

# Information Session for Exchange Students

Faculty of Economics and Business

Friday, 13.10.2023



The background image shows an outdoor cafe or terrace. In the foreground, there are several rectangular tables with dark grey tops and red plastic chairs. Some tables have small grey napkin holders. In the middle ground, there are large white patio umbrellas providing shade. The ground is paved with light-colored tiles. In the background, there are green trees and a modern building with large windows. The sky is blue with white clouds.

# 1. Contact Information

# International Office of the Faculty of Economics and Business

**Bianka Jäckel (Director)**

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**Melanie Voightländer (Master/QTEM students)**

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Student Assistant:

**Paul Klein**

**(incoming exchange students)**

[befas@wiwi.uni-frankfurt.de](mailto: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](mailto: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](mailto:incoming@uni-frankfurt.de)

# Academic Calendar

## **Semester Dates**

1<sup>st</sup> October 2023 – 31<sup>st</sup> March 2024

## **Lecture Dates**

16<sup>th</sup> October 2023 – 09<sup>th</sup> February 2024

## **Examination Period**

12<sup>th</sup> February 2024 – 29<sup>th</sup> February 2024

For updates please check

<https://www.wiwi.uni-frankfurt.de/studium/studierende/pruefungorganisation/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, mentorship/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?

|                   | Bachelor Lectures                            | Master Lectures   | Seminars & Modules with capacity constraints   | Modules from other faculties   |
|-------------------|--|---|--|--|
| Bachelor Students | Yes  | Yes, but ask <b>professor</b> for permission before registration for exam | Yes, but ask <b>professor</b> for permission before registration for exam<br>We recommend <b>no master seminars</b>  | Yes  |
| Master Students   | Yes  | Yes   | Yes  | Yes  |
| Registration      | Registration only for <b>exams</b> necessary | Registration only for <b>exams</b> necessary                              | <ul style="list-style-type: none"> <li>Registration via form</li> <li>Limited to three courses at maximum</li> <li>Place after registration is not guaranteed</li> </ul> | <ul style="list-style-type: none"> <li>See other faculty's rules</li> <li>Please take notice of all important deadlines and differences in the registration process for exams at other faculties!</li> </ul> |

# 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

Exam ID for exam  
registration

## Course List Winter Semester 2022/23



We do not guarantee that the dates and contents given below are correct and complete; the list may be subject to change.

Please check the courses on QIS for the most up-to-date information and for more details (linked here)

You can find the exam registration forms linked here

You can find the exam timetable linked here

Please Note the following

A space in the courses with a limited number of participants cannot be guaranteed. Please have an alternative in mind in case you do not get accepted.

