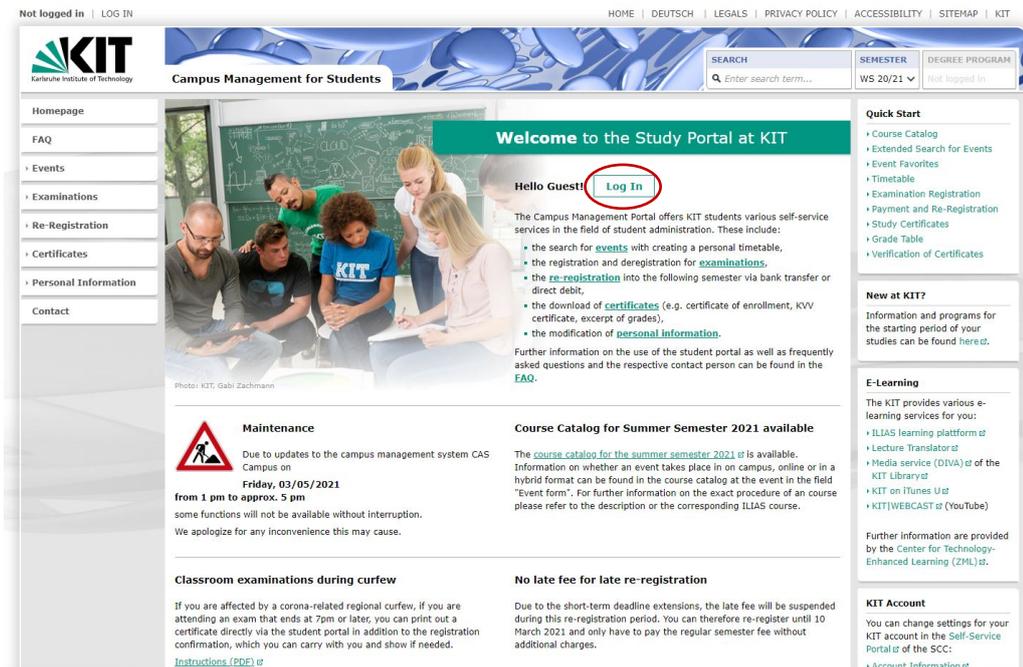


## HOW-TO: Campus Management

1. Open the following link: <https://campus.studium.kit.edu/english/index.php>  
You are now on the starting page of the Campus Management

**Login:** You can log in to your account as follows:

- a. Click on “Log In”



Not logged in | LOG IN

HOME | DEUTSCH | LEGALS | PRIVACY POLICY | ACCESSIBILITY | SITEMAP | KIT

KIT  
Karlsruhe Institute of Technology

Campus Management for Students

SEARCH  
Enter search term...

SEMESTER  
WS 20/21

DEGREE PROGRAM  
Not logged in

Homepage

FAQ

Events

Examinations

Re-Registration

Certificates

Personal Information

Contact

**Welcome to the Study Portal at KIT**

Hello Guest! **Log In**

The Campus Management Portal offers KIT students various self-service services in the field of student administration. These include:

- the search for **events** with creating a personal timetable,
- the registration and deregistration for **examinations**,
- the **re-registration** into the following semester via bank transfer or direct debit,
- the download of **certificates** (e.g. certificate of enrollment, KVV certificate, excerpt of grades),
- the modification of **personal information**.

Further information on the use of the student portal as well as frequently asked questions and the respective contact person can be found in the [FAQ](#).

Photo: KIT, Gabi Zachmann

**Maintenance**  
Due to updates to the campus management system CAS Campus on **Friday, 03/05/2021** from **1 pm to approx. 5 pm** some functions will not be available without interruption. We apologize for any inconvenience this may cause.

**Course Catalog for Summer Semester 2021 available**  
The [course catalog for the summer semester 2021](#) is available. Information on whether an event takes place in on campus, online or in a hybrid format can be found in the course catalog at the event in the field "Event form". For further information on the exact procedure of an course please refer to the description or the corresponding ILIAS course.

