

Course Selection and Course Registration - Instructions

For Short-term Students at the Faculty of Arts and Humanities

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✉ Contact for any queries on course selection and course registration: philfak-incomings@uni-koeln.de

KEY INFORMATION

- UoC's module system has two distinct features:
 1. Modules consist of one to five thematically related courses/classes that must be taken together.
 2. Irrespective of the number of courses/classes, there is only one exam per *module* (not one exam per course/class!).
- Current course listings for short-term students can be accessed in KLIPS 2.0 [via this link](#) (make sure to select your desired academic year).
- Information on all modules (credit points, co-requisite courses, reduced workload options, exams) can be found in the [Module Guide for Short-Term Students](#).
- Short-term students need to send a Learning Agreement (list of their desired modules and courses/classes) to philfak-incomings@uni-koeln.de for approval, before they can register for courses in KLIPS 2.0.
- After the approval of the Learning Agreement, short-term students can sign up for courses during course registration periods.

1. The Short-Term Study Programme of the Faculty of Arts and Humanities

During your stay at the University of Cologne you will be enrolled in the Short-Term Study Programme of the Faculty of Arts and Humanities. The Short-Term Study Programme gives you access to a large number of modules from the various **Bachelor, Master and Teacher Education** programmes offered at UoC's Faculty of Arts and Humanities. Additionally, you can attend courses from UoC's **Studium Integrale** (= electives for students from all faculties) and in the Department for **German as a Foreign Language**.

- **Current course listings for short-term students can be accessed in KLIPS 2.0 [via this link](#) (make sure to select your desired academic year)**
- **Information on all available modules (credit points, co-requisite courses, reduced workload options, exams) can be found in the [Module Guide for Short-Term Students](#)**
- **Before you can register for courses in KLIPS 2.0, your course choices ("Learning Agreement") need to be approved by philfak-incomings@uni-koeln.de**

2. Understanding UoC's module system

At UoC all study programmes are structured into modules. A module is a teaching unit that contains **one to five** thematically related courses/classes (e.g. seminar, lecture, etc.) **that must be taken together**. The number of courses/classes varies from module to module.

See for example the module "*AM 2: Media Culture and Society*" below:

Advanced module AM 2: Medienkultur und Gesellschaft [4227MBXAM2]	12 CP
Lecture: Medien und Kultur	✓
Seminar: Mediennutzung und kulturelle Kommunikation	✓
Practical course: Medien-Kritik	✓
Module exam (written): term paper (15 pages) in the seminar	✓

This module is made up of three co-requisite courses (other modules may contain less or more courses):

- 1.) a lecture on "Media and Culture"
- 2.) a seminar on "Media Use and Cultural Communication"
- 3.) a practical course on "Media Critique"

+ the final module exam (term paper).

➔ Students are required to take all three courses/classes as well as the final module exam to pass this module and receive credit points!

Module Exam ("Modulprüfung")

Irrespective of the number of courses/classes it contains, every module has only **one** exam ("**Modulprüfung**"), i.e. one exam *per module*, not one per course/class! Exam types differ across modules and include written exams, term papers, oral and combined exams. Module exams may cover all or only certain courses of the module.

See for example the module "AM 2: Media Culture and Society" below:

Advanced module AM 2: Medienkultur und Gesellschaft [4227MBXAM2]	12 CP
Lecture: <u>Medien und Kultur</u>	✓
Seminar: Mediennutzung und kulturelle Kommunikation	✓
Practical course: <u>Medien-Kritik</u>	✓
Module exam (written): term paper (15 pages) in the seminar	✓

In this module, the module exam is a term paper that needs to be written in the seminar (in other modules, exams may take on different forms and/or refer to different courses).

➔ Details on every module exam can be found in the [module guide for short-term students](#)

In addition to the module exam, all courses/classes of a module require coursework ("**Studienleistungen**", such as short presentations, assignments, exercises etc.). Coursework is not graded.

3. Reduced workload options for short-term students

In many larger modules, reduced workload options are available that allow short-term students to leave out certain courses/classes of the module if they do not wish to complete the entire teaching unit. Reduced workload options are **clearly defined** in the [module guide for short-term students](#):

➔ Courses that can be left out are **marked with (-)**, courses that are mandatory are **marked with (✓)**. The module exam is always mandatory (to receive credit points)!

See for example the module "AM 2: Media Culture and Society" below:

	Full module	Reduced workload options		
				
Advanced module AM 2: Medienkultur und Gesellschaft [4227MBXAM2]	12 CP	10 CP	9 CP	7 CP
Lecture: <u>Medien und Kultur</u>	✓	-	✓	-
Seminar: Mediennutzung und kulturelle Kommunikation	✓	✓	✓	✓
Practical course: <u>Medien-Kritik</u>	✓	✓	-	-
Module exam (written): term paper (15 pages) in the seminar	✓	✓	✓	✓

In this module short-term students can choose between four different study options (in other modules there may be less or different options): the full module option for 12 CP and three different reduced options as shown.

