

# **Information on selecting and registering courses**

**Auslandsbüro Wirtschaftswissenschaften**

**International Office of Economics and Business Administration**

# Table of Contents

- General Information.....3
- Bachelor.....5
- Master.....6
- Seminars & Modules with Capacity Constrains .....7
- English for Economists.....8
- Hints on how to use the course catalogue on QIS.....9
- Prescheduled Exams.....11
- Contact details.....12

# General Information

Full Workload: 30 Credit Points per Semester

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 constrains	Modules from other faculties
Bachelor Students	Yes	Yes Registration for attendance via <b>email to professor</b>	Yes, but we advice <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 Bachelor

In the course catalogue titled as “Vorlesung mit Übung”

**NO registration for attending the course** (just go to the corresponding hall on the first date of the lecture) and no prior contact with the lecturer necessary.

- **Exam registration takes place until the 10<sup>th</sup> January 2020**
- You can withdraw only within the registration deadline.

As exchange students, you cannot register via QIS as stated in the course catalogue, but instead you will have to **fill in a “exam registration” form and pass it to the Examination Office of Economics and Business Administration**. Please hand in the original version. You can throw it into the Mailbox, to be found on 1st floor of the RuW Building next to the SSIX Info Centre.

# Lectures Master

No registration for attending the course for Master students, but for Bachelor students necessary (register via email to the lecturer)

There are two deadlines for registering for exams of lectures („Vorlesung mit Übung“) in the Master's program:

- **Until 23rd October 2019**
- You can both register and withdraw only within the registration deadline
- **Until 10<sup>th</sup> January 2020**
- You can register only within the registration deadline and withdraw up to one week before the corresponding exam.

As exchange students, you cannot register via QIS as stated in the course catalogue, but instead you will have to **fill in a “exam registration” form and pass it to the Examination Office of Economics and Business Administration**. Please hand in the original version. You can throw it into the Mailbox, to be found on 1st floor of the RuW Building next to the SSIX Info Centre.

# Seminars & Modules with Capacity Constrains

## Seminars

In the course catalogue titled as “Seminar” or “Blockseminar”; seminars are more interactive than lectures, i.e. students get to discuss and prepare presentations.

Please be informed that seminars are very different from lectures in structure and requirement and that they are a special challenge for students. You should only decide for a seminar if you have already achieved deeper knowledge of the subject of the course and if your level of the language of instruction is very good. This is also the reason why we especially advice Bachelor students not to take master seminars. In general we recommend to concentrate on lectures.

## Capacity Constrains

This information is mentioned on the QIS website, please have a closer look in the description.

- **Exam registration takes place until the 23<sup>rd</sup> October 2019**
  - **Please note that you are limited to register up to three of these courses at most. This rule is unfortunately made, because national students are obliged to take a seminar and the capacity of the students at the Faculty.**
  - You are welcome to register for the courses, but **we cannot guarantee you a place**
  - Other Deadlines or rules on QIS can be ignored if the registration is normally via QIS

# English for Economists

Please note that we offer an English for economists course from the faculty. You will need to register for these courses differently as well as pass a qualifying test in the first week of lectures.

You can follow the link [here](#) for further details in case you are interested.

**This is the only exception. Everything else offered at our faculty is registered via the exam office in the corresponding deadline.**



# Checking the Courses: QIS

## Course Overview

[Search for Lectures](#)

[Curricula Timetable](#)

[Lectures today](#)

[Hide menu](#)

## Course Overview (SoSe 2018)

- ① **Vorlesungsverzeichnis**
  - ① **Courses of the Faculty of Law**
  - ① **Courses of the Faculty of Economics and Business Administration**
  - ① **Courses of the Faculty of Social Sciences**
  - ① **Courses of the Faculty of Educational Sciences**
  - ① **Courses of the Faculty of Psychology and Sport Sciences**
  - ① **Courses of the Faculty of Protestant Theology**
  - ① **Courses of the Faculty of Roman Catholic Theology**
  - ① **Courses of the Faculty of Philosophy and History**
  - ① **Courses of the Faculty of Linguistics, Cultural Studies and Art**
  - ① **Courses of the Faculty of Modern Languages**
  - ① **Courses of the Faculty of Geosciences and Geography**
  - ① **Courses of the Faculty of Computer Sciences and Mathematics**
  - ① **Courses of the Faculty of Physics**
  - ① **Courses of the Faculty of Biochemistry, Chemistry and Pharmacy**
  - ① **Courses of the Faculty of Biosciences**
  - ① **Courses of the Faculty of Medical Science**
  - ① **Teacher Training**
  - ① **Other Courses**

# Explaining German Abbreviations

Macroeconomics 2 - Single View

Functions:

Page: **Course Type** responsible Instructor | Departments | Contents | Structure Tree  
*Vorlesung mit Übung* - Lecture with exercise  
*Bockseminar* – compact seminar

**Basic Information**

Type of Course	Vorlesung mit Übung	Course Code	PMAK
Term	SoSe 2017	Hours per week in term	4.0
Expected no. of participants	120	Max. participants	
Language	englisch	Hyperlink	
Credits	6	Assioment	

**Course Code**

**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.

	Day	Time	Frequency	Duration	Lecturer	Status
	Tue	16:00 bis 18:00		18.04.2017 t		
	Mo			04.2017 t		

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

# Presheduled Exams

**Only possible if your new term at you home university starts earlier than our exam phase ends!**

## How to register/withdraw (Deadline: 10<sup>th</sup> January 2020)

1. Hand in Registration Form to exam 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 = Registration
4. To withdraw come to my office **before the deadline ends**
5. Take exam – Date and Time to be discussed with Professor
6. Grading via Exam Certificate (filled in by professor) handed in to me

# Questions? Contact us!

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

To International Office of the Faculty  
Economics and Business Administration

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Office Hours:

Tue 9am – 1pm, Thu & Fri 9am – 12pm

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

To Central International Office

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