**Classroom examinations during curfew**  
If you are affected by a corona-related regional curfew, if you are attending an exam that ends at 7pm or later, you can print out a certificate directly via the student portal in addition to the registration confirmation, which you can carry with you and show if needed.  
[Instructions \(PDF\)](#)

**No late fee for late re-registration**  
Due to the short-term deadline extensions, the late fee will be suspended during this re-registration period. You can therefore re-register until 10 March 2021 and only have to pay the regular semester fee without additional charges.

**Quick Start**

- Course Catalog
- Extended Search for Events
- Event Favorites
- Timetable
- Examination Registration
- Payment and Re-Registration
- Study Certificates
- Grade Table
- Verification of Certificates

**New at KIT?**  
Information and programs for the starting period of your studies can be found [here](#).

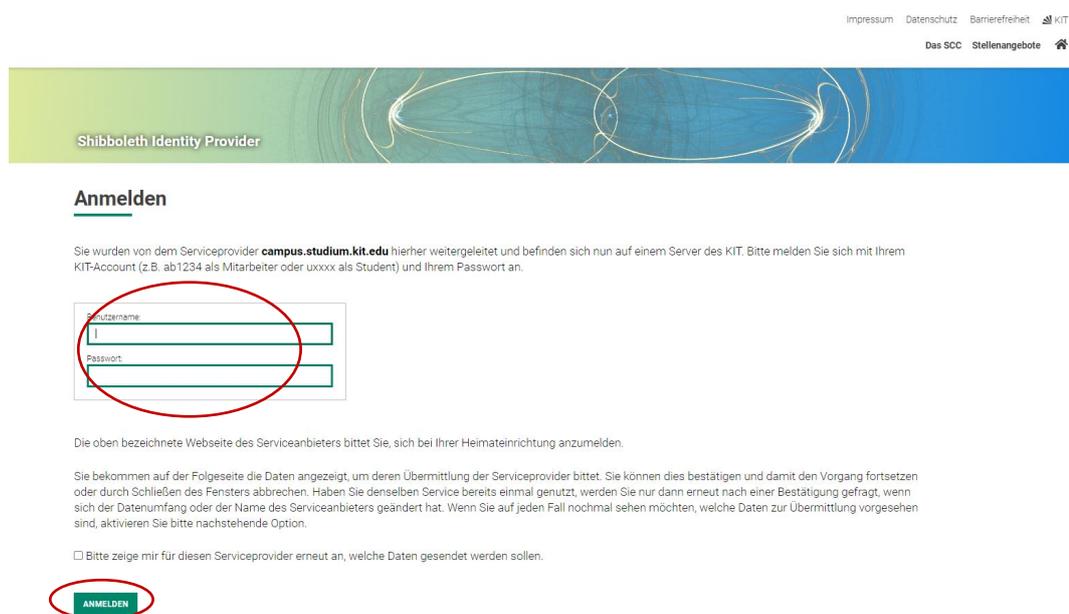
**E-Learning**  
The KIT provides various e-learning services for you:

- [ILIAS learning platform](#)
- [Lecture Translator](#)
- [Media service \(DIVA\) of the KIT Library](#)
- [KIT on iTunes U](#)
- [KIT|WEBCAST \(YouTube\)](#)

Further information are provided by the [Center for Technology-Enhanced Learning \(ZML\)](#).

**KIT Account**  
You can [change settings](#) for your KIT account in the [Self-Service Portal](#) of the SCC:  
[Account Information](#)

- b. Fill in your KIT-Account data (u\*\*\*\* & password) & click “Einloggen”



Impressum | Datenschutz | Barrierefreiheit | KIT

Das SCC | [Stellenangebote](#)

Shibboleth Identity Provider

**Anmelden**

Sie wurden von dem Serviceprovider [campus.studium.kit.edu](https://campus.studium.kit.edu) hierher weitergeleitet und befinden sich nun auf einem Server des KIT. Bitte melden Sie sich mit Ihrem KIT-Account (z.B. ab1234 als Mitarbeiter oder uxxxx als Student) und Ihrem Passwort an.

Benutzername  
|

Passwort  
|

Die oben bezeichnete Webseite des Serviceanbieters bittet Sie, sich bei Ihrer Heimateinrichtung anzumelden.