| ID | Course Code | Exam ID | Course Title   | SW | CP | Examiner full name                | BSc/MSc  | Limitation of Participants | Registration Procedure   | Language | Start Registration | End Registration | End Withdrawal         | Remark                                 |
|----|-------------|---------|--|----|----|-----------------------------------|----------|----------------------------|--|----------|--------------------|------------------|------------------------|--|
| 5  | EBCA        | 2167    | English for Economists: Spezialisierungskurs A   | 3  | 6  | Marcella Marburger                | Bachelor | TNB (WiSp)                 | as described in <a href="#">LSF course catalogue</a>                   | english  | 04-10-2022         | 13-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 6  | EBCB        | 2168    | English for Economists: Spezialisierungskurs B   | 3  | 6  | Margaret Birbeck                  | Bachelor | TNB (WiSp)                 | as described in <a href="#">LSF course catalogue</a>                   | english  | 04-10-2022         | 13-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 7  | EBCD        | 2169    | English for Economists: Spezialisierungskurs C   | 3  | 6  | Margaret Birbeck                  | Bachelor | TNB (WiSp)                 | as described in <a href="#">LSF course catalogue</a>                   | english  | 04-10-2022         | 13-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 8  | EBCD        | 2170    | English for Economists: Spezialisierungskurs D   | 3  | 6  | Marcella Marburger                | Bachelor | TNB (WiSp)                 | as described in <a href="#">LSF course catalogue</a>                   | english  | 04-10-2022         | 13-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 9  | SBCA        | 2183    | Español económico: Spezialisierungskurs A  | 3  | 6  | Giselle Zenga-Hirsch              | Bachelor | TNB (WiSp)                 | as described in <a href="#">LSF course catalogue</a>                   | spanish  | 04-10-2022         | 13-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 10 | FBCA        | 2187    | Français économique: Spezialisierungskurs A  | 3  | 6  | Marie Thevenin                    | Bachelor | TNB (WiSp)                 | as described in <a href="#">LSF course catalogue</a>                   | french   | 04-10-2022         | 13-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 11 | WPMA:PGOE   | 2555    | Philosophische Grundlagen der Ökonomie   | 3  | 6  | Yvonne Thorhauer                  | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 12 | WPMA:EWIA   | 2584    | Einführung in das wissenschaftliche Arbeiten   | 3  | 6  | Katharina Bushyla                 | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 13 | WPMF:INMB   | 2689    | Investment Management mit MATLAB   | 3  | 6  | Vanya Horneff                     | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 14 | WPM:EKPE    | 2709    | Empirische Kundendatenanalyse: Eine praxisorientierte Einführung                               | 3  | 6  | Martin Schmidberger               | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 15 | WPM:MIENC   | 2711    | Innovation, Entrepreneurship, Kontext  | 3  | 6  | Cornelia Storz                    | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | english  | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 16 | WPME:AFTS   | 2713    | Analysis of Economic and Financial Time Series   | 3  | 6  | Balazs Csorna                     | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | english  | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 17 | WPME:ÖKMF   | 2714    | Die ökonomischen Klassiker und ihre moderne Fortsetzung  | 3  | 6  | Bertram Schefold                  | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 18 | WPM:ICDA    | 2771    | Innovation and Change in the Digital Age I   | 3  | 6  | Christine Riedmann-Streitz        | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 19 | WPMA:EDSM   | 2840    | Ethik der Sozialen Marktwirtschaft   | 3  | 6  | Christof Altmann                  | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 20 | WPMF:CBMI   | 2845    | Changing Business Models of Insurance Companies Due to Internal and External Influence Factors | 3  | 6  | Gerrit van den Brink              | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | english  | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 21 | WPMF:FIPE   | 2859    | Financial Economics with Python  | 3  | 6  | Andreas Hackethal                 | Bachelor | TNB (50)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | english  | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 22 | WPMA:KIPH   | 2860    | Künstliche Intelligenz: ökonomische Perspektiven und ethische Herausforderungen                | 3  | 6  | Patrick Hedfeld                   | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 23 | WPMA:PKWE   | 2863    | Praktische Konflikte zwischen Wirtschaft und Ethik   | 3  | 6  | Helmut Hesse                      | Bachelor | TNB (30)                   | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 24 | WPMF:FEIS   | 2864    | Finance Ethics, Impact Investing und Social Entrepreneurship                                   | 3  | 6  | Eberhard Schnabel                 | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | Exception: BSc-Double Degree PSL: 5 CP |
| 25 | BWIP        | 2259    | Bedingungen und Strukturen beruflichen Lernens   | 4  | 6  | Gerhard Minnameier                | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 26-10-2022       | 26-10-2022             | !                                      |
| 26 | QACC        | 1900    | Accounting / Betriebliches Rechnungswesen  | 3  | 5  | Michael Hommel                    | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 10-01-2023       | 1 week before the Exam | !                                      |
| 27 | QREC        | 1901    | Hecht für Wirtschaftswissenschaftler / Hecht für Wirtschaftswissenschaften                     | 3  | 5  | Carsten, Caroline König, von Gall | Bachelor | Unlimited                  | registration form to <a href="#">pruefungsamt@www.uni-frankfurt.de</a> | german   | 13-10-2022         | 10-01-2023       | 1 week before the Exam | !                                      |

# Electronic Course Catalogue: QIS

Startseite

Veranstaltungen

Einrichtungen

Räume und Gebäude

Personen

Sie sind hier: [Startseite](#)

[Goethe Universität Home](#)

[Frankfurt & Umgebung](#)

[Services für Studierende](#)

[Studentenwerk](#)

[Webmail](#)

[AStA](#)

Herzlich willkommen bei QIS/LSF - dem Hochschulportal



Bitte benutzen Sie Ihr HRZ-Login und -passwort.

