



CLICK INSTRUCTIONS FOR SIGNAL TESTS

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WHAT ARE SIGNAL TESTS?

Signal examinations (4 examinations) are examinations that must be registered after completion of your studies. They are used to apply for graduation documents and to check personal data. You can only register once you have successfully completed your studies.

WHAT SIGNAL TESTS ARE THERE?

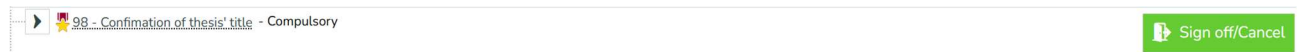
REQUEST FOR DEGREE DOCUMENTS

If you want to receive your final documents, you have to register this signal test.

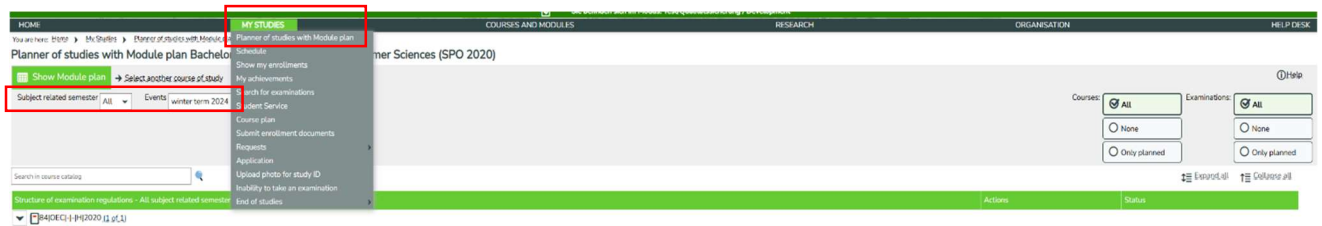


CONFIRMATION OF THESIS 'TITLE

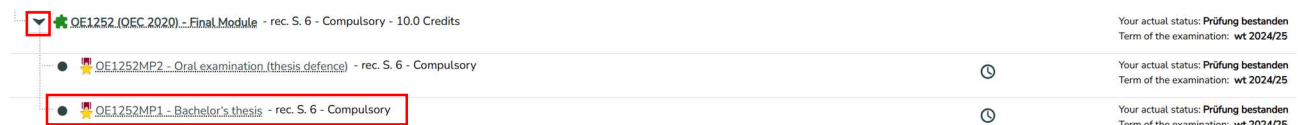
With this signal test you confirm the correct spelling of the title of your thesis.



You can find the title of the Bachelor's thesis under My studies in the study planner with module plan. Then select "All" under semesters and dates.



Afterwards go to the final module and open the arrow pointing downwards. There you can then view the title of the Bachelor's or Master's thesis.



CONFIRMATION OF COMPULSORY ELECTIVE SUBJECTS

In this signal test, you confirm that the correct elective subjects are entered in your curriculum and which additional achievements should be listed in your graduation documents.



CONFIRMATION OF PERSONAL DATA ACCORDING TO NATIONS ID/PASSPORT

In this signal check, you confirm your personal details. It is important that all names are listed here and that your current address is entered.



96 - Confirmation of personal data according to national ID/passport - Compulsory

Sign off/Cancel

REGISTER SIGNAL TESTS

Registration is only possible once the full number of ECTS has been achieved and the 900 (total account) is set to BE (passed).

On the screenshot, 5 ECTS are still missing, so the signal tests are not yet visible.

84 OECl- H 2020	84 OECl- H 2020	84 OECl- H 2020	Prüfungsordnung											
Bachelor-Prüfung	Bachelor-Prüfung	module group	9000											
Gesamtkonto (180) (OEC 2020)	Overall Grade and Credits Accumulated	module group	900	wt 2024	25.5	1	regular achievement	1.4	G		175.0	PV	No	
Pflichtmodule (OEC 2020)	Compulsory Modules	module group	100	st 2024	8.5	1	regular achievement	1.0	G		125.0	PV	No	

If you have achieved the full ECTS and your total account is set to BE, you can register for the signal examinations under Study planner with module plan.

