

# A Guide to the HIS Portal: Registering for REMENA Exams

It is mandatory for students to register for all REMENA exams via the HIS Portal before they take place. This guideline will give you an overview of how to register for the REMENA exams online.

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## STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS

## STEP B: APPLYING FOR REMENA EXAMS

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

## STEP D: CANCELLING YOUR EXAM REGISTRATION

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## STEP A: ACCESSING THE LIST OF AVAILABLE REMENA EXAMS

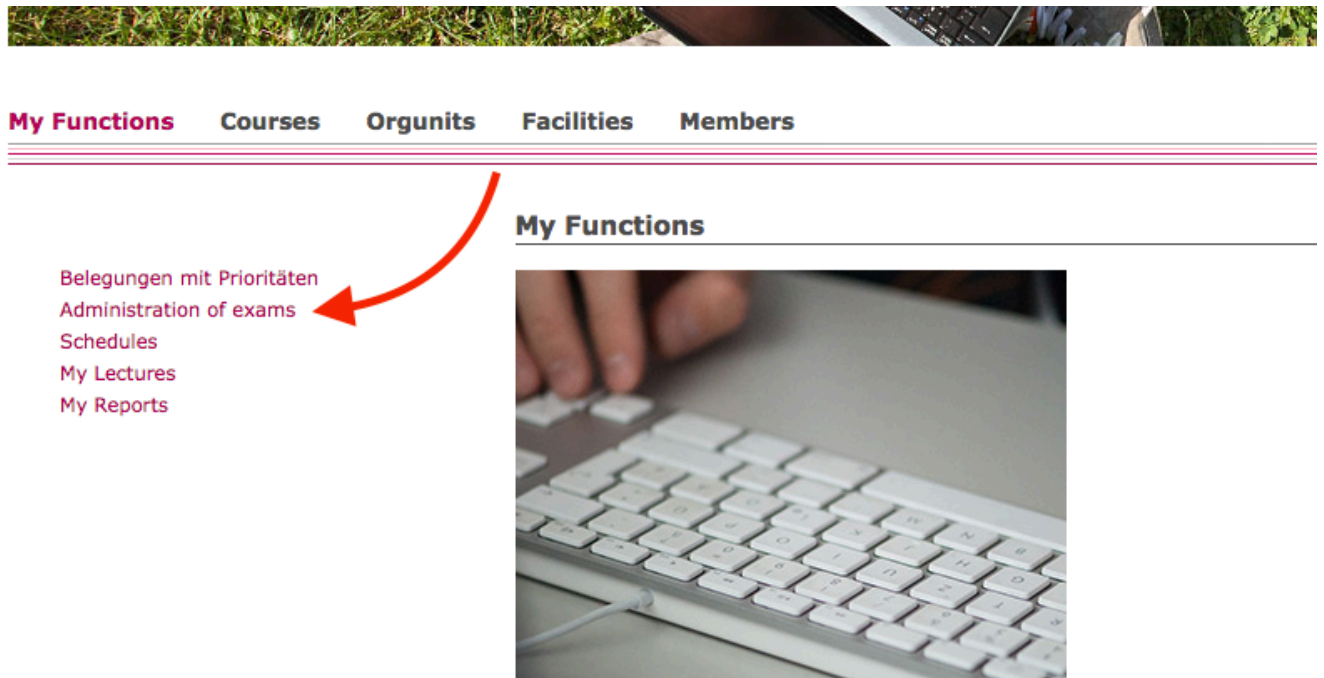
In order to access the HIS Portal, go to <https://www.portal.uni-kassel.de> and select the English option on top of the page.



