

Information on selecting courses and registering

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*Auslandsbüro Wirtschaftswissenschaften
International Office of Economics and Business Administration*



Which kind of courses can I attend? How can I register?

| | Lectures Bachelor | Seminars / Modules with capacity constrains | Lectures Master | Modules from other faculties |
|---------------------|----------------------------|--|---|---|
| Bachelor Students | Yes | Yes, but we advice no Master Seminars | Upon request (email to the lecturer is always necessary) | For us this is no problem; please contact the corresponding faculty |
| Master Students | Yes | Yes | Yes | |
| Course registration | Not necessary | Via exam registration form Limited to three courses at most | Master: not necessary Bachelor: via email | See other faculty's rules |
| Exam registration | Via exam registration form | Place after registration is not guaranteed | Via form | |



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 **31st May 2019**
- 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:
 - 1) Until 24th April 2019
You can both **register and withdraw only within the registration deadline.**
 - 2) Until 31st May 2019
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 31st May 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*
- *Please note that if there is a registration directly via the professor and not QIS you can follow this*



Hints on how to use the course catalogue on QIS

German terms/ abbreviations:

- Type of course:
 - Vorlesung mit Übung:* lecture with exercise
 - Blockseminar:* compact seminar
- Frequency:

| | |
|---|--|
| <i>Woch (German → wöchentlich):</i> | Weekly |
| <i>GerWoch* (German → gerade Wochen):</i> | even weeks |
| <i>UngerWoch* (German → ungerade Wochen):</i> | uneven/odd weeks |
| <i>Einzel:</i> | individual date |
| <i>Block:</i> | more than one day in row (dates given in "Duration") |

* Even/uneven refers to the week number.

Hints on how to use the course catalogue

Two cases for the information section on Dates/Times/Locations

1) Dates/Times/Location Group: **[no name]**

In this case, you should attend all dates given below. It means that the sessions will have different contents: there will be lectures, tutorials and/ or exercise sessions.

2) 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 contents will be identical between the groups.

Contact

*For questions on **studying** Economics and Business Administration (such as course selection, Transcripts or exam registration details):*

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*For **administrative** issues (such as admissions, housing or enrollment):*

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Please check our [website](#) for other useful information.