4. Choosing courses from KLIPS 2.0

- In order to view your course options, follow this link to the [Short-Term Study Programme of the Faculty of Arts and Humanities on KLIPS 2.0](#) and select your desired academic year in the menu.
- Now, you can see the Short-Term Study Programme in the form of a “**module tree**”. By clicking on “+” you can expand the tree structure and view the modules offered in the different subject areas.

Knotenfilter-Bezeichnung

- ☐ [20142] Kurzzeitstudium Erasmus Philosophische Fakultät
 - ☐ Bachelor- und Master-Module
 - ☐ Bachelor-Module
 - ☐ Master-Module
 - ☐ Lehramt
 - ☐ Deutsch als Fremdsprache
 - ☐ [UZK1StIn01] Studium Integrale
 - ☐ [4192INWeit] Weitere Lehrveranstaltungen

- This is what a module looks like in KLIPS 2.0:
orange cross = name of module
green dots = compulsory elements of the module (courses + module exam)

- ☐ [4227MBFAM2] AM 2: Medienkultur und Gesellschaft
 - ☐ [4227MBFAM2] Vorlesung Medien und Kultur
 - ☐ [4227MBFAM2] Seminar Mediennutzung und kulturelle Kommunikation
 - ☐ [4227MBFAM2] Übung Medien-Kritik
 - ☐ [4227MBFAM2] Modulprüfung

- When you click on the “+” next to the **green dot**, you can view the **different course options** offered in that module segment within the chosen academic year.

[4227MBFAM2] AM 2: Medienkultur und Gesellschaft				
[4227MBFAM2] Vorlesung Medien und Kultur				
Prüfung(en) im Studienjahr	Teil	Vortragende/r (Mitwirkende/r)	Ort (1.Termin)	Zeit (1.Termin)
14227.0005 18W 2SWS VO Populäre Bilder		Packard S, Sina V	105 Hörsaal B (610 Sitzpl.) (105/01/1.03)	10.10.18 17:45 - 20:00
14196.0003 19S 2SWS VO Das leere Bild		Spies C	100 Hörsaal VIII (188 Sitzpl.) (100/U1/HS VIII)	11.04.19 12:00 - 13:30
14196.0004 19S 2SWS VO William Henry Fox Talbot (1800 bis 1877). Pionier der Fotografie und Mann der Wissenschaften und Künste		Wolf H	100 Hörsaal VIII (188 Sitzpl.) (100/U1/HS VIII)	11.04.19 10:00 - 11:30

IMPORTANT: When putting your timetable together make sure to choose ONE course from EVERY module segment!

In our example, you would have to choose one of the offered lectures from the first module segment:

...plus one of the offered seminars from the second module segment:

[4227MBFAM2] AM 2: Medienkultur und Gesellschaft

[4227MBFAM2] Vorlesung Medien und Kultur

[4227MBFAM2] Seminar Mediennutzung und kulturelle Kommunikation

Prüfung(en) im Studienjahr	2018/19	Teil	Vortragende/r (Mitwirkende/r)	Ort (1.Termin)	Zeit (1.Termin)
14227.0210 18W 2SWS SE Shakespeare and Film I		<div></div> <div></div>	Sager J	100 Hörsaal XXI (117 Sitzpl.) (100/01/21)	09.10.18 14:00 - 15:30
14227.0211 18W 2SWS SE Shakespeare and Film II		<div></div> <div></div>	Sager J	100 Hörsaal XVIIa (49 Sitzpl.) (100/01/HS XVIIa)	11.10.18 14:00 - 15:30
14227.0212 18W 2SWS SE Ausstellungen als mediale Form. Geschichte und Theorie des Museums		<div></div> <div></div>	Köhler G	103 Seminarraum S92 (43 Sitzpl.) (103/EG /0.302)	09.10.18 16:00 - 17:30

...plus one of the offered practical courses from the third module segment:

➔ Correct course choices for the module “AM 2: Media Culture and Society” could look like this for example:

Advanced module AM 2: Medienkultur und Gesellschaft [4227MBXAM2]	12 CP
Lecture: Medien und Kultur ➔ 14227.0005 Populäre Bilder	✓
Seminar: Mediennutzung und kulturelle Kommunikation ➔ 14227.0212 Ausstellungen als mediale Form. Geschichte und Theorie des Museums	✓
Practical course: Medien-Kritik ➔ 14676.0043 Forschungskolleg	✓
Module exam (written): term paper (15 pages) in the seminar	✓

5. Learning Agreement: Approval of your course choices

- **Before you can sign up for courses in KLIPS 2.0, you need to send a list of your desired modules and courses (“Learning Agreement”) to philfak-incomings@uni-koeln.de for approval!**
- **If you are creating your Learning Agreement online through the Erasmus+ OLA or another EWP platform, make sure to enter philfak-incomings@uni-koeln.de as the “Receiving responsible person’s Email”, so that we get a notification!**

Please format your Learning Agreement as shown below:

Component code of the module	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester [winter = W or summer = S]	Number of ECTS credits to be awarded by the Receiving Institution upon successful completion
[4227MBXAM2]	Advanced module AM 2: Medienkultur und Gesellschaft: Lecture: 14227.0005 Populäre Bilder Seminar: 14227.0212 Ausstellungen als mediale Form (...) Practical course: 14676.0043 Forschungskolleg	W	12 ECTS
[0988SIWG00]	SI Wirtschaft / Gesellschaft / Soziales / Recht E: Seminar: 15304.0051 The Institutions of the European Union	W	3 ECTS
[6130TBFA10]	Advanced module AM 10: Computerlinguistik: Lecture: 16130.0137 Sprachverarbeitung Seminar: 16130.0136 Computerlinguistik II	S	6 ECTS
...

