

Guidelines SoWi Computer Registration (with Point System)

1. Application > study programs (curricula)-> courses and course units

The registration system was developed and programmed by Central Information Services (ZID) in co-operation with the Faculty of Social Sciences and was implemented in the 2003/2004 winter semester.

In principle, the SoWi Computer Registration System (bidding system for courses) applies to **all courses and course units** for the following curricula:

- * **Bachelor Program in Economic Sciences - Management and Economics (BA) C 033 571;**
- * **Diploma Programs:**
 - o **International Economics and Business Studies (IWW) C 155,**
 - o **Business Education (Wipäd) C 170,**
 - o **Business Administration (BW) C 151,**
 - o **Economics (VW) C 140;**
- * **Master Program in Business Education C 066 970;**
- * **PhD Program in Social and Economic Sciences C 084;**
- * **PhD Program in Management C 094 (151),**
- * **PhD Program in Economics C 094 (140).**

The SoWi Computer Registration is also used for the social science courses of:

- the **Diploma Program in Commercial Law C 115,**
- **Bachelor Program in Sports Management C 033 626.**

Registration for all courses/course units is administered through this registration system – for example, for the courses "Introduction to Management" or "Introduction to Economics", business language courses (WL), all "Working Groups for Diploma Theses" (Diplomandenarbeitsgemeinschaft- DA-AGs), supplementary courses, and all courses and course units of the PhD programs.

Special conditions apply, however, for the following courses/course units:

Only 1 point has to be used for

- o the course **Introduction to Management** and
- o the course **Introduction to Economics** and
- o the course **Introduction to Business Education** (lecture, i.e. VO)
- o the lecture units of **Introduction into Economic and Business Sciences** which - as of winter semester 2012/2013 - is only for the Diploma Program in Commercial Law C 115, the Bachelor Program in Sports Management C 033 626 and the Diploma Program in Business Education, "Wipäd" (which is being discontinued) C 170:

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VO Principles of Economics
VO Principles of Mathematics
VO Principles of Bookkeeping and Financial Accounting

- * For the **"Working Groups for Diploma Theses"** (DA-AGs) and **"Revision Courses"** (**"Repetitorien – RE's"**), students have to register through the SoWi Computer Registration System; however, they **do not have to set points** on these courses.
For example, in order to register for a "Working Group for Diploma Theses", students have to log into the SoWi Computer Registration System and register under "Course Registration" ("Lehrveranstaltungsanmeldung") of the faculty and department which offers this Working Group for Diploma Thesis.
Alternatively, it might be necessary to register directly in the Course Catalogue (Vorlesungsverzeichnis) -> LFU:online <http://www.uibk.ac.at/studium/lehrzielkatalog/> -> Search for the course number of the DA-AG or RE, click on details and finally click on "Registration" ("zur Anmeldung") at the end of the course description. Here, it might be necessary to enter the user name ("c-code") and mail password issued by Central Information Services (ZID) of the University of Innsbruck.
- * **For course units (with continuing performance assessment) of the Master Programs of the School of Management:**
 - * Master Program in Accounting, Auditing and Taxation (MA) C 066 976;
 - * Master Program in Banking and Finance (MA) C 066 974;
 - * Master Program in Organization Studies (MA) C 066 972;
 - * Master Program in Strategic Management (MA) C 066 973;
 - * Master Program in Information Systems (MA) C 066 926
- and of the Faculty of Economics and Statistics**
 - * Master Program in Applied Economics (MA) C 066 975

the following applies:

Students have to register through the SoWi Computer Registration System; however, they **do not have bid for** these courses with points.

In order to register for a course unit, students have to log into the SoWi Computer Registration System and register under "Course Registration" ("Lehrveranstaltungsanmeldung") of the faculty and department which offers this course.

Alternatively, it might be necessary to register directly in the Course Catalogue (Vorlesungsverzeichnis) -> LFU:online <http://www.uibk.ac.at/studium/lehrzielkatalog/> -> Search for the course number, click on details and finally click on "Registration" ("zur Anmeldung") at the end of the course description. Here, it might be necessary to enter the user name ("c-code") and mail password issued by the Central Information Services (ZID) of the University of Innsbruck.

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2. Registration period

General procedures:

Registration comprises a general, mostly two-week period (at the end, students are assigned to courses/course units in the so-called 1st enrolment round), a subsequent short time extension (at the end of which students are – for the second time – assigned to courses/course units in the so-called 2nd enrolment round), as well as a subsequent period for assigning remaining course places ("Restplatzvergabe") for courses that can still accept students.