Sie bekommen auf der Folgeseite die Daten angezeigt, um deren Übermittlung der Serviceprovider bittet. Sie können dies bestätigen und damit den Vorgang fortsetzen oder durch Schließen des Fensters abbrechen. Haben Sie denselben Service bereits einmal genutzt, werden Sie nur dann erneut nach einer Bestätigung gefragt, wenn sich der Datenumfang oder der Name des Serviceanbieters geändert hat. Wenn Sie auf jeden Fall nochmal sehen möchten, welche Daten zur Übermittlung vorgesehen sind, aktivieren Sie bitte nachstehende Option.

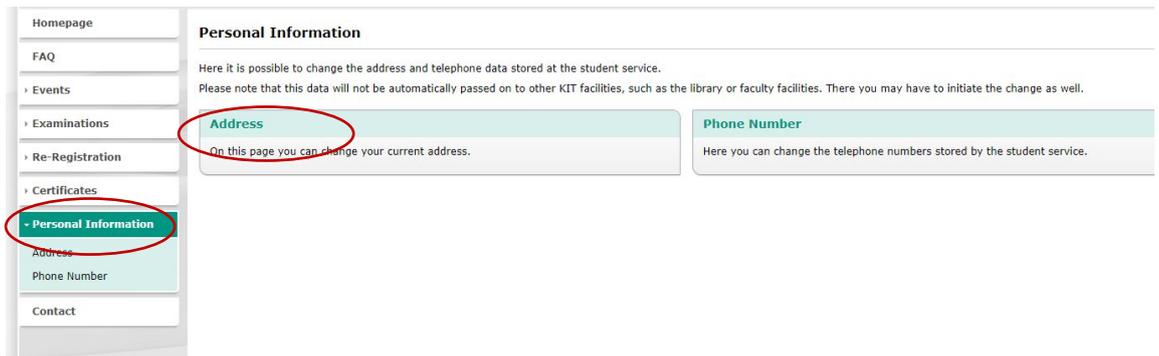
Bitte zeige mir für diesen Serviceprovider erneut an, welche Daten gesendet werden sollen.

**ANMELDEN**

## 2. Changing your address

As soon as you have a new address in Karlsruhe, please change it in the campus management.

(1) Click on Personal informations and select “address”



The screenshot shows the 'Personal Information' section of the Campus Management system. In the left sidebar, 'Personal Information' is highlighted. Underneath it, 'Address' is also highlighted. The main content area has two sections: 'Address' with the text 'On this page you can change your current address.' and 'Phone Number' with the text 'Here you can change the telephone numbers stored by the student service.'

## 3. Changing language settings

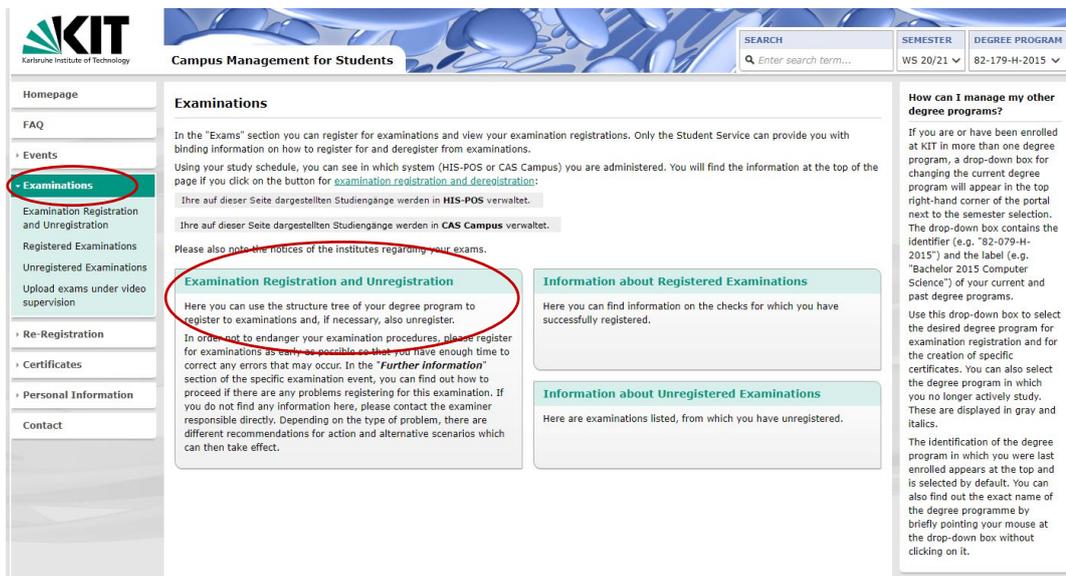
Click on “Deutsch” or “English” on the top of the starting page for your language.