Structure of examination regulations - 1. Subject related semester		Actions	Status
84 OECl- H 2020 (1 of 2)	9000 - Bachelor-Prüfung - 0.0 Credits		
	99 OEC 2020 - Request for degree documents - Compulsory	Apply	
	98 OEC 2020 - Confirmation of thesis' title - Compulsory	Apply	
	97 OEC 2020 - Confirmation of compulsory elective subjects - Compulsory	Apply	
	96 OEC 2020 - Confirmation of personal data according to national ID/passport - Compulsory	Apply	

99 (OEC 2020): Request for degree documents

Achievement will be used for Bachelor-Prüfung (Nr=9000)
 Prüfungsbelegungen Standard gesamtes Semester WiSe 2024 (der genaue Prüfungsanmeldezeitraum befindet sich in der Prüfung):
 The Period last from 01.10.2024 / 00:00 to 31.03.2025 / 23:59

Actions & messages	Dates & Rooms	Comment
<div style="border: 1px solid red; padding: 2px; display: inline-block;">Apply</div> ⓘ Enrollment feasible from 10/1/24 12:00 AM until 3/31/25 11:59 PM ⓘ No limit for attendees, all attendees will be enrolled	Request for degree documents Exam period 1, winter term 2024 Monday, 31.03.25 No time defined Examinationform: weitere	

The registration was successful:



You will only receive your final documents once **all** signal tests have been registered.

Note: If you find an error in your personal data, you can change it directly in your Horstl.

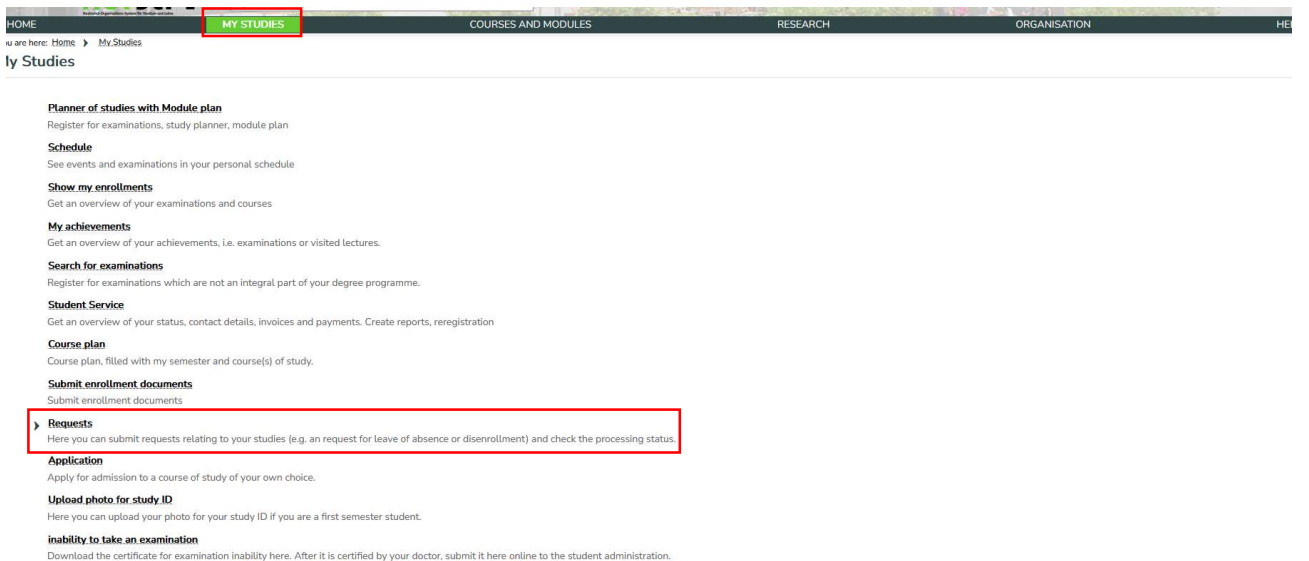
If you find errors in the title of your thesis or in your elective subjects or additional achievements, please contact Horstl@hs-fulda.de.

FINAL DOCUMENTS






As soon as your final documents are ready, you will receive a message that you can collect them from the Infothek during opening hours.

If you would like to have the documents sent to you by post, you can submit a request in HORSTL. National postage €4.25, international postage €7.20

First log in to your HORSTL account. Go to 'MY STUDY' and 'Requests'.



Then click on the 'Additional fee change' button.


 <p>Disenrollment If you do not want to continue your studies for specific reasons, you can de-register here.</p>	 <p>Messages send messages</p>
 <p>Additional fee change Request an exemption or reduction of fees.</p>	 <p>Leave of absence If you are not able to continue your studies due to an important reason, you can request a semester for leave of absence here.</p>
 <p>Changes to Personal Data If your personal data has changed, please let us know here.</p>	

You can now enter a new application here.

Information

On this page you can make requests for exemption or reduction of fees and submit them to the registrar's office. WI uploading them.

Requests



Create new request
You wish to make a request and submit it to the registrar's office.