Special time regulations for "Working Groups for Diploma Theses"

("Diplomandenarbeitsgemeinschaften - DA-AGs") **and for course units of Master Program with continuing performance assessment:**

Registration is completed after the 1st enrolment round / 1st assignment of courses.

The exact registration times for courses and course units are announced in good time on a variety of different websites:

- * Faculty Services ("Fakultäten Servicestelle") at Karl-Rahner-Platz 3:
http://www.uibk.ac.at/fakultaeten-servicestelle/standorte/karlahnerplatz3/sowi_computeranmeldung/index.html
- * Examination Departments ("Prüfungsreferate") → see pertinent curricula:
<http://www.uibk.ac.at/studienabteilung/pruefungsreferate/studien/>
- * University of Innsbruck School of Management:
<http://www.uibk.ac.at/fakultaeten/betriebswirtschaft/>
- * Faculty of Economics and Statistics:
http://www.uibk.ac.at/fakultaeten/volkswirtschaft_und_statistik/
- * ÖH Faculty Representatives of the University of Innsbruck School of Management and the Faculty of Economics and Statistics: <http://www.sowi.cc>

In general, courses and course units start at the beginning of the semester.

Up to a certain point in time, students are able to drop courses/course units (**cancellation period** → for deadlines see info in this document) and/or register for other courses/course units.

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3. Points

In general, the following applies: For SoWi Computer Registration, all students regularly enrolled ("immatrikuliert") at the University of Innsbruck and registered ("inskribiert") in one of the curricula listed under Point 1, receive 2,000 points per semester – 1,000 points for the 1st enrolment round (= 1st point account of 1,000 points) and an additional 1,000 points for the 2nd enrolment round (= 2nd point account of 1,000 points). It makes no difference whether a student is enrolled in one or more study programs!

Students in a Socrates Program or a Joint Study Program organized with partner universities receive 4,000 points per semester (2,000 points for each the 1st and 2nd enrolment round), as it has to be completely ensured that these students receive the courses they need (partner universities). The precondition for this is that these students have previously registered at the office of International Economics and Business Studies (IWW).

Students of Business Education who are enrolled in "Teaching Practice" ("großes Schulpraktikum") do not receive any points or the points they have received are withdrawn, since "Teaching Practice" already accounts for four courses.

Students who do not receive a certain course/course unit in the 1st enrolment round, get the points for that course back to be used in the 2nd enrolment round. They also get the points back, if they drop a course they have received between the 1st and 2nd enrolment round.

Leftover points (from courses/course units the student did not receive after the 2nd enrolment round) will **no longer** be transferred to the subsequent semester.

For more information about points, please see the explanation under Point 4 and directly in the curriculum.

4. Registration and allocation of courses/course units through the SoWi Computer Registration System

The curricula of the individual study programs regulate how students are assigned to available courses and course units. The set-up of courses and course units in the **SoWi Computer Registration** is modelled on the registration system for the **Bachelor Program in Economic Sciences - Management and Economics (BA) C 033 571**.

§5 of the curriculum of the Bachelor Program in Economic Sciences – Management and Economics (BA) C 033 571 describes the allocation of courses/course units with a maximum number of participants as follows (see also <http://www.uibk.ac.at/studium/angebot/ba-wirtschaftswissenschaften/> - curriculum information):

“(1) In course units with a maximum number of participants, places are allocated based on the following procedure:

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1. At the beginning of the registration period for course units of a given semester, each student receives 1,000 points twice. At the end of the registration period for a certain semester, unused points expire.
2. Students use as many points as they want from the first account of 1,000 points to bid for course units which they want to enroll in; this way, they express their course preferences for the 1st enrolment round .
3. Students use as many points as they want from the second account of 1,000 points to bid for course units which they want to enroll in; this way, they express their course preferences for the 2nd enrolment round.
4. Depending on how many points from the first account are used to bid for certain course units, students receive up to four courses, provided they fulfill the admission requirements.
5. Depending on how many points from the second account are used to bid for certain course units, students receive courses which have not been allocated according to Points 2 and 4 above. Again, students have to fulfill the respective admission requirements.
6. The total number of course units assigned according to Points 1-5 above may not exceed the number of courses necessary in a given semester (30 ECTS credits).
7. A lottery system is used to allocate course units still available after the course allocation described in points 1-5 above to those students who have received fewer courses than necessary in a given semester (30 ECTS credits).
8. Through the procedures described in Points 1-7 above, all students are assigned exactly the number of course units necessary for the Program in any given semester (30 ECTS credits)."