The screenshot shows the top navigation bar of the Campus Management system. It includes 'Not logged in | LOG IN', 'HOME | DEUTSCH', and the KIT logo with the text 'Campus Management for Students'.

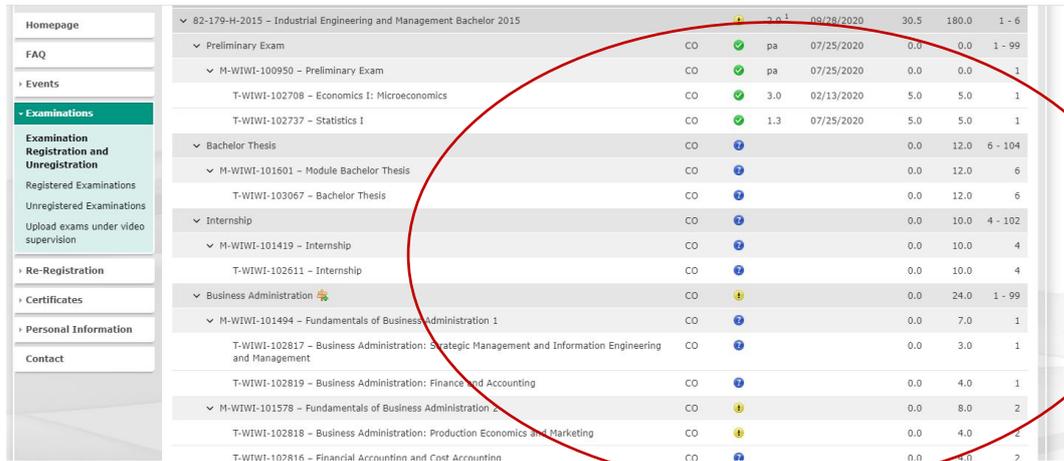
## 4. Examination overview and registration

a. (1) Click on “Examinations” and (2) select “Examination Registration and Unregistration”



The screenshot shows the 'Examinations' section of the Campus Management system. In the left sidebar, 'Examinations' is highlighted. Underneath it, 'Examination Registration and Unregistration' is also highlighted. The main content area has several sections: 'Examinations' with general information, 'Examination Registration and Unregistration' with instructions on how to register and unregister, 'Information about Registered Examinations', and 'Information about Unregistered Examinations'. There is also a search bar and dropdown menus for 'SEMESTER' and 'DEGREE PROGRAM' at the top right.