Erasmus+ students using the OLA platform should enter modules and courses as shown below:

Table A - Study programme at the Receiving institution *

Component to Table A			Remove
Component title at the Receiving Institution (as indicated in the course catalogue) *			
AM 2: Medienkultur und Gesellschaft (Lecture: 14227.0005 Populäre Bilder + Seminar: 14227.0211 Shakespeare and Film II + Practical course: 14676.0043 Forschungskolleg)			
<small>An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.</small>			
Component Code *	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion *	Semester *	
[4227MBXAM2]	12	Second semester (Summer/Spring) ▾	
<small>ECTS credits (or equivalent): in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.</small>			

6. Rules and hints for course selection

Access to modules / study levels:

- ➔ Short-term students should primarily choose their courses from the Short-Term Study Programme. In case you need courses that are not part of the Short-Term Study Programme, please contact philmak-incomings@uni-koeln.de.
- ➔ As a general rule, Bachelor's students can choose courses from Bachelor's modules and Studium Integrale, while Master's students can choose courses from Bachelor's modules, Master's modules, and Studium Integrale. By way of exception, Bachelor's students may take Master's modules if they have proven previous knowledge in the field of study that is in question. Requests need to be directed to philmak-incomings@uni-koeln.de.
- ➔ If you are a student in Teacher Education, you can also choose courses from our Teacher Education modules.
- ➔ Finding suitable modules for your study level:
 - Core modules ("Basismodule") convey basic knowledge in a field of study and are designed for students in their first to second year.
 - Advanced modules ("Aufbaumodule") serve to deepen previously acquired knowledge in a field of study and are designed for students in their second to third year.
 - Specialisation modules ("Schwerpunktmodule") serve to specialise further in a field of study in which students already have solid previous knowledge. They are designed for students in their second or third year.
 - Supplementary modules ("Ergänzungsmodule") allow students to explore additional fields of study throughout their entire study period.

Credit points (ECTS):

- ➔ There is no minimum or maximum number of credit points (ECTS) that short-term students should achieve, but we recommend to do no more than 30 ECTS per semester.
- ➔ The number of credit points (ECTS) awarded for every module or reduced workload option is stipulated in the [module guide for short-term students](#).
- ➔ It is **not possible** to change the number of credit points (ECTS) of a module or reduced workload option as credit points are defined in the system.

Course descriptions (syllabus):

- ➔ Course descriptions are usually provided in KLIPS 2.0 (click on the course title and scroll down to "Description"). A lot of times, you can only view the course description if you have selected the **German language setting** in the menu.

Understanding course entries in KLIPS 2.0:

14206.0306 20S 2SWS SE Music and cultural memory	 Spinetti F	100 Alter Seminarraum 1.408 (46 Sitzpl.) (100/04/1.408)	17.04.20 14:00 - 18:30
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- (1) The first number you can see ("14206.0306") is the **course code**. The course code should not be confused with the module code, which contains both numbers and capital letters and always comes in square brackets like e.g. "[4227MBFAM2]".
- (2) The second abbreviation ("20S") indicates in which **semester** the course is offered. "19W" = "winter semester 2019/20", "20S" = "summer semester 2020", "20W" = "winter semester 2020/21", "21S" = "summer semester 2021" etc.
- (3) The third abbreviation ("2SWS") indicates how many **hours** the course runs **per week** ("Semesterwochenstunden"). One class hour ("SWS") equals 45 minutes. Most courses have two class hours per week.
- (4) The forth abbreviation ("SE") indicates the **type of the course**. These are the most common course types (German / English):
 - VO – Vorlesung / L – Lecture
 - SE – Seminar / SE – Seminar
 - ES – Einführungsseminar / IS – Introductory seminar
 - PS – Proseminar / P - Course with introduction to theoretical aspects
 - HS – Hauptseminar / AS – Advanced seminar
 - UE – Übung / P – Practical course
 - KO – Kolloquium / CO – Colloquium
 - SP – Sprachkurs / LC – Language course
 - TT – Tutorium / P – Tutorial

- (5) On the right, you can see the **first scheduled date** of the course. Most courses are held at the same time every week. You should check the scheduled dates of your desired courses when putting your timetable together **to avoid any overlaps** (click on the course title and scroll down to “Dates and Groups”).

When you're staying for two semesters:

- ➔ Note that it is **not possible** to take a module twice. A module that has been successfully completed (passed) **cannot be repeated**.
- ➔ It is possible to spread modules made up of several courses **over two semesters**, as long as that the required courses are available in the following semester.

