Table of Content

1. Contact information & important Dates
2. Selecting Modules and Studying Conditions
3. Exams
4. Transcripts
5. Additional Services
1. Contact Information & Important Dates
International Office of the Faculty of Economics and Business

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Kshitij Shah
befas@wiwi.uni-frankfurt.de

Imke Häuser (Outgoings)
hiwi-international@wiwi.uni-frankfurt.de

Where can you find us?
RuW Building
Rooms 1.247, 1.213, 1.214

Changes in Office Hours and Absences & News are on our Website

*No office hours right now*
Questions? Contact us!

Questions about Degree Seeking Issues (Course Registration, Transcript, Grading, etc.)

To International Office of the Faculty Economics and Business

Kshitij Shah
RuW Building, Room 1.247
Email
Office Hours

Questions about Administrative Issues (Housing, Matriculation, etc.)

To Central International Office

Julia Freier
PEG Building, Room 2.G176
☎️ +49-(0)69-798-15080
Email
Office Hours
Academic Calendar

Semester Dates
01\textsuperscript{st} October 2022 – 31\textsuperscript{st} March 2023

Lecture Dates
17\textsuperscript{th} October 2022 – 10\textsuperscript{th} February 2023

Examination Period
13\textsuperscript{th} February 2023 – 24\textsuperscript{th} February 2023
(For updates please check [here](#))

Semester Break
23\textsuperscript{rd} December 2022 – 6\textsuperscript{th} January 2023
2. Selecting Modules
General Information

Full Workload: 30 Credit Points per Semester

2 Types of Courses:
Lectures with exercises
- lectures, exercises, mentorial/tutorial
- ends with exam

Seminars/ Compact Seminars
- discussions, smaller groups
- ends with assignment, presentation and exam
# Which Courses can I attend? How do I register?

<table>
<thead>
<tr>
<th></th>
<th>Bachelor Lectures</th>
<th>Master Lectures</th>
<th>Seminars &amp; Modules with capacity constrains</th>
<th>Modules from other faculties</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bachelor Students</strong></td>
<td>Yes, registration for attendance via professor</td>
<td>Yes, but we advice no master seminars</td>
<td>Yes, registration for attendance via professor</td>
<td></td>
</tr>
<tr>
<td><strong>Master Students</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes, but we advice no master seminars</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Registration only for exams necessary</td>
<td>Registration only for exams necessary</td>
<td>Registration via form • Limited to three courses at maximum • Place after registration is not guaranteed</td>
<td>See other faculty’s rules • Please take notice of all important deadlines and differences in the registration process for exams at other faculties!</td>
</tr>
</tbody>
</table>
Lectures

• Attendance is not compulsory for lectures, but still we strongly urge you to view them (Lectures will be held digitally &/or in presence!)

• Try to help each other and form (if possible) digital studying groups

• Also do not underestimate the workload and start studying early enough!
Course List to check relevant modules

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Exam ID</th>
<th>Course Title</th>
<th>ECTS</th>
<th>CP</th>
<th>Limited Number of Participants</th>
<th>End of Registration</th>
<th>End of Withdrawal</th>
<th>Exam Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>WPMF.CIV1</td>
<td>2756</td>
<td>Current Issues in Insurance</td>
<td>5</td>
<td></td>
<td>Grundl</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
<tr>
<td>WPMF.CIV2</td>
<td>2758</td>
<td>Economic Consequences of the Corona Crisis</td>
<td>8</td>
<td></td>
<td>Kaas</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
<tr>
<td>WPMF.CIV3</td>
<td>2768</td>
<td>Governance from an Active Investor's Perspective</td>
<td>5</td>
<td></td>
<td>Bästlein</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
<tr>
<td>WPMF.IMPO</td>
<td>2797</td>
<td>Introduction to Dynamic Optimization</td>
<td>8</td>
<td></td>
<td>de La Grandville</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
<tr>
<td>WPMF.MACC</td>
<td>2745</td>
<td>Managerial Accounting</td>
<td>5</td>
<td></td>
<td>Nein</td>
<td>15. Jan. 21</td>
<td>15. Jan. 21</td>
<td>?</td>
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<tr>
<td>SEMM.MASS</td>
<td>2540</td>
<td>Marketing Assets</td>
<td>8</td>
<td></td>
<td>Nein</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
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<tr>
<td>SEMM.OCRE</td>
<td>2793</td>
<td>Omni-Channel Retailing</td>
<td>8</td>
<td></td>
<td>Nein</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
<tr>
<td>SEMM.ONCO</td>
<td>2781</td>
<td>Online Consumer Privacy</td>
<td>8</td>
<td></td>
<td>Nein</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
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<tr>
<td>WPMF.TIFC</td>
<td>2790</td>
<td>The Economics of Structural Change</td>
<td>8</td>
<td></td>
<td>Nein</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
<tr>
<td>WPMF.TIFA</td>
<td>2760</td>
<td>Topics in Financial Accounting</td>
<td>8</td>
<td></td>
<td>Nein</td>
<td>11. Nov. 20</td>
<td>11. Nov. 20</td>
<td>?</td>
</tr>
</tbody>
</table>
Checking the Courses: LSF
Explaining German Abbreviations

