

FlexNow at the RUB

Manual for Students

(beta-version, with screenshots in German)

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1. What is 'FlexNow'?

FlexNow is a website by the Ruhr-University Bochum (RUB). It is the **online-examination-administrative system** for students. With this website, students registered in the following faculties can manage their examinations:

- Faculty of Mechanical Engineering
- Faculty of Civil and Environmental Engineering
- Faculty of Electrical and Information Engineering
- Faculty of Management and Economics
- Institute for Neuroinformatics

The three most important features of the FlexNow website for students:

- **Registering or deregistering exams:** If students at these institutes wish to register or deregister for an exam, then they must log into FlexNow and register or deregister there. Registration or deregistration via the Examination office is only possible in exceptions.
- Students can see their **exam results**.
- **Data sheet:** Furthermore, students can compile an overview table on their registered, deregistered, passed and failed examinations. Students may save this data sheet as a PDF document or print it.

FlexNow can be used by students at computers in certain rooms of the Ruhr-University or from their own computer. It is compatible with the operating systems Windows, Linux and MacOS.

2. Technical requirements for the use of FlexNow

RUBCard and PIN

The students at the aforementioned institutes receive their student ID upon enrolment (the so-called **RUBCard** or chip-card) and a corresponding six-digit **PIN**-code. Both are necessary to log into FlexNow.

If you wish to use FlexNow at the stationary computers in certain rooms at the RUB then you only need your RUBCard and your PIN.

For your PC: chip card reader, driver, Firefox, cryptography module

However, if you wish to use FlexNow from a different computer, you require a **chip card reader** for your RUBCard. This device must be compatible with the so-called 'PC/SC standards'. You may obtain the device for 20€ (as of January 2019) at the infopoint in building UV (university administration, from the U-Bahn-stop University across the bridge and then to the left, https://www.ruhr-uni-bochum.de/campussevice/standorte/infopoint-uv_en.html).

As well as a chip card reader, you must download and install the so-called **RUBCard-driver**. A driver is a small piece of software, which Windows/Linux/MacOS requires in order to be able to communicate with the chip card reader. You can download the driver here:

<https://webservice-extern.uv.ruhr-uni-bochum.de/cvdownloader/service/rubcard.html>

For technical reasons, we recommend using (Mozilla) **Firefox** as an Internet-browser for FlexNow:

<https://www.mozilla.org/de/firefox/>

After installing the driver, you must integrate the so-called **cryptography module** ('Cryptovision cv-act') into the Firefox browser. You may find a corresponding manual here:

<https://web-rubicon.ruhr-uni-bochum.de/rubicon/download/files/rubcard/FirefoxP11cv.pdf>

If you encounter difficulties in installing the driver or the cryptography module, you may contact us at FlexNow-RUB-Support (email, telephone, in person):

<https://www.flexnow.ruhr-uni-bochum.de/ansprechpartner/>

3. How do I log into FlexNow?

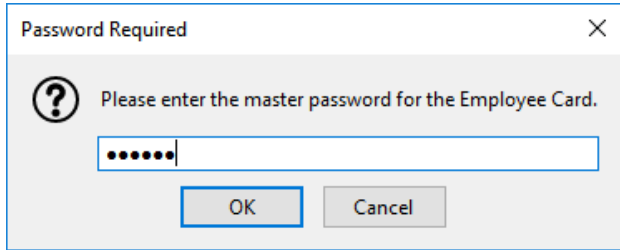
Once you have successfully installed everything, insert the RUBCard into the chip card reader. Then use the Firefox to access the FlexNow-website of the Ruhr-university Bochum:

<http://www.flexnow.rub.de/>

Tips:

- Bookmark this page in your browser.
- ‘Announcements’ are listed on the bottom half of this page. If FlexNow is inaccessible, we will announce this here in a timely manner.

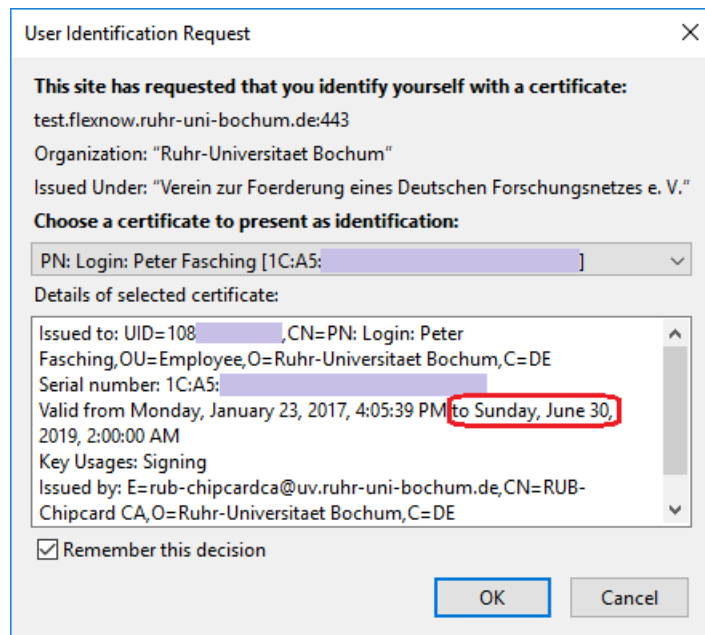
Then please right-click on the link ‘Login’. You will now be asked to enter your six-digit PIN-code:



Hint: Your six-digit PIN-code is – if you haven’t changed it yet – neither your birthdate, nor the password for your login-ID at the computers in the CIP-Pools, nor the password for your RUB email account.

IMPORTANT: if you have entered a wrong PIN three times, your card will be blocked, even if the above menu ‘password required’ continues to appear! You must then unblock you PIN with your six-digit PUK. A PUK is a type of super-PIN, which also only consists of digits. PUK stands for ‘Personal Unblocking Key’. The PUK is listed on the letter, which you received with your student ID. Using your PUK, you can unblock the card with the help of the software-tool ‘RUBCard manager’ – see point 2 in the following section ‘[Troubleshooting](#)’ (if necessary you can also use the tool RUBIcon, google: ‘rub rubicon download’).