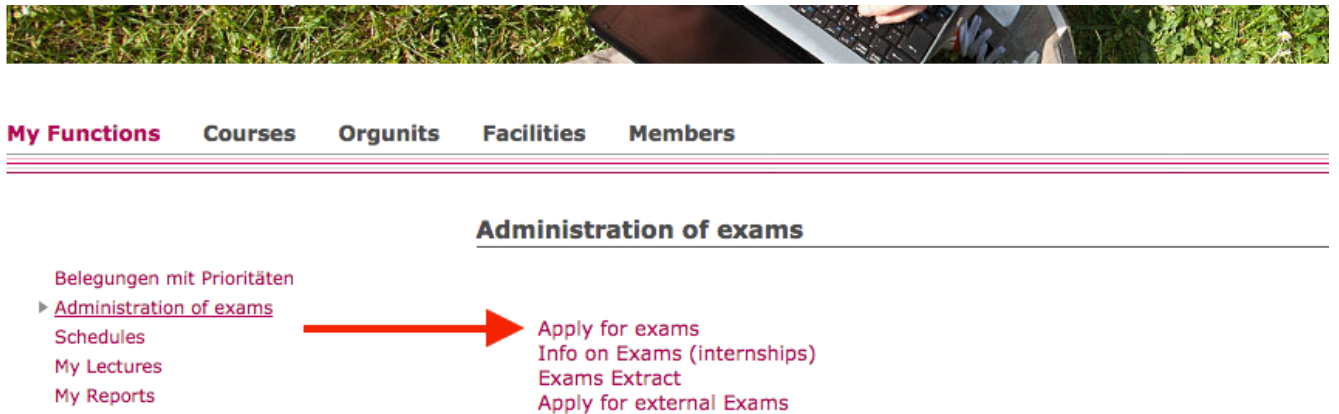
After selecting the English option, type in our uk number as your user name, along with your UniAccount password, to log in.



Next, click on “Administration of Exams”



Select the option “Apply for exams”.



Now, a declaration concerning the regulations for exam registrations is shown on the page. Please click on the box below the text in order to accept these regulations. Then, click “Next” to proceed.

#### **Important information on the registration process. Please read carefully!**

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

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

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

☒ I accept ...

## STEP B: APPLYING FOR REMENA EXAMS

After clicking on “Next” in STEP A, a list of REMENA modules appears.

[Belegungen mit Prioritäten](#)  
[Administration of exams](#)  
[Schedules](#)  
[My Lectures](#)  
[My Reports](#)  
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### Apply for exams

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

- Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (PVersion 2016)
  - 2100 Language and Presentation (Cairo)
  - 2200 Fundamentals of Renewable Energies and Energy Efficiency (Cairo)
  - 2300 Economic and Ecological Aspects of REEE (Cairo)
  - 2400 Intercultural Competencies (Kassel)
  - 2500 Practical Aspects of Renewable Energies and Energy Efficiency (Kassel)
  - 2600 Economic Activities of Germany in the MENA Region (Kassel)
  - 2700 Project Management (Kassel)
  - 2800 Language and Communication Competencies (Monastir)
  - 2900 Advanced Energy Engineering (Monastir)
  - 3000 Energy and Environment (Monastir)
  - 3100 Management and Engineering Mathematics (Monastir)
  - 4000 Elective Modules
  - 7000 Qualification Modules

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As an example, we will now register for the exam “Intercultural Competencies”. First of all, we need to select the relevant module from the list above by clicking on it, in this case: “2400 Intercultural Competencies (Kassel)”, then clicking on the entry for the “Intercultural Communication” exam.

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

- Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (PVersion 2016)
  - 2100 Language and Presentation (Cairo)
  - 2200 Fundamentals of Renewable Energies and Energy Efficiency (Cairo)
  - 2300 Economic and Ecological Aspects of REEE (Cairo)
  - 2400 Intercultural Competencies (Kassel)
    - 302241 German-Arab Relations
    - 302242 Intercultural Communication
      - FB16-9858 Intercultural Communication
        - Aref, Anke, date: 29.09.2017, term of appl. bis 22.09.2017, term of withdr.: 25.09.2017 - registration of exam
      - 302243 German and Arab Language Courses Kassel
  - 2500 Practical Aspects of Renewable Energies and Energy Efficiency (Kassel)
  - 2600 Economic Activities of Germany in the MENA Region (Kassel)
  - 2700 Project Management (Kassel)
  - 2800 Language and Communication Competencies (Monastir)
  - 2900 Advanced Energy Engineering (Monastir)
  - 3000 Energy and Environment (Monastir)
  - 3100 Management and Engineering Mathematics (Monastir)
  - 4000 Elective Modules
  - 7000 Qualification Modules

As you can see in the screenshot above, the entry shows the date of the exam (September 29) as well as the deadline of application (September 22) and the deadline for withdrawing from the exam registration (more on this in STEP D). To register for the exam, click on “registration of exam”. The following page opens. Finalize your exam registration by clicking on “yes”.

