universität innsbruck
Fakultäten Servicestelle

Guidelines SoWi Computer Registration (with Point System)

wöb

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

SoWi Computer Registration (with Point System)

= SoWi-Computer Registration = SoWi-Computer Registration (with Point System)

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) UC 033 571;**
* **Diploma Programs International Economics and Business Studies (IWW) UC 155;**
* **Master Program in Business Education UC 066 970;**
* **Master Program Applied Economics UC 066 975** (Compulsory Modules)**;**

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

- the **Bachelor Program in Commercial Law UC 033 500,**
- the **Diploma Program in Commercial Law UC 115**,
- the **Bachelor Program in Sports Management UC 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 (UE), all "Working Groups for Diploma Theses" (Diplomandenarbeitsgemeinschaft – DA-AG), 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

- the course **Introduction to Management** and
- the course **Introduction to Economics**.

Course registration (NOT using points-based bidding system) and preferential registration via LFU:online

* For the **Bachelor's Programme Economy, Health and Sports Tourism - Joint Study Programme of the University of Innsbruck and the UMIT - The Health & Live Sciences University** (joint organisation together with UMIT Hall at the Landeck Campus) according to the 2014 curriculum of the Faculty of Economics and Statistics UC 033 555, as amended https://www.uibk.ac.at/studium/angebot/ba-wirtschaft-gesundheits-und-sporttourismus/index.html.en students must register for all courses via LFU:online; however, they do not have bid for these courses with points.

* For the **Master's Programme Sustainable Regional and Destination Development** (joint organisation together with UMIT Hall) according to the 2019 curriculum of the Faculty of Economics and Statistics UC 066 996, as amended https://www.uibk.ac.at/studium/angebot/ma-nachhaltige-regional-und-destinationsentwicklung/index.html.en students must register for all courses via LFU:online; however, they do not have bid for these courses with points.

* **Diploma Programme International Economic and Business Studies (IWW) UC 155**: Students need to register for the diploma thesis research colloquium (DA-AG) and the revision courses ("Repetitorium", RE) via LFU:online (no points).

* For **courses as part of the following MA programmes at the School of Management:**
    - Accounting, Auditing and Taxation (MA AAT) UC 066 976;
    - Banking and Finance (MA BF) UC 066 974;
    - Marketing and Branding (MA MB) UC 066 617;
    - Organization Studies (MA OS) UC 066 972;
    - Strategic Management (MA StM) UC 066 973;
    - Strategic Management and Innovation (MA StMI) UC 066 618;
    - Information Systems (MA Winf) UC 066 926;

  and Elective Modules as part of the **Master Program Applied Economics UC 066 975 at the Faculty of Economics and Statistics**

  and courses as part of the Supplementary Programme Entrepreneurship
  UC 046 018 XXX - Masterstudium
  UC 046 018 199 - Masterstudium Lehramt
  UC 047 018 XXX - Diplomstudium
  UC 047 018 190 - Diplomstudium Lehramt

  students must register for these courses via LFU:online; however, they do not have bid for these courses with points.

* For the **PhD Program in Management UC 094 xxx | UC 794 360 xxx**,
* for the **PhD Program in Economics UC 094 xxx | UC 794 355 xxx** and
* for the **PhD Program in Economics and Statistics UC 794 355 xxx**
  students must register for these courses via LFU:online; however, they do not have bid for these courses with points.

Master's Programmes at the Faculty of Business and Management:
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Master's Programme Accounting, Auditing and Taxation (MA AAT): Students can enter their preferences when registering for the programme-specific mandatory courses.

Master's Programmes Organization Studies (MA OS) and Strategic Management (MA StM): Students can enter their preferences when registering for the programme-specific elective courses.

All master's programmes of the Faculty of Business and Management (Master's Programme Accounting, Auditing and Taxation (MA AAT), Master's Programme Banking and Finance (MA BF), Master's Programme Organization Studies (MA OS), Master's Programme Strategic Management (MA StM), Master's Programme Information Systems (MA Winf), Master's Programme Business Education (MA Wipäd)): Students can enter their preferences when registering for the elective courses of the **"Pool of Elective Courses"** (i.e. courses of the Faculty which are open for all master's programmes of the Faculty of Business and Management).

For more details see the section **Help** in **LFU:online**: http//lfuonline.uibk.ac.at
-> e.g. FAQs:
“How do I register for a course?”
“How can I set preferences when registering for courses?”

"How do I register for a course?"

Go to LFU:online and click on "Courses" ("Lehrveranstaltungen"), incl. "Registration for Courses" ("Anmeldung zu Lehrveranstaltungen").
Select the relevant semester.
Select the relevant course.

At the end of the course description you will find "Registration" ("Anmeldung") and "Registration Period" ("Anmeldefrist"). If you have logged on to LFU:online within the registration period then there will be a link which you can click on to register for the course. If the section "Registration" ("Anmeldung") is not shown then that means you cannot register for this course via LFU:online – in this case, please ask a member of staff at your institute how you can register for the course.

On the first page of the "Registration" ("Anmeldung") section you must select the study programme for which you wish to use this course. The course lecturer may have set up the registration in such a way that only students of certain study programmes can register for this course. If you are not enrolled in one of these study programmes then you will not be able to register for the course – in this case, please contact the lecturer.

Select a "Study Programme" ("Studium").
Click on "Continue" ("Weiter").