Macroeconomics 2 - Single View

Functions: Schedule preselected

Page contents: Basic Information | Dates/Times/Location | Responsible Instructor | Departments | Contents | Structure Tree

### Basic Information

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Vorlesung mit Übung</th>
<th>Course Code</th>
<th>PMAK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>SoSe 2017</td>
<td>Hours per week in term</td>
<td>4.0</td>
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<tr>
<td>Expected no. of participants</td>
<td>120</td>
<td>Max. participants</td>
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<tr>
<td>Language</td>
<td>englisch</td>
<td>Hypothesis</td>
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<td>Credits</td>
<td>6</td>
<td>Assignment</td>
<td></td>
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</table>

### Dates/Times/Location Group: [no name] 🎈

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Frequency</th>
<th>Duration</th>
<th>Room</th>
<th>Room. plan</th>
<th>Lecturer</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Tue.</td>
<td>16:00 bis 18:00</td>
<td>woch</td>
<td>Hörsaalzentrum - HZ 15 (Vorbelegungsecht.Fb.02)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mon.</td>
<td>12:00 bis 14:00</td>
<td>ungerWoch</td>
<td>Hörsaalzentrum - HZ 15 (Vorbelegungsecht.Fb.02)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Course Title, Type & Code

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macroeconomics 2</td>
<td>PMAK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vorlesung mit Übung</td>
<td>Lecture with exercise</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Hours per week in term</th>
</tr>
</thead>
<tbody>
<tr>
<td>SoSe 2014</td>
<td>4.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Max. participants</th>
<th>Hyperlink</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Assignment         | |
|--------------------| |
# Frequency

**Woch** - weekly

**ungerWoch** - uneven weeks

**Einzel** - single

<table>
<thead>
<tr>
<th>Week Number</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 40</td>
<td>02-10-2022</td>
<td>08-10-2022</td>
</tr>
<tr>
<td>Week 41</td>
<td>09-10-2022</td>
<td>15-10-2022</td>
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<tr>
<td>Week 42</td>
<td>16-10-2022</td>
<td>22-10-2022</td>
</tr>
<tr>
<td>Week 43</td>
<td>23-10-2022</td>
<td>29-10-2022</td>
</tr>
<tr>
<td>Week 44</td>
<td>30-10-2022</td>
<td>05-11-2022</td>
</tr>
</tbody>
</table>

**Even & uneven weeks**
Group

Dates/Times/Location Group: [no name]

In this case, you should attend all dates given below. It means that all the sessions will have different content.

Dates/Times/Location Group: Gruppe 1/Gruppe 2

In this case, you can choose between attending all sessions for Gruppe 1 or Gruppe 2. The content will be identical between the groups.
Online Learning System: **OLAT**
Using OLAT

- Log into OLAT with **HRZ Account**
- Change Language under Settings ("Einstellungen") -> "Sprache"
- Use Search Engine to find your courses (Title or Course Code)

**OLAT is really important!!!!**
Questions on course selection?
3. Exams & Registration Process
Written Exams

Examination Timetable
Please check that your Exams do not Overlap

Registration for Exams via Registration Form
To be handed into the examination office of the Faculty Economics and Business digitally via email with subject “Student ID, registration exchange student” to pruefungsamt@wiwi.uni-frankfurt.de
For updates:
Examination Office News
Example of Registration
Important for Registration!