#### Apply for exams

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Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016	302242	Intercultural Communication	Aref, Anke	29.09.2017	Registration of exam



You will receive a confirmation of the registration on the next page, which opens automatically after you have clicked on “yes”. It should look as follows:

#### Apply for exams

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**You have registered/deregistered the following exam:**

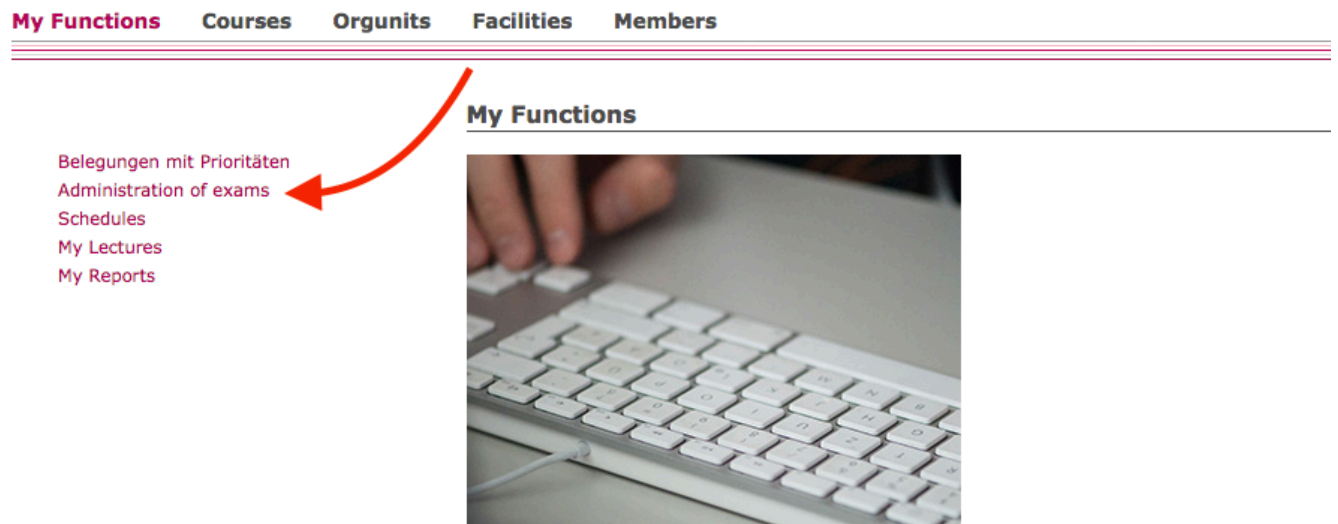
Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016	302242	Intercultural Communication	Aref, Anke	29.09.2017	Registration	OK

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

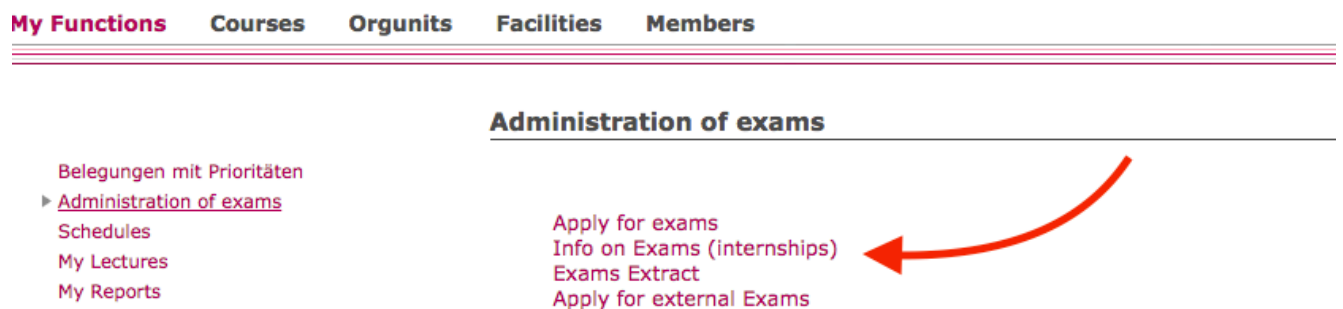
Now, you can either click on “continue registration” in order to register for further exams, go to the home page, or log out.

