accordingly (e.g. only 1 ECTS in total for both parts).² If the missing number of ECTS is not compensated for by an agreed additional course task, the course credit form ("Leistungsschein") can at best be issued with a reduced number of ECTS. As a **consequence**, it may be that the course cannot be used in the module it was intended for.

¹ For block seminars of 2 SWS the rule is that you may be absent for a maximum of 3 hours (180 min).

² The numbers given here refer to a standard course with 2 SWS (deviations possible).