# 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



Information about POS

# Phase 1: Course registration

# 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 "pedagocical 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 |
| 0ERA-3LP | Course Units (3 Credits) for International exchange students |
| 0ERA-5LP | Course Units (5 Credits) for International exchange students |

3 or 5 credits possible. Please talk with your teacher!
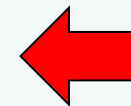
# Phase 1: Course registration

📁 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 ⓘ

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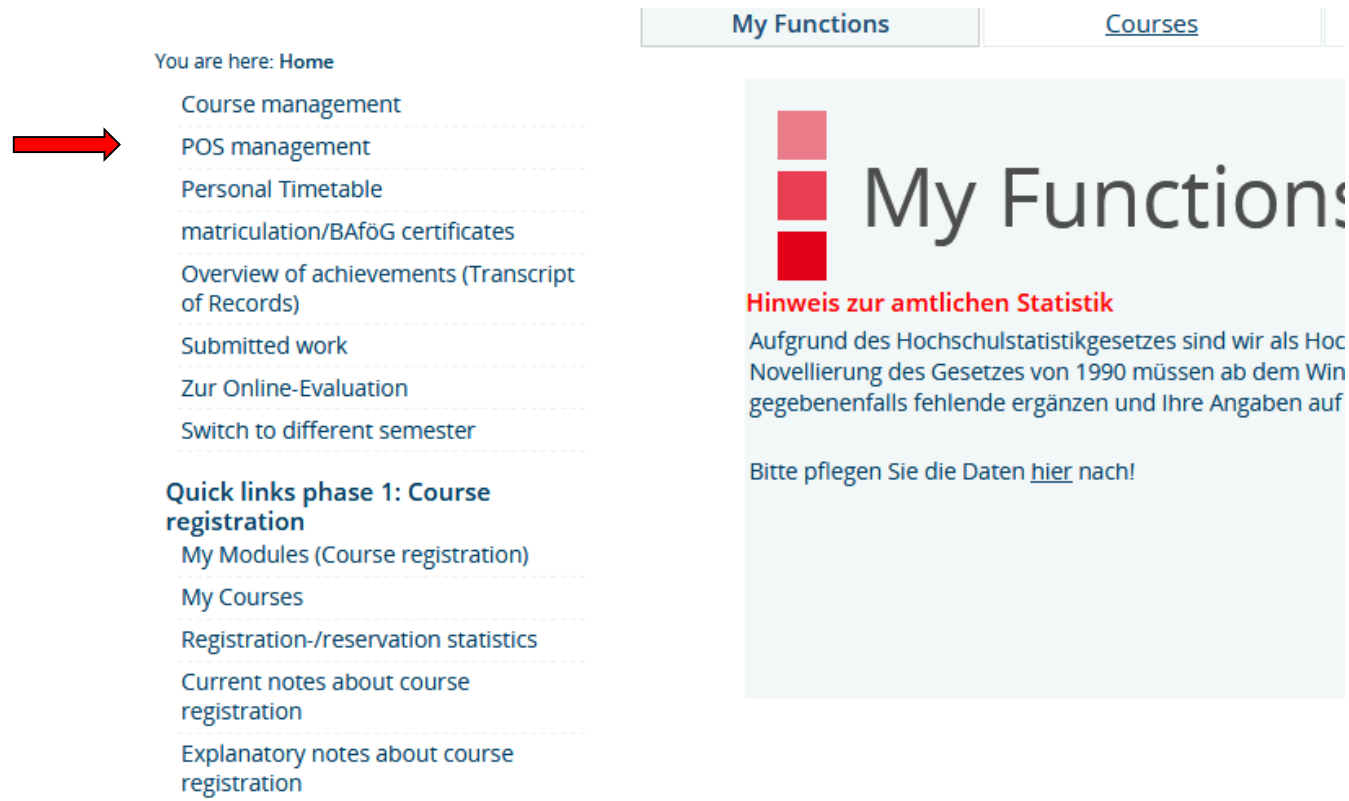
| Lect.-No. | Date | Responsible Instructors | Course | Type | Activity | Status |
|---|---|---|---|---|---|---|
| 4243 | Do 14:15-15:45 | Ahlers, Timo | Varietät und Sprachkontakt | Seminar | cancel application | ✓ |

