

Course Registration for Incoming Students at the Faculty of Social Sciences

General information about course registration

An overview of all courses is available via the [regular course catalogue](#). At the Faculty of Social Sciences, all courses are generally open for ERASMUS / exchange students (with some exceptions, e.g. the second part of a course from the last term). Bachelor students should register for courses on a Bachelor's level and Master students for courses on a Master's level. However, advanced Bachelor students have the opportunity to register for Master seminars as well.

At the Faculty of Social Sciences students can achieve:

3 ECTS credits for attendance and participation (i.e. regular attendance in class and giving a presentation) and additional **4 (or 5) ECTS credits for an exam/paper**. Accordingly, you will get a maximum of *7 ECTS credits for a course on Bachelor's level* and *8 ECTS for a course on Master's level*. It is highly recommended to clarify with the lecturer at the beginning of each course which requirements are exactly needed to accomplish 3 ECTS credits or 7 (8) ECTS credits. If you do not want to take an exam/paper, you will normally not get a grade for this class. You will receive a certificate of attendance, which equals 3 ECTS credits. However, upon request, you will be able to receive an individual grade for participation.

You can distinguish the levels according to their name:

1) ***“Proseminar”***

A *Proseminar* is a course on **Bachelor's level**. If you only attend, you will gain 3 ECTS. If you take an additional exam / paper, you will gain **7 ECTS**.

2) ***“Seminar”***

A *Seminar* is a course on **Master's level**. If you only attend, you will gain 3 ECTS. If you take an additional exam / paper, you will gain **8 ECTS**.

Learning Agreement for ERASMUS Students

Be sure to mind the deadlines of both your home university and the host university for the Learning Agreement(s). If you have problems to fill out the part regarding the courses at the receiving institution, take a look at the example below:

Section to be completed BEFORE THE MOBILITY

PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from ... till...

Table A: Study programme at the Receiving Institution

Component ² code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits (or equivalent) ² to be awarded by the receiving institution upon successful completion
PW-BA-T Proseminar	Klassiker der Soziologie	Autumn	7
SOZ-BA-T Proseminar	Klassiker der Soziologie	Autumn	7
SOZ-MA-7 Seminar	Qualitative Comparative Analysis	Autumn	8
PW-MA-1 Seminar	Research Design	Autumn	3*
...
			<i>Total:</i>

* = Student plans to only attend and participate, without an exam/paper. He/she will normally not receive a grade for this course, just a certificate of attendance. Upon request, however, an individual grade can be issued by the lecturer.

Registration

There is no single registration system at the Faculty of Social Sciences. The type of registration necessary for a specific course is outlined in the **course description** in QIS/LSF.

- For the registration via [QIS/LSF](#) and [Olat](#) you will need your Hochschulrechenzentrum (HRZ) account which you will get when receiving your Goethe-Card. Usually, HRZ account and Goethe-Card are regularly issued one week after your enrollment by the International Office. If you do not have your HRZ account in time, it is not possible to register via Olat or QIS/LSF. In this case, please contact the professors / lecturers e.g. via email or register personally on the first day of the course. In the course description, you can find the contact e-mail of the professors / lecturers. The teaching staff at our faculty has been informed about registration issues of international students.
- In any case, you need to check – as described above – which type of registration is necessary. Sometimes, no registration via email is needed. Then, you can register personally in the first

lesson. You can also contact the lecturers beforehand via e-mail if you cannot attend the first day of the course.

- As a Master's student, if you wish to attend a course at TU Darmstadt (TUD), please also register personally in the first lesson on-site. Alternatively, contact the lectures at TUD via e-mail beforehand.

Registration via QIS/LSF


As follows, you can see how the **registration via [QIS/LSF](#)** works:

1. Log-In

After some process time, our International Office will provide you with your Log-In details. If you have questions regarding your Log-In, please contact incoming@uni-frankfurt.de.

2. Find your program

To get to the [course catalogue](#): you have to choose the button 'Veranstaltungen' ('Courses'), then 'Vorlesungsverzeichnis' ('Course Overview') and then 'Lehrveranstaltungen des Fachbereichs 3 – Gesellschaftswissenschaften' ('Courses of the Faculty of Social Sciences'), which leads you to the course catalogue of our faculty. Here you can choose your program and the associated courses. You can switch between English and German in the top right corner.



