

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!**

2. Application Procedure

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 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.

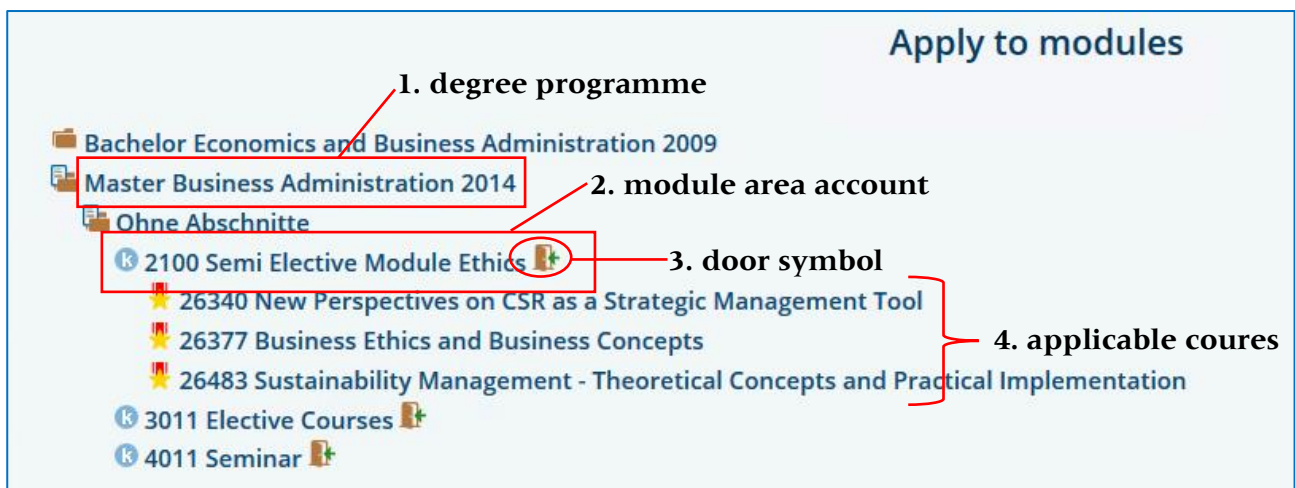


Figure 1

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 corresponding to the 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.

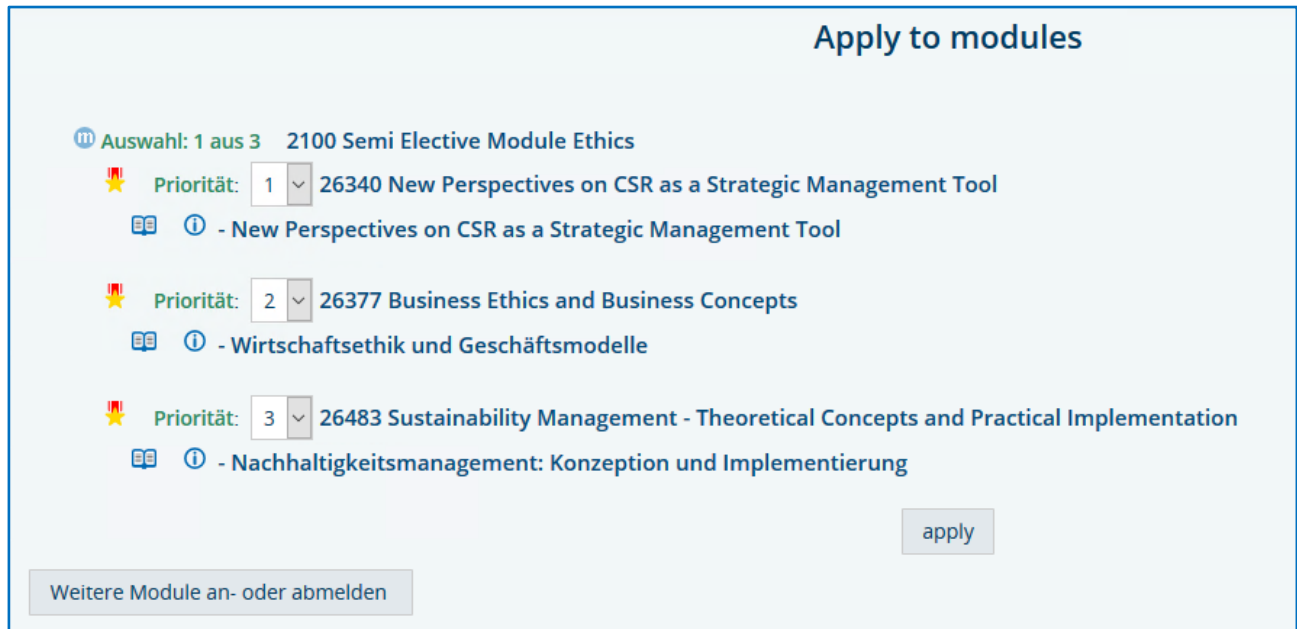


Figure 2

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" in the end.

After assigning the priority, 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"**. The status **"AN-applied" states, that priorities have been assigned and participation in the application procedure has taken place.**

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 assignment). Subsequently, a confirmation will appear. With the button "Weitere Module an- oder abmelden" you can return to the module assignment. The canceled priorities can then be reassigned by a new assignment.

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. 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.

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 from 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.

4. QIS Exam Registration after Acceptance in the Application Procedure

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](#)).

5. 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