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

# Phase 2: POS registration

Registration for exams, presentations, papers and other achievments

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

# Phase 2: POS registration

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** | Courses

My Functions

**Hinweis zur amtlichen Statistik**

Aufgrund des Hochschulstatistikgesetzes sind wir als Hoc
Novellierung des Gesetzes von 1990 müssen ab dem Win
gegebenenfalls fehlende ergänzen und Ihre Angaben auf

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 succcessful 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 thos 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**

for 3 credits  ➡    Ⓚ **Module: Courses with 3 credits**

    Ⓚ **Module: Courses with 4 credits**

    Ⓚ **Module: Courses with 5 credits**

# Phase 2: POS registration

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- 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**

for 5 credits ➡️     🔵 **Module: Courses with 5 credits**

# Phase 2: POS registration

① 📖 **4030 VT2 Creative Writing**

① 📖 **4031 VT2 Text Analysis**

① 📖 **4040 Challenges of Inclusive Teaching: Supporting Language Acquisiti**

① 📖 **4233 Vermittlung interkultureller Kompetenz in Institutionen**

① 📖 **4243 Varietät und Sprachkontakt Russisch** ⬅

① 📖 **4252 Grundlagen DaZ/DaF**

① 📖 **4253 Mündlichkeit und Schriftlichkeit**

① 📖 **4304 Grundlagen der computervermittelten Kommunikation**

① 📖 **4510 Kommunikation in Organisationen**

① 📖 **4539 Community Interpreting Englisch/Französisch**

① 📖 **4550 Brückenkurs Französisch**

① 📖 **4551 Sprachvertiefung Französisch: Textarbeit**

① 📖 **4552 Sprachvertiefung Französisch: Grammatik**

# Phase 2: POS registration

# 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 |

yes    no

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

# 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) 📄
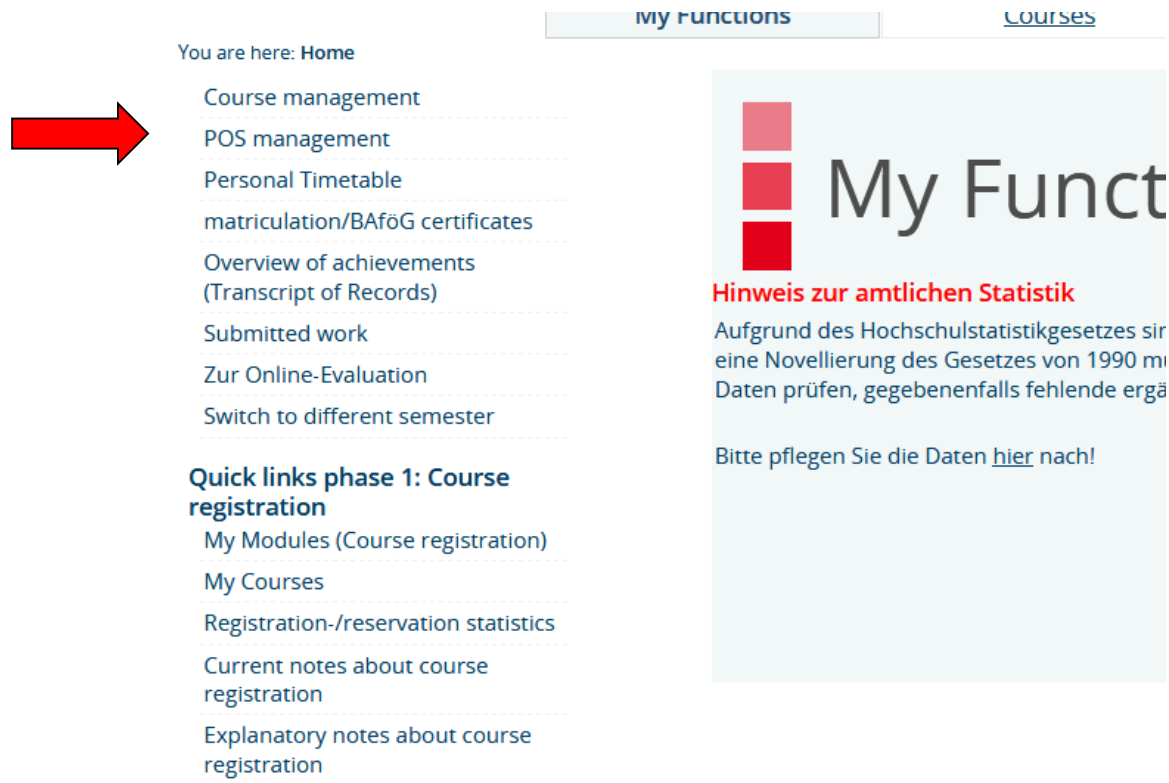Hinweis zum vorläufigen / endgültigen Transcript

page view: → short → medium → long

Study period: 01.10.2018 - 28.02.2019

| Number of Exam | Name of the achievement / the course | Grade | Status | Credits |
|---|---|---|---|---|
| **Degree: [82] Bachelor Courses of Studies: [IEP] International Exchange Programme PO version: 2013** | | | | |
| **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