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

Since you will have to register for multiple REMENA exams, it is always recommended to check up on the status of the exams you have registered for so far. To do so, please click on “Homepage” after completing STEP B. Then, please select “Administration of exams” once again.



Now, select “Info on exams”.



A list of all exams you have registered for so far will then open. The picture below shows what a successful exam registration looks like in the HIS portal:

302242	Intercultural Communication	Aref	Prüfung	Summer term 17	08.05.2017	29.09.2017	- 22.09.2017	25.09.2017
FB16-9858 Intercultural Communication								

## STEP D: CANCELLING YOUR EXAM REGISTRATION

In urgent cases, it is possible for students to withdraw or cancel an exam registration. The deadline for doing so is usually several days before the exam date (please check the dates indicated in the HIS portal for every exam in order to find about the deadlines).

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

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

### Apply for exams

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

- 📁 Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (PVersion 2016)
  -  2100 Language and Presentation (Cairo)
  -  2200 Fundamentals of Renewable Energies and Energy Efficiency (Cairo)
  -  2300 Economic and Ecological Aspects of REEE (Cairo)
  -  2400 Intercultural Competencies (Kassel)
  -  2500 Practical Aspects of Renewable Energies and Energy Efficiency (Kassel)
  -  2600 Economic Activities of Germany in the MENA Region (Kassel)
  -  2700 Project Management (Kassel)
  -  2800 Language and Communication Competencies (Monastir)
  -  2900 Advanced Energy Engineering (Monastir)
  -  3000 Energy and Environment (Monastir)
  -  3100 Management and Engineering Mathematics (Monastir)
  -  4000 Elective Modules
  -  7000 Qualification Modules

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Then, please click on the module to which the exam registration you want to cancel belongs to, in this case “2400 Intercultural Competencies (Kassel)”.



Now, click on the button “Cancel registration for exam” that is shown next to the exam you have registered for in STEP B.

### Apply for exams

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

-  Master Uni m.v.Abschl. Ren.Energy + E.Efficiency (PVersion 2016)
  -  2100 Language and Presentation (Cairo)
  -  2200 Fundamentals of Renewable Energies and Energy Efficiency (Cairo)
  -  2300 Economic and Ecological Aspects of REEE (Cairo)
  -  2400 Intercultural Competencies (Kassel)
    -  302241 German-Arab Relations
    -  302242 Intercultural Communication - cancel registration of exam
    -  302243 German and Arab Language Courses Kassel
  -  2500 Practical Aspects of Renewable Energies and Energy Efficiency (Kassel)
  -  2600 Economic Activities of Germany in the MENA Region (Kassel)
  -  2700 Project Management (Kassel)
  -  2800 Language and Communication Competencies (Monastir)
  -  2900 Advanced Energy Engineering (Monastir)
  -  3000 Energy and Environment (Monastir)
  -  3100 Management and Engineering Mathematics (Monastir)
  -  4000 Elective Modules
  -  7000 Qualification Modules

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

### Apply for exams

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016	302242	Intercultural Communication	Aref, Anke	29.09.2017	Cancel registration of exam



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

### **Apply for exams**

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#### **You have registered/deregistered the following exam:**

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Master Uni m.v.Abschl. Ren.Energy + E.Efficiency 2016	302242	Intercultural Communication	Aref, Anke	29.09.2017	Withdrawal	OK, Leistung wurde gelöscht.

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

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