

Information

POS for Intern. Exch. Students at the University of Hildesheim

June 2020

Inka Weinhold
Examination Office International

Overview

- Necessary preparations
- Demonstration:
 - Registration + deregistration
 - Transcript of Records
- Frequently asked questions

Necessary preparations

- Students require an account from the RZ (computer centre)
- Lecturers require an account, too
- Courses must be open for exchange students

Two-phase registration

- Phase 1: before the semester
 - Course registration (LSF)
 - Indicate that you would like to participate in a course
- Phase 2: after three weeks of semester
 - POS registration (starts: May 2020)
 - Indicate that you would like to get credits for your Transcript of Records

Instruction

- Registration / de-registration
- Transcript of Records

Phase 1: Course registration

The screenshot displays the LSF (Lehre - Studium - Forschung) web interface. At the top, the logo of the Fachhochschule Westküste (FH Westküste) is visible, along with the text "LSF - Lehre - Studium - Forschung". The user is logged in as "Mr. Testo". The main navigation bar includes "My Functions", "Courses", and "Org.". The "Courses" section is active, showing a list of links for course management. A red arrow points to the "My Modules (Course registration)" link, which is the first item in the list. Other links include "Other Modules", "Personal Timetable", "My Courses", "Registration-/reservation statistics", "Current notes about course registration", and "Explanatory notes about course registration".

LSF - Lehre - Studium - Forschung

Home | Logout | Mr. Testo

My Functions | Courses | Org.

You are here: Home → Course management

Course management

- POS management
- Personal Timetable
- matriculation/BAföG certificates
- Overview of achievements (Transcript of Records)
- Submitted work
- Zur Online-Evaluation
- Switch to different semester


Quick links phase 1:

- Course registration**
- My Modules (Course registration)
- My Courses
- Registration-/reservation statistics

Management of courses

- My Modules (Course registration)**
- Other Modules
- Personal Timetable
- My Courses
- Registration-/reservation statistics
- Current notes about course registration
- Explanatory notes about course registration

Phase 1: Course registration

 LSF – Lehre - Studium - Forschung [find](#) | [Wi](#)


[Home](#) | [Logout](#) | Mr. Testo Teststudie | acting as: Student in (active): **B.A. I K Ü**

My Functions	Courses	Org. units	Rooms and Buildings
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You are here: [Home](#) → [Course management](#) → [My Modules \(Course registration\)](#)

[Course management](#)
[POS management](#)
[Personal Timetable](#)
[matriculation/BAföG certificates](#)
[Overview of achievements \(Transcript of Records\)](#)
[Submitted work](#)
[Zur Online-Evaluation](#)
[Switch to different semester](#)

My Modules (Course registration)

B.A. I K Ü | **International Exchange P.** 

Terms of study: 1, Graduation: Bachelor, Exam Regulations Version: 2017 → [Study web page](#)

- FAQ: [Falscher Studiengang / falsches Studienfach / Baldiger Wechsel?](#)
- **Hinweis:** [Sind Anmeldungen / Zulassungen im LSF auch mögliche POS-Anmeldungen?](#)

A complete list of all modules is available in your study regulations. The following list may be incomplete.

options: [Alles aufklappen](#)

- 1 ----> **Modul: Propädeutikum (Brückenkurse)** ⓘ
- 2 und **Modul: Grundlagen der Sprach- und Übersetzungswissenschaft** ⓘ
- 3 und **Modul: Sprachkompetenz** ⓘ
- 4 und **Modul: Kulturkompetenz und Übersetzungskompetenz I** ⓘ
- 5 und **Modul: Technisches Anwendungsfach: IKÜ 5, 5T und 5ST** ⓘ
- 6 und **Modul: Textkompetenz und Übersetzungskompetenz II** ⓘ

Quick links phase 1:
[Course registration](#)
[My Modules \(Course registration\)](#)
[My Courses](#)
[Registration-/reservation statistics](#)

Phase 1: Course registration

My Modules (Course registration)

B.A. I K Ü

International Exchange P.