After successfully entering your PIN and clicking ‘ok’, this menu appears:



When experiencing login problems, please observe the date circled in red: it must lie in the future. If this is not the case, then the so-called certificate of your RUBCard has expired. You can prolong the certificate for 5 years with the ‘RUBCard Manager’, see point 2 in the following section ‘troubleshooting’.

After ‘OK’ you should be on the starting page of FlexNow.

Troubleshooting for the login

If you encounter a problem during the login process, we suggest the following steps:

1. If you wish to login at a RUB computer: FlexNow only works in certain CIP-Pools and certain computers of the main university library, see: <https://www.flexnow.ruhr-uni-bochum.de/faq/#wo-kann-ich-mich-auf-dem-campus-anmelden>

2. If you wish to log in to FlexNow at
 - a) your own computer or
 - b) a friend's computer or
 - c) one of the FlexNow-capable computers at the RUB (see link in previous point 1):

Run the tool '**RUBCard Manager**', in order to check your card and the driver installation:
<https://tc-eca.uv.ruhr-uni-bochum.de/rubcardmanagerweb/>

After clicking on the button 'Start RUBCard manager', the file `rcm.jnlp` will be downloaded. Please run it by clicking/double-clicking on it.

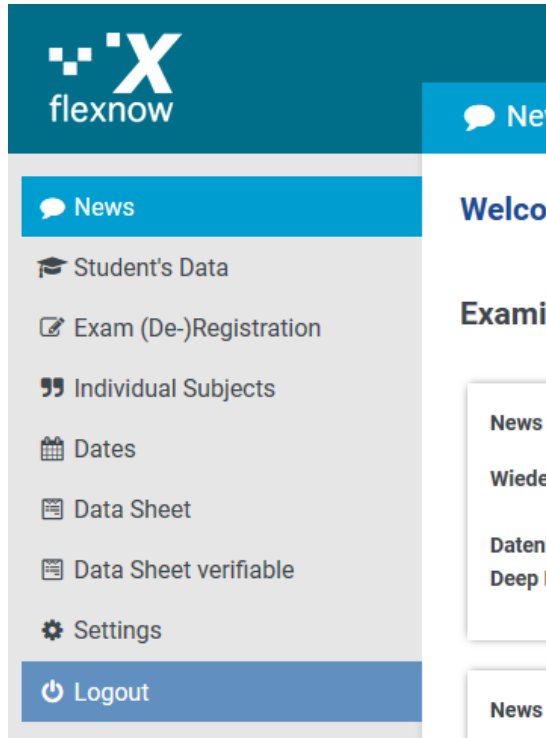
If the file cannot run because your computer doesn't recognize the file-type, please install java (<https://www.java.com/de/download/>, this software is also called 'JRE').

If you are told that you have installed an old version of java during the attempt to run the file, you can usually ignore it. After starting the program choose the right one of the three buttons 'system and card diagnosis', and confirm the next menu with 'yes'. The rest is self-explanatory. If you are shown that the certificate has expired or your card is blocked, you can prolong the certificate or unblock the card with your PUK via the link at the end of the paragraph.

3. Contact us at FlexNow-RUB-Support (e-mail/telephone/in person):
<https://www.flexnow.rub.de/ansprechpartner/>

4. The main menu of FlexNow

After logging in you end up on the page 'News', which is explained in detail in the following chapter. On the left side of the page 'News' is the main menu, which you can see on every page in FlexNow. With the six items in the main menu, you can execute the following actions:

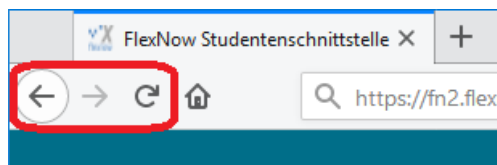


- 'News': access current information on your studies.
- 'Student's data': view your master data and registered exams.
- 'Exam (de-)registration': register and deregister for exams.
- 'Individual titles': enter the title of your Bachelor's or Master's thesis in the final phase of your studies.
- 'Data sheet': compile an overview table of your current study level as a PDF file, the so-called 'data sheet'.
- 'Logout': at the end of your FlexNow session, you should log out for reasons of data security. If you are at a public computer like those in the main RUB library, logging out is necessary, then you must also close the Firefox browser

However, we shall not go into detail on the points d) 'Individual titles' and f) 'Logout' in this manual. A separate chapter on each of the other four points shall now follow.

You may additionally choose between the **languages** English and German at the top right corner of the page. However, if the name of a module has not been entered in English, it will be shown in German.

Please do not use the Firefox navigation buttons 'back', 'forwards', 'reload' when navigating within FlexNow, as these do not harmonize with FlexNow:



5. The view after logging in: page 'News'

The screenshot shows the FlexNow student interface. The browser address bar displays <https://fn2.flexnow.ruhr-uni-bochum.de/FN2SSS/>. The page header includes language options (EN | DE) and a search bar. The main content area is titled 'Aktuelles (Matrikelnr.: 55107481 - 05.11.2018 - 19:46 Uhr)'. A left sidebar contains navigation links: 'Aktuelles', 'Studierendendaten', 'An-/Abmeldung', 'Persönliche Titel', 'Datenblatt', and 'Logout'. The main content is divided into three sections:

- Herzlich Willkommen Max Mustermann**: A personalized welcome message.
- Meldungen aus dem Prüfungsamt**: A section for announcements from the examination office, featuring a message dated 05.11.2018 about diploma collection and graduation.
- Neueste Ergebnisse**: A section for the latest exam results, currently showing 'es liegen keine neuen Prüfungsergebnisse vor'.
- Angemeldete Prüfungen**: A section for registered exams, listing 'Prüfungsfach: Statik und Tragwerkslehre A - Teilprüfung: Baustatik I - Hausarbeit' with a registration deadline of 15.01.2019.