Concretely, how do students use the SoWi Registration System?

Students log onto the Computer Registration System via their PC at the following Internet address:

<http://uibk.ac.at/studium/punkteanmeldung>

and use points from their point account to bid on courses/course units they need. The number of points put on the courses/course units expresses the student's preferences, and courses/course units are assigned accordingly (similar to an auction or bidding system).

Students can find more detailed information of the procedures directly in SoWi Computer Registration once they have logged in (guidelines for course/course unit registration: <http://uibk.ac.at/studium/punkteanmeldung>).

Important: Additional **admission requirements** might, of course, apply in certain cases, for example the completion of other courses, certain examinations, etc. These admission requirements are defined in the course descriptions of the respective curricula.

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Students must observe the specific admission requirements of their study program:

- * Registrar's Office ("Studienabteilung"):
<http://www.uibk.ac.at/studienabteilung/pruefungsreferate/studien/> or
- * Examinations Department: <http://www.uibk.ac.at/studienabteilung/pruefungsreferate/>.

In addition to looking at their curriculum, students should/must particularly find out about courses/course units in the course catalogue ("Vorlesungsverzeichnis"):

<http://www.uibk.ac.at/studium/lehrzielkatalog/>

The students themselves are responsible for fulfilling the individual admission requirements for courses. **If students do not fulfil the necessary requirements, the instructor can remove them from the course.**

Computer Registration – special regulations for business languages:

- * Admission requirements for all Level 2 language courses are either: a previously completed Level 1 language course in the same language or a positive placement test.
- * If a student receives a Level 2 language course in the 1st enrolment round but it turns out that the student does not fulfil the necessary requirements (e.g. positive placement test), then the student is removed from this course – the points put on this course are credited to the student's point account for the 2nd enrolment round.

1st Enrolment Round of the SoWi Computer Registration System:

Every student receives 1,000 points for the 1st enrolment round. In general, each student receives a **maximum of 4 courses or 30 ECTS credits** per semester through the Computer Registration System. The number of courses for which a student can bid is not limited.

Students who receive a course during the 1st enrolment round, but cannot or do not want to attend this course, are required to unsubscribe from this course (course cancellation) within the prescribed period (see "cancellation period"). In this case, the students get the points for this course back to be used in the 2nd enrolment round. At this point, only the students, but not the instructor can cancel a course for a student.

If a student does not unsubscribe from a course, it is assumed that the students wants to participate in the course/course unit.

2nd Enrolment Round of the SoWi Computer Registration System:

The 2nd enrolment round only lasts for a short period of time. For the 2nd enrolment round, all students receive an additional 1,000 points. This is also the case for students who have already got 4 courses, since they might want to drop a course they have received.

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If students have already received 4 courses in the 1st enrolment round, they will still be given 1.000 points, but, in effect, cannot use them in the 2nd enrolment round, since they already have the maximum of four courses.

Up until the 2nd enrolment round, students can drop courses – see cancellation period – and will get the points put on cancelled courses back to be used in the 2nd enrolment round: If a student has got 4 courses and drops one of them, he/she gets back the points used for this course (e.g. 250 points) to be used for bidding in the 2nd round. In addition, such a student gets – like any other student – another 1,000 points for the 2nd round. This means that in this example, the student has 1,250 points for bidding in the 2nd round.

IMPORTANT:

Students themselves are responsible for cancelling their registration if they do not appear in the first lecture of the course or decide not to attend.

Unused points from the 1st round can be used only in the 2nd enrolment round. This means that students who, for instance, register only after the 1st enrolment round (definitely not recommended!), will receive 2,000 points in the 2nd enrolment round.

After the 2nd enrolment round, students no longer get the points back they used to bid for a course they have not received. It is no longer possible to transfer unused points to the subsequent semester.

Comment: The upper limit of 4 courses does not apply to supplementary courses ("Zusatzangebot"), Working Groups for Diploma Theses (DA-AGs), and the lecture (VO) "Introduction to Business Education".

After the 2nd Enrolment Round: 3rd Enrolment Round / Allocation of Remaining Course Spots ("Restplatzvergabe"):

All unused points expire. Students who have not received 4 courses should bid for a course listed in the survey of remaining course spots (**see "Restplatzübersicht" -> Registration System**). One token point is used for the bidding; point credits are no longer necessary. However, the students themselves have to become active in this respect and need to enter the figure "1" in the respective field of the registration. If students fail to do so, it is assumed that they have already received the desired number of courses for the semester in question.

