Information Session for Exchange Students
Faculty of Economics and Business

Friday, 13.10.2023
1. Contact Information
International Office of the Faculty of Economics and Business

Bianka Jäckel (Director)
📞 +49 (0) 69 798 34607
jaeckel@wiwi.uni-frankfurt.de

Dr. Lars Pilz (Deputy Dean Academic Affairs)
📞 +49 (0) 69 798 34608
lpilz@wiwi.uni-frankfurt.de

Anette Zell
📞 +49 (0) 69 798 34834
azell@wiwi.uni-frankfurt.de

Melanie Voigtländer (Master/QTEM students)
voigtländer@wiwi.uni-frankfurt.de

Student Assistant: Paul Klein
(incoming exchange students)
befas@wiwi.uni-frankfurt.de

Where can you find us?
RuW building
Rooms 1.247, 1.213, 1.214
Working Hours- https://www.wiwi.uni-frankfurt.de/international/studieren-im-ausland/kontakt.html
Questions? Contact us!

Questions about course registration, transcript, grading, etc.)

To International Office of the Faculty Economics and Business

**Paul Klein**
RuW building, room 1.247

Email- befas@wiwi.uni-frankfurt.de

Questions about administrative issues (housing, matriculation, etc.)

To Central Global Office

**Julia Freier**
PEG building, room 2.G176
☎ +49-(0)69-798-15080

Email-incoming@uni-frankfurt.de
Academic Calendar

Semester Dates
1st October 2023 – 31st March 2024

Lecture Dates
16th October 2023 – 09th February 2024

Examination Period
12th February 2024 – 29th February 2024

For updates please check
https://www.wiwi.uni-frankfurt.de/studium/studierende/pruefungsorganisation/pruefungen/pruefungstermine.html
2. Selecting Courses
General Information

Full Workload: 30 credit points per semester, but you are free to do more/less.

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</td>
<td>Yes, but ask professor for permission before registration for exam</td>
<td>Yes, but ask professor for permission before registration for exam We recommend no master seminars</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Master Students</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</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 & Seminars

• Attendance of lectures is not compulsory, but we strongly recommend to attend them. Attendance of seminars is mandatory.

• Try to help each other and form or join learning teams

• Do not underestimate the workload and learn continuously from beginning

Study group platform

https://www.wiwi-frankfurt.de/unser-angebot/
# Course List

<table>
<thead>
<tr>
<th>ID</th>
<th>Code</th>
<th>Exam ID</th>
<th>Course Code</th>
<th>Course Title</th>
<th>SW</th>
<th>CP</th>
<th>Examiner name</th>
<th>B.Sc./M.Sc.</th>
<th>Limitation of Participants</th>
<th>Registration Procedure</th>
<th>Language</th>
<th>Start Registration</th>
<th>End Registration</th>
<th>End Withdrawal</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>ERCR</td>
<td>218</td>
<td>56</td>
<td>English for Economics: Specialization: R</td>
<td>5</td>
<td>5</td>
<td>Margaret Bitzick</td>
<td>Bachelor</td>
<td>TNS (50)</td>
<td>04-10-2022 to 15-10-2022</td>
<td>English</td>
<td>13-10-2022</td>
<td>15-10-2022</td>
<td>20-10-2022</td>
<td>link</td>
</tr>
<tr>
<td>11</td>
<td>WPHM</td>
<td>2579</td>
<td>56</td>
<td>Philosophische Grundlagen der Ökonomie</td>
<td>3</td>
<td>5</td>
<td>Yvonne Thiebaut</td>
<td>Bachelor</td>
<td>TNS (50)</td>
<td>10-10-2022 to 20-10-2022</td>
<td>German</td>
<td>10-10-2022</td>
<td>20-10-2022</td>
<td>26-10-2022</td>
<td>link</td>
</tr>
<tr>
<td>12</td>
<td>WPHM</td>
<td>2579</td>
<td>56</td>
<td>Philosophische Grundlagen der Ökonomie</td>
<td>3</td>
<td>5</td>
<td>Yvonne Thiebaut</td>
<td>Bachelor</td>
<td>TNS (50)</td>
<td>10-10-2022 to 20-10-2022</td>
<td>German</td>
<td>10-10-2022</td>
<td>20-10-2022</td>
<td>26-10-2022</td>
<td>link</td>
</tr>
<tr>
<td>13</td>
<td>WPHM</td>
<td>2579</td>
<td>56</td>
<td>Philosophische Grundlagen der Ökonomie</td>
<td>3</td>
<td>5</td>
<td>Yvonne Thiebaut</td>
<td>Bachelor</td>
<td>TNS (50)</td>
<td>10-10-2022 to 20-10-2022</td>
<td>German</td>
<td>10-10-2022</td>
<td>20-10-2022</td>
<td>26-10-2022</td>
<td>link</td>
</tr>
<tr>
<td>14</td>
<td>WPHM</td>
<td>2579</td>
<td>56</td>
<td>Philosophische Grundlagen der Ökonomie</td>
<td>3</td>
<td>5</td>
<td>Yvonne Thiebaut</td>
<td>Bachelor</td>
<td>TNS (50)</td>
<td>10-10-2022 to 20-10-2022</td>
<td>German</td>
<td>10-10-2022</td>
<td>20-10-2022</td>
<td>26-10-2022</td>
<td>link</td>
</tr>
<tr>
<td>15</td>
<td>WPHM</td>
<td>2579</td>
<td>56</td>
<td>Philosophische Grundlagen der Ökonomie</td>
<td>3</td>
<td>5</td>
<td>Yvonne Thiebaut</td>
<td>Bachelor</td>
<td>TNS (50)</td>
<td>10-10-2022 to 20-10-2022</td>
<td>German</td>
<td>10-10-2022</td>
<td>20-10-2022</td>
<td>26-10-2022</td>
<td>link</td>
</tr>
</tbody>
</table>
Electronic Course Catalogue: QIS
German Abbreviations
## Course Title, Type & Code

