

QIS Module Application with Subsequent Exam Registration

1. Introduction

This two-stage registration procedure with different deadlines for each stage requires that you first apply iTAN-secured in the [QIS/LSF portal](#) for the courses via module application with giving priorities in stage 1. Modules are grouped in bundles. Depending on the programme, there are different bundles per module area. Hereafter, the assignments will be drawn by lots. After the assignment, the students can register for the exam via [QIS examination registration](#) in stage 2. An acceptance in stage 1 is a prerequisite for an exam registration. **Without an exam registration in stage 2, the allocated module claim of the module application in stage 1 expires! Please note the changes in stage 1 as from winter semester 2022/23, which are explained on page 3.**

2. Application Procedure – Stage 1

The application function is only visible and available, if logged in. You have to log in to [QIS/LSF portal](#) with your HRZ account. In contrast to the LSF course application procedure, the QIS module application does not base only on a single course. Therefore, **the QIS module application is available only via "My functions > Lectures occupy/sign off"** and not via the course itself.

If you are enrolled in several programmes, you have to ensure that the programme is "active" in the portal, for which you want to carry out an application. In the upper area of "My Functions > My Lectures" there is a selection dialog box offered that allows you to change the active programme before you select the application menu via "My Functions > Lectures occupy/sign off".

Please read the appearing instruction carefully before confirming. Then you can to navigate to the module area account in the tree structure of the degree programme ([Figure 1](#)), in which you want to apply for courses. Only by clicking on the title of module area account, the bundle with all applicable courses of the respective module area will be displayed and loaded.

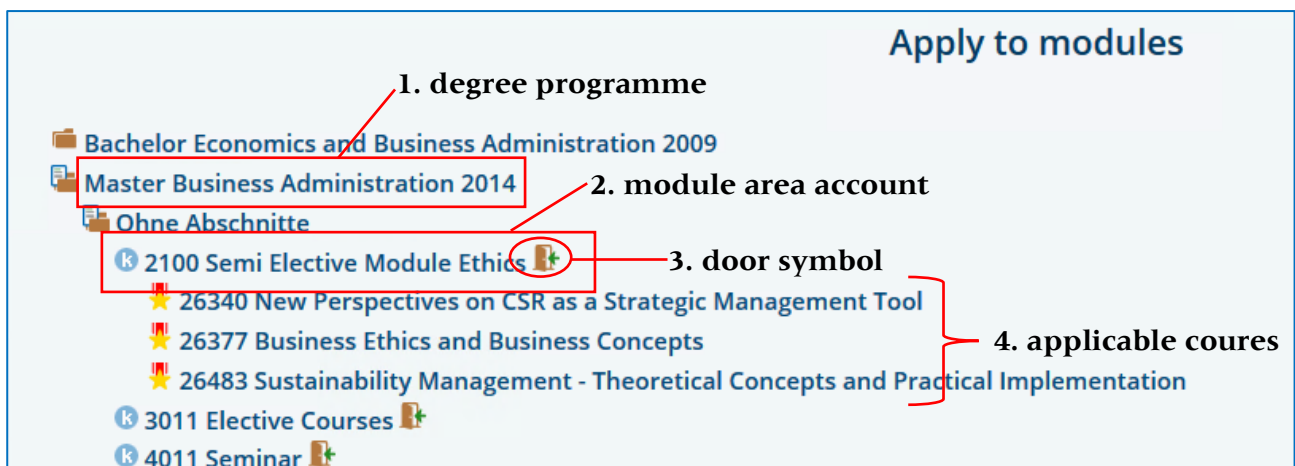


Figure 1

Clicking on the door symbol to the right of the account title will lead to the priority assignment or priority deletion for the applicable courses of the corresponding account (Figure 2). Please note: The door symbol only works, if you have previously clicked on the title of the module account and thus loaded the bundle of applicable courses in this area.