Terms of study: 1, Graduation: Bachelor

- FAQ: [Falscher Studiengang / falsches Studienfach / Baldiger Wechsel?](#)
- **Hinweis:** [Sind Anmeldungen / Zulassungen im LSF auch mögliche POS-Anmeldungen?](#)

A complete list of all modules is available in your study regulations. The following list may be incomplete.
options: [Alles aufklappen](#)

- 1 ---> Modul: Course Units (1 Credit) for International exchange students ⓘ
- 2 und Modul: Course Units (2 Credits) for International exchange students ⓘ
-  3 und Modul: Course Units (3 Credits) for International exchange students ⓘ
- 4 und Modul: Course Units (4 Credits) for International exchange students ⓘ
- 5 und Modul: Course Units (5 Credits) for International exchange students ⓘ
- 6 und Modul: Course Units (6 Credits) for International exchange students ⓘ
- 7 und Modul: Course Units (8 Credits) for International exchange students ⓘ

Phase 1: Course registration

- 1 ➔ Modul: Course Units (1 Credit) for International exchange students ⓘ
- 2 und Modul: Course Units (2 Credits) for International exchange students ⓘ
- 3 und Modul: Course Units (3 Credits) for International exchange students ⓘ



info



Lect.- No.	Date	Responsible Instructors	Course	Type	Activity
4243	Do 14:15-15:45	Ahlers, Timo	Varietät und Sprachkontakt	Seminar	apply
3233	Di 08:00-10:00	Spörr, Daniel Pitsoulis, Athanassios	Principles of Microeconomics (Exercise)	Übung	apply
4615	Mi 16:15-17:45	Mälzer, Nathalie	Inklusives Theater / Theaterübertitelung für Hörgeschädigte und Hörende	Seminar	apply
1554	Do 16:00-18:00	Sitter, Miriam	The "pedagogical tact" for grieving children	Seminar	apply (AnmMax ?)
1374	Einzel-/Blocktermine	Nielsen-Sikora, Jürgen	Auf dem Flohmarkt der Erinnerung: Welche Geschichte erzählen uns die Dinge?	Vorlesung	apply
4660	Mo 10:15-11:45	Soulard-Berger, Rose-Marie	Varietäten gesprochener Sprache im französischen Sprachraum	Übung	apply
4236	Mi 08:30-10:00	Ahlers, Timo	Mündlichkeit und Schriftlichkeit	Hauptseminar	apply
1371	Do 10:00-12:00	Gehler, Michael	Von der Verfassungskrise zum Unionsvertrag von Lissabon 2005-2009	Vorlesung	apply


Phase 1: Course registration

Dates/times/Location Group: 1-Gruppe

	Day	Time	Frequency	Duration	Room (Watch out for changes!)	Room-plan
	Thu.	10:15 to 11:45 s.t.	wöchentlich		Altbau Bühler-Campus - L 070 (Seminarraum)	

Group 1-Gruppe: ☐ preselect → [apply now / cancel application](#) prebook selected dates (don't forget to 'save')

Responsible Instructor

Responsible Instructor	Responsibilities	Activity
Kreß, Beatrix, Professorin Dr.	verantwortlich und durchführend	

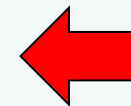
Curriculae

Graduation	Curricula	Term	ECTS	Kontingent
Master	M.A. IIM-IW			
Master	M.A. IIM SWIK			

LSF - Modules

Module Token	Module Title
MSIK-M44	IIM-SWIKK4-4: Varietät und Sprachkontakt E/S/F/R
OERA-3LP	Course Units (3 Credits) for International exchange students
OERA-5LP	Course Units (5 Credits) for International exchange students

3 or 5 credits possible. Please talk with your teacher!



Phase 1: Course registration

- 1 ➔ Modul: Course Units (1 Credit) for International exchange students ⓘ
- 2 und Modul: Course Units (2 Credits) for International exchange students ⓘ
- 3 und Modul: Course Units (3 Credits) for International exchange students ⓘ

Lect.- No.	Date	Responsible Instructors	Course	Type	Activity
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4660	Mo 10:15-11:45	Soulard-Berger, Rose-Marie	Varietäten gesprochener Sprache im französischen Sprachraum	Übung	apply
4236	Mi 08:30-10:00	Ahlers, Timo	Mündlichkeit und Schriftlichkeit	Hauptseminar	apply
1371	Do 10:00-12:00	Gehler, Michael	Von der Verfassungskrise zum Unionsvertrag von Lissabon 2005-2009	Vorlesung	apply

