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, 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</td>
<td>Yes, but we advice no Master Seminars</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for attendance via email to professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Master Students</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration only for exams necessary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Registration**     | Registration only for exams necessary | Registration only for exams necessary | - Registration via form  
- Limited to three courses at maximum  
- Place after registration is not guaranteed | - See other faculty’s rules  
- Please take notice of all important deadlines and differences in the registration process for exams at other faculties! |
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\textsuperscript{th} 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 10th 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 23rd 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

Faculty of Economics and Business Administration
Explaining German Abbreviations

Course Type
- Vorlesung mit Übung - Lecture with exercise
- Bockseminar - compact seminar

Course Code
- PMAK

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.
Presheduled Exams

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

How to register/withdraw (Deadline: 10th 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 Faulty Economics and Business Administration

Nathalie Radzey
RuW Building, Room 1.247
📞 +49 (0) 69 798 34838
Email

Office Hours:
Tue 9am – 1pm, Thu & Fri 9am – 12pm

Questions about Administrative Issues (Housing, Matriculation, etc.)
To Central International Office

Julia Freier
PEG Building, Room 2.G176
📞 +49-(0)69-798-15080
Email