

Guidelines SoWi Computer Registration (with Point System)

1. Application > Curricula-> Modules and Courses

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

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

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

The SoWi Computer Registration also applies to the SoWi modules for:

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

Registration for all courses is administered through this registration system – for example, the lectures in the module "Introduction into Economic Sciences" (VO Principles of Management, VO Basics of Economics, etc), the business language courses (WL), all "Working Groups for Diploma Theses" (Diplomandenarbeitsgemeinschaft- DA-AGs), supplementary courses, and all courses of the doctoral studies programme.

Special conditions apply, however, for the following modules/courses:

- * Only 1 point has to be used for the individual lectures that comprise the module **Introduction into Economic and Business Sciences**, i.e.:
 - o VO Principles of Management,
 - o VO Basics of Economics,
 - o VO Essential Mathematics for Management and Economics,
 - o VO Basics of Bookkeeping and Financial Accounting,
 - o and the module "Introduction into Business Paedagogy: Lecture (VO) Introduction into Business Paedagogy" (Wipäd)

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- * 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 at the point "Lecture 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 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 is necessary to enter the user name ("c-code") and the mail password issued by the Central Information Services (ZID) of the University of Innsbruck.

- * **For courses with "course-intrinsic" performance assessment of the Master Programmes of the School of Management of the University of Innsbruck:**
 - * **Accounting, Auditing and Taxation (MA) C 066 976;**
 - * **Master Programme Banking and Finance (MA) C 066 974;**
 - * **Master Programme Organization Studies (MA) C 066 972;**
 - * **Master Programme Strategic Management (MA) C 066 973;**
 - * **Master Programme Information Systems (MA) C 066 926**

or of the Faculty of Economics and Statistics

- * **Master Programme Applied Economics (MA) C 066 975**

the following applies:

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

In order to register for a course, students have to log into the SoWi Computer Registration System and register at the point "Lecture 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 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 the mail password issued by the Central Information Services (ZID) of the University of Innsbruck.

2. Time Frame

General time frame:

The time frame consists of a general, mostly two-week period (at the end of the period, students are assigned to the modules/courses 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 modules/courses in the so-called 2nd enrolment round), as well as a subsequent period for assigning remaining course places ("Restplatzvergabe") for modules that can still accept students.

Special time regulations for "Working Groups for Diploma Theses"

("Diplomandenarbeitsgemeinschaften - DA-AGs") **and for Master Programme courses (with "course-intrinsic" performance assessment):**

The registration period is limited to the 1st enrolment round / 1st assignment of courses.

The exact registration times for modules and courses 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 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 for the University Innsbruck School of Management and the Faculty of Economics and Statistics: <http://www.sowi.cc>

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

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

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3. Points

In general, the following applies: All students regularly enrolled ("immatrikuliert") at the University of Innsbruck and registered ("inskribiert") in one of the curricula listed in 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) – for SoWi Computer Registration. It makes no difference whether a student is enrolled in one or more study courses!

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 modules they need (partner universities). The precondition for this is that students have previously registered at the office of International Economics and Business Studies (IWW). Students of Business Paedagogy who are enrolled in the "large school internship" ("großes Schulpraktikum") do not receive any points nor are debited with points they have received, since they already have four modules.

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

In former semesters it was possible to transfer unused points onto the point account for the following semester. From # WS 2007/2008 onwards, this is no longer possible. The following transition rule applies: point credits from WS 2006/2007 or SS 2007 are added to the points for WS 2007/2008. For instance, if a student still has a credit of 400 points, this student receives not 1,000 but 1,400 points. In the future, all points not used in # WS 2007/2008 expire.

From # WS 2007/2008 onwards, points used for modules/courses the student did not receive after the 2nd enrolment round and point credits from former semesters will no longer be transferred to the subsequent semester (**no point credits for subsequent semesters!**). This also means that from this point onwards, there can no longer be any credits regarding points from previous semesters.