Login:

Ok

Passwort:

# German Abbreviations

[My Functions](#)

[Home](#)

[Courses](#)

[Institutions](#)

[Facilities](#)

[Members](#)

[Course Overview](#)[Search for Lectures](#)[Curricula Timetable](#)[Schedules](#)[Lectures today](#)[Hide menu](#)

Accounting / Fundamentals of Accounting - Single View

Functions: [Schedule preselected](#)Page contents: [Basic Information](#) | [Dates/Times/Location](#) | [Responsible Instructors](#) | [Departments](#) | [Contents](#) | [Structure Tree](#)

Basic Information

Dates/Times/Location Group: [no name] 📅

Group (no name): ☐ preselect

# Course Title, Type & Code

Macroeconomics 2 - Single View


Full Course Title

Page contents: [Basic Information](#) | [Dates/Times/Location](#) | [Responsible Instructor](#) | [Departments](#) | [Contents](#) | [Structure Tree](#)

**Basic Information**

|                |                     |                        |      |
|----------------|---------------------|------------------------|------|
| Type of Course | Vorlesung mit Übung | Course Code            | PMAK |
| Term           | SoSe 2017           | Hours per week in term | 4.0  |
|                |                     | Max. participants      |      |
|                |                     | Hyperlink              |      |
|                |                     | Assignment             |      |

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

Dates/Times/Location Group: [no name] 

| Day | Time | Frequency | Duration | Room | Room- | Lecturer | Status |
|-----|------|-----------|----------|------|-------|----------|--------|
|-----|------|-----------|----------|------|-------|----------|--------|

# Frequency

## Macroeconomics 2 - Single View

Functions:

Page contents:

### Basic Information

Type of Course

Term

Expected no. of participants

Language

Credits

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

Instructor |

Course Code

Hours per week

Max. participants

Hyperlink

Assignments

| Week Number                    | Start      | End        |
|--------------------------------|------------|------------|
| <b>Week 40</b>                 | 02-10-2022 | 08-10-2022 |
| <b>Week 41</b>                 | 09-10-2022 | 15-10-2022 |
| <b>Week 42</b>                 | 16-10-2022 | 22-10-2022 |
| <b>Week 43</b>                 | 23-10-2022 | 29-10-2022 |
| <b>Week 44</b>                 | 30-10-2022 | 05-11-2022 |
| <b>Even &amp; uneven weeks</b> |            |            |

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

|   | Day  | Time            | Frequency | Duration                 | Room   | Room-plan | Lecturer | Status |
|---|------|-----------------|-----------|--------------------------|--|-----------|----------|--------|
|  | Tue. | 16:00 bis 18:00 | woch      | 18.04.2017 to 21.07.2017 | <a href="#">Hörsaalzentrum - HZ 15 (Vorbelegungsrecht Fb 02)</a> |           |          |        |
|  | Mon. | 12:00 bis 14:00 | ungerWoch | 24.04.2017 to 21.07.2017 | <a href="#">Hörsaalzentrum - HZ 15 (Vorbelegungsrecht Fb 02)</a> |           |          |        |



# 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.

|   |      |                 |           |                          |                                  |    |
|---|------|-----------------|-----------|--------------------------|----------------------------------|----|
| Credits   |      | 10              |           |                          |                                  | As |
| Dates/Times/Location Group: [no name]   |      |                 |           |                          |                                  |    |
|   | Day  | Time            | Frequency | Duration                 | Room                             |    |
|  | Mon. | 16:00 bis 18:00 | woch      | 09.04.2018 to 13.07.2018 | <u>Hörsaalzentrum - H Fb 02)</u> |    |
|  | Mon. | 16:00 bis 18:00 | woch      | 09.04.2018 to 23.04.2018 | <u>Hörsaalzentrum - H Fb 02)</u> |    |

