Guide for study advisors

Contents

Searching for students
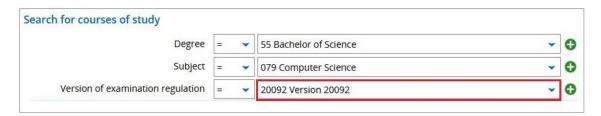
Expand the menu and navigate to "Achievements" and "Edit achievements per student" in the role of study advisor.

The menu item "Edit achievements per student" takes you to a search screen where you can search for individual students according to specific criteria, for example name or student registration number.
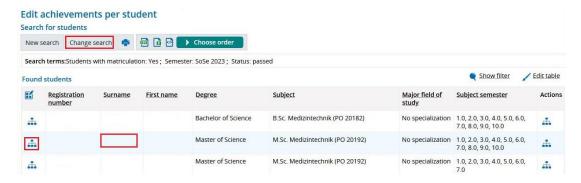
For example, to search for students in the Bachelor's degree program in Computer Science, examination regulations version 20092 who completed the GOP in summer semester 2021 follow these instructions: From the "Search for degree program" section, choose your search criteria from the dropdown menu.

To enter GOP, you need to specify criteria in the "Achievements" section.

You can also search for keywords such as GOP in the title field. The results lists will display all achievements in which the keyword occurs in the title. Enter your search criteria and then click the "Search" button. If you need to perform a more complex search, you can add additional criteria using the "Advanced search" feature. If several records matching your search criteria are found in the system, the results lists will be displayed. If only one record is found in the system, you will be taken directly to the achievements screen. If you would like to see further columns, click right on edit table and choose the columns you would like to view.

In the results list, you can access the records for individual students by clicking on the hierarchy icon or the student's last name. If you need to adjust your search criteria, click the 'Edit search' button to return to the search screen. Further information on the results list is available in the "Guide for searching in campo and customizing results lists".

Editing achievements for individual students

The following screen is split into three sections:

- Overview including academic progress for the current semester
- Chronological record of academic progress
- Achievements

Overview

Name **Herr Abazli, Aref** | Matrikelnummer **22584803** | Semester an deutschen Hochschulen **9** | Geburtsdatum **08.01.1996** | Geburtsort **Edleb** | **Haupthörer** | Exmatrikuliert zum 31.03.2023 (Beendigung nach bestandener Prüfung)

The top left of the screen shows an overview of personal data, including student registration number, name, gender, date of birth, place of birth and enrollment status (for example re-registration, leave or de-registration). You can view contact details using the magnifying glass symbol.

Registration number (Start search with [RETURN])

study history in Summer semester 2024				ST	FS	examination entitlement
M.Sc.	Medical E	H	Vers 20192	reregistered	10.0	besteht

On the right of the screen you can view information on the student's academic progress for the current semester. You can use the search field above this to find a student if you know their student registration number. The records for that student will be opened in a new window.

Study history (academic progress)

The study history section includes the following information:

Field name	Description	Characteristics
Degree type/subject	Degree type and degree subject(s)	e.g. BSc Computer Science
Vert	Specialization	e.g. – (None), MT Metal technology, etc.
FachKz	Subject type	e.g. Main subject, first subject, second subject, ancillary subject (teaching).
PO	Examination regulations version	e.g. 2012
Stu Typ	Type of degree program (mode of study)	e.g. Part-time, full-time, cooperative etc.
FS	Subject semester	e.g 1, 2, 3,…
KS	Clinical semester (for medicine and dentistry)	e.g 1, 2, 3,…
ST	Program status	rückgemeldet - Re-registered beurlaubt - Leave of absence ersteinschreib - First enrollment neueinschr - Re-enrolled
Prüfungs Anspr.	Right to examination	For example: J has the right to examination NM has lost the right to examination (set manually) NA has lost the right to examination (set automatically) V provisional right to examination
UrlG	Reason for leave	e.g. illness, stay abroad, internship etc.
Ende G	Reason for ending the degree program	e.g. StAbbruch - Final de-registration EndeEN - De-registration due to failed examination at final attempt EndeBE - Graduation HSWechsl - Change of university/degree program
Prüfungs Ber.	End of right to examination	Date when the right to examination ends
Stu. Form	Program type	For example: first degree, second degree, consecutive Master's degree etc.

You can use the triangle icons to expand the details and show the degrees and the semesters for the various subjects. When you activate a checkbox next to a degree program or subject, you will be able to see the achievements for the selected degree program or subject on the achievement data tab. It doesn't matter which semester is selected when you activate the checkbox. The system will always show all achievements for the selected degree program or subject. If you want to see all achievement data for all degree programs, you can click on "Select all degrees." If your view is cluttered with too many checkboxes selected, you can clear the current selections with "Deselect all". If a dash is displayed instead of data in the academic progress screen, this is because you have not been added as a subject advisor for that degree program.

Achievement data

The achievement data section is divided into different tabs. In the default settings, the "Achievement data" screen is opened when you access this section.