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

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

The curricula of the individual studies regulate how students are assigned to available modules and courses. The set-up of modules and courses in the **SoWi Computer Registration** orientates itself on the registration system for the **Bachelor Studies in Economic Sciences - Management and Economics (BA) C 033 571**. The diploma studies of International Economics and Business Studies (IWW) and Business Paedagogy (Wipäd) have also been remodelled along this modular system. The courses for the Diploma Studies Business Administration (BW) and Economics (VW), which will be discontinued in the future, can also be found under the headings of the modules/courses for the Bachelor Studies in Economic Sciences - Management and Economics (BA) C 033 571. Exceptions to this are modules/courses exclusively offered for these diploma studies (e.g. supplementary course Legal Studies II, supplementary course Mathematics/Statistics II).

§5 The curriculum of the Bachelor Studies in Economic Sciences – Management and Economics (BA) C 033 571 describes the allocation of course places for modules/courses with a limited number of participants as follows (see also official University Bulletin - "Mitteilungsblatt"):

- “(1) For courses with a limited number of participants students are assigned to courses according to the following procedures:
1. Before the registration period starts, all students enrolled in the respective curriculum or course of studies receive 2 lots of 1,000 points. At the end of the registration period for a certain semester, unused points expire.
 2. Students use points from the first point account of 1,000 points and put as many points as they want on those modules/courses which they want to enrol in and thus express their course preferences for the 1st enrolment round (bidding system).
 3. Students use points from the second point account of 1,000 points and put as many points as they want on those modules/courses which they want to enrol in and thus express their course preferences for the 2nd enrolment round.
 4. Depending on how many points from the first point account are put on certain modules/courses, all students receive up to four modules for which they fulfil the registration requirements.
 5. Depending on how many points from the second point account are put on certain modules/courses, all students receive modules which have not been assigned according to Points 2 and 4 above. Again, students have to fulfil the registration and course prerequisites.
 6. The total number of modules/courses assigned according to Points 1-5 above may not exceed the number of course places necessary in a given semester (30 ECTS credits).
 7. A lottery system is used to assign modules/courses still available after the course allocation described in points 1-5 above to those students who have received fewer courses than necessary for a given semester (30 ECTS credits).

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8. Through the procedures described in Points 1-7 all students are assigned exactly the number of courses/modules necessary for the curriculum in the respective 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 modules/courses they need. The number of points put on the modules/courses expresses the student's preferences, and modules/courses are assigned accordingly (similar to an auction or bidding system).

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

Important: Additional **course requirements** might, of course, apply in certain cases, for example the completion of other modules, certain examinations, for doctoral studies e.g. a thesis topic and an academic advisor, etc.!

Students must observe the specific course requirements of their study course:

- * 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 modules/courses in the course catalogue ("Vorlesungsverzeichnis"):

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

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

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Computer Registration – special regulations for business languages:

- * Course requirements for all Level 2 language modules are either: a previously completed Level 1 language module in the same language or a positive placement test.
- * If a student receives a place in a Level 2 language module in the 1st enrolment round but it turns out that the student does not fulfil the necessary course 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 SoWi Computer Registration:

Every student receives 1,000 points for the 1st enrolment round. In general, each student receives a **maximum of 4 modules 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 place in a module during the 1st enrolment round, but cannot or do not want to attend this course, are required to unsubscribe from this module (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 module, it is assumed that the students wants to participate in the course/module.

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 modules, since they might want to drop a module which they have obtained.

If students have already obtained 4 modules 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 this course back to be used in the 2nd enrolment round: If a student has got 4 modules 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.

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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 in the 2nd enrolment round – and only here! 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.

NEW: After the 2nd enrolment round, students no longer get the points back they used to bid for a course which they have not obtained. As already stated, it is no longer possible to transfer unused points to the subsequent semester.

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

After the 2nd enrolment round: assignment of remaining course spots ("Restplatzvergabe"):

All unused points expire. Students that have not received 4 modules should use their left-over points to bid for a module listed in the survey of remaining course spots (**see: Survey of Remaining Courses "Restplatzübersicht" -> Registration System**). Sufficient additional points are available to express priorities. However, the students themselves have to become active in this respect. If students do not express their preferences here, it is assumed that they have already received the desired number of modules for the semester in question.

Remaining course spots are assigned through the SoWi Computer Registration System, which gives all students the highest possible chance of receiving and completing 30 ECTS credits per semester.