Adding a course

hand in a **new form** with just the added course on the list

Withdrawing from a course

fill in the **withdrawal from** with just the course you wish to withdraw from

**Please follow these rules or your form will not be accepted!**
Deadlines

Bachelor:
Register and Withdrawal until the 10\textsuperscript{th} January 2023

Master:
Registration for until the 10\textsuperscript{th} January 2023
withdrawal until one week before the exam

Modules with Capacity Constrains (Bachelor),
Seminars (Bachelor)
and Master (early deadline):
Registration and Withdrawal until the 26\textsuperscript{th} October 2022
Who needs to leave before the 24th February because of the next study term at home?
Presheduled Exams

– Only possible if your new term at your home university starts earlier than our exam phase ends, and the respective professor agrees!

– Pre exam replaces the regular exam, you cannot participate in both

How to register/withdraw (Deadline: 11th June 2021)

1. Hand in Registration Form to examination office
2. Fill in Approval Form → collect signatures from 1.) Your home university 2.) your professors 3.) yourself
3. Hand in approval form to me (via e-mail) = Registration
4. To withdraw write an email
5. Take exam – Date and Time to be discussed with Professor
6. Grading via Exam Certificate (filled in by professor) handed in to me (digitally is fine too)
Example of Approval Form
Questions on exams?
4. Transcripts & Grading
Transcript of Records

- Records of achievements
- Automatically prepared
- Sent to you in March
- Please give us all your certificates (exam certificates from prescheduled exams, course certificates from other faculties, language course certificates, etc.)
<table>
<thead>
<tr>
<th>Grade Frankfurt</th>
<th>In Words</th>
<th>Explanation</th>
<th>ECTS Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1,3</td>
<td>Very Good</td>
<td>A very good achievement</td>
<td>A / A</td>
</tr>
<tr>
<td>1,7 / 2,0 / 2,3</td>
<td>Good</td>
<td>An achievement that considerably surpasses the demands set</td>
<td>B / B / C</td>
</tr>
<tr>
<td>2,7 / 3,0 / 3,3</td>
<td>Satisfactory</td>
<td>An achievement that satisfies average demands set</td>
<td>C / C / D</td>
</tr>
<tr>
<td>3,7 / 4,0</td>
<td>Sufficient</td>
<td>Sufficient</td>
<td>E / E</td>
</tr>
<tr>
<td>5,0</td>
<td>Not sufficient</td>
<td>An achievement that does not meet demands set</td>
<td>F</td>
</tr>
</tbody>
</table>
5. Additional Information
Learning German

• German language courses at the ISZ „Internationales Studienzentrum“ (International Centre of Studies)
  Contact: Email or visit the Website
  • Learn German…
  … to get to know German culture
  … to get in touch with Germans easier
  … to find your way through everyday life
  … to gain some credit points and good marks.
Library of the Faculty (BRuW)

Opening Hours
Mon - Fri 9 a.m. – 10 p.m.
Sat + Sun 10 a.m. – 10 p.m.

You need to “book” a spot in the library!!

Lending & Return
Mon - Fri 9 a.m. – 10 p.m.
Sat + Sun 10 a.m. – 10 p.m.

Your student ID card is also your library card.
Student‘s Initiatives

- Fachschaft WiWi
- Enactus
- AIESEC
- Goethe Business & Economics Club
- Bachelor Meets Business
- Green finance consulting e.V.
- 180 Degrees Consulting Frankfurt
- Impress! e.V.
- Founder Club Frankfurt
- MTP—Marketing zwischen Theorie und Praxis e.V.
Remember

• Please check your **Emails** regularly, also the spam folder!

• Please give us an alternative e-mail address if you use the email providers **outlook, live & Hotmail** by writing an email to befas@wiwi.uni-frankfurt.de

• Staying for **two semesters**: Do not forget to re-register and pay the re-enrollment fee for the second semester in February!
Any last Questions?
Thanks for your attention!