Information on selecting courses and registering

Auslandsbüro Wirtschaftswissenschaften
International Office of Economics and Business Administration
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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
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<th></th>
<th>Bachelor Lectures</th>
<th>Master Lectures</th>
<th>Seminars &amp; Modules with capacity constrains</th>
<th>Modules from other faculties</th>
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</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>
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<tr>
<td><strong>Master Students</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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</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! |
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 12th June 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 22nd April 2020
    You can both register and withdraw only within the registration deadline
  • Until 12th June 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

1. 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.

2. Capacity Constrains

This information is mentioned on the QIS website as well as in the course list, please have a closer look in the description there.

Exam registration for both takes place until the 22nd April 2020

• 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
Checking the Courses: **QIS**

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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!
- Pre exam replaces the regular exam, you cannot participate in both

How to register/withdraw (Deadline: 12th June 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
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

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Office Hours*:
Tue and Wed 10am – 1pm
*these will probably change next semester

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

To Central International Office

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