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Course</td>
<td>Vorlesung mit Übung</td>
</tr>
<tr>
<td>Term</td>
<td>SoSe 2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Hours per week in term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMAK</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**Course Type**
- **Vorlesung mit Übung** - Lecture with exercise
- **Blockseminar** – compact seminar
Frequency

Woch - weekly
gerWoch - even weeks
ungerWoch - uneven weeks
Einzel- single

Week Number | Start     | End       |
-------------|-----------|-----------|
Week 40      | 02-10-2022| 08-10-2022|
Week 41      | 09-10-2022| 15-10-2022|
Week 42      | 16-10-2022| 22-10-2022|
Week 43      | 23-10-2022| 29-10-2022|
Week 44      | 30-10-2022| 05-11-2022|

Even & uneven weeks
Group

Dates/Times/Location Group: [no name]

In this case, you should attend all sessions on the dates given below, because all 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 course content of both groups is identical.
Registration Deadlines

!!! Deadlines differ!!!

Courses with Limited Capacity
- apply for spots until Oct 25th 2023
- no guarantee to receive a spot
- withdrawal from course after Oct 25th not possible

Courses without capacity limit
- no registration for the course itself
- you will receive a spot for sure
- you need to sign up for the exam by Jan 9th, 2024
- withdrawal until 1 week before the exam possible

⭐ IMPORTANT: Always double-check the deadlines in the course catalogue and on the course description in QIS. A few seminars without capacity limit still have the earlier sign-up deadline!
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!**
Using OLAT

- On OLAT course instructors usually upload lecture slides & other course materials, but they are not obliged to do that. Not all professors use OLAT.
- Forum for asking questions
- Course enrollment on OLAT does not replace registration for examination.
Questions on course selection?
3. Exams & Registration Process
Registration for Exams of our Faculty

Registration or Withdrawal from Registrations for Exams via Form

You have to e-mail the completed form to the Examination Office within the respective deadlines:
pruefungsamt@wiwi.uni-frankfurt.de

Exceptions: Language courses for economists, research seminars – see remarks in course list

NOTE: For details and exceptions, please check the individual QIS page or the course list! Please also make sure, that your exams do not overlap.

Forms required: Downloads- https://www.wiwi.uni-frankfurt.de/en/international/international-exchange-students/downloads.html
Registration Form for Exchange Students

only for exams at the Faculty of Economics and Business

Please send the completed and signed form via e-mail (pruefungsamt@wiwi.uni-frankfurt.de) with subject “Student ID, registration exchange student” to the Examination Office of the Faculty of Economics and Business within the respective registration deadline.

For individual deadlines, please see the course list provided.

We strongly recommend choosing courses without a limited number of participants, because these courses are available for sure.

An availability of courses with limited number of participants is not sure and you are allowed to choose three courses with limited number of participants at most. You will receive notification to your e-mail one week after the deadline, if such a course on your registration list is not available.