|   |      |                 |           |                          |                 |
|---|------|-----------------|-----------|--------------------------|-----------------|
| Dates/Times/Location Group: Gruppe 1  |      |                 |           |                          |                 |
|   | Day  | Time            | Frequency | Duration                 | Room            |
|                        | Mon. | 10:00 bis 12:00 | woch      | 09.04.2018 to 13.07.2018 | Seminarpavillon |
| Group Gruppe 1: <input type="checkbox"/> preselect <input checked="" type="checkbox"/> Schedule preselected |      |                 |           |                          |                 |
| Dates/Times/Location Group: Gruppe 2  |      |                 |           |                          |                 |
|   | Day  | Time            | Frequency | Duration                 | Room            |
|                        | Mon. | 12:00 bis 14:00 | woch      | 09.04.2018 to 13.07.2018 | Seminarpavillon |

# Registration Deadlines

!!! Deadlines differ!!!

## Courses with Limited Capacity

- apply for spots until Oct 25<sup>th</sup> 2023
- no guarantee to receive a spot
- withdrawal from course after Oct 25<sup>th</sup> 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 9<sup>th</sup>, 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



Willkommen in OLAT

HRZ-Login\*

HRZ-Passwort\*

Login

ZUERST AUSPROBIEREN?

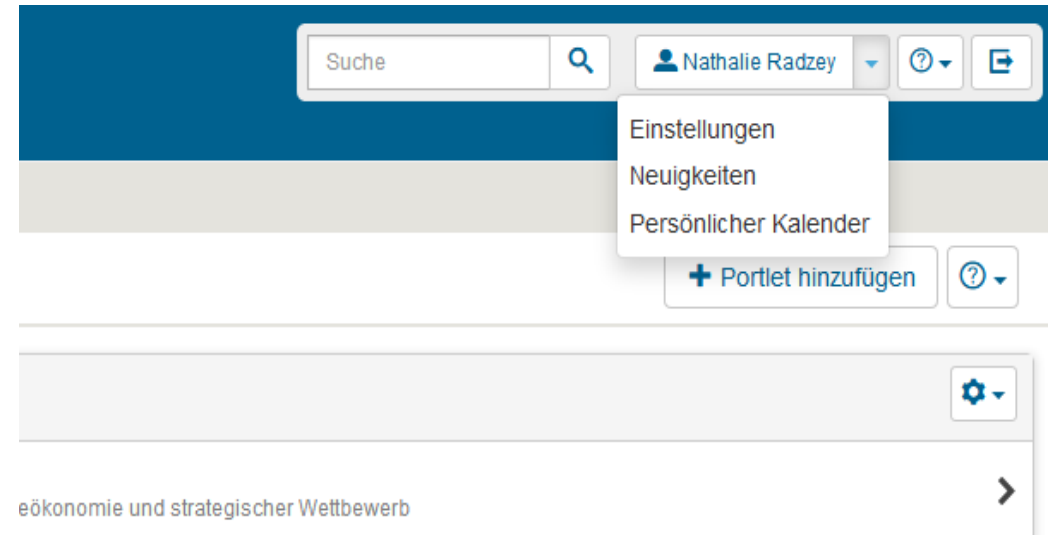
Nutzen Sie den Gastzugang und  
erkunden Sie die Lernplattform.

Gastzugang

[Sie haben einen lokalen \(externen\)  
Account für 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**

WS 2022/23 Public Finance



WS 2022/23 Public Finance

- Syllabus
- Einschreibung
- Kursinhalt
- Kursplan
- Folien
- Problem sets
- Forum

Groups

Forum

Subscribe

You are allowed to read posts, and write posts.

New topic

| Type | Discussion topic                                   | Author | Last post | Reply | Marked posts | New posts |
|------|--|--------|-----------|-------|--------------|-----------|
| NEW  | Problem Set 5; Problem 5.2 (Excess Burden) (b) (1) |        |           | 0     | 0            | 1         |



**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:

[pruefungsamtwiwi.uni-frankfurt.de](mailto:pruefungsamtwiwi.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](https://www.wiwi.uni-frankfurt.de/en/international/international-exchange-students/downloads.html)