# POS de-registration

POS management

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# POS de-registration

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**

     **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
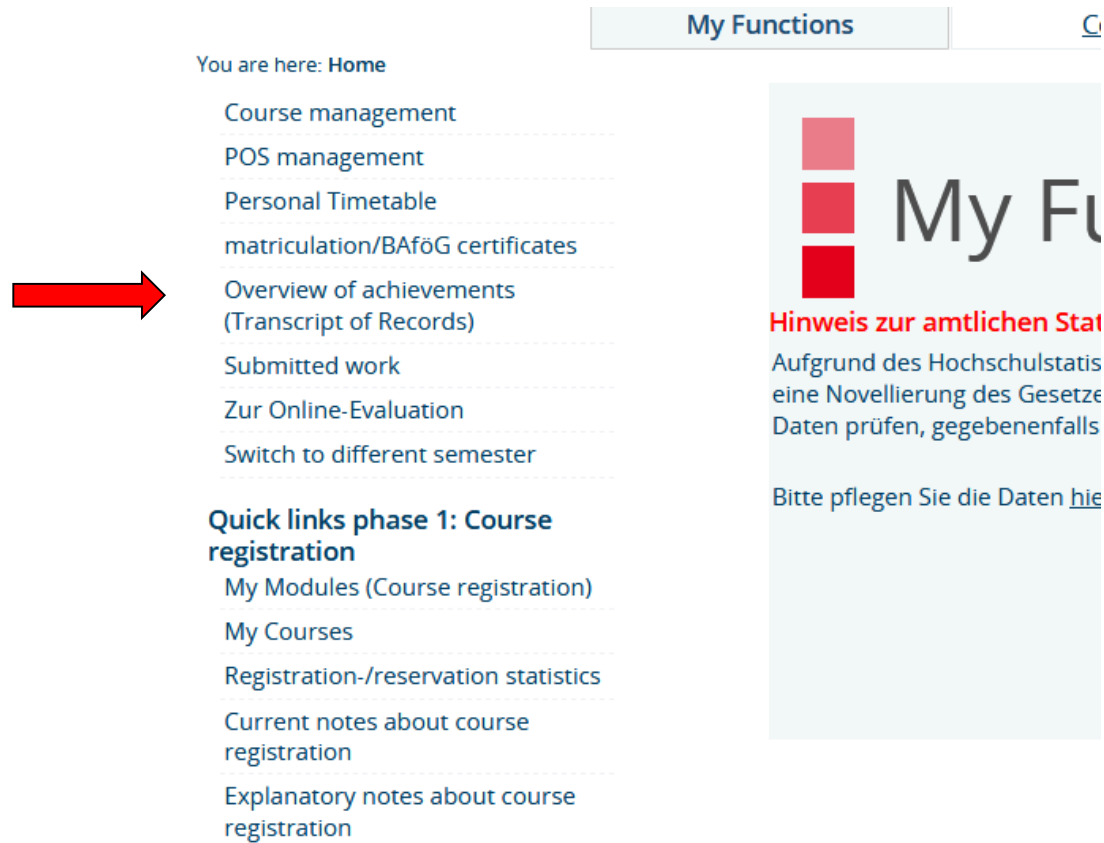
# Overview and Transcript of Records



**My Functions**

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**Hinweis zur amtlichen Stat**

Aufgrund des Hochschulstatis
eine Novellierung des Gesetze
Daten prüfen, gegebenenfalls

Bitte pflegen Sie die Daten hie

# Overview and Transcript of Records

Overview of achievements (Transcript of Records)

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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 |
| Varietät und Sprachkontakt Russisch (Seminar, 2 SWS) | C | AC | WiSe 2017/2018 N/A | 1.7 | 3,0 |
| Grundbildung Gesellschaft und Kultur (Vorlesung mit Übung, 2 SWS) | 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, posadmin(at)uni-hildesheim.de