

Guide for Documenting Tutorial Certificates (*Übungen*) via AGNES

for math students – starting from winter semester 2025/26

Why is this guide important?

In order for your tutorials (*Übungen*) performance to be correctly documented as a prerequisite for the **module examination** (*Modulabschlussprüfung* or MAP), you must **register for the tutorial in AGNES** as well as to the main module. This applies to all modules that require a tutorial certificate. This guide helps you because it...

- explains all the important steps for registration
- shows you where and how to register in AGNES
- helps you meet deadlines and avoid mistakes
- ensures your achievements can be correctly recorded

What do you need to do?

What?	Where?	When?	Comment:
Register for the tutorial	AGNES	from the beginning of the semester until the end of the module registration deadline	NEW starting from winter semester 2025/26
Register for the module examination	AGNES	within the official examination registration period (end of semester)	as usual, keep an eye on deadlines; see exam schedule
Recording of tutorial performance	Visible in your AGNES course overview after entry	after fulfilling the tutorial requirements	automatic entry in AGNES

How to register for a tutorial (*Übung*) in AGNES:

- 1 Log in to AGNES
- 2 Click on “Prüfungsan- und -abmeldung” (Exam registration/deregistration) on the left
- 3 Select the module in the examination tree
- 4 Register for the tutorial there
- 5 Confirm the registration using a TAN

Important to know:

- Only if you are registered for the tutorial in AGNES can your tutorial performance be recorded in the system
- You can deregister from the tutorial at any time if you do not wish to obtain the certificate
- There are no negative consequences if you fail or drop the tutorial
- Tutorial registration will be automatically deleted at the beginning of the next semester
- If you do not register for the tutorial, your tutorial performance will not be documented in the student system. This can lead to problems with being admitted to the module examination.

For any questions, please get in touch with:

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