Family Name, First Name:

Student ID Goethe University:

E-Mail Address:

With my signature, I register for the following examination at the Faculty of Economics and Business:

<table>
<thead>
<tr>
<th>Exam ID</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Examiner</th>
<th>Limited Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Courses with Limited Capacity

<table>
<thead>
<tr>
<th>Exam ID</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Examiner</th>
<th>Limited Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>2644</td>
<td>SEMF:EINR</td>
<td>European Insurance Regulation (Group A Prio 1)</td>
<td>Van Hulle</td>
<td>yes</td>
</tr>
<tr>
<td>2665</td>
<td>SEMF:TCMA</td>
<td>Topics in Cost and Management Accounting (Group A Prio 2)</td>
<td>Rohlfling-Bastian</td>
<td>yes</td>
</tr>
<tr>
<td>2727</td>
<td>SEMF:FRIB</td>
<td>FinTechs- (R)Evolution im Bankensektor (Group A Prio 3)</td>
<td>Wahrenburg</td>
<td>yes</td>
</tr>
<tr>
<td>2846</td>
<td>WPMF:CGNB</td>
<td>Corporate Governance and Sustainability Reporting (Group B Prio 1)</td>
<td>Böcking</td>
<td>yes</td>
</tr>
<tr>
<td>2691</td>
<td>WPMM:CSRM</td>
<td>Corporate Social Responsibility from a Strategic Management Perspective (Group B Prio 2)</td>
<td>Koscher</td>
<td>yes</td>
</tr>
<tr>
<td>2520</td>
<td>WPME:UNRE</td>
<td>Environment, Natural Resources, and the Greening of Energy Products (Group B Prio 3)</td>
<td>Weichenrieder</td>
<td>yes</td>
</tr>
<tr>
<td>2584</td>
<td>WPMA:EWIA</td>
<td>Einführung in das wissenschaftliche Arbeiten</td>
<td>Buschyla</td>
<td>yes</td>
</tr>
<tr>
<td>2567</td>
<td>WPMM:IMMA</td>
<td>Interactive Marketing</td>
<td>Kostyra</td>
<td>no</td>
</tr>
<tr>
<td>2244</td>
<td>WMPF:ACC6</td>
<td>Accounting 6: Unternehmensbewertung</td>
<td>Hommel</td>
<td>no</td>
</tr>
</tbody>
</table>

1. Limited Course Choice

Group A:

2. Limited Course Choice

Group B:

3. Limited Course Choice
Courses with Limited Capacity

You are allowed to choose three courses with limited capacity, but you can also group and prioritise them. For example, by writing the following text in brackets as addition in the column “title”

Example:
Group A Prio 1, Group A Prio 2, Group A Prio 3
Group B Prio 1, Group B Prio 2, Group B Prio 3
Group C Prio 1, Group C Prio 2, Group C Prio 3

This priority list can be continued as desired (priority 1 = highest priority).

For each group of the example above, the following applies: If there is no space available in Prio 1, you will be registered for Prio 2 as an alternative. And if no space is available in both Prio 1 and Prio 2, you will be registered for Prio 3 as an alternative. And if no space is available in Prio 3, you will not be registered for any of your Prios.

If you are interested in more than three courses with limited capacity, you can also take part in the Restplatzbörse / Assignment of Available Capacities. Information on this assignment of available capacities will be published on this website in due time. https://www.wiwi.uni-frankfurt.de/en/study/students/exam-organisation/exam-information/assignment-of-available-capacities.html
Example of Withdrawal

Withdrawal Form for Exchange Students
only for exams at the Faculty of Economics and Business

Please send the completed and signed form via e-mail (pruefungsamt@wiwi.uni-frankfurt.de) with subject “Student ID, withdrawal exchange student” to the Examination Office of the Faculty of Economics and Business within the respective withdrawal deadline.
For individual deadlines, please see the course list provided.

Family Name, First Name:
Student ID Goethe University:
E-Mail Address:

With my signature, I withdraw from the following examination at the Faculty of Economics and Business:

<table>
<thead>
<tr>
<th>Exam in</th>
<th>Course</th>
<th>Course Title</th>
<th>Exam</th>
<th>Limited</th>
</tr>
</thead>
</table>

26
Important for (Withdrawal) Registration!

Adding a course
Send a new registration form in due time with just the added course on the list (pruefungsamt@wiwi.uni-frankfurt.de)

Withdrawing from a course
Send a withdrawal from in due time with just the course you wish to withdraw from (pruefungsamt@wiwi.uni-frankfurt.de)

