HOW TO REGISTER PROPERLY IN QISPOS

Academic Student Advisory Service

Angela Holtmann

Special thanks go to my colleague **Sebastian Posur** who did all the initial work for these slides and developed the concept for the presentation.

REGISTRATION

OF COURSES OFFERED AT FACULTY 10

You need to register every

- lecture
- tutorial
- seminar
- exam

of your curriculum in order to receive the corresponding ECTS credits.

QISPOS

- **QISPOS** is an electronic registration tool. You need to register via QISPOS in order to receive the corresponding ECTS credits.
- **HISLSF** is an electronic course catalogue. If you find a button "apply/cancel application", this will **not** formally register you for the course.
- **Learnweb** is a learning management system. If you are subscribed to a Learnweb course, this does **not** mean that you are formally registered.

DEADLINES

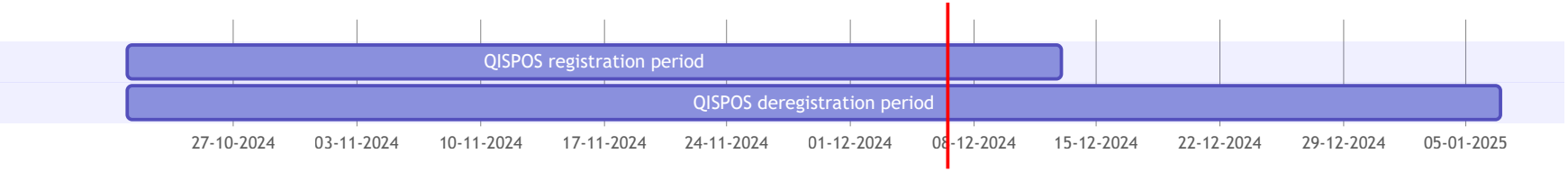
FOR COURSES OFFERED AT FACULTY 10

EXAMINATIONS (ORAL/WRITTEN)

Let d denote the date of the exam.

- Registration: at least 7 days in advance of d.
- Deregistration: at least 7 days in advance of d.

LECTURES/EXERCISES/SEMINARS



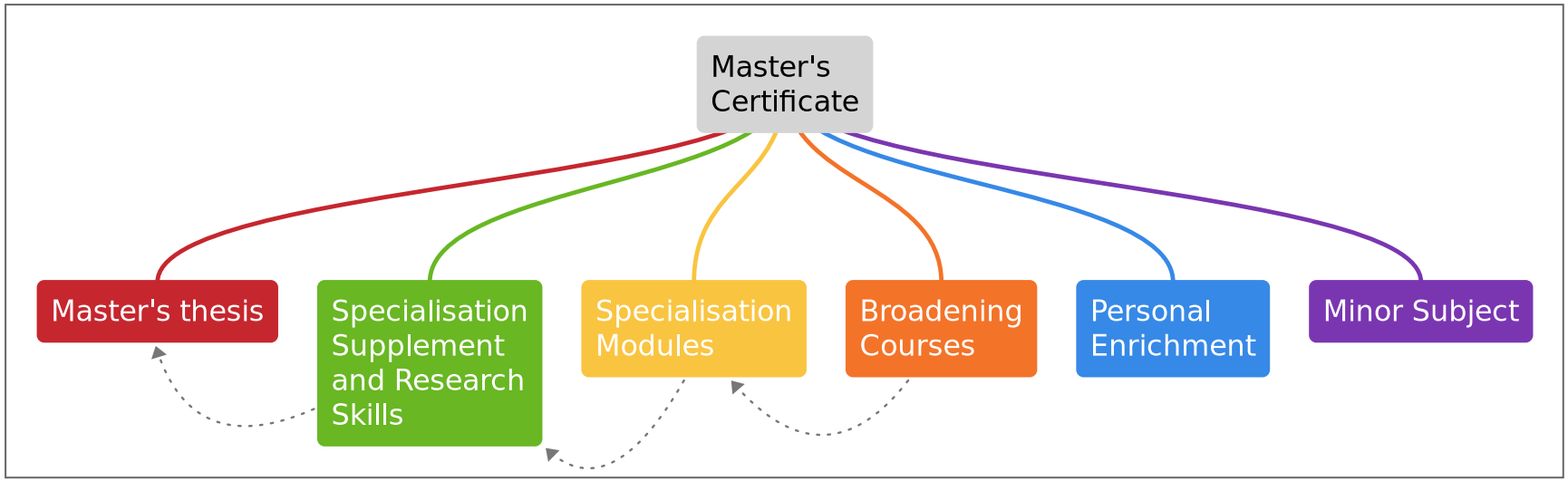
- Registration: within general QISPOS registration period (**21 October 2024 until 13 December 2024**)
- Deregistration: only possible until **7 January 2025**