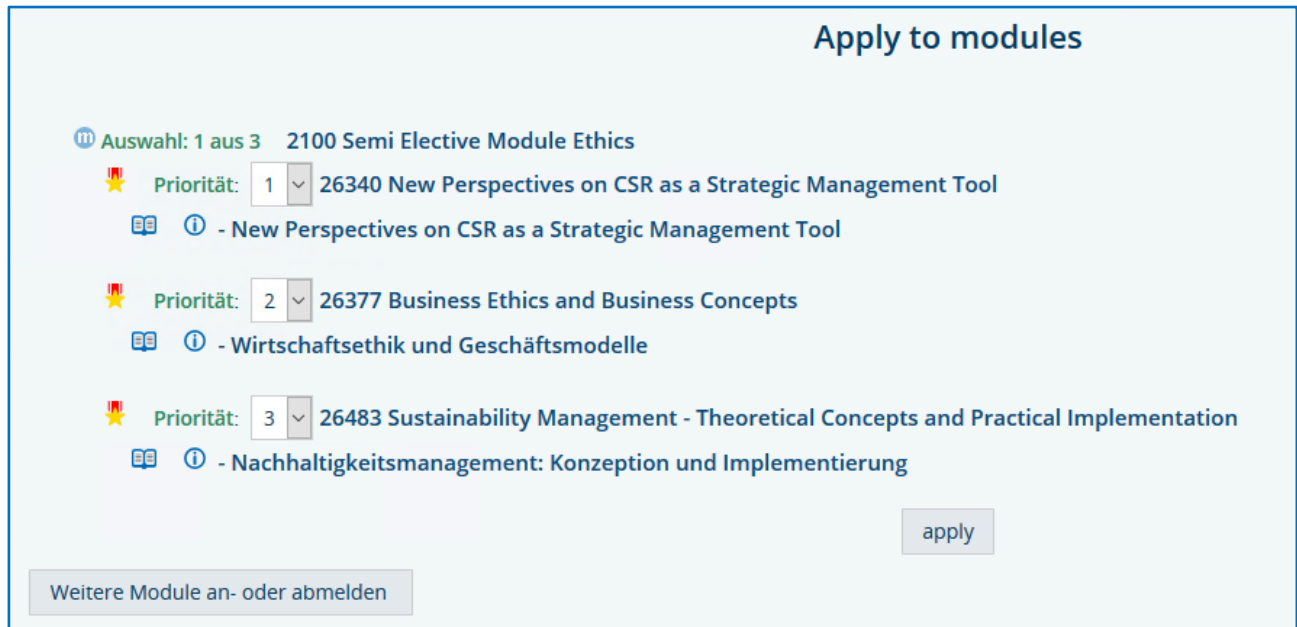


Figure 2

The application screen displayed provides three functions. The priority can be defined in the scroll down (**1 = top priority**), course information are available below and the selected priority can be assigned with the button "apply" at the end. Within a bundle, all modules have to be prioritized, no module can be omitted.

After assigning the priorities, a confirmation will occur. Given problems or errors will be issued at this point. The status information of the priority assignment (participation in the application procedure!) can be checked via **"My Functions > My Lectures"**. **At this point, the status "AN-applied" only means that you have assigned priorities in stage 1.**

The application info of each course shows, how many students already applied.

It is possible to adjust the priorities at any time during the application period. In order to be able to reassign the priorities, a cancellation of the application is required. For this, the application menu must be selected again as described above. The button "cancel application" triggers the cancellation (= withdrawal of the priorities and the application). Subsequently, a confirmation will appear. With the button "Weitere Module an- oder abmelden" you can return to the module application. The canceled priorities can then be reassigned by a new application.

Changes in Stage 1 as of Winter Semester 2022/23

In all bundles, you will find a fake module with the title "End of Priorities", which does not correspond to any real module. Fake modules serve as reservoir with an infinite number of participants. You can use the fake module as a stopper if you are not interested in all modules of the respective bundle and only wish an acceptance to certain modules of the respective bundle in stage 1. This change is intended to prevent students from receiving acceptance to a module they are not interested in and would not register for the examination in stage 2.

If you are interested in all modules of a bundle, then prioritize all modules of the bundle and give the fake module the last (lowest) priority.

If you are only interested in certain modules of a bundle, then place the fake module after the last module, which you are still interested in. You then arbitrarily prioritize the remaining modules of the bundle consecutively with the remaining priorities.

For example, if you are only interested in one module of a bundle, then give this module priority 1 and then insert the stopper by giving the fake module priority 2. You then prioritize the remaining modules of the bundle arbitrarily on an ongoing basis with the remaining priorities starting from 3. This results in you either getting an acceptance for your priority 1 of the respective bundle or getting an acceptance for your priority 2 the fake module of the respective bundle (i.e. no real acceptance).

For example, if you are only interested in three modules of a bundle, then give these modules priorities from 1 to 3 and then insert the stopper by giving the fake module priority 4. You then prioritize the remaining modules of the bundle arbitrarily on an ongoing basis with the remaining priorities starting from 5. This results in you either getting an acceptance for your priority 1 to 3 of the respective bundle or getting an acceptance for your priority 4 the fake module of the respective bundle (i.e. no real acceptance).

3. Evaluation

After the application period of stage 1, the allocation will be drawn by lots. Each student will receive a lot number at random for each applied bundle. Starting with the lowest lot number, each student will be allocated to the best available priority from his or her assignment as soon as it is his or her turn and there are available capacities.

As a result, you can receive one acceptance at most to one of the modules by lot for each applied bundle.

Students find the results of the allocation for each applied bundle under "**My Functions > My Lectures**" after the evaluation.

Following status types are possible:

AN – applied	(= participated in the application procedure)
ZU – accepted	(= allocated in the application procedure)
AB – rejected	(= not allocated in the application procedure)
ST – cancelled	(= automatic priority cancellation for reasons of conflict)
WL – Warteliste	(= to be waitlisted)
NP / MP – low module priority	(= higher priority has already been assigned)

Attention: The results of the allocation procedure are only effective with the beginning of stage 2.

The application status "ZU-accepted" entitles students to register for the exam of the accepted module, but does not replace an exam registration. A binding acceptance and registration for exams takes place within the respective registration period in stage 2.

After acceptance in the application procedure, there is no obligation to register for the exam in stage 2. You do not need to withdraw from the acceptance in stage 1, if you are not satisfied with the assigned module and do not wish to register it in stage 2.

4. QIS Exam Registration after Acceptance in the Application Procedure – Stage 2

The registration in stage 2 takes place within the respective registration deadline via QIS exam registration via "**My Functions > Administration of exams > Register for Exams**" ([Instruction Exam Registration English](#)).

Without an exam registration in stage 2, the allocated module claim of the module application in stage 1 expires!

5. Assignment of Available Capacities

If there is an assignment of available capacities provided for a bundle, additional exam registrations are possible, even without a participation or an acceptance in the two-stage registration procedure. If desired and possible, registration for further modules from the same bundle would be possible that way. Detailed information on the procedure of the assignment of available capacities is available on this [website](#).

6. Questions & Assistance

If you have any questions about the HRZ account or loss of access data, please contact the HRZ: beratung@rz.uni-frankfurt.de

In the case of technical problems in the application or examination registration procedure, please contact the QIS team of the HRZ: qis-admin@uni-frankfurt.de

For questions regarding content or problems with requirements in the applications and registration procedure, please contact the Examination Office of the Faculty of Economics and Business Administration: pruefungsamt@wiwi.uni-frankfurt.de