

Guide:

Combining Modules in eCampus for the MA Program Religious Studies

1. Click on the course you want to assign to a module, then click on „Modul abschließen“ (*Complete module*).
2. Now select from the list of modules to which module you want to assign the course. If the module is not listed, please contact the dean of studies.
3. Probably you will get a message that there is no „Berechnungsvorschrift“ (*Calculation regulation*). However, this is not a problem. Under the red text there is a link „Leistungsnachweis für ein Modul nacherfassen“ (*Post-enter proof of performance for a module*) – click on the link.
4. Now there is a kind of form, in which different data must be entered. Not all boxes have to be filled in, but some things have to be completed:

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| „Leistungsart“ (Type of achievement): | Gesamtnote (<i>overall grade</i> – in this box you must always select overall grade) |
| „Benotet“ (Graded): | If there is a grade, you can click „ja“/“yes“ here, if there is no grade for the module click „nein“/“no“. Some modules have to be graded in any case, because they count for the final grade. You can check which ones these are in the module handbook |
| „Note“ (Grade): | Enter the grade here. If there are several grades, calculate the average. The grade is calculated in thirds (“Drittelnoten”), i.e. 1.0, 1.3, 1.7, 2.0 (for example, if 1.8 comes out as the average, 1.7 can be entered) |
| „Bestanden“ (Pass): | Ja/Yes |
| „Kreditpunkte“ (Credit Points): | Please enter the credit points for the entire module here. For example, if R11 is to be combined, you must enter 16CP, even if the individual courses have less CP |
| „Prüfungsdatum“ (Examination date): | Date of the last credit entry for the entire module. So look beforehand again at all the courses you want to combine in this module and enter the date of the last course/exam |

Example:

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|------------------|------------|
| „Modul“: | R11 |
| „Leistungsart“: | Gesamtnote |
| „Benotet“: | ja |
| „Note“: | 2.3 |
| „Bestanden“: | Ja |
| „Kreditpunkte“: | 16 |
| „Prüfungsdatum“: | 23.03.2019 |

5. Now you can click on „Speichern“ (Save). You should see the module under „Modulspezifische Leistungsnachweise - keinem Studiengang zugeordnet“ (*Module specific proof of performance - not assigned to any degree program*)
6. If you open the module (click on the +), it will say „Gesamtnote“ (*overall grade*). Click on it and scroll down to the bottom.
If you want to correct something you can do so now by clicking on „Ändern“ (*modify*).
7. At the bottom, a tab will be visible “Neuen Veranstaltungs-/Modulleistungsnachweis hinzufügen” (*Add new course-/module performance record*). If you click on this, you can add courses to the module.
8. Note that different achievements of a seminar must be added individually. If you have earned participation in a seminar and additional CPs for a written exam, both achievements have to be added.
9. At the end the combined modules have to be confirmed by the dean of studies. Make sure everything is entered correctly at this point. Once the module are confirmed by the dean of studies, you can't make any changes.