Phase 1: Course registration

Please check your selection:

Courses with obligatory application:

→ 4243 [Varietät und Sprachkontakt](#) - 2 SWS - Application Assignment Procedure: Manuell

☒ apply 1-Gruppe [application info](#)

Day	Time	Frequency	Duration or Date	Room	Lecturer	Notice
Donnerstag	14:15 bis 15:45	wöchentlich		L 070 (Seminarraum)		

Remark for deregistration

Please cancel your registration of a course as soon as possible, when you know definitely that you cannot / don't want to participate anymore, so that succeeding students are able to plan their term in time!
(More information see [FAQ](#))

apply



Phase 1: Course registration

3 und Modul: Course Units (3 Credits) for International exchange students ⓘ

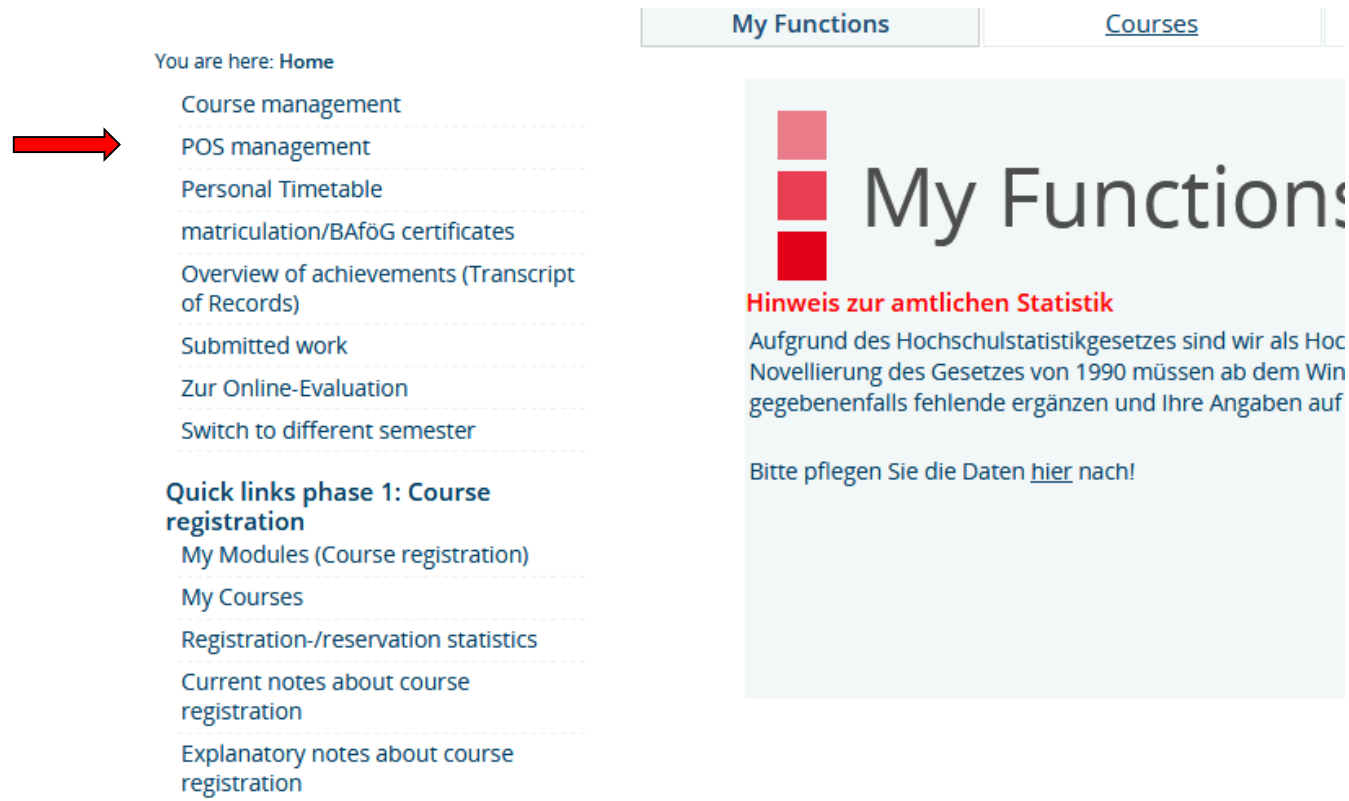
<u>Lect. No.</u>	Date	Responsible Instructors	Course	<u>Type</u>	Activity	Status
4243	Do 14:15-15:45	Ahlers, Timo	Varietät und Sprachkontakt	Seminar	cancel application	✓ 

Phase 2: POS registration

Registration for exams,
presentations, papers and other
achievements

→ You have to register for
every achievement you want to
get credits for!