This is your  
Student ID

# Example of Registration

Goethe University  
Faculty of Economics and Business



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

Please send the completed and signed form vial e-mail ([pruefungsamt@wiwi.uni-frankfurt.de](mailto: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:

| Exam ID | Course Code | Course Title | Examiner | Limited Number of Participants |
|---------|-------------|--------------|----------|--------------------------------|
|         |             |              |          |                                |

# Courses with Limited Capacity

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

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). <https://www.wiwi.uni-frankfurt.de/en/study/students/exam-organisation/exam-information/assignment-of-available-capacities.html>

# Example of Withdrawal

Goethe University  
Faculty of Economics and Business



## **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](mailto: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:**

| Exam ID | Course | Course Title | Examiner | Limited Number of |
|---------|--------|--------------|----------|-------------------|
|---------|--------|--------------|----------|-------------------|

# 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](mailto: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](mailto: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](mailto:pruefungsamt@wiwi.uni-frankfurt.de)

# Example of Approval Pre-scheduled Exam Form

1.

Goethe University  
Faculty of Economics and Business



## 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](mailto: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:

| Exam ID | Course Code | Course Title | Examiner | Limited Number of Participants |
|---------|-------------|--------------|----------|--------------------------------|
|         |             |              |          |                                |
|         |             |              |          |                                |
|         |             |              |          |                                |
|         |             |              |          |                                |

2.

Goethe University  
Faculty of Economics and Business



## 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.

| Exam ID | Course Code | Course Title | Examiner | Examiner's Signature |
|---------|-------------|--------------|----------|----------------------|
|         |             |              |          |                      |

<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](mailto:pruefungsamt@wiwi.uni-frankfurt.de)

Further details can be found in the [instruction sheet for the procedure in case of illness](#).

**Formular für die Bescheinigung der Prüfungsunfähigkeit**  
– Ärztliches Attest –

Zur Vorlage beim Prüfungsamt des Fachbereichs 02  
der Johann Wolfgang Goethe-Universität Frankfurt am Main

**Angaben zur untersuchten Person:**

|                 |              |               |
|-----------------|--------------|---------------|
| Name:           | Vorname:     | Geburtsdatum: |
| Matrikelnummer: | Studiengang: | Adresse:      |

**Erklärung der Ärztin/des Arztes:**  
Meine heutige Untersuchung zur Frage der Prüfungsunfähigkeit bei o.g. Patienten/Patientin hat aus ärztlicher Sicht folgendes ergeben:

Es liegen prüfungsrelevante Krankheitssymptome vor, die die Leistungsfähigkeit deutlich einschränken. Es handelt sich dabei nicht um Minderungen der Leistungsfähigkeit aufgrund der (bevorstehenden) Prüfungssituation, z.B. Prüfungsangst. Die Gesundheitsstörung ist nicht dauerhaft, sondern nur vorübergehend.

**Der Patient/die Patientin ist für die stattfindende Prüfung:**

|                        |  |
|------------------------|--|
| Datum der Prüfung:     |  |
| Art der Prüfung:       | <input type="checkbox"/> mündlich<br><input type="checkbox"/> schriftlich<br><input type="checkbox"/> sportpraktisch<br><input type="checkbox"/> sonstige: |
| Prüfung im Fach/Modul: |  |

aus medizinischer Sicht nicht prüfungsfähig:

|                              |  |
|------------------------------|--|
| am bzw. im Zeitraum von bis: |  |
|------------------------------|--|

Zusätzliche Angabe bei schriftlichen Hausarbeiten (z.B. Bachelorarbeiten u.a.):

Welche Verlängerung wird angesichts des Grades der Leistungsminderung befürwortet?