b. Now you have an overview of your Courses and Examinations



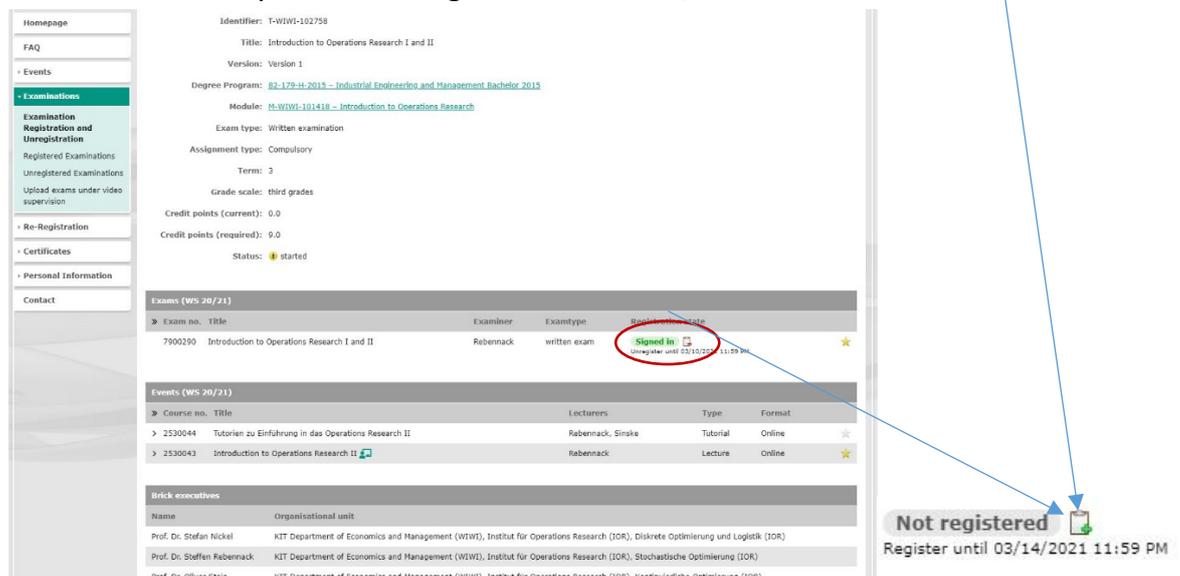
Course Title	Exam Status	Mark	Exam Date	Credit Points	Grades
82-179-H-2015 - Industrial Engineering and Management Bachelor 2015	!	30.5	09/28/2020	180.0	1 - 6
Preliminary Exam	✓	pa	07/25/2020	0.0	0.0 1 - 99
M-WIWI-100950 - Preliminary Exam	✓	pa	07/25/2020	0.0	0.0 1
T-WIWI-102708 - Economics I: Microeconomics	✓	3.0	02/13/2020	5.0	5.0 1
T-WIWI-102737 - Statistics I	✓	1.3	07/25/2020	5.0	5.0 1
Bachelor Thesis	?			0.0	12.0 6 - 104
M-WIWI-101601 - Module Bachelor Thesis	?			0.0	12.0 6
T-WIWI-103067 - Bachelor Thesis	?			0.0	12.0 6
Internship	?			0.0	10.0 4 - 102
M-WIWI-101419 - Internship	?			0.0	10.0 4
T-WIWI-102611 - Internship	?			0.0	10.0 4
Business Administration	!			0.0	24.0 1 - 99
M-WIWI-101494 - Fundamentals of Business Administration 1	!			0.0	7.0 1
T-WIWI-102817 - Business Administration: Strategic Management and Information Engineering and Management	?			0.0	3.0 1
T-WIWI-102819 - Business Administration: Finance and Accounting	?			0.0	4.0 1
M-WIWI-101578 - Fundamentals of Business Administration 2	!			0.0	8.0 2
T-WIWI-102818 - Business Administration: Production Economics and Marketing	!			0.0	4.0 2
T-WIWI-107816 - Financial Accounting and Cost Accounting	!			0.0	4.0 2

The table lists all your courses with your reached mark, the number of credit points and the Status of your examination.

?	not yet started
!	started
✓	passed
✗	definitive not passed

c. Registration

If you click on a course title you will be led to the course information page. There you will find information about the lecture/lecturer (with a direct link to the "Ilias course") and about the exam. If you want to register for an exam, click on the "+" icon.



Identifier: T-WIWI-102758  
 Title: Introduction to Operations Research I and II  
 Version: Version 1  
 Degree Program: 82-179-H-2015 - Industrial Engineering and Management Bachelor 2015  
 Module: M-WIWI-101418 - Introduction to Operations Research  
 Exam type: Written examination  
 Assignment type: Compulsory  
 Term: 3  
 Grade scale: third grades  
 Credit points (current): 0.0  
 Credit points (required): 9.0  
 Status: started

Exam no.	Title	Examiner	Examtype	Registration State
7900290	Introduction to Operations Research I and II	Rebenack	written exam	Signed in Register until 03/14/2021 11:59 PM

Events (WS 20/21)

Course no.	Title	Lecturers	Type	Format
2530044	Tutorien zu Einführung in das Operations Research II	Rebenack, Simke	Tutorial	Online
2530043	Introduction to Operations Research II	Rebenack	Lecture	Online