Important for instructors:

Before the **Assignment 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.

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.

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

If there are still emergency cases (fewer than 4 modules that the student requires), 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 course 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 module cannot be switched:

Once the SoWi Computer Registration is completed, it is not possible to switch the **proseminars/seminars of a module!** This means, that during the registration periods students must choose carefully which modules/courses they want to participate in during this semester!

Students must check overlapping times of different modules/courses:

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

Comments about the 5th hour (extra hour) of the Diploma Studies Business Administration and Economics (to be discontinued):

For the 5th hour (extra hour), which students of the **Diploma Studies in Business Administration and Economics (to be discontinued) need for 5-hour courses** (2nd section of the studies – "2. Studienabschnitt"), students do not have to register separately. Neither is the 5th hour included in the SoWi Computer Registration System. This means that students register just like students of the Bachelor Studies in Economic Sciences for 4-hour modules via the SoWi Computer Registration. Students will then automatically be assigned to the 5th hour (extra hour) **after** the SoWi Computer Registration is finished.

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Accreditation of partial grades from previous semesters:

In general, the following applies: students who have completed the lecture (VU) with a positive grade, but have received a negative grade for the proseminar part, register through the Computer Registration as before and have to put points on the entire course/module (since they need "expensive" proseminar places). However, they only have to actively participate in the proseminar.

Students of Business Administration or Economics with a positive grade in the proseminar part do not register through the Computer Registration System and thus do not use points to bid for the course in question. They must contact the responsible instructor or the department office at a certain time, are then manually accepted in the lecture (VU), and actively participate.

Students of **International Economics and Business Studies or Business Paedagogy** with a negative grade in the lecture (VU) and a positive grade in the proseminar part do not register through the Computer Registration System and thus do not use points to bid for the course in question. They must contact the responsible instructor or the department office at a certain time and are then manually accepted in the lecture (VU). They attend the lecture and, at the end of the semester, take the general exam.

Students of **Bachelor Studies in Economic Sciences** who already have a positive proseminar grade (from one of the diploma studies) but a negative lecture grade (VU), do not register through the Computer Registration System and thus do not use points to bid for the course in question. They must contact the responsible instructor or the department office at a certain time and are then manually accepted in the lecture (VU). They attend the lecture and, at the end of the semester, take the general exam.

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5. Course Cancellation

In general, during the registration, students should choose carefully which modules/courses they really want to take in a given semester and what their priorities are. However, it might be necessary to cancel a course one has received. Students can use the registration period (see also **Point 2 Time Frame**) to do so. If a student receives a module/course 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.

The former system of cancellation with or without penalty points no longer applies.

6. Updating course lists through instructors

Important for instructors:

Before the **Assignment 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.

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.

In general:

Instructors can change their course lists until the registration period for the next 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 the SoWi Computer Registration), as well as cancelling or adding new participants. As soon as the new registration round starts, it is no longer possible to change the lists from the previous semester!

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7. Changes after the SoWi Computer Registration is finished:

- > *Changing times of courses/modules*
- > *Cancellation of modules or parts of a module (PS, SE) through the Dean of Studies because of budgetary reasons (insufficient number of participants)*

For special reasons it might be that the times of assigned courses are 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 part of a module (proseminar PS, seminar SE), it is possible for this student to move into another PS or SE of the same module.**

In exceptional cases, the Dean of Studies can cancel an entire module for budgetary reasons (insufficient number of participants). This would mean that students assigned to such a module part are moved to a different PS or SE. Students will be informed of this.

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

In general, the Computer Registration (and its time frame) is the only way of obtaining modules/courses. If there are places left in modules/courses 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 on a course by the instructor.

Important:

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

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9. Registration of students from other study programs

Students from study programmes not listed in Point 1 (e.g. Diploma Studies Political Science C 300, Bachelor Studies in Political Science C 033 624, Bachelor in Sociology C 033 505, etc.) that are not simultaneously registered in one of the programmes listed in Point 1 can contact the instructor directly to be accepted in a course/module. 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. Kerstin Fink eh
Dean of Studies

University Innsbruck School of Management

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

Faculty of Economics and Statistics

(and the Work Group Computer Registration)