On the main page 'News', the large area to the right of the main menu is divided into three sections:

- At the top are the **'announcements by the examination office'**: these are current announcements like registration dates, changes in the opening hours of the examination office, or announcements on when FlexNow will not be available due to maintenance work.
- In the middle, your current exam results are listed under **'newest results'**. The results will no longer be shown after 90 days. However, if you tick the box 'read, do not show anymore', the results will disappear immediately. Here an excerpt from another student:

Neueste Ergebnisse

Bauingenieurwesen - Master Vertiefungsrichtung PO 2013

Vertiefungsrichtung: Verkehrswesen - Vertiefung Verkehrswesen

bestanden gelesen und nicht mehr anzeigen

Bauingenieurwesen - Master Pflichtmodule PO 2013

Pflichtmodule: Ausgewählte Kapitel der Mathematik - Numerische Mathematik

Note: 0,7 - Anerkannte Leistung (Anderer Studiengang) gelesen und nicht mehr anzeigen

Bauingenieurwesen - Bachelor Zusatzmodule PO 2013

You will also be notified of new exam results by e-mail, unless the employee at the examination office forgets to send this e-mail.

- c) At the bottom, your **registered exams** are listed. There is a 'deregister' button for each of these exams. We shall go into further detail on this in chapter 8 '[How do I deregister for exams?](#)'.

6. View your current study status: page 'Student's data'

If you click on 'Student's data' in the main menu (left), the following view opens:

The area to the right of the main menu is organized into four categories:

- In the category 'program' at the top left are listed all programs regulated with FlexNow in which you have been or are currently enrolled. Please choose one or multiple programs by ticking the box next to the corresponding one, and then click the button 'load general data and examinations'.
- Subsequently, your master data will be displayed to the right of this list in the area 'general information'. Master data are data which are independent from the chosen programs in a) and which seldom or never change, like your name, birth date and address.
- By clicking on 'load general data and examinations' the area directly under a) and b) was also filled with your currently registered exams. The data in this area are also displayed on the main page 'News', see the short explanation above at "The view after logging in: page 'News'". However, on this page 'Student's data' the exams aren't just listed, but displayed in a structure much alike the roots of a tree. Additional data is also displayed, like the achieved amount of credit points in the corresponding study stage and the number of attempts.






The screenshot shows the FlexNow student portal interface. At the top, there is a navigation bar with 'Studentendaten' and a sub-header '(Matrikelnr.: 55107481 - 05.11.2018 - 18:40 Uhr)'. A left sidebar contains menu items: 'Aktuelles', 'Studentendaten', 'An-/Abmeldung', 'Persönliche Titel', 'Datenblatt', and 'Logout'. The main content area is divided into three sections:

- Studiengang:** A list of programs with checkboxes:
 - Bachelorstudiengang Bauingenieurwesen (Immatrikuliert)
 - Bachelorstudiengang UTRM (Exmatrikuliert)
 - Masterstudiengang Bauingenieurwesen (Immatrikuliert)
 Below this is a blue button: 'Allg. Daten und Prüfungen laden'.
- Allgemeine Informationen:** A table with personal data:

Anrede	Frau
Name	Mustermann, Max
Matrikelnummer	055107481
Geburtsdatum	11.11.1911
Geburtsort	Bochum
Adresse	44801 Bochum, Schönstraße 111
Telefon 1	0234 / 123456
Telefon 2	-
E-Mail	max.mustermann@rub.de
- Angemeldete Prüfungen:** A tree view showing exam details for 'Studiengang: Bauingenieurwesen (Fachsemester: 5)'. The status is 'Immatrikuliert Abschluss: Kein Abschluss erworben'. Under 'Bachelor Pflichtmodule (PO 2013)', it shows 'Bereits erbrachtes Volumen: 9 Leistungspunkt(e) von 158'. Two exam entries are listed:
 - 'B.Sc. BI-Modulblock II 2013: Informatik und Höhere Mathematik C' with a sub-entry 'Höhere Mathematik C Versuch 1, WS18/19' marked 'angemeldet' and 'Prüfungsleistung: = 01.03.2019'.
 - 'B.Sc. BI-Modulblock II 2013: Statik und Tragwerkslehre A' with a sub-entry 'Baustatik I - Hausarbeit Versuch 1, WS18/19' marked 'angemeldet' and 'Hausarbeit:'.
- Semesterübersicht:** A list of semesters:
 - Studiengang: Bauingenieurwesen
 - Studiengang: Umwelttechnik und Ressourcenmanagement
 - Studiengang: Bauingenieurwesen
 - Studiengang: Nebenfach Wiwi - Bauingenieurwesen

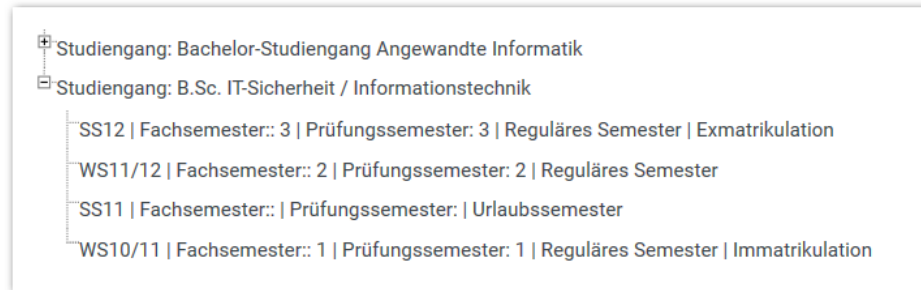
After you have clicked on the button 'load general data and examinations', this 'examination tree' is completely 'unfolded'. For a better overview, you can close the branches of this structure by clicking the minus sign to the left of the text.

The large colorful signs to the left of the exam mean:

-  exam registered or completed, but not yet graded
-  passed exam
-  failed exam
-  deregistered exam
-  due to illness not participated (medical certificate has been accepted)

- d) In the bottom area 'semester overview' is a tree structure, which lists every semester in which you were registered for the program for each program. After opening a program, you can see the list: each semester has a description explaining whether it is a normal semester (so-called 'subject semester'), holiday semester, sickness semester, part-time semester, parental-leave semester etc. Example with a holiday semester:

Semesterübersicht



7. How do I register for exams?

Please take note that there are two different types of exam registrations:

- Compulsory registration:* Especially in engineering Bachelor's programs, you will be automatically registered for a part of the exams.
- For all other exams the following rule applies: you may only take part in an exam when you have registered for it. This chapter explains how this is possible with FlexNow. Registration for an exam is only possible within the registration deadline for this exam. How this registration deadline is determined depends on the faculty and the type of exam. Please derive this information from the homepage of your examination office or your examination rulebook.