IMPORTANT NOTE

Whenever you experience the following situation:

- you want to register for a lecture/seminar/tutorial/written exam
- but there is no corresponding slot visible in QISPOS,
  then write an e-mail to the examination office (Jana Hold) within the corresponding registration period.

RECALL: STRUCTURE OF THE MSC MATHEMATICS



SPECIALISATION MODULES

THEORETICAL MATHEMATICS TYPE II

- Clicking on "registration of exam" registers you for the lecture (in this case).
- A **lecture** of Type II in a **theoretical** specialisation module has **no** required coursework.
- If you want a **seminar** as your Type II course:
  1. click on "Seminar - required coursework"
  2. click on "registration of exam"

  Recall: **You need to give a talk and pass.**

THEORETICAL MATHEMATICS TYPE I

You need to register the following seperately within QISPOS:

- Lecture I
- Tutorial corresponding to Lecture I
- Written exam

If there is an oral exam $\Rightarrow$ see "Oral examinations"

APPLIED MATHEMATICS TYPE I

You need to register the following seperately within QISPOS:

- Lecture I
- Tutorial corresponding to Lecture I

Clicking on "Lecture I" registers you both for the lecture and the written exam (in this case).
If there is an oral exam, you are only registered for the lecture. To register for the oral exam, see "Oral examinations".

APPLIED MATHEMATICS TYPE II

You need to register the following seperately within QISPOS:

- Lecture II/Seminar/Student Project

Type II courses in **applied** specialisation modules have **always** a required coursework.

There may be an oral exam $\Rightarrow$ see "Oral examinations"

BROADENING COURSES

APPLIED/THEORETICAL MATHEMATICS

- Clicking on "registration of exam" registers you both for the lecture and the written exam (in this case).

  If there is an oral exam ⇒ see "Oral examinations"

HANDS-ON SESSION

WRITTEN EXAMINATIONS

FIRST AND SECOND TRY

- $\forall$ exams, 2 dates are offered per semester: d_1, d_2
- We always have $d_1 < d_2$
- Let n be the number of your tries of a given exam. E.g., $n = 1$ means you write the exam for the first time "for" this semester.
- QISPOS offers the following 3 registration slots:
  $(n = 1, d_1), (n = 1, d_2), (n = 2, d_2)$

QISPOS offers the following 3 registration slots:

$$(n = 1, d_1), (n = 1, d_2), (n = 2, d_2)$$

Note: if d_2 is not yet settled, then only $(n = 1, d_1)$ is shown in QISPOS.

HOW TO SKIP THE FIRST DATE AND REGISTER FOR THE SECOND DATE

Be careful: There is a case distinction.

CASE 1

The exam has its own slot E and the corresponding lecture has its own slot L in QISPOS.

- Register L within the QISPOS registration period.
- If you are already registered for the first date, deregister it via slot E (at least 7 days in advance of the exam date). **DO NOT** deregister slot L.
- Register the second date within slot E as soon as it is available (at least 7 days in advance of the exam date).

CASE 2

The exam and the lecture share a slot S in QISPOS.