Please follow these rules or your form will not be accepted!
Pre-scheduled Exams

– Only possible if you have to leave Frankfurt before the scheduled exam date and the respective professor in Frankfurt agrees!
– Prescheduled exam replaces the regular exam, you cannot participate in both

How to register

1. Fill in the regular Exam Registration Form and send it to pruefungsamt@wiwi.uni-frankfurt.de in due time
2. Fill in Approval Form → collect signatures from 1.) Your home university 2.) your professors 3.) yourself
3. Send the Approval Form to pruefungsamt@wiwi.uni-frankfurt.de = Registration for regular exam will change to a pre-scheduled exam
4. Arrange prescheduled exam details (date and time) with Professor
5. Grading via exam certificate (filled in by professor) handed in to pruefungsamt@wiwi.uni-frankfurt.de
Example of Approval Pre-scheduled Exam Form

1.

Registration Form for Exchange Students

Please send the completed and signed form via e-mail (prüfungenamt@wiwi.uni-frankfurt.de) with subject “Student ID, registration exchange student” to the Examination Office of the Faculty of Economics and Business within the respective registration deadline. For individual deadlines, please see the course list provided.

We strongly recommend choosing courses without a limited number of participants, because these courses are available for sure.

An availability of courses with limited number of participants is not sure and you are allowed to choose three courses with limited number of participants at most. You will receive notification to your e-mail one week after the deadline, if such a course on your registration list is not available.

Family Name, First Name: ____________________________
Student ID Goethe University: _______________________
E-Mail Address: ___________________________________

With my signature, I register for the following examination at the Faculty of Economics and Business:

<table>
<thead>
<tr>
<th>Exam ID</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Examiner</th>
<th>Limited Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.

Approval for Prescheduled Examinations

Family Name, First Name: ____________________________
Student ID Goethe University: _______________________
E-Mail Address: ___________________________________
Home Institution: _________________________________

1. Confirmation Home Institution

Lecture Period in Frankfurt: 17 October 2022 – 10 February 2023
Examination Period in Frankfurt: 13 February 2023 – 24 February 2023

With my signature, I confirm that the above-mentioned student cannot attend the examination(s) as scheduled, because the semester at our institution starts before the scheduled examination date(s) in Frankfurt and the student has to leave earlier because attendance at the home institution is compulsory at the semester beginning.

Because of this situation, the student leaves Frankfurt on: ______________________

Date: ____________________________
Responsible Person’s Name and Signature: ____________________________

2. Confirmation Examiner

With my signature, I confirm that I approved to offer a prescheduled exam for the student named above. I will arrange details with the student.

<table>
<thead>
<tr>
<th>Exam ID</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Examiner</th>
<th>Examiner’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

https://www.wiwi.uni-frankfurt.de/en/international/international-exchange-students/downloads.html
Inability to Participate in an Examination?

Illness: “medical certificate”

If you fall ill, you have to see a doctor on the day of the exam at the latest and submit the prescribed medical certificate form immediately by e-mail to the Examination Office:
pruefungsamt@wiwi.uni-frankfurt.de

Further details can be found in the instruction sheet for the procedure in case of illness.
Checking Registration for Examinations & Grades in the Online System QIS

https://qis.server.uni-frankfurt.de/qissserver/rds?state=user&type=0&noDBAction=y&init=y

1. Fill in with your s-number (s1234567)
2. Under “My Functions” choose “Administration of exams”
3. Choose “Info on Registered Exams” / “Summary of Grades”

No information / grades for pre-scheduled examinations in the QIS system, only for regular examinations

“Register for exams” does not work for exchange students! Please see exam registration procedure as described before
Questions on exams?
4. Transcripts & Grading
Transcript of Records

- Records of achievements
- All courses of our faculty are automatically included
- Failed examinations are listed too!
- Send to you in End of March or April
- **Please send us all other certificates to befas@wiwi.uni-frankfurt.de**
  (exam certificates from prescheduled exams, course certificates from other faculties, language course, etc.)
## Grading System

<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: deutsch-im-studium@uni-frankfurt.de
  or visit the Website:
  http://www.isz.uni-frankfurt.de/

• Learning 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.

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.

Online Library: https://www.ub.uni-frankfurt.de/
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.
Get in touch with others

WiWi Buddy Programm
wiwir.buddy@gmail.com

Erasmus Student Network (ESN)

WhatsApp Group:
Remember!

• Please check your e-mails 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 January!

• Whenever you contact us, please be detailed and provide as much information as possible.
Any further questions?
Thanks for your attention!