In order to register for individual exams please click 'Exam (de-)registration' in the main menu:

On the page 'Exam (de-)registration' the four steps are listed, with which you can register within FlexNow:

- Step 1: choose the module for which you would like to register.
- Step 2: choose a possible exam date for the selected module. In doing so, this date will be placed in the so-called examination cart.
- Step 3: check your choice of exam dates in your exam cart. By clicking on 'remove from exam cart', you can revoke your choice.
- Step 4: click 'send' in order to definitely register for the chosen exam/exams.

Summarized: choose module, choose corresponding exam date, check it, register. In the following, the four steps are explained in detail.

Step 1: search for a module and select it

Let us assume you wish to register for the exam for the module 'computer-based calculation methods in steel and composite construction'.

You have two alternatives in searching for a module:

Schritt 1 von 4: Wählen Sie ein Modul aus, für das Sie sich an- oder abmelden möchten.

Kürzel oder Name des Moduls suchen:

Modul durch Anklicken wählen:

Computer Aided Facility Management - Wahlmodule - Master Wahlpflicht- und Wahlmodule - Bauingenieurwesen

Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - KIB Bemessung und Konstruktion Kat 1 - Master Wahlpflicht- und Wahlmodule - Bauingenieurwesen

Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Wahlmodule - Master Wahlpflicht- und Wahlmodule - Bauingenieurwesen

Studiengang: Masterstudiengang Bauingenieurwesen

Master Wahlpflicht- und Wahlmodule - PO 2013 (Master BI 2013)

KIB Bemessung und Konstruktion Kat 1 (0 von 4 gewählt)

Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Standard

Sondergebiete der Betontechnologie - Standard

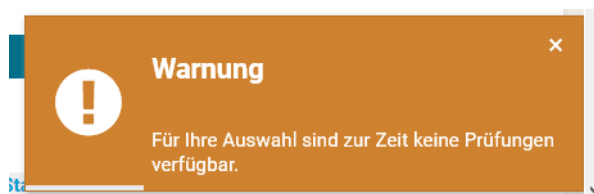
Spannbeton und nichtlineare Berechnungsmethoden im Massivbau - Standard

Wahlmodule (0 von 25 gewählt)

- Module search:** Use the search field at the top of the page to search for part of the module title (or exam title), i.e. 'computer', see above screenshot. The found modules will then be listed underneath the search field. They are clickable, made obvious by the blue color of the text. You then select the module by clicking on it.
- Navigation in the Examination tree:** The so-called examination tree is shown underneath the area with the search field. Click through it until you find your module. Select the module by clicking on it.

So, select the module for which you wish to register for an exam by clicking on it either in the module search field or in the examination tree.

If there is currently no registration time for the examination or if the exam is not offered in the current semester, the following orange warning will appear. Such warnings disappear of their own accord within a few seconds.



Step 2: Choose an exam and put it in the exam cart

After you have clicked on the desired module, the corresponding examination dates will appear under the examination tree in the area 'examinations' and the page will scroll down to this point automatically.

Schritt 1 von 4: Wählen Sie ein Modul aus, für das Sie sich an- oder abmelden möchten.

Kürzel oder Name des Moduls suchen:

Modul durch Anklicken wählen:

Computer Aided Facility Management - Wahlmodule - Master Wahlpflicht- und Wahlmodule - Bauingenieurwesen

Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - KIB Bemessung und Konstruktion Kat 1 - Master Wahlpflicht- und Wahlmodule - Bauingenieurwesen a) Modulsuche

Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Wahlmodule - Master Wahlpflicht- und Wahlmodule - Bauingenieurwesen

Studiengang: Masterstudiengang Bauingenieurwesen

Master Wahlpflicht- und Wahlmodule - PO 2013 (Master BI 2013)

KIB Bemessung und Konstruktion Kat 1 (0 von 4 gewählt)

Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Standard b) Prüfungsbaum

Sondergebiete der Betontechnologie - Standard

Spannbeton und nichtlineare Berechnungsmethoden im Massivbau - Standard

Wahlmodule (0 von 25 gewählt)

Prüfungen

Schritt 2 von 4: Wählen Sie einen möglichen Prüfungstermin für das gewählte Modul aus, um diesen in den Prüfungskorb zu legen.

Modul: KIB Bemessung und Konstruktion Kat 1 - Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Standard

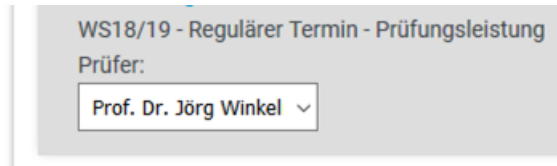
Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Klausur

Prüfung: 02.03.2018
WS18/19 - Regulärer Termin -

Prüfungskorb

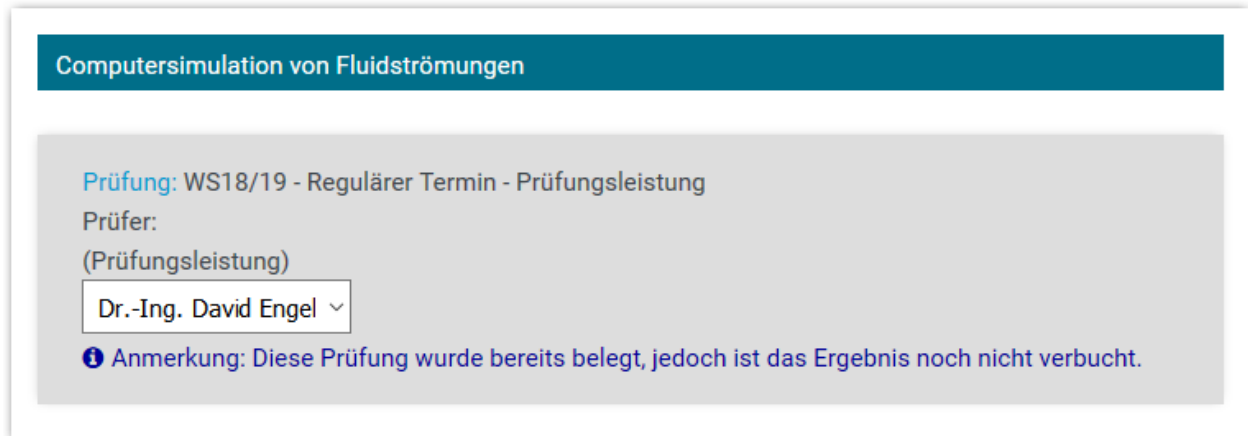
The area 'examinations' is always either empty or contains the exam dates for exactly one single module. If you click on a different module in the above area 'modules', the dates for this module will be show in the 'examinations' area.