Phase 2: POS registration



The screenshot displays a web interface with a sidebar on the left and a main content area on the right. The sidebar contains a breadcrumb 'You are here: Home' and a list of links. A red arrow points to 'POS management'. Below this is a section titled 'Quick links phase 1: Course registration' with several sub-links. The main content area has a tabbed interface with 'My Functions' and 'Courses'. The 'My Functions' tab is active, showing a header with three red squares and the text 'My Functions'. Below this is a red heading 'Hinweis zur amtlichen Statistik' followed by a paragraph in German and a link 'hier'.

You are here: Home

- Course management
- POS management
- Personal Timetable
- matriculation/BAföG certificates
- Overview of achievements (Transcript of Records)
- Submitted work
- Zur Online-Evaluation
- Switch to different semester

Quick links phase 1: Course registration

- My Modules (Course registration)
- My Courses
- Registration-/reservation statistics
- Current notes about course registration
- Explanatory notes about course registration

My Functions

Hinweis zur amtlichen Statistik

Aufgrund des Hochschulstatistikgesetzes sind wir als Hochschule verpflichtet, die Daten zur Statistik zu aktualisieren. Aufgrund der Novellierung des Gesetzes von 1990 müssen ab dem Wintersemester 2019/2020 die Daten für die Statistik ergänzt werden. Bitte pflegen Sie die Daten [hier](#) nach!

Phase 2: POS registration

POS management

[POS registration](#)



[My POS registrations](#)

[Overview of achievements \(Transcript of Records\)](#)

[Current notes about POS registration](#)

[Explanatory notes about POS registration](#)

Phase 2: POS registration

POS registration

Important information about the POS-registration. Please read carefully!

- **Register everything:** In addition to courses with 'regular' exams (typically written exams) you also have to register for courses with other course achievements (written homework, presentations etc.), in case the course instructors have required these course achievement to get ECTS credits. This POS registration will enable the instructors to certify your credits in your Transcript of Records.
- **Binding vs. non-binding POS registrations:** Non-binding POS registrations can be cancelled at any time without extra efforts. Binding registrations are typically used for written exams, where you have to register until a certain deadline-date. After that deadline, you can only cancel the registration by providing a certificate, e.g., that you were actually ill on the date of the exam.
- **Admittance:** A successful POS registration does not necessarily mean that your registration is automatically accepted. You will be notified, however, if it is not accepted.
- **Re-doing exams:** If you re-do a written exam etc. you have to register in the semester where the original course took place.
- [to the list of frequently asked questions \(currently in German only\).](#)

Important: To continue please tick off the Accept-Field und press the "Next"-Button ...

Accept terms

☒ I have read the above given information.


Next

Phase 2: POS registration


Please choose from the structure given below. Click on the identifiers.


- The POS-registration process usually starts on Wednesday of the third week during classes. Before that date, only those specifically starts earlier.
- Further help: [Quick guide](#), [FAQ \(in German only\)](#).


 Bachelor International Exchange P. (2013) - Courses in Sommersemester 2018


 Bachelor International Exchange P. (2013) - Courses in Wintersemester 2017/18

 Module: Courses with 1 credits

 Module: Courses with 2 credits

 Module: Courses with 3 credits

 Module: Courses with 4 credits

 Module: Courses with 5 credits

for 3 credits →

Phase 2: POS registration


Please choose from the structure given below. Click on the identifiers.