The achievement details tab in campo shows the grade transcript and the examinations that the student is registered for. You can also view modules and other requirements that the student has not yet registered for under "Show target". This shows all modules in the degree program, with the student only having to take some of them as compulsory, compulsory elective or elective modules. On the left of the screen you can hide different objects such as courses or examinations. On the far left of the screen, you can search for module names or examination numbers using the filter.

The data is displayed in a hierarchical structure. The examination regulations object is displayed at the top of the structure, followed by the degree program level, intermediate (subject) level, modules level all the way down to courses and examinations. As the examination regulations have a complex structure, not all levels are expanded at once when you open the top level. As loading the entire structure can take a while, it is recommended that you show and hide individual levels manually using the triangle icons. You can however, still use "Expand all" and "Collapse all" if you need to.

Further information can be found in the table below.

Field name	Description	Characteristics
Title	Name of the element	e.g. Algorithms and data structures
Long text	Generally identical to the title but can also include the structural code from the examination regulations.	e.g. Algorithms and data structures 55|079|-|-|H|20092, etc.
Number	The number of the level, module or examination from mein campus. The course object did not exist in mein campus, so these objects do not have a number in campo.	e.g. 1000, 676730
semester	The semester of the achievement	e.g. winter semester 2020, summer semester 2021, etc.
Examination period	Examination period	1. Date of the first examination or re-sit examination in a semester, if the examination is held each semester. 2. Re-sit date in the same semester
Date	Date of the examination	Date when the examination was held
Examiner	Name of the examiner	First and last name of the examiner

Field name	Description	Characteristics
Examination attempt	The number of the examination attempt.	e.g 1, 2 etc.
Grade	Grade or points achieved	e.g. 1.3
Bonus	ECTS credits	e.g. 7.5
Status	Status of the achievement	Level/module • PV Achievement completed • BE Pass • EB Graduated (only for degree levels) • EN Failed at the final attempt Examination: • ZU Admitted to examination • EB Pass • NB Fail • EN Failed at the final attempt
Withdrawal	Withdrawal	Yes or no
Accreditation	Achievement has been accredited	A green tick is displayed for accredited achievements
Remark	Remark	e.g. VM Deadline not met with reason VO Deadline not met without reason
hat Zus.Txt	Includes additional information	A green tick is displayed if additional information is available.
Inh. Zus.Txt	Content of additional text	e.g. Achievement accredited from Information Systems degree program.
Examination format	Format of the examination	e.g. Written examination, presentation etc. For levels and modules "degree/generated" is displayed.

There are also courses in campo for which registration does not automatically lead to the student being accepted on to the course. These do not show the status "admitted". Once students have registered for an examination, these courses generally have the status "admitted".

You can show and hide columns in the same way as the results list. To do this, click the "Customize" button on the right above the "Achievements details" tab.

Contact details
The second tab shows the student's complete address, email and telephone number.

Reports
On the third tab, you can export the following reports in PDF format.
- Examination registrations
- Transcript (German/English)
  - All achievements

o Passed achievements only
o Passed modules only
o Achievements per semester
- Notification of results in the sports education examination (only for teaching degrees)

Missing examinations

The fourth tab shows examinations that are marked as compulsory examinations, that are placed under compulsory modules that are recommended to be taken in a subject semester that is lower or the same than the subject semester is currently in and that the student has not yet successfully completed.
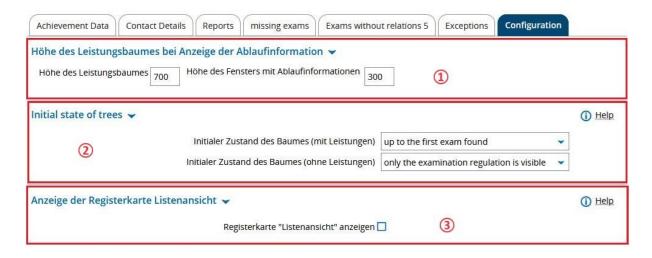
Unallocated achievements (referred to as "exams without relations" in campo)

On the fifth tab, achievements are listed which have not been allocated. Allocations can be completed by the Examinations Office team. A number is indicated next to each name in the list. This number shows you the number of achievements that have not yet been allocated.

Exceptions

The sixth tab lists exceptions. These are not used at FAU and you do not need to use this tab.

Configuration

On the last tab, you can customize your personal settings. You do not need to save any settings you change manually. Any changes to your settings will be activated automatically when you change tabs. You can ignore settings relating to expiry periods (1) as you can only view rather than edit data. Changing this setting would therefore not have any effect. When you open a student's record, the current layout settings for the achievements structure (2) are applied. You can customize these according to your preferences. You can also activate the "List view" tab (3). This shows a flattened view of the achievements structure rather than hierarchical levels. In comparison to the hierarchical structure, the list view is harder to follow and is therefore likely to be less useful.