Remaining course spots are assigned through the SoWi Computer Registration System in such a way that all students have the highest possible chance of completing 30 ECTS credits per semester.

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After the 2nd enrolment round, only instructors can cancel students that decide not to participate (or do not show up) – the students can no longer do so themselves.

Emergency cases -> Dean of Studies (Fakultätsstudienleiter, FSL):

If there are still emergency cases (students with fewer than 4 courses), the students concerned must contact the Dean of Studies.

Again, the pre-condition for being registered for certain courses is always that students fulfil the respective admission requirements defined by the curriculum.

Available times for appointments with the Dean of Studies are announced in good time. For these appointments, students have to bring along a print-out of "**My Registrations**" ("Meine Anmeldungen") from the SoWi Computer Registration System.

After the SoWi Computer Registration is finished, proseminars/seminars of a course cannot be switched:

Once SoWi Computer Registration is completed, it is not possible to switch the **proseminars/seminars of a course!**

Students must check overlapping times of different courses/course units:

In general, the students themselves must check whether there are time overlaps between courses/course units for which they plan to register!

5. Course cancellation

In general, during registration, students should choose carefully which courses/course units they really want to take in a given semester. However, it might be necessary to cancel a course one has received. Students can use the registration period (see **Point 2 Registration Period**) to do so. If a student receives a course/course unit in the 1st enrolment round but wants to drop this course, he/she must cancel the course within the prescribed period (see Cancellation Period) after the 1st enrolment round is finished. Within this period of time, students get back the points they originally put on the course which is cancelled and can use these points in the 2nd enrolment round.

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6. Updating course lists through instructors

After the 2nd enrolment round, only instructors can cancel students that decide not to participate (or do not show up) – the students can no longer do so themselves.

Before the **Allocation of Remaining Course Spots** through the **SoWi Computer Registration System** starts (at this point of time, courses have already started) instructors must update their course lists so that the **Survey of Remaining Courses ("Restplatzübersicht")** is up to date. External instructors do so with the help of the person responsible in the respective department office.

-> The time frame for updating the course lists is defined by the general timeline described in this manual.

In general:

Instructors can change their course lists until the registration period for the subsequent semester starts. External instructors do so with the help of the person responsible in the respective department office. This includes changing the status: "registration confirmed" ("Anmeldung bestätigt"), "registration cancelled" ("Storno Anmeldung") = only during SoWi Computer Registration), as well as cancelling or adding new participants. As soon as registration for the new semester starts, it is no longer possible to change the lists from the previous semester!

7. Changes after the SoWi Computer Registration is finished:

-> *Changing times of courses/course units*

-> *Cancellation of courses/course units (PS, SE) through the Dean of Studies for budgetary reasons (insufficient number of participants)*

For special reasons, time schedules of courses might be changed (e.g. an ill instructor, instructor's employment is terminated, ...) after the registration period is finished. This could cause time overlaps with other courses assigned to a student. **If this means that a student cannot participate in the interactive units of a course (proseminar PS, seminar SE), it is possible for this student to move to another PS or SE of the same course.**

The Dean of Studies can cancel an entire course for budgetary reasons (insufficient number of participants). This means that students assigned to such a course unit are moved to a different PS or SE. Instructors and students will be informed of this on time.

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8. Being assigned to courses/course units after the SoWi Computer Registration is finished – exception!

In general, Computer Registration (and the respective registration period) is the only way of obtaining courses/course units. If there are places left in courses/course units after the registration period (up to the max. number of participants) **and** if the Dean of Studies responsible gives his/her approval, **students** can be directly accepted in a course by the instructor.

Important:

The decision whether and which students are accepted in a course is entirely up to the instructor. The instructor must add additionally accepted students to the course lists via Vis-online (course catalogue).

9. Registration of students from other study programs

Students from study programs not listed in Point 1 (e.g. Diploma Program in Political Science C 300, Bachelor Program in Political Science C 033 624, Bachelor Program in Sociology C 033 505, etc.) that are not simultaneously registered in one of the programs listed in Point 1 can contact the instructor directly to be accepted in a course/course unit. This is an exception that applies **ONLY** to individual cases.

Link to Computer Registration:

<http://uibk.ac.at/studium/punkteanmeldung>

For the Dean of Studies

ao. Univ.-Prof. Dr. Michael Habersam eh
Dean of Studies

University of Innsbruck School of Management

Univ.-Prof. Dr. Gottfried Tappeiner eh
Dean of Studies

Faculty of Economics and Statistics

(and the Work Group Computer Registration)