For some of the exam dates the examiner is additionally listed in the grey box. For others a selection list for the examiner is shown, see the following excerpt. Then please make sure the correct examiner has been selected:



WS18/19 - Regulärer Termin - Prüfungsleistung
Prüfer:
Prof. Dr. Jörg Winkel ▾

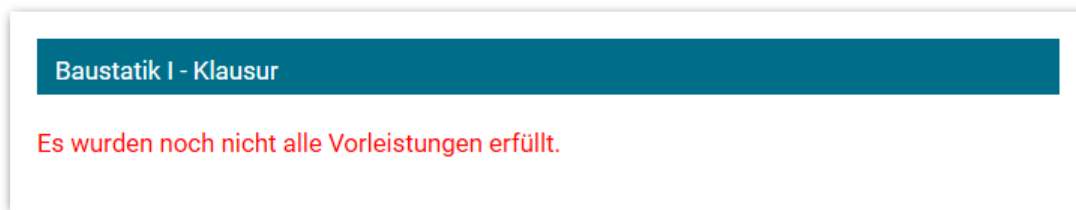
A purple note may appear in the grey box, or a red one instead of the grey box, explaining why you cannot register for the exam. Then the button 'Place exam in examination cart' will not be shown:



Computersimulation von Fluidströmungen

Prüfung: WS18/19 - Regulärer Termin - Prüfungsleistung
Prüfer:
(Prüfungsleistung)
Dr.-Ing. David Engel ▾

i Anmerkung: Diese Prüfung wurde bereits belegt, jedoch ist das Ergebnis noch nicht verbucht.



Baustatik I - Klausur

Es wurden noch nicht alle Vorleistungen erfüllt.

If there is no such note, select the exam date by clicking the button 'Place exam in the examination cart'.

Step 3: Confirm choice or cancel

Now the chosen exam date will be placed into the next area 'Examination cart' and there will be integrated in 'step 3 of 4'. The examination cart is comparable to an Amazon shopping cart. You may place as many exams (one date per exam) in the cart as you wish and then register for them all at once.


Prüfungen

Schritt 2 von 4: Wählen Sie einen möglichen Prüfungstermin für das gewählte Modul aus, um diesen in den Prüfungskorb zu legen.

Modul: KIB Bemessung und Konstruktion Kat 1 - Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Standard


Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Klausur - Prüfung liegt im Korb

Prüfung: 02.03.2018
WS18/19 - Regulärer Termin -

 Anmeldung in den Prüfungskorb

Prüfungskorb

Schritt 3 von 4: Überprüfen Sie Ihre Auswahl. Durch Klick auf "Aus dem Prüfungskorb entfernen" können Sie eine Wahl rückgängig machen. ACHTUNG: Erst nach einem Klick auf "Abschicken" sind Sie für die Prüfung an- oder abgemeldet!

 Anmelden: Computerorientierte Berechnungsverfahren im Stahl- und Verbundbau - Klausur

Prüfung: 02.03.2018
WS18/19 - Regulärer Termin -

Stornieren

Schritt 4 von 4: Klicken Sie auf Abschicken, um sich verbindlich für die gewählten Prüfung(en) an- oder abzumelden.

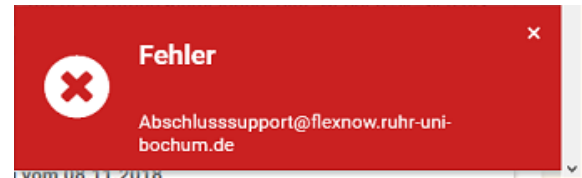
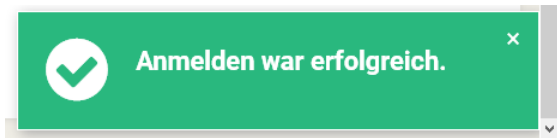
Abschicken

Step 4: Binding registration

You are only registered for the exam dates in your cart after you have clicked 'send', then the registration is binding.

However, if you click the button 'cancel', this exam date will be removed from the cart again.

At the very bottom of the Firefox page there will appear either the following 'green' confirmation or a 'red' error notice like the following. Neither notice will disappear on its own accord, therefore they must be 'clicked away' so they cannot be overlooked. If it was an error notice, then please try again. If the error notice reappears, please contact us.



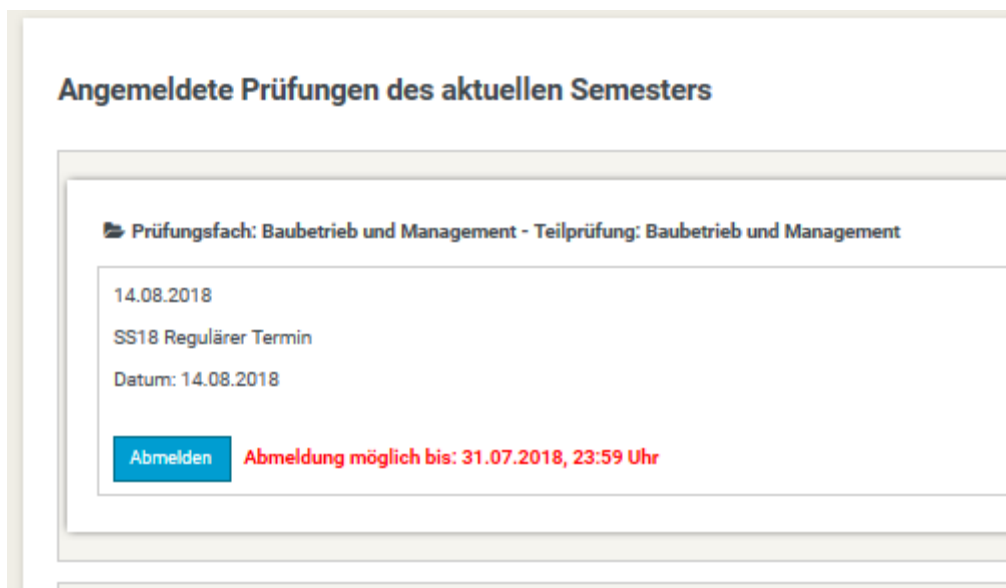
Check whether you have definitely registered for the exam

We recommend that you check whether your registration was successful after sending registrations or de-registrations.