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 Bachelor International Exchange P. (2013) - Courses in Sommersemester 2018

 Bachelor International Exchange P. (2013) - Courses in Wintersemester 2017/18

 Module: Courses with 1 credits

 Module: Courses with 2 credits






















 Module: Courses with 3 credits

 Module: Courses with 4 credits


 Module: Courses with 5 credits


for 5 credits 

Phase 2: POS registration

-   [4030 VT2 Creative Writing](#)
-   [4031 VT2 Text Analysis](#)
-   [4040 Challenges of Inclusive Teaching: Supporting Language Acquisition](#)
-   [4233 Vermittlung interkultureller Kompetenz in Institutionen](#)
-   [4243 Varietät und Sprachkontakt Russisch](#) 
-   [4252 Grundlagen DaZ/DaF](#)
-   [4253 Mündlichkeit und Schriftlichkeit](#)
-   [4304 Grundlagen der computervermittelten Kommunikation](#)
-   [4510 Kommunikation in Organisationen](#)
-   [4539 Community Interpreting Englisch/Französisch](#)
-   [4550 Brückenkurs Französisch](#)
-   [4551 Sprachvertiefung Französisch: Textarbeit](#)
-   [4552 Sprachvertiefung Französisch: Grammatik](#)


Phase 2: POS registration

①  [4243 Varietät und Sprachkontakt Russisch](#)


→ Examiner: Kreß, Beatrix; - [To the registration](#) 

①  [4252 Grundlagen DaZ/DaF](#)

①  [4253 Mündlichkeit und Schriftlichkeit](#)

①  [4304 Grundlagen der computervermittelten Kommunikation](#)

①  [4510 Kommunikation in Organisationen](#)

①  [4520 Community-Interacting English/Französisch](#)

Phase 2: POS registration

POS registration

Would you like to perform the following registration/deregistration?

Degree Programme	Module/Module component	Course	Examiner	Date	Activity
Bachelor International Exchange P. 2013	Course Unit (3 Credits)	4243 Varietät und Sprachkontakt Russisch	Kreß, Beatrix	not specified yet / NA	Registration of exam



watch out for
the right
amount of
credits

Phase 2: POS registration

POS registration

You have registered/deregistered the following exam:

Degree Programme	Module/Module component	Course	Examiner	Date	Activity	Status
Bachelor International Exchange P. 2013	Course Unit (3 Credits)	4243 Varietät und Sprachkontakt Russisch	Kreß, Beatrix	not specified yet	Registration	OK

During this session on 04.10.2018 you have registered/deregistered the following exams:

Degree Programme	Module/Module component	Examiner	Date	Activity
Bachelor International Exchange P. 2013	Course Unit (3 Credits)	Kreß, Beatrix	Not yet determined	Declared

[Continue registration](#)[Homepage](#)[Logout](#)

Overview

The screenshot displays a web interface for a university portal. At the top, there is a navigation bar with a tab labeled 'My Functions' and a search icon. Below the navigation bar, the breadcrumb 'You are here: Home' is visible. A list of functions is presented, with a red arrow pointing to 'Overview of achievements (Transcript of Records)'. Other functions include 'Course management', 'POS management', 'Personal Timetable', 'matriculation/BAföG certificates', 'Submitted work', 'Zur Online-Evaluation', and 'Switch to different semester'. Below this list, a section titled 'Quick links phase 1: Course registration' contains links for 'My Modules (Course registration)', 'My Courses', 'Registration-/reservation statistics', 'Current notes about course registration', and 'Explanatory notes about course registration'. On the right side, a light blue box contains a logo with three red squares and the text 'My Fu', followed by a red heading 'Hinweis zur amtlichen Stat' and a paragraph of text in German regarding a legal update and data verification.

You are here: Home

- Course management
- POS management
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Quick links phase 1: Course registration

- My Modules (Course registration)
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My Functions

Hinweis zur amtlichen Stat

Aufgrund des Hochschulstatist
eine Novellierung des Gesetzes
Daten prüfen, gegebenenfalls


Bitte pflegen Sie die Daten [hie](#)

Overview

Overview of achievements (Transcript of Records)

If you encounter problems, please consult the [FAQ](#) regarding the Transcript. If this does not help, please get in contact with the [POS-Administrators](#).

