

JLU | FACULTY 09

INTERNATIONAL DEGREE PROGRAMMES

STUDYING AT FACULTY 09

HOW DOES STUDYING HERE WORK?



Welcome to your studies at Faculty 09!

You are enrolled, your studies have started – but how does studying at Faculty 09 actually work?

Studying at a German university may be different from what you are used to. You are expected to organise parts of your studies independently, but you do not have to figure everything out on your own.

Please note: This guide gives you an overview of the most important principles. Detailed rules depend on your degree programme and examination regulations.

This guide explains:

- how your degree programme is structured,
- how to plan your modules,
- what Stud.IP and FlexNow are used for,
- how examination registration works,
- what you need to keep track of during the semester, and
- who to contact if you need help.

1 | YOUR DEGREE PROGRAMME

YOUR STUDIES ARE ORGANISED IN MODULES

Your degree programme consists of **modules**. A module is a self-contained unit of study and may include different types of courses, for example lectures, seminars, practical courses or exercises. Most modules at Faculty 09 are worth **6 CP (Credit Points)**. Credit Points indicate the expected workload of a module. They include not only the time you spend in class, but also independent study, preparation and follow-up work, assignments and examination preparation.

Core and profile modules

Depending on your degree programme, your curriculum consists of different types of modules. **Core modules** are mandatory modules that all students in your degree programme must complete. **Profile modules** allow you to choose modules according to your interests and specialise within your degree programme.

The exact number and combination of core and profile modules depends on your degree programme.

YOUR CORE MODULE PLAN

Your degree programme has a **Core Module Plan** showing which core modules you need to complete and in which semester they are normally taken. **All core modules listed in the plan are mandatory**. The semester in which they are shown is the recommended time to take them. In some cases, you may complete a core module in a different semester.

The number of required core modules also determines how many profile modules you need to complete as part of your degree programme.

Important: Most modules at Faculty 09 are offered only once a year – either in the winter or summer semester. If you take a core module later than recommended, this may affect your further study schedule and can extend the duration of your studies. See also our *Late Arrival* guide.

[→ Core Module Plans](#)

2 | PLANNING YOUR SEMESTER

Before the beginning of each semester, you need to decide which modules you will take. For your first semester, follow the recommendations for your degree programme. During the introductory events, we will help you understand your curriculum and plan your first modules. For the introductory events of your degree programme please check our *Getting Started* guide.

In later semesters, you will increasingly plan your studies independently.

Before choosing a module, check:

- whether it is a core or profile module,
- in which semester it is offered,
- whether there are prerequisites,
- whether there are scheduling conflicts with other modules, and
- how the module is examined.

You do not have to complete everything in the recommended order.

The recommended module schedule is designed to help you complete your degree within the standard period of study. However, there can be good reasons for following a different schedule. If you are unsure whether changing your module sequence will cause problems later, ask for advice before making major changes.

HOW TO READ A MODULE CODE

All Faculty 09 modules have a module code. The code helps you navigate our wide range of modules and provides information about the module at a glance.

MK = Master Core Module

The module is a mandatory core module in at least one Master's degree programme. Students from other degree programmes may take it as a profile module if places are available.

MP = Master Profile Module

The module is offered as a profile module and can be chosen as part of the elective component of your degree programme.

EN = English

The module is taught entirely in English.

DI = Digital

The module is offered entirely online. Students of Sustainable Transition are given priority.

Example:

MK-067-EN-DI = Master Core Module · taught in English · offered entirely online

3 | USING STUD.IP

WHAT IS STUD.IP?

Stud.IP is JLU's digital platform for courses.

Lecturers use Stud.IP to organise their courses and provide information and materials. Depending on the module, you may find:

- course dates and rooms,
- announcements,
- lecture slides and other materials,
- assignments,
- links to online sessions, and
- messages from your lecturers.

REGISTER FOR YOUR MODULES

You need to register for **all modules you want to take in Stud.IP**. Registration usually takes place before the start of classes. We will let you know by JLU email when registration opens and what you need to do.

First-semester students: You do not need to do this on your own. During the introductory events, your student mentors will help you select your first modules and register for them in Stud.IP.

CHECK STUD.IP REGULARLY

After registering for a course, check its Stud.IP page regularly. Lecturers may post important information there before or during the semester.

Your JLU account is required to access Stud.IP.

GOOD TO KNOW

Registering for a course in Stud.IP is not the same as registering for its examination.

4 | USING FLEXNOW

WHAT IS FLEXNOW?

FlexNow is JLU's examination management system.

You use FlexNow to manage important parts of your examination record, including examination registration and your examination results.