- If you are already registered for the first date, deregister it via slot S (at least 7 days in advance of the exam date).
- Register the second date within slot S as soon as it is available (at least 7 days in advance of the exam date).

ORAL EXAMINATIONS

Every oral examination has to be registered directly at the examination office.

ORAL EXAMINATIONS

1. You agree with your lecturer on a possible date.
2. You write an e-mail to the examination office (Jana Hold - jana.hold@uni-muenster.de) at least 7 days before the exam using your @uni-muenster.de e-mail address and you provide the following information:
    - your name
    - your student ID number
    - name of the course
    - name of the corresponding module
    - name of the examiner
    - time and date of the exam

MODULE: SPECIALISATION SUPPLEMENT AND RESEARCH SKILLS

- Discuss the choices of your courses within this module in advance with your potential advisor.
- Your potential advisor signs a document that validates your choice.
- **You will need that document** to register your Master's Thesis.

MODULE: MASTER'S THESIS

In order to register your Master's Thesis at the examination office:

- Gain at least 72 CP (sum of all ECTS CPs of all courses of all modules).
- Submit your advisor's document of the module Specialisation Supplement and Research Skills.

MINOR SUBJECT: COMPUTER SCIENCE

In order to register the following modules, write an e-mail to the examination office (Jana Hold):

- INF-B-104a, INF-B-106a, INF-B-107 (BSc Mathematics)
- INF-B-12x, INF-B-13x (BSc Computer Science)

Explanation: These are bachelor modules. Using them within a master's degree programme needs additional approval.

MORE DETAILS

TRANSFERRING MODULES

- "Required coursework which can count toward the specialisation modules and the broadening courses may be transferred elsewhere even after the coursework is completed"
- $\Rightarrow$ you may always transfer Type II courses between specialisation modules
- If you want to do that, write an e-mail to the examination office (Jana Hold).

TRANSFERRING MODULES

- "Degree-relevant examinations which can count toward both specialisation modules and broadening courses can be transferred between the corresponding specialisation modules, or between the corresponding specialisation module and a broadening course before the binding registration for the examination (to determine whether it is a specialisation or broadening examination)"
- $\Rightarrow$ you may **not** transfer a Type I course between specialisation modules after the binding registration.
- Here, "binding" either means:
  - you have already had at least one exam in the specialisation module
  - you have already registered and the exam is in strictly less than 7 days

AVAILABLE SLOTS

- You may register at most as many courses as there are available slots within QISPOS.
- **Example**: for the broadening courses, there are the following slots:
  - 3 x lecture (theoretical mathematics)
  - 3 x tutorial (theoretical mathematics)
  - 3 x lecture (applied mathematics)
  - 3 x tutorial (applied mathematics)
- In addition, the examination regulations give the following restriction: only 3 lectures + 3 tutorials can be chosen in this module.

HOW TO FREE A SLOT

OF COURSES OFFERED AT FACULTY 10

- If you register a slot, you may deregister it
  - within the QISPOS deregistration period
  - up to 7 days in advance of a slot corresponding to an exam.

  This will free the slot.
- Moreover, if a slot is connected with a degree-relevant examination/required coursework, and if you fail the degree-relevant examination/required coursework, the slot will also become free again.
- In all other cases, the slot stays occupied.

COURSES IN SPECIALISATION MODULES

- Specialisation modules: even though there are 11 specialisation modules, you may only register courses within 5 of them.
- Per specialisation module, you can choose exactly one of the following slots for a Type II course (if available):
  - Lecture 2
  - Seminar
  - Student Project

ADDITIONAL ATTEMPTS (EXAMS)

- $\forall$ degree-relevant exams (except the master's thesis), you have 3 attempts.
- $\exists!$ **additional attempt** that can be used as follows:
  - as a 4th attempt if you have failed an exam 3 times
  - to improve your grade in an already passed exam. In the case of a broadening course, you may choose between retaking 1 or 2 exams.

  If you want to use your additional attempt, write an e-mail to the examination office (Jana Hold).