Legend: **Registered / changed within the last 5 days** Registered / changed within the last 30 days
Registered 2 Semesters ago / Registered 3 Semesters ago / **Registered more than 3 Semesters ago**

pdf-overview: Achievements (Transcript of Records) 

[Hinweis zum vorläufigen / endgültigen Transcript](#)

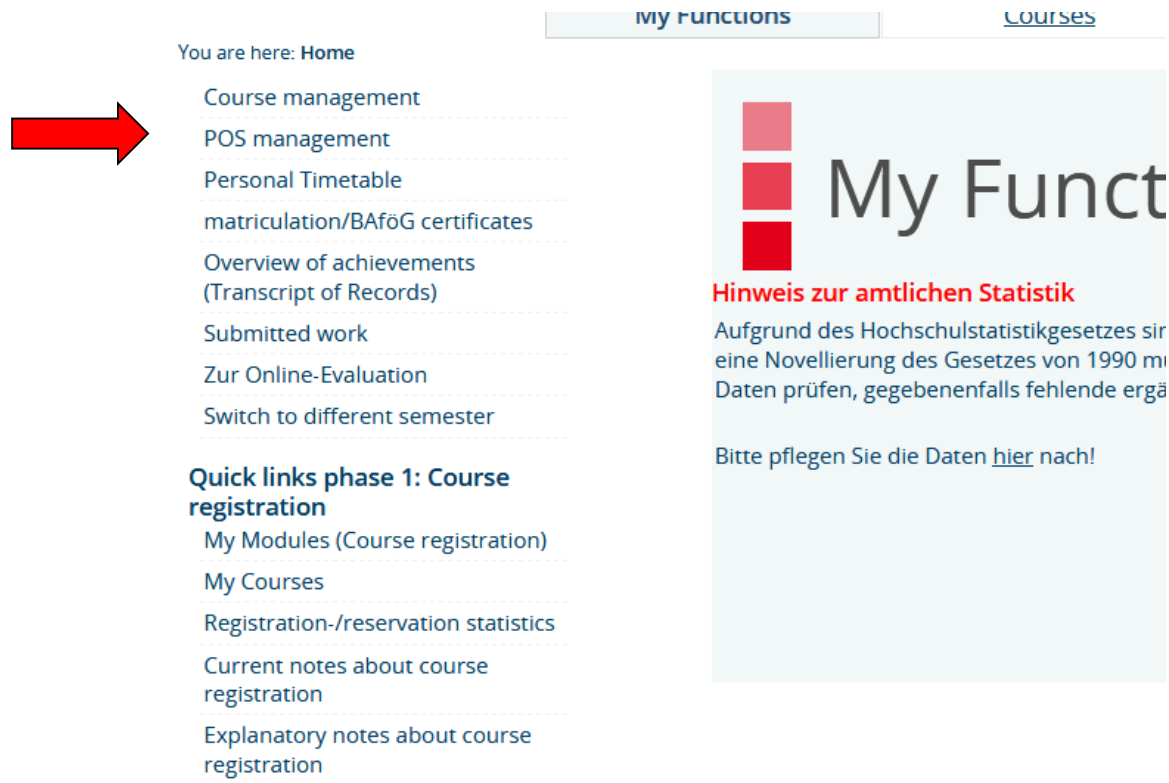
page view: → short → medium → long

Study period: 01.10.2018 - 28.02.2019

Degree: [82] Bachelor *Courses of Studies:* [IEP] International Exchange Programme *PO version:* 2013

Number of Exam	Name of the achievement / the course	Grade	Status	Credits
10	Overall			0
10300	Module: Courses with 3 credits			0
10301	Course Unit (3 Credits) / 4243 Varietät und Sprachkontakt Russisch		Registered (Winter term 17/18)	0
10306	Course Unit (3 Credits) / 0601 Grundbildung Gesellschaft und Kultur		Registered (Summer term 18)	0

POS de-registration



You are here: Home

- Course management
- POS management
- Personal Timetable
- matriculation/BAföG certificates
- Overview of achievements (Transcript of Records)
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- Zur Online-Evaluation
- Switch to different semester

Quick links phase 1: Course registration

- My Modules (Course registration)
- My Courses
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- Current notes about course registration
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my Functions [Courses](#)