Stud.IP ≠ FlexNow

This is one of the most important things to remember:

Stud.IP

→ courses, course information and learning materials

FlexNow

→ examination registration and examination results

Registering for a module in Stud.IP does **not automatically register you for the examination.**

REGISTER FOR YOUR EXAMINATIONS

Registering for a module in Stud.IP and registering for its examination in FlexNow are two separate steps.

While **module registration in Stud.IP usually takes place before classes begin, examination registration in FlexNow takes place towards the end of the lecture period.** If you want to take an examination, you need to register for it separately in FlexNow within the applicable registration period.

Important: Examination registration deadlines are binding. Attending a module does not automatically register you for its examination. Always check that your registration in FlexNow has been completed successfully.

We will help you with your first examination registration

For first-semester students, Faculty 09 offers an information session on examination registration in January. We strongly recommend that you attend. The session and further details will be announced on our website.

→ [Faculty 09 – Information for Beginners](#)

The registration periods and examination dates for each semester are also published online. Always check the current dates for your semester.

→ [Deadlines & Examination Dates](#)

5 | EXAMINATIONS

Modules can use different forms of assessment. Depending on the module, this may include, for example, a written examination, oral examination, presentation, written assignment or another form of assessed work.

The module description tells you which examination applies to your module.

BEFORE THE EXAMINATION

Make sure that:

- ☐ you know which examination you need to complete
- ☐ you are registered correctly in FlexNow
- ☐ you know the date, time and location
- ☐ you know which rules and requirements apply

WHAT IF I DO NOT WANT TO TAKE THE EXAMINATION?

Attending a module and taking its examination are separate processes.

Depending on the applicable deadlines and regulations, it may be possible to withdraw from an examination registration. Do not simply stay away from a registered examination.

WHAT IF I AM ILL?

If you are unable to take an examination because of illness, specific rules and deadlines apply. Follow the current instructions of the Examination Office and submit any required documentation within the specified deadline.

WHAT IF I FAIL AN EXAMINATION?

Failing an examination does not mean that you have failed your entire degree programme. You have three attempts to pass each module examination. If you fail an examination, you can repeat it up to two times.

Important: You must register for each repeat examination separately in FlexNow within the applicable registration period. Registration is not automatic.

6 | KEEPING YOUR STUDIES ON TRACK

University studies require you to keep track of several things yourself.

CHECK YOUR JLU EMAIL

Your JLU email address is the university's main way of contacting you. Important information about your studies, examinations, deadlines or changes will be sent there. Therefore we strongly advise to make checking your JLU email a regular habit from the beginning.

KEEP TRACK OF DEADLINES

There is not one single deadline for everything. During your studies, different deadlines may apply to:

- module or course registration,
- examination registration and withdrawal,
- re-registration for the next semester,
- applications or requests to the Examination Office.

Do not rely on receiving individual reminders and always check the dates yourself.

RE-REGISTER FOR EVERY SEMESTER

If you want to continue studying at JLU, you must re-register for each new semester by paying the semester contribution within the specified period.

7 | WHO CAN HELP WITH WHAT?

You do not need to know everything yourself – but it helps to know **whom to ask**.

Your lecturers

Contact your lecturer if your question concerns a specific course, for example: course content · course materials · assignments · organisation of a particular class

You can contact your lecturers via Stud.IP.

Programme Coordinators / Academic advisors

They can help with academic questions concerning your degree programme and its content.

→ [Academic Advisors](#)

Faculty 09 Study Deanery

Contact us if you need help with general questions about organising your studies, module planning or finding the right contact person.

studies@fb09.uni-giessen.de

Examination Office

The Examination Office is your contact for formal examination matters, for example examination administration, examination records and formal requests concerning examinations.

studies@fb09.uni-giessen.de

International Office

For general questions concerning your stay in Germany as an international student – for example international student services and related administrative matters – contact JLU's International Office.

international.students@uni-giessen.de

8 | NEED MORE INFORMATION?

Different questions need different answers. Our other guides provide more detailed information.

Ready to get started?

Find out what you need to do before your studies begin – from enrolment and your JLU account to important dates and first steps:

→ [Getting started](#)

Looking for a place to live?

Information and practical tips for finding accommodation in Giessen:

→ [Accommodation](#)

Unable to arrive in Giessen on time?

For Master's programmes with late-arrival options, please see the programme-specific information in:

→ [Late Arrival](#)

QUESTIONS?

If you have questions about starting your studies at Faculty 09, please contact:

Faculty 09 Study Deanery

studies@fb09.uni-giessen.de

We look forward to welcoming you to Faculty 09!

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