You can conclude your registration on the last page of the "Registration" ("Anmeldung") section:
Type a message for the course lecturer in the "Comment Box" ("Anmerkungen").

Confirm that you wish to send the text shown.
Click on "Sign Out" ("Anmelden").

"How can I set preferences when registering for courses?"

This system is designed to ensure that lecture spaces are fairly divided between students. All students have the same chance that their preferences will be fulfilled. It does not matter when a student registers for a course. Students can register for several courses and set preferences below them.

More information: » Preference registration

2. Registration period

General procedures:
Registration comprises a general first period (at the end, students are assigned to courses/course units in the so-called 1st enrolment round), and a second 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).

Special deadlines:

- for the **Diploma Programme International Economic and Business Studies (IWW) UC 155** research colloquia for the diploma thesis (DA-AGs) and
- for the courses of the **master's programmes** of the Faculty of Business and Management (with the exception of the Master's Programme Business Education UC 066 970 and the mandatory courses of the Master's Programme Applied Economics UC 066 975)

The registration deadline is the deadline of the first (!) enrolment round/1st assignment of courses.

Special deadlines for the following two study programmes:

- Bachelor's Programme Economy, Health and Sports Tourism - Joint Study Programme of the University of Innsbruck and the UMIT - The Health & Live Sciences University (joint organisation together with UMIT Hall at the Landeck Campus) according to the 2014 curriculum of the Faculty of Economics and Statistics UC 033 555, as amended;
- Master's Programme Sustainable Regional and Destination Development (joint organisation together with UMIT Hall at the Landeck Campus) according to the 2014 curriculum of the Faculty of Economics and Statistics UC 066 996, as amended;

Deadlines:
https://www.uibk.ac.at/fakultaeten-servicestelle/lfuonline-anmeldetermine.html
Please also directly consult the online course catalogue or LFU:online

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

* Faculty Services (“Fakultäten Servicestelle”): http://www.uibk.ac.at/fakultaeten-servicestelle/lfuonline-anmeldetermine.html
* Faculty Services ("Fakultäten Servicestelle") at Karl-Rahner-Platz 3: http://www.uibk.ac.at/fakultaeten-servicestelle/standorte/karlrahnerplatz3/sowi_computeranmeldung/index.html
* Examination Departments ("Prüfungsreferate") –> see pertinent curricula: http://www.uibk.ac.at/studienabteilung/pruefungsreferate/studien/

ÖH Faculty Representatives of the University of Innsbruck School of Management and the Faculty of Economics and Statistics: https://www.sowi-news.at/

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.

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 the 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) UC 033 571.**

§ 4 of the curriculum of the Bachelor Program in Economic Sciences – Management and Economics (BA) UC 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:

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 the points from the first point account each student uses to bid on courses, he/she will receive **course units amounting to a maximum of 30 ECTS credits [*max. 32.5 ECTS credits according to the Dean of Studies*]**. Admission requirements for the respective courses must be met.
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.

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

* Registrar's Office ("Studienabteilung"): https://www.uibk.ac.at/fakultaeten-servicestelle/pruefungsreferate/studien/index.html.en 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 **course units amounting to a maximum of 30 ECTS credits [*max. 32.5 ECTS credits according to the Dean of Studies*] per semester** through the Computer Registration System. Admission requirements for the respective courses must be met. 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.

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 **course units amounting to a maximum of 30 ECTS credits** [max. 32.5 ECTS credits according to the Dean of Studies] per semester, since they might want to drop a course they have received.

If students have already received **course units amounting to a maximum of 30 ECTS credits** [max. 32.5 ECTS credits according to the Dean of Studies] per semester 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 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 **course units amounting to a maximum of 30 ECTS credits** [*max. 32.5 ECTS credits according to the Dean of Studies*] per semester 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.

All unused points expire.

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.

3rd Enrolment Round with allocation by the Dean of Studies for remaining courses through the SoWi Computer Registration System:

All unused points expire. Students who have not received **course units amounting to a maximum of 30 ECTS credits** [*max. 32.5 ECTS credits according to the Dean of Studies*] per semester 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 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.

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

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!

Courses: http://www.uibk.ac.at/studium/lehrzielkatalog

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.

6. Updating course lists through instructors

Instructors must cancel students that decide not to participate (or do not show up) also students can 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.

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 **and** also the instructor 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 ("Teilnehmerverwaltung").

9. Registration of students from other study programs

Students from study programs not listed in Point 1 (e.g. Bachelor Program in Biology UC 033 630, Bachelor Program Mechatronics UC 033 281, Bachelor Program in Political Science UC 033 624, Bachelor Program in Sociology UC 033 505, Bachelor Program Economy, Health and Sports Tourism UC 033 555, 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.

If the student is accepted in a course/course unit by the instructor the student must be added after enrollment is completed to the SoWi Registration System by the instructor or secretary with access VIS:online > Studium > Teilnehmerverwaltung.
Important: The student should participate in lessons right from the start as soon as she/he gets the Ok from the instructor.

Link to Computer Registration (without Points) (**LFU:online**): LFU:online Login
Link to Computer Registration (with Point System) (**LFU:online**): http://uibk.ac.at/studium/punkteanmeldung

For the Dean of Studies

Univ.-Prof. Mag. Dr. Mike Peters eh
Dean of Studies

Faculty of Business and Management

Univ.-Prof. Mag. Dr. Janette Walde eh
Dean of Studies

Faculty of Economics and Statistics

(and the Work Group Computer Registration)