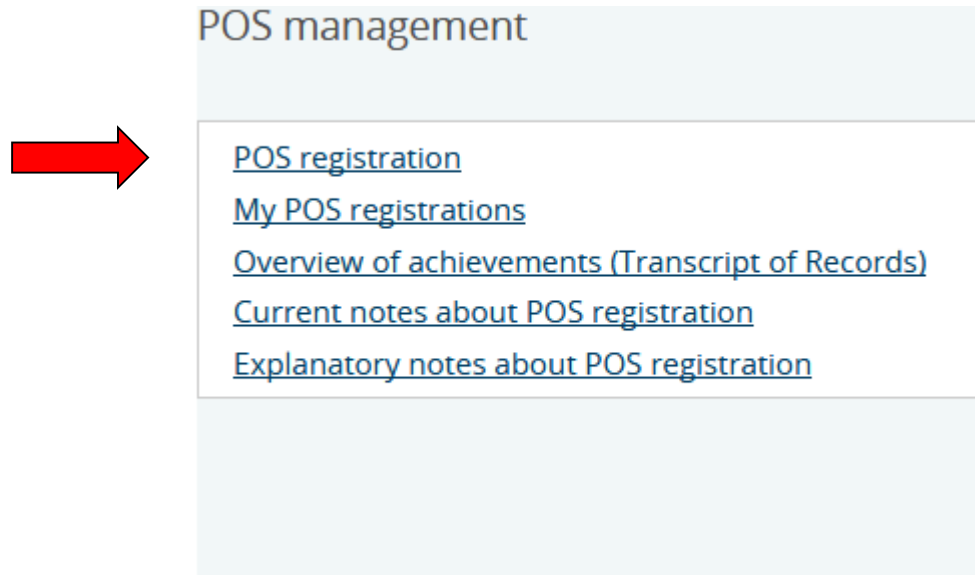
My Funct

Hinweis zur amtlichen Statistik

Aufgrund des Hochschulstatistikgesetzes sind eine Novellierung des Gesetzes von 1990 mit Daten prüfen, gegebenenfalls fehlende ergänzen.

Bitte pflegen Sie die Daten [hier](#) nach!

POS de-registration




POS de-registration


POS registration


Please choose from the structure given below. Click on the identifiers.


- The POS-registration process usually starts on Wednesday of the third week during classes. Before that date, only those subjects / studies are shown, where the registration specifically starts earlier.
- Further help: [Quick guide](#), [FAQ \(in German only\)](#).


 Bachelor International Exchange P. (2013) - Courses in Sommersemester 2018




 Bachelor International Exchange P. (2013) - Courses in Wintersemester 2017/18

 Module: Courses with 1 credits

 Module: Courses with 2 credits

 Module: Courses with 3 credits

 **Course Unit (3 Credits)** - It is NOT POSSIBLE to register a second course here, please click on the following **Course Unit (3 Credits)** below. - [To the deregistration](#)

   [4243 Varietät und Sprachkontakt Russisch](#)

 Course Unit (3 Credits)

 Course Unit (3 Credits)

 Course Unit (3 Credits)



POS de-registration

POS registration

Would you like to perform the following registration/deregistration?

Degree Programme	Module/Module component	Examiner	Date	Activity
Bachelor International Exchange P. 2013	Course Unit (3 Credits)	Kreß, Beatrix	not specified yet / NA	Cancel registration of exam