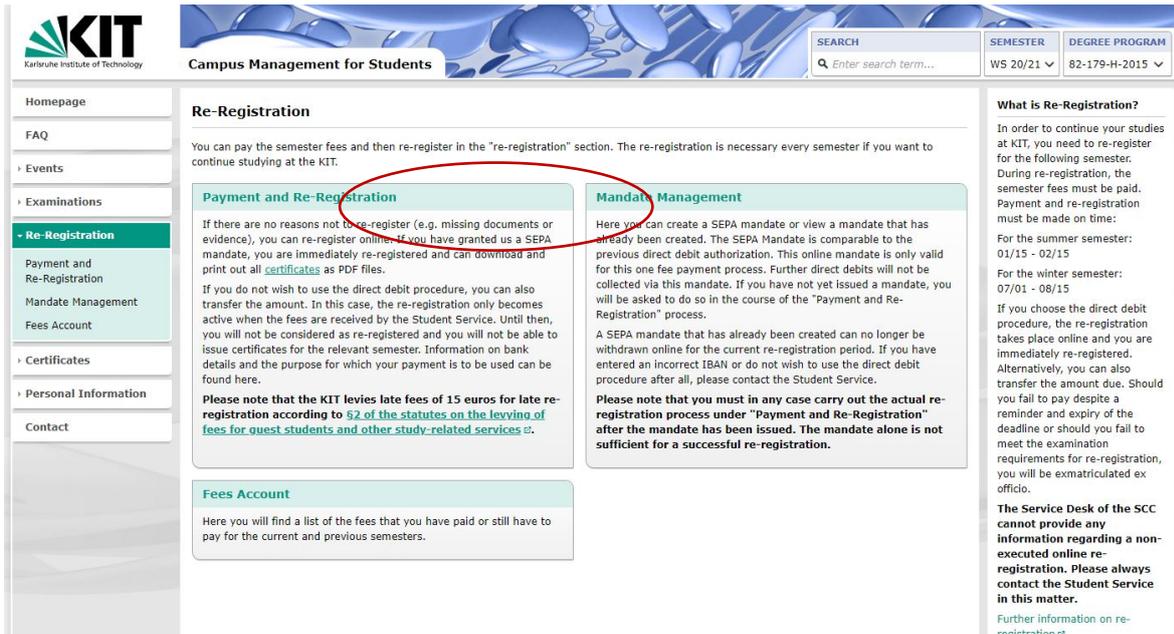
Brick executives

Name	Organisational unit
Prof. Dr. Stefan Nickel	KIT Department of Economics and Management (WIWI), Institut für Operations Research (IOR), Diskrete Optimierung und Logistik (DOR)
Prof. Dr. Steffen Rebenack	KIT Department of Economics and Management (WIWI), Institut für Operations Research (IOR), Stochastische Optimierung (DOR)

Not registered  
Register until 03/14/2021 11:59 PM

## 5. Re-Registration

You can pay the semester fees and then re-register in the "re-registration" section. The re-registration is necessary every semester if you want to continue studying at the KIT.



**Re-Registration**

You can pay the semester fees and then re-register in the "re-registration" section. The re-registration is necessary every semester if you want to continue studying at the KIT.

**Payment and Re-Registration**

If there are no reasons not to re-register (e.g. missing documents or evidence), you can re-register online. If you have granted us a SEPA mandate, you are immediately re-registered and can download and print out all [certificates](#) as PDF files.

If you do not wish to use the direct debit procedure, you can also transfer the amount. In this case, the re-registration only becomes active when the fees are received by the Student Service. Until then, you will not be considered as re-registered and you will not be able to issue certificates for the relevant semester. Information on bank details and the purpose for which your payment is to be used can be found here.

**Please note that the KIT levies late fees of 15 euros for late re-registration according to §2 of the statutes on the levying of fees for guest students and other study-related services.**

**Fees Account**

Here you will find a list of the fees that you have paid or still have to pay for the current and previous semesters.

**Mandate Management**

Here you can create a SEPA mandate or view a mandate that has already been created. The SEPA Mandate is comparable to the previous direct debit authorization. This online mandate is only valid for this one fee payment process. Further direct debits will not be collected via this mandate. If you have not yet issued a mandate, you will be asked to do so in the course of the "Payment and Re-Registration" process.

A SEPA mandate that has already been created can no longer be withdrawn online for the current re-registration period. If you have entered an incorrect IBAN or do not wish to use the direct debit procedure after all, please contact the Student Service.

