

Module registration at the faculty 09 – a practical guide

The module registration for the following semester is done in **Stud.IP**. For the assignment of seats in limited profile modules the study schedule in FlexNow is of importance. The study schedule contains all profile modules you want to attend during the course of your studies and their allocation to a semester.

With the details in the study schedules the deanery precisely knows the number of students who want to attend a certain module and at the same time the students receive immediate response whether they have received a seat in a limited module or not. Furthermore, students in higher semesters are given priority and are not excluded from the module only because of bad luck with the draw.

Therefore, it is absolutely necessary to update your study schedule in FlexNow regularly. In the first Master semester, the study schedule is created automatically. Then, you can view and change your modules at any time. If you have not updated your study schedule in FlexNow, you will not be considered for the distribution of seats in limited modules.

How to register for modules?

It applies to all core modules as well as to all profile modules without limitations that you register yourself during the registration period in Stud IP.

How does the deanery assign the seats in limited modules?

All seats in limited modules are distributed by the study deanery before the registration period. This is done in compliance with the following criteria:

- Seats are only assigned to students who have listed the module in their study schedule for the relevant semester. Therefore, it is vital to check the indication of the semester for each module. It will not be automatically changed if you already tried unsuccessfully to get a seat in the semester before.
- In case there are more students who have listed the module in their study schedule than seats available the distribution is done as follows:
 - students in higher semesters are given priority
 - it will be decided between students in the same semester by drawing the lots
 - students in lower semesters will be considered at last and may not get a seat

All details are listed in the information sheet „Deadlines“

(<https://www.uni-giessen.de/faculties/f09/studies/examinations-and-doctorate/deadlines>).

What do I have to do to get a seat in a limited module?

Please make sure that your study schedule is up to date by the deadline announced by the deanery for each semester. If you list a limited module in your study schedule, you will receive an automatic notice from StudIP. During the week the study deanery assigns the seats in limited modules, you need to check your e-mails or StudIP to see whether you received a seat in your requested module. In case you did not get a seat, in most cases, it may be that you are in a lower semester. Make sure that you update your study schedule for the following year to get a seat in this module.

What is the procedure after the assignment of seats by the study deanery?

After the distribution and registration of seats in limited modules in StudIP it is open again for another two weeks. Within this period you register for your core modules and unlimited profile modules. Additionally, you may register in waiting lists for remaining seats in limited modules. These will be in the draw on Wednesday. Students who still have not received a seat will remain on the waiting list.

What can I do if I did not get a seat in my preferred module?

If you are not assigned by the study deanery to your preferred module, you need to wait until StudIP is open again for the module registration. Then, you may register in modules which still have free seats. You may also try another time to get a seat in your preferred module by registration on the waiting list and attendance of the first session of the module.

What can I do if I missed the registration period or I even was not at JLU at that time?

A correction after the registration period has ended is almost impossible. Hence, you need to register during the registration period. After the deadline the professor responsible for the module is again in charge of the module registration. Only in exceptional cases they accept a later registration.

You are studying in special circumstances and depend on being admitted to a certain limited module.

Provided you depend on being admitted to a certain limited module due to family responsibilities, illness/disability or to be able to coordinate your study schedule with childcare hours/therapy appointments/other health requirements you are recommended to hand in an application via e-mail to the study coordinators before the registration period. Please enclose the appropriate documents as for example the birth certificate of your child or a medical certificate.

Still questions?

If you have further questions regarding the module registration, please do not hesitate to contact us. We will be glad to help you.

Contact:

M. Sc. Laura Weidemann

Study coordinator

Office hours: Thursday 10.00 – 13.00

phone: +49 (0)641 - 99-37013

Laura.Weidemann@fb09.uni-giessen.de

Dipl.-Ing. agr. Nadine Ackermann

Study coordinator

Office hours: Thursday 10.00 – 13.00

phone: +49 (0)641 - 99-37014

Nadine.Ackermann@fb09.uni-giessen.de