|         |  |
|---------|--|
| Wochen: |  |
|---------|--|

Datum, Praxisstempel und Unterschrift


**Erläuterungen für die Ärztin/den Arzt:**


Wenn ein/e Studierende/r aus gesundheitlichen Gründen nicht zu einer Prüfung erscheint oder sie abbricht, hat er/sie gemäß Prüfungsordnung dem/r zuständigen Vorsitzenden des Prüfungsausschusses die Erkrankung glaubhaft zu machen. Zu diesem Zweck benötigt der/die Studierende Ihr ärztliches Attest, das dem/r Vorsitzenden des Prüfungsausschusses erlaubt, aufgrund Ihrer Angaben als medizinischer/m Sachverständiger/in die Rechtsfrage zu beantworten, ob Prüfungsunfähigkeit vorliegt. Da es für diese Beurteilung nicht ausreicht, dass Sie dem Prüfung pauschal Prüfungsunfähigkeit attestieren, werden Sie um Angaben zu den oben stehenden Punkten gebeten. Mit der Bitte um Ausfüllen dieses Attestes erklärt der/die Studierende seine/ihre Einwilligung dazu, dass Sie dem Prüfungsamt die vorstehenden Informationen mitteilen. Dies geschieht im Einklang mit dem Datenschutzgesetz. Nach § 11 Abs.1 Satz 1 des Hessischen Datenschutzgesetzes (HDSG) dürfen personenbezogene Daten erhoben werden, wenn ihre Kenntnis für die Aufgabenerfüllung der erhebenden Stelle erforderlich ist. Es wird ausdrücklich darauf hingewiesen, dass sich Ärztinnen bei Ausstellung eines unrichtigen Zeugnisses über den Gesundheitszustand eines Menschen zum Gebrauch gegenüber einer Behörde wider besseres Wissens nach § 278 StGB strafbar machen.

# Checking Registration for Examinations & Grades in the Online System QIS

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

## 1. Fill in with your s-number (s1234567)

GOETHE  
UNIVERSITÄT  
FRANKFURT AM MAIN

Summer 2023 | Help | Sitemap | 

HomeCoursesInstitutionsFacilitiesMembers

You are here: Home

Goethe Universität Home

Frankfurt & Environment


Services for students

Food & Accommodation

Webmail

ASTA

Welcome on QIS/LSF-Portal - the university portal



Please use your HRZ-login and -password.

Login:

Password:

## 2. Under “My Functions” choose “Administration of exams”

You are here: Home

General administration

Administration of studies

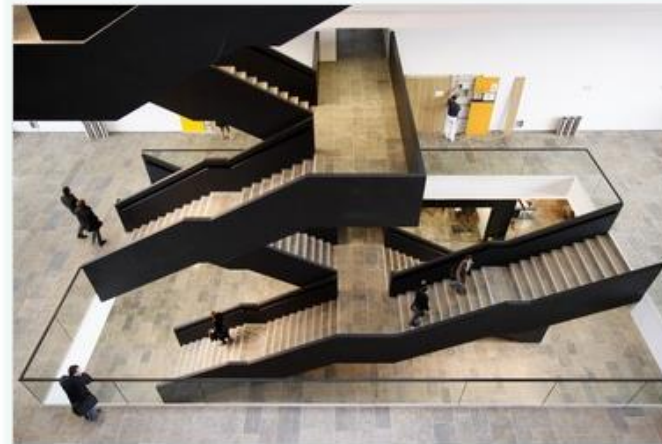
Administration of exams

My Curricula Timetable

My Lectures

Student Survey 2022

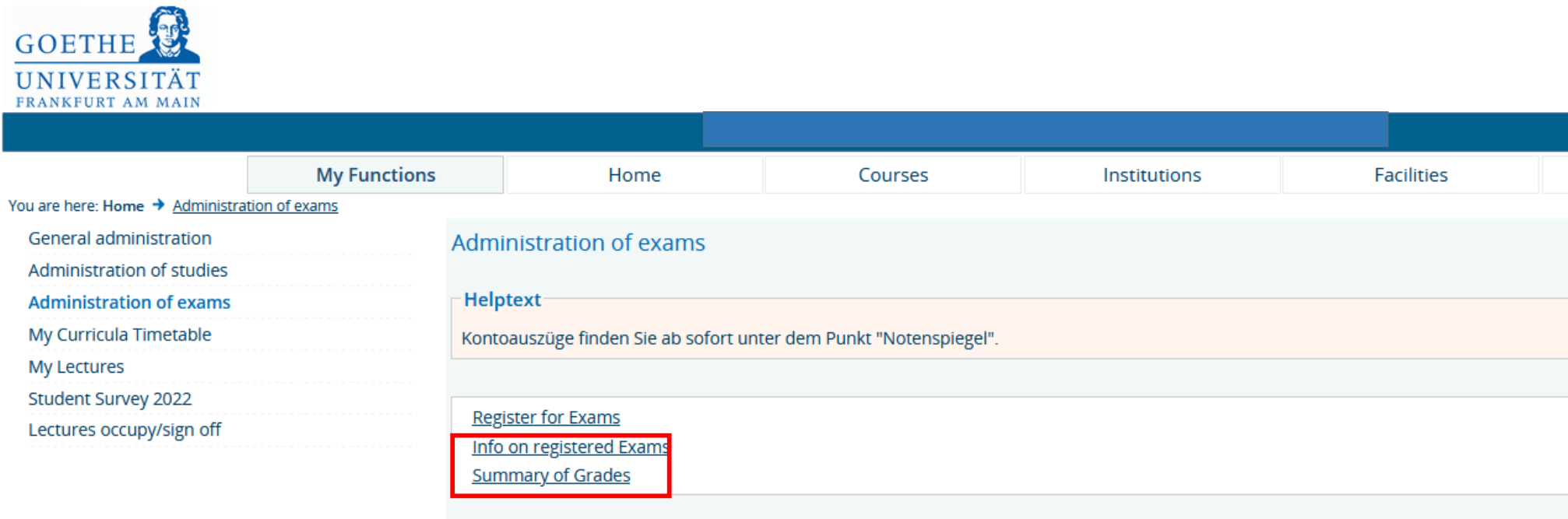
Lectures occupy/sign off



### 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



GOETHE  
UNIVERSITÄT  
FRANKFURT AM MAIN

My Functions Home Courses Institutions Facilities

You are here: Home → [Administration of exams](#)

- General administration
- Administration of studies
- [Administration of exams](#)
- My Curricula Timetable
- My Lectures
- Student Survey 2022
- Lectures occupy/sign off

Administration of exams

**Help text**

Kontoauszüge finden Sie ab sofort unter dem Punkt "Notenspiegel".

[Register for Exams](#)

[Info on registered Exams](#)

[Summary of Grades](#)



**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](mailto:befas@wiwi.uni-frankfurt.de)**  
(exam certificates from prescheduled exams, course certificates from other faculties, language course, etc.)

## Transcript of Records

International Office  
Faculty of Economics and Business  
Theodor-W.-Adorno-Platz 4, D-60629 Frankfurt am Main

Name of Student: Max Mustermann

Matriculation Number: 1234567

Semester: Summer Semester 2023

Date: 01.09.2023

| Course Title                         | Course Code | Grade | ECTS Grade | Credit Points |
|--------------------------------------|-------------|-------|------------|---------------|
| Introduction to Econometrics         | WPME:EOEK   | 1,3   | A          | 5             |
| Leadership in the Financial Industry | WPMF:LFIN   | 2,0   | B          | 6             |
| Monetary and Fiscal Interactions     | MOFI        | 2,7   | C          | 6             |
| European Insurance Regulation        | SEMF:EINR   | 3,0   | C          | 6             |

Certified to be true: Dr. Lars Pilz  
Frankfurt am Main 01.09.2023

# Grading System

| Grade Frankfurt | In Words       | Explanation  | ECTS Grade |
|-----------------|----------------|--|------------|
| 1 / 1,3         | Very Good      | A very good achievement                                    | A / A      |
| 1,7 / 2,0 / 2,3 | Good           | An achievement that considerably surpasses the demands set | B / B / C  |
| 2,7 / 3,0 / 3,3 | Satisfactory   | An achievement that satisfies average demands set          | C / C / D  |
| 3,7 / 4,0       | Sufficient     | Sufficient   | E / E      |
| 5,0             | Not sufficient | An achievement that does not meet demands set              | F          |



## 5. Additional Information

# Learning German

- German language courses at the ISZ *Internationales Studienzentrum* (International Centre of Studies)

Contact: [deutsch-im-studium@uni-frankfurt.de](mailto: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  
**Frankfurt am Main**

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](mailto: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.

A large, stylized orange question mark is centered on the slide, serving as a background for the text.

**Any further questions?**



**Thanks for your attention!**