
Offices for Student Affairs

The **Offices for Student Affairs** will help you with questions about:

- Courses
- Examinations (registration and cancellation of registration, certificate of illness)
- Examination Regulations
- Transcript of Records
- **TUCaN**, for example if
 - modules and lectures are missing
 - registration or cancellation of registration for modules, lectures or examinations is not possible
 - marks are missing or inserted improperly
 - dates are missing or inserted improperly

► www.tu-darmstadt.de/student-affairs

Students' Service, International Admission

For questions about

- Applications / Admissions
- Matriculation, re-registration, de-matriculation
- Change of Degrees/Study program, leave of absence

Student Service (for German students)

Mo - Thu, 9.30 am - 1 pm, karo 5, counter 2

► www.tu-darmstadt.de/student-service

International Admission (for students from abroad)

Mo, Tue, Thu, 9.30 am - 12 pm, karo 5, counter 3

► www.tu-darmstadt.de/aaa

TUCaN Team

For questions about

- the web portal (not available or log-in fails)

TUCaN Team

► tucan@tu-darmstadt.de

Help and Advice Online

TUCaN Webportal

► www.tucan.tu-darmstadt.de

General Information about TUCaN

► www.tu-darmstadt.de/tucan

Help & FAQ

► www.tu-darmstadt.de/tucan-help

Contact Form for Questions and Suggestions

► www.tu-darmstadt.de/tucan-contact

TU-ID

► www.hrz.tu-darmstadt.de/id/tuid/index.en.jsp

Overview Offices for Student Affairs

► www.tu-darmstadt.de/student-affairs

Student Service Centre

► www.tu-darmstadt.de/student-service

General information for students

► www.tu-darmstadt.de/studying

Contact

Technische Universität Darmstadt
Dezernat II Studium und Lehre, Hochschulrecht
Referat Campus Management
Karolinenplatz 5
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Please contact us at

► tucan@tu-darmstadt.de

TUCaN for Students

How to organize your studies online

For an easy start to the semester



Image: Kattrin Binner

TUCaN

Portal: www.tucan.tu-darmstadt.de
Info: www.tu-darmstadt.de/tucan

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TUCaN in brief

What is TUCaN and what do I need it for?

TUCaN is the central organization system for courses and examinations at TU Darmstadt for students to organize their academic daily lives.

You can use TUCaN to:

- register for modules, courses and examinations
- have online access to your current schedule
- find your marks/grades and transcript of grades
- get a message about short-term changes
- update your mailing address.

TUCaN-Access / TU-ID

Students use TUCaN via webportal or mobile app and login with the TU-ID. First year students receive a pin-code to activate their TU-ID.

► www.hrz.tu-darmstadt.de/tuid

TUCaN Web Portal

The web portal offers all necessary functionalities including registrations and de-registrations.

► www.tucan.tu-darmstadt.de

TUCaN App

The TUCaN App is available for Android and iOS and can be downloaded in the stores. The App is designed for reading access; registrations for courses and examinations have to be done in the webportal.

► www.tu-darmstadt.de/tucan-app

TUCaN messages

The distribution of messages via TUCaN is designed for students to get important information from their departments, such as date changes, cancellation of a course, etc.

Attention! Make sure to activate the forwarding of these messages to your uni-mail-address to receive all messages also via e-mail. This can be done on the page *Service* in TUCaN.

Additionally, you can activate the forwarding of your uni-mail-address to your personal e-mail-address in the HRZ User Interface.

► www.tu-darmstadt.de/tucan-messages

Modules and Courses

The **course catalogue** is published on 1st March (summer semester) and 1st September (winter semester) in TUCaN. To register for a module or a course, please go to the menu *Courses*. You must always register for the module first, then for the course and then for the examination. Please do **not** subscribe for courses within the course catalogue as in this case the registration for examinations may not work.

Course registration is only possible within specified time-periods which are announced in TUCaN.

Registration for a module or course does **not** generally include registration for an examination.

Documents / Moodle

In many courses, lecturers offer documents for download in TUCaN.

If the course additionally provides a virtual classroom in moodle, the documents are usually offered on this platform. As soon as you have registered for the course in TUCaN, you should also have access to the corresponding moodle course.

Examinations

Attention! It is not allowed to attend an examination without valid registration!

Please use the menu *Examinations* for registration and cancellation, to view your grades and your performance record.

Registration for an examination

You can only register for an examination if you are registered for the corresponding module or course. The deadlines are fixed by the department. In many departments, the registration period starts at the beginning of June for the summer semester and in the middle of November for the winter semester. These dates may vary – please consider the individual deadlines.

Withdrawal from an examination

In general, you can withdraw from an examination up to 7 days before the examination date (no longer possible on the 7th day before the examination). This also may vary – please consider the individual deadlines which can be found in the exam details.

In case of sickness on the examination day, you have to submit a medical certificate to your Office for Student Affairs. This has to state the beginning and ending of the illness and the fact that you are not able to attend an examination (“Prüfungsunfähigkeit”).

Information about examinations

► www.tu-darmstadt.de/examinations

Tutorial to find the registration/cancellation deadline

► www.tu-darmstadt.de/tucan-exam-details