If you have entered a new application, select whether the closing documents should be sent nationally or internationally.

Enter and edit your request Help

All fields marked with an asterisk (*) are required. Some input fields have an information button behind where additional hints are provided.

Select reason for request

* Reason for request
 - please select -
 - please select -
 International dispatch of final documents (Porto 4,25 € incl. 19 % USt)
 National dispatch of final documents (Porto 4,25 € incl. 19 % USt)

Back

You can now process the application. It is important that your address is entered correctly in HORSTL. Otherwise the final documents will not be delivered correctly and you will incur further costs. If everything is correct, submit the application. You also have the option of saving the application temporarily and submitting it at a later date. However, only submitted applications will be processed!

Enter and edit your request Help

Hints

You are in the process of preparing an application to send the final documents. If you are not authorised to submit this application, you may incur costs that we may not be able to reimburse. Only submit this application if you have already applied for the signalling checks in "horstl".

All fields marked with an asterisk (*) are required. Some input fields have an information button behind where additional hints are provided.

Reason

Reason for request

Select period

Please select the semester you want to be granted a exemption or reduction of fees.

* Semester

Winter Semester 2024/25

Comment for Request

Here you can store information that is important for the application and the university.

Comment

Comment for Request

Here you can store information that is important for the application and the university.

Comment

Important information. Please read carefully and confirm!

I have checked the address and taken note of the corresponding postage costs.

Back
Delete request
Save request temporarily
Submit request

Once you have submitted the application, you will find the application under 'My submitted

My submitted requests

National dispatch of final documents (Porto 4,25 € incl. 19 % USt)

Winter Semester 2024/25

Submitted on 20.12.2024

Request accepted

Show information

applications'

The application is authorised on the hour and you can then create a direct debit.

My submitted requests

National dispatch of final documents (Porto 4,25 € incl. 19 % USt)

📅 Winter Semester 2024/25

✅ Submitted on 20.12.2024

✅ Request accepted

[Show information](#)

To make a direct debit, go to 'MY STUDIUM' and 'Student Services'.

HOME **MY STUDIES** COURSES AND MODULES RESEARCH ORGANISATION HELP DESK

You are here: Home > My Studies

My Studies

- Planner of studies with Module plan**
Register for examinations, study planner, module plan
- Schedule**
See events and examinations in your personal schedule
- Show my enrollments**
Get an overview of your examinations and courses
- My achievements**
Get an overview of your achievements, i.e. examinations or visited lectures.
- Search for examinations**
Register for examinations which are not an integral part of your degree programme.
- Student Service**
Get an overview of your status, contact details, invoices and payments. Create reports, re-registration
- Course plan**
Course plan, filled with my semester and course(s) of study.
- Submit enrollment documents**
Submit enrollment documents
- Requests**
Here you can submit requests relating to your studies (e.g. an request for leave of absence or disenrollment) and check the processing status.
- Application**

Then click on the 'Payments' tab and 'Pay'.

My courses of study Contact data **Payments** Requested Reports / Reports

Invoices

Here all your assigned invoices are listed, including booked payments that are calculated automatically for you by the university, and the semester fees that are charged by your university each semester.
To get a detailed overview of your invoice account and payments, click on the magnifying glass icon.
If you have overpaid, the extra money will be shown as a credit balance on the statement.
You can use the payment options offered by your university to pay bills, for example, bank transfer or debit order.

Unpaid invoices

If you want to pay invoices by bank transfer, transfer to the account with IBAN xxx and specify the displayed purpose of the invoice so that your payment can be assigned.

Period	Due date	Purpose	To Pay	Credit	Actions
Winter Semester 2024/25	12/20/2024	202429399553	334.35 €	330.10 €	Show details
Summer Semester 2025	12/20/2024	202519399553	30.00 €	0.00 €	Show details
Summer Semester 2025	03/31/2025	202519399553	330.10 €	0.00 €	Show details

[Pay](#)

A new window will now open. Select the open shipping amount here and click on continue.

Pay ×

1 — 2 — 3 — 4 — 5

Select invoices
Step 1 from 5

Selection	Period	Due date	Unpaid	Actions
<input type="checkbox"/>	Winter Semester 2024/25	12/20/2024	4.25 €	
<input type="checkbox"/>	Summer Semester 2025	12/20/2024	30.00 €	
<input type="checkbox"/>	Summer Semester 2025	03/31/2025	330.10 €	

▶ Next

Close

In the next step, you issue the mandate. Please enter your bank details here.

You have now requested that your final documents be sent to you. As soon as they are ready, they will be sent to you by post.