- The easiest way to check registered exams is to look on the page 'News' in the area 'registered exams'. You can find deregistered exams in the area 'registered exams' on the page 'Student's data'.
- After successful registration (and deregistration, see following paragraph) you will receive a confirmation email to your RUB email address. You should save this email, as it can be used as proof in potential future disagreements with the examination office concerning your registration/deregistration.

If you have not received a confirmation email within a few minutes, we suggest doing the following: create an application data sheet (see the paragraph on '[Generating an application data sheet](#)'). If the exam is registered on this data sheet for this module (status 'on'), then you are actually registered for the exam. In order to prove this at a later point in time, please save this PDF file or the printout. You can use this application data sheet in order to prove your registration for up to 12 months.

Tip: Make sure that emails to your RUB email address really reach you, i.e. by forwarding them to your current main email account.



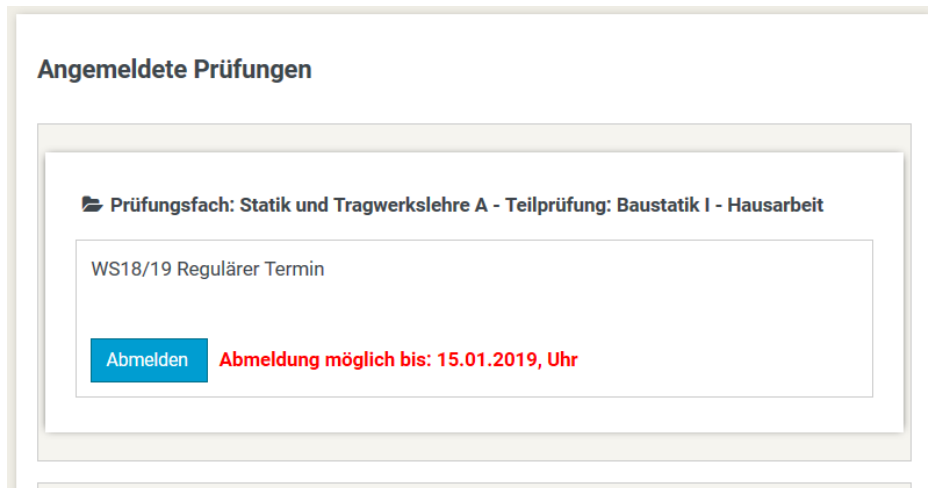
8. How do I deregister for exams?

Please be advised that if you do not appear at a registered exam without having deregistered within the **deregistration** timeframe this exam attempt will be graded as 'failed'.

There are two possibilities, with which you can deregister from exams with FlexNow. First the easier option:

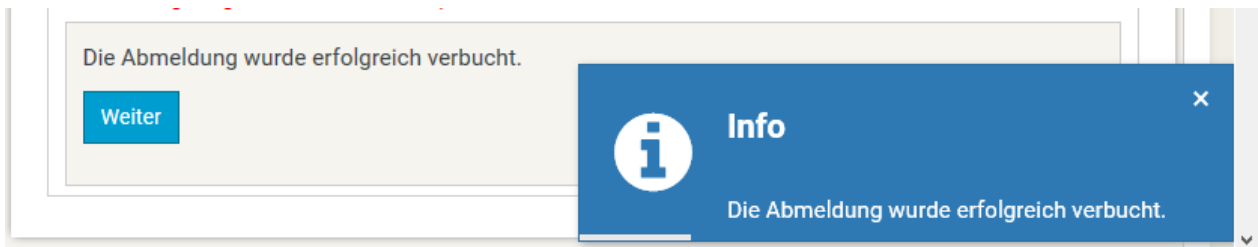
a) Deregister on the main page

On the main page 'News', you are presented a list with your registered exams:



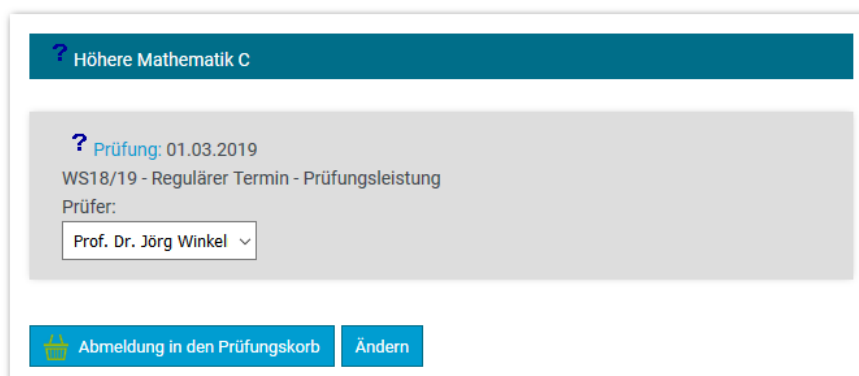
Next to each registered exam is detailed in red whether deregistration is (still) possible and, if so, until when deregistration is possible. After clicking 'deregister' a small menu appears with the according question 'are you sure?'. The rest is self-explanatory.

Finally, you receive the fourth variant of the announcements in the top left corner, a temporary announcement with a blue background:



b) Deregister on the page 'register/deregister'

The second way to deregister is analogous to the registration for exams: open the page 'register/deregister'. Search for the exam you wish to deregister for. After clicking on this exam, it will be added to the area 'exams', resulting in:



After clicking on 'deregistration in the exam cart' and then 'send' you are deregistered for the exam. We recommend to check your deregistration as described in the section '[Check whether you have definitely registered for the exam](#)'.

Choose a different examiner

In the situation previously depicted in screenshots, you could choose a different examiner for certain exams with the option list under 'examiners'. After then clicking on 'change', this change goes into the exam cart. Here you must also 'send' this change.

9. Creating a data sheet

What is a data sheet?

