



Information

from the Examinations Office

Postanschrift:
Hochschule Bonn-Rhein-Sieg, 53754 Sankt Augustin

To all new students at the
Bonn-Rhein-Sieg University of Applied
Sciences
beginning their studies

Dear New Students,

On behalf of the Examinations Office, we would like to welcome you to the Bonn-Rhein-Sieg University of Applied Sciences and begin by drawing your attention to various services and facilities you can benefit from.

1. How to print out your transcript

You can access the Student Information System (SIS) from any PC to print out your transcript via the internet. The identification number printed on the last page will enable you to verify the document using a URL address if necessary. Depending on your needs, you can distinguish between a "simple" transcript, which covers all examinations passed, and a "complete" transcript, which is, for instance, required for submission to other universities. In many study programmes, the transcripts can also be called up in English.

As soon as you have registered for an examination, the list of exam registrations completed will also be displayed via the SIS.

How can you access the SIS?

Enter the URL www.h-brs.de into your browser.

- Then select students, email, web tools, internet access, SIS (student Information system) or <https://www.h-brs.de/en/student-information-system-sis>
- When registering with the SIS, you will receive your personal password.

2. How to register for examinations

Department 01 Sankt Augustin Campus – all courses of studies and

Department 01 Rheinbach Campus – all courses of studies:

You may register online via the SIS (during the registration period only). Please note that the registration deadlines must be strictly observed.

Department 02 – all courses of studies:

You may register online via the SIS (during the registration period only). Please note that the registration deadlines must be strictly observed.

Department 03 – all courses of studies:

You may register online via the SIS (during the registration period only). Please note that the registration deadlines must be strictly observed.

Department 05 – all courses of studies:

You may register online via the SIS (during the registration period only). Please note that the registration deadlines must be strictly observed.

Department 06

Bachelor Social Security Management and Master Analysis and Design of Social Protection systems: The Examinations Office carries out what is known as “mandatory registration” for all students enrolled in these study programmes.

Bachelor Sustainable Social Policy: You may register online via the SIS (during the registration period only). Please note that the registration deadlines must be strictly observed.

The Student Information System (SIS) will also provide you with details of the completed exam registration.

If you are a student at Department 01, you can as well view this information at reception on the Sankt Augustin and Rheinbach campuses, where it is made available in writing in an additional “Exam Information” file. In the event of discrepancies, please do not hesitate to contact the Examinations Office (whose contact details you will find on the related internet website).

3. How to de-register from examinations

You can also de-register from examinations using the SIS.

Please note that the de-registration period for the majority of study programmes ends seven days prior to the examination date at the latest according to the examination regulations.

4. How to call up your examination results

You are requested to call up your examination results using the SIS transcript. Please note that the examination results should be visible six weeks after the examination date at the latest. Please understand that the Examinations Office may not provide you with information on examination results over the phone out of consideration, among other things, for data protection issues.

5. How to withdraw from examinations in the event of illness during the examination period

If you are unable to take part in an examination in the event of illness, it is imperative that a sick note be submitted to the Examinations Office without delay. **For information about the appropriate form of the sick note please refer to the examination regulations for your study programme, to the Examinations Office or to your department.**

Important notice:

Please attach further written information to the sick note, including the following details: Name, study programme, student number.

Please do not forget to state which examination you are de-registering from, indicating the examination date. To do so, please use the following form: www.h-brs.de/de/form

6. General information

If you have any queries, please do not hesitate to contact the person responsible for your study programme. You will find his or her contact details on the internet website of the Examinations Office: www.h-brs.de/en/examinations-office

According to current regulations, the documents relating to your examinations are retained for five years. In the sixth year, the documents are deleted in accordance with the data protection regulations. (Example: an examination sat in the summer semester of 2016 will be deleted in 2022).

Please check the file size of your inbox regularly to make sure that you can receive all information we address to your university inbox by e-mail.

To help reduce handling times, please do not forget to indicate your student number, your name and your study programme on any written requests you may address to the Examinations Office.

Best regards

The Examinations Office