The screenshot shows the QIS/LSF website interface. At the top, there is a navigation bar with 'Anmelden' and 'Veranstaltungen' highlighted. Below the navigation bar, there is a breadcrumb trail: 'Startseite > Veranstaltungen > Vorlesungsverzeichnis'. The main content area is titled 'Vorlesungsverzeichnis (WiSe 2017/18)'. Underneath, there is a section for 'Lehrveranstaltungen des Fachbereichs 3 - Gesellschaftswissenschaften'. This section includes a description of the offer and a list of courses with information icons (i) next to them:

- Studentische Gruppen: Initiativen und Veranstaltungen
- Bachelor Politikwissenschaft (Hauptfach / Nebenfach)
- Bachelor Soziologie (Hauptfach / Nebenfach PO 2010)
- Bachelor Soziologie (Hauptfach / Nebenfach PO 2015)
- Bachelor Gender Studies (Nebenfach)
- Master Politikwissenschaft (PO 2014)
- Master Politische Theorie
- Master Soziologie (PO 2010)
- Master Soziologie (PO 2015)
- Master Wirtschafts- und Finanzsoziologie
- Master Internationale Studien / Friedens- und Konfliktforschung
- Termine und interne Veranstaltungen

3. Register

During the application period you can choose the button 'belegen' ('select') in order to register for the course. You can find the application period in the course description: 'Belegungsfrist' ('application period'). Example:

Forschungspraktikum Teil I: Empirische Bildungsforschung: Quantitative Analysen mit Large-Scale Daten - Einzelansicht

Funktionen: [markierte Termine vormerken](#) [belegen/abmelden](#)

Seiteninhalt: [Grunddaten](#) | [Termine](#) | [Zugeordnete Person](#) | [Einrichtungen](#) | [Inhalt](#) | [Strukturbaum](#)

Grunddaten

Veranstaltungsart	Seminar	Kürzel	SOZ-MA-9, SOZ-MA-10
Semester	SoSe 2018	SWS	2.0
Erwartete Teilnehmer/-innen	30	Max. Teilnehmer/-innen	30
Sprache	deutsch	Hyperlink	
Credits		Belegung	Belegpflicht
Weitere Links	http://www.fb03.uni-frankfurt.de/71132894/Birgit-Becker-Syllabus-Forschungspraktikum-Empirische-Bildungsforschung-Teil-1-SoSe-2018-aktuelle-Version.pdf		
Belegungsfristen	FB 03 Losvergabe 16.03.2018 09:00:00 - 06.04.2018 09:00:00 FB 03 RestPlatzBörse 09.04.2018 09:00:00 - 16.04.2018 09:00:00 aktuell		

Termine Gruppe: [unbenannt]

	Tag	Zeit	Rhythmus	Dauer	Raum	Raumplan	Lehrperson	Status	Bemerkung	fällt aus am	Max. Teilnehmer/-innen
	Di.	14.00 bis 16:00	woch	10.04.2018 bis 10.07.2018	PEG - PEG 2.G.116						

Gruppe [unbenannt]: vormerken **jetzt belegen / abmelden** [Belegungsinformation](#) [markierte Termine vormerken](#)

Course Certificate for Temporary Students

In order to receive credits for your courses, you have to use the Course Certificate for Temporary Students. You can find this form online: http://www.uni-frankfurt.de/42393868/course-certificate_incomings.pdf. The certificates need to be signed by your lecturer and forwarded directly to Julia Freier (incoming@uni-frankfurt.de) in the International Office.

Transcript of Records

The International Office is in charge of issuing your Transcript of Records. After your exchange, the International Office will send the transcript to your home university through postal service. Then it will be forwarded to you.

Additional information for ERASMUS students

ERASMUS students who come to Frankfurt and study at the Faculty of Social Sciences may be interested to attend courses at other faculties. The conditions for participation, number of ECTS credits and requirements for the Learning Agreement should then be clarified with the ERASMUS Coordinators from the respective faculties. However, your Learning Agreement will only be signed by the ERASMUS Coordinator at the Faculty of Social Sciences. A list of all ERASMUS coordinators is available here: <http://www.uni-frankfurt.de/51566438/Erasmus-PartnerHS-und-FB-Koord.pdf>.