The FlexNow site doesn't display your complete study status, i.e. which exam you took when with which result. However, FlexNow offers the opportunity to create a tabular overview of your study status as a PDF document, which you can, of course, save or print. This document is called a data sheet. At the end of your Bachelor's degree, the data sheet is usually three to four pages long. Here is a data sheet with only a few entries:

FAKULTÄT FÜR
BAU- UND UMWELT-
INGENIEURWISSENSCHAFTEN

RUHR
UNIVERSITÄT
BOCHUM

Zu "Ihrer" Fakultät und "Ihrem" Prüfungsamt

Zu Ihrer Person

Max Mustermann
Schönstraße 111
44801 Bochum
geboren am 11.11.1911 in Bochum
Matrikelnummer: 108 055 107 481

Zu Ihrem Studiengang

Bachelorstudiengang Bauingenieurwesen
PO 2013
1. Fachsemester

Fakultät für Bau- und Umweltingenieurwissenschaften
Prüfungsamt
IC 02-153
Universitätsstraße 150
D-44801 Bochum
Tel.: +49 234-32-23088
E-Mail: pruefungsamt-bi@rub.de

13.11.2018

Leistungsübersicht

Die Bachelorprüfung ist noch nicht bestanden. Das Studium kann fortgesetzt werden.
Insgesamt erreichte Leistungspunkte: 6 von mindestens 180.
Durchschnittsnote (mit LP gewichtete Note aller erbrachten und benoteten Prüfungsleistungen): 2.0

Zusammenfassung Ihres Studienstands

Semester	Datum	Versuch	Anmeldeart	LP	Note	Status
B.Sc. BI-Modulblock I 2013 Fachgruppe						
Höhere Mathematik A Modul						
Höhere Mathematik A Prüfung / Prüfungstermin						
WS17/18	05.03.2018	1	Selbstständige Anmeldung		5,0	V
Mechanik A						
Mechanik A						
WS17/18	12.03.2018	1	Selbstständige Anmeldung			AB
B.Sc. BI-Modulblock II 2013						
Erreichte Leistungspunkte: 6						
Bauphysik						
Bauphysik						
WS17/18	21.02.2018	1	Selbstständige Anmeldung			AB
Informatik und Höhere Mathematik C						
Einführung in die Programmierung						
WS17/18	07.03.2018	1	Selbstständige Anmeldung	3	1,0	BE
Höhere Mathematik C						
SS17	09.06.2017	1	Selbstständige Anmeldung		5,0	NB
WS17/18*		2	Selbstständige Anmeldung	3	3,0	BE

Abkürzungen:
 AB = abgemeldet; AK = anerkannte Krankheit; AN = angemeldet; BE = bestanden; ENB = endgültig nicht bestanden; LP = Leistungspunkte; MV = Modulversuch; NB = nicht bestanden; TV = nicht bestanden (Täuschungsversuch); V = Versäumnis

Anerkamt:
 * Bergische Universität Wuppertal;

Bewertung der Prüfung:
 bis 1,5 = sehr gut; über 1,5 bis 2,5 = gut; über 2,5 bis 3,5 = befriedigend; über 3,5 bis 4,0 = ausreichend; über 4,0 = nicht ausreichend

Legende

108 055 107 481 Max Mustermann

Datenblatt Seite 1

Generating a normal data sheet

After you have clicked on 'data sheet' in the left main menu, the option to create a data sheet opens. For now, we shall only observe the upper half of the display, the area with the title 'create data sheet (not authenticatable)':

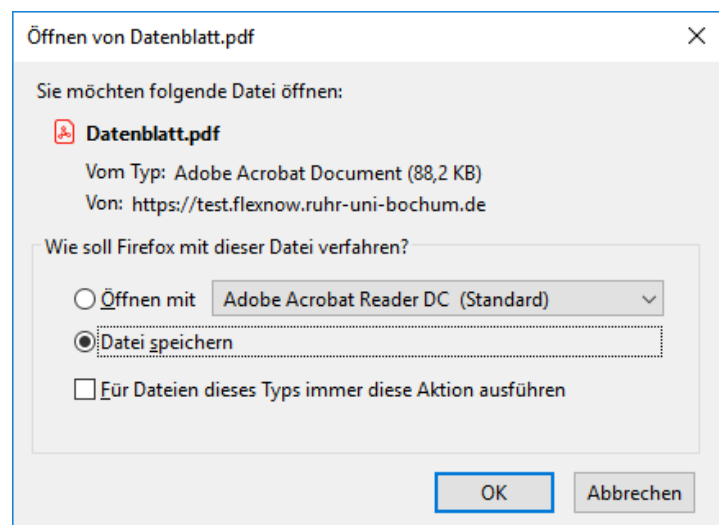
Please choose only one course in the top area '**courses**', otherwise a data sheet cannot be created due to technical reasons.

With the selection list '**Report format**' you may choose which data the data sheet should contain:

- 'with all attempts': the created data sheet contains all registered and deregistered exam attempts and results. It also contains information on whether an exam has been failed due to an attempt at deception or whether the attempt did not take place due to a doctor's note.
- 'only with passed exams': it only contains passed exams.
- 'only with passed exams, without a grade point average': like b), only on the first page of the data sheet the section containing the grade point average is missing.

With the selection list '**language**', you can choose between German and English. In 'English' everything on the data sheet appears in English, other than the titles of modules and exams of which FlexNow does not know the translation.

After clicking 'create' the following menu opens, in which you can decide whether to view or save/download the data sheet:



If this menu does not appear, then presumably the **pop-up blocker** is activated in Firefox. You may find a guideline to deactivating it here: <https://support.mozilla.org/de/kb/pop-blocker-einstellungen-ausnahmen-problemlösung>

If the link is too old, search <https://support.mozilla.org/de/> for 'pop-up'.

What is an application data sheet?

Use

The foreshown ‘normal’ data sheets are easy to create and print. But this electronic PDF document can be easily manipulated. Therefore, these data sheets cannot be used in electronic or in printed form for applications, for example for internships or job positions. For that purpose, there exists another version of the data sheet, which can be easily checked for authenticity. This authenticatable data sheet is also named ‘application data sheet’.