yes

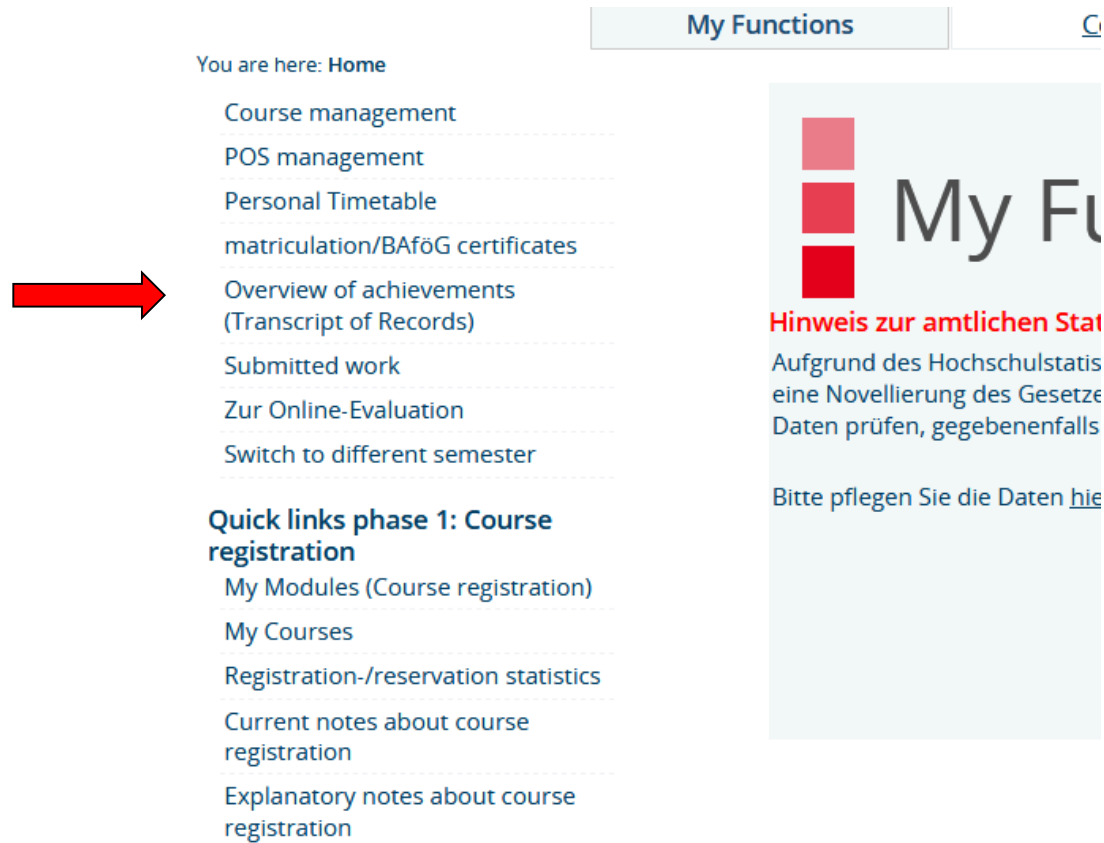
no



Overview and Transcript of Records

How to download your Transcript of records and inspect your marks

Overview and Transcript of Records



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Quick links phase 1: Course registration

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My Functions

Hinweis zur amtlichen Stat

Aufgrund des Hochschulstatist eine Novellierung des Gesetzes Daten prüfen, gegebenenfalls

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Overview and Transcript of Records

Overview of achievements (Transcript of Records)

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Registered 2 Semesters ago / Registered 3 Semesters ago / Registered more than 3 Semesters ago



pdf-overview: Achievements (Transcript of Records) 

[Hinweis zum vorläufigen / endgültigen Transcript](#)

page view: → short → **medium** → long

Study period: 01.10.2018 - 28.02.2019

Degree: [82] Bachelor *Courses of Studies:* [IEP] International Exchange Programme *PO version:* 2013

Number of Exam	Name of the achievement / the course	Grade	Status	Credits
10	Overall			6
10300	Module: Courses with 3 credits			6
10301	Course Unit (3 Credits) / 4243 Varietät und Sprachkontakt Russisch	1,7	Pass	3
10306	Course Unit (3 Credits) / 0601 Grundbildung Gesellschaft und Kultur	2,3	Pass	3

Overview and Transcript of Records

First Semester	Winter semester 2018/2019
Study period	01 October 2018 - 28 February 2019

Title (Module, Module Component, Course)	Type	Kind	Sem./Duration	Grade	CP
Overall	M	RC			6,0
Module: Courses with 3 credits	M	AC			6,0
<i>Varietät und Sprachkontakt Russisch (Seminar, 2 SWS)</i>	C	AC	WiSe 2017/2018 N/A	1.7	3,0
<i>Grundbildung Gesellschaft und Kultur (Vorlesung mit Übung, 2 SWS)</i>	C	AC	SuSe 2018 N/A	2.3	3,0

Important: Please send a copy of the completed Transcript to the International Office of the University of Hildesheim!

Frequently asked questions

- The course is not listed under a module?
 - Contact the instructor/ lecturer or us
- How long can I access the transcript?
 - Your RZ-account will be closed 180 days after the end of the last semester (exmatriculation)
- For what courses do I have to do register?
 - All courses you want to get credits for
- How to contact me or posadmin /lsfadmin:
 - [Pruefungsamt-i\(at\)uni-hildesheim.de](mailto:Pruefungsamt-i(at)uni-hildesheim.de),
[posadmin\(at\)uni-hildesheim.de](mailto:posadmin(at)uni-hildesheim.de)