**Please note that you must in any case carry out the actual re-registration process under "Payment and Re-Registration" after the mandate has been issued. The mandate alone is not sufficient for a successful re-registration.**

**What is Re-Registration?**

In order to continue your studies at KIT, you need to re-register for the following semester. During re-registration, the semester fees must be paid. Payment and re-registration must be made on time:

For the summer semester: 01/15 - 02/15

For the winter semester: 07/01 - 08/15

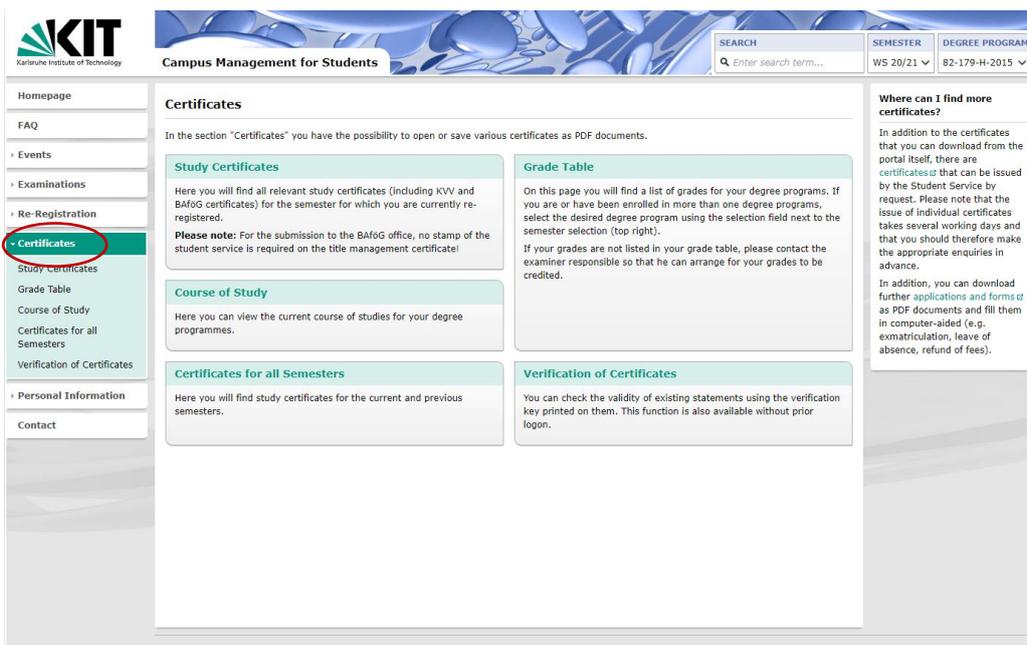
If you choose the direct debit procedure, the re-registration takes place online and you are immediately re-registered. Alternatively, you can also transfer the amount due. Should you fail to pay despite a reminder and expiry of the deadline or should you fail to meet the examination requirements for re-registration, you will be exmatriculated ex officio.

**The Service Desk of the SCC cannot provide any information regarding a non-executed online re-registration. Please always contact the Student Service in this matter.**

Further information on re-registration [»](#)

## 6. Certificates

Under the menu item "Certificates" you will find all certificates related to your studies as well as a "grade table" of your current grades at KIT.



**Certificates**

In the section "Certificates" you have the possibility to open or save various certificates as PDF documents.

**Study Certificates**

Here you will find all relevant study certificates (including KVV and BaFöG certificates) for the semester for which you are currently re-registered.

**Please note:** For the submission to the BaFöG office, no stamp of the student service is required on the title management certificate!

**Grade Table**

On this page you will find a list of grades for your degree programs. If you are or have been enrolled in more than one degree programs, select the desired degree program using the selection field next to the semester selection (top right).

If your grades are not listed in your grade table, please contact the examiner responsible so that he can arrange for your grades to be credited.

**Course of Study**

Here you can view the current course of studies for your degree programmes.

**Certificates for all Semesters**

Here you will find study certificates for the current and previous semesters.

**Verification of Certificates**

You can check the validity of existing statements using the verification key printed on them. This function is also available without prior login.

**Where can I find more certificates?**

In addition to the certificates that you can download from the portal itself, there are certificates that can be issued by the Student Service by request. Please note that the issue of individual certificates takes several working days and that you should therefore make the appropriate enquiries in advance.

In addition, you can download further applications and forms as PDF documents and fill them in computer-aided (e.g. exmatrication, leave of absence, refund of fees).

Version 15-04-2020