Difference to normal data sheet

The application data sheet is valid without a signature. The reader can check its authenticity with an ID and a password, which are both listed on the top right half of the first page of the data sheet. That is the only difference between the data sheet versions:



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D-44801 Bochum
Tel.: +49 234-32-23088
E-Mail: pruefungsamt-bi@rub.de

13.11.2018

Die Echtheit dieses Datenblatts kann überprüft werden:
URL: <http://www.flexnow.rub.de/externe>
ID: ahf69Z
Kennwort: 5Jb7yy
Gültig bis: 13.11.2019

Leistungsübersicht

Die Bachelorprüfung ist noch nicht bestanden. Das Studium kann fortgesetzt werden.

Insgesamt erreichte Leistungspunkte: 6 von mindestens 180.

Durchschnittsnote (mit LP gewichtete Note aller erbrachten und benoteten Prüfungsleistungen): 2.0

Semester	Datum	Versuch	Anmeldeart	LP	Note	Status
B.Sc. BI-Modulblock I 2013						
Höhere Mathematik A						
	WS17/18	05.03.2018	1	Selbstständige Anmeldung	5.0	NB

The area marked in red contains a) the internet address <http://www.flexnow.rub.de/externe> and b) an abbreviation, for example ‘ahf69Z’, as well as c) a password. The abbreviation is one of a kind, so no two application data sheets will ever have the same abbreviation. The abbreviation and the password are each six letters long.

Check the authenticity of the application data sheet with the website ‘for outsiders’

Whoever enters the internet address in their browser receives a simple mask, in which they can enter the abbreviation and the password from b) and c):

Für Externe - Ruhr-Universität Bochum

https://www.flexnow.rub.de/externe

RUHR-UNIVERSITÄT BOCHUM A-Z | ÜBERSICHT | SUCHE | KONTAKT

PRÜFUNGSVERWALTUNG FLEXNOW

FÜR EXTERNE

RUB

RUB » FN » Für Externe

FÜR STUDIERENDE

FÜR BEDIENSTETE

FÜR EXTERNE

ANSPRECHPARTNER

FRAGEN UND ANTWORTEN

FÜR EXTERNE

Auf dieser Seite können Sie ein an der RUB ausgestelltes FlexNow-Datenblatt (Notenspiegel) prüfen. Geben Sie dazu die auf dem Datenblatt angegebene ID und das zugehörige Kennwort ein:

ID	<input type="text" value="ahf69Z"/>
Kennwort	<input type="text" value="5Jb7yy"/>

Daten absenden

Impressum | Datenschutz | Ansprechpartner/in: Inhalt & Technik | Druckfassung | Plaintext

If you then click 'send data', you receive the same application data sheet as the one on which the abbreviation and password are noted. This way, you can check, by comparison, whether an application data sheet has been manipulated after being generated. That is why the application data sheet is aptly named 'authenticatable data sheet'.

Alternatively, you can go to your examination office and receive a signed and stamped data sheet, see below. Then either you can send the original by post – of course only once - or you can scan the original and email the file as often as needed. However, you could have manipulated this file, because only you or the examination office could check that via comparison.

In comparison, the application data sheet can be sent via email as often as you wish, authenticatable and without being scanned in. By the way, you should encrypt these emails, so your study status doesn't end up in the wrong hands.

As with every other website of ours (www.flexnow.rub.de), the page <http://www.flexnow.rub.de/externe> can be accessed from outside the RUB and without a chip-card-reader.

Generating an application data sheet

Under the area used to generate a normal data sheet is a similar area for generating *authenticatable* data sheets:

Text entry area '**expiry date**': when generating an application data sheet, you can issue an expiration date. After this date the expired data sheet can no longer be shown with the above described page 'for outsiders' and will also no longer be contained in your table of application data sheets (see next section '[Viewing an application data sheet](#)'). If you go to the page 'data sheet', the text entry field always lists the date in exactly one year's time. You cannot choose a date further in the future, so you can only shorten the authenticatable time period. However, an application is usually completed within a much shorter time period.

Text entry field '**comment**': here you may enter a text, so you later know why you created this application data sheet, for example 'application internship at XY GmbH'.

Viewing an application data sheet

By clicking 'generate', the dialogue to open or save the data sheet does not appear as it would usually with normal data sheets. Instead, a table appears in the area underneath the 'generate'-button, which contains one line for each of your authenticatable data sheets:

ID	erzeugt am	Ablaufdatum	Bemerkung
<input type="checkbox"/> ahf69Z Link	13.11.2018 11:49:28	13.11.2019	Bewerbung Praktikum bei XY GmbH

In order to receive the PDF document of the newly generated application data sheet, click 'link' in the third column of the table. The text you entered in 'comment' can to help you find the correct row in a table with multiple rows for multiple data sheets. You may download/view each application data sheet any number of times.

You may create a maximum of 12 application data sheets. After 12 sheets, the button 'generate' disappears and a warning message appears.

You can delete application data sheets by placing a tick in the first column of the table and then clicking 'delete'. The chosen data sheets will then be irrevocably deleted with no previous confirmation prompt.

Data sheets generated by the examination office

You can also go to your examination office and request the data sheets a) and b), so with all or only with passed examinations. The examination office's data sheets have an additional signature area at the bottom of each page. An examination office staff member will sign and stamp this area.

Additionally, the examination office can hand out a so-called '**Transcript of records for the Master-application**'. This more formal document contains similar data to the data sheet 'only with passed exams'. It is necessary for the application for Master's programs. It will only be created when you fulfil the criteria for the Master's application, i.e. have attained at least 150 of the 180 credit points. This document is also signed and stamped by examination office staff.

Overview of all types of data sheet

Therefore, the following data sheet versions exist:

- A) **'Normal' data sheets**
 - a. With all attempts (can also be created by the examination office, then with a signature area)
 - b. Only with successful achievements (can also be created by the examination office, then with a signature area)
 - c. Only with successful achievements, without a grade point average.
- B) **Application data sheets**
 - a. With all attempts
 - b. Only with successful achievements
 - c. Only with successful achievements, without a grade point average
- C) **Transcript of Records for the master's application** (not really a data sheet, only to be created by the examination office)

Each of the eight data sheet versions and the ToR for the Master's application are available in German and in English. That equals a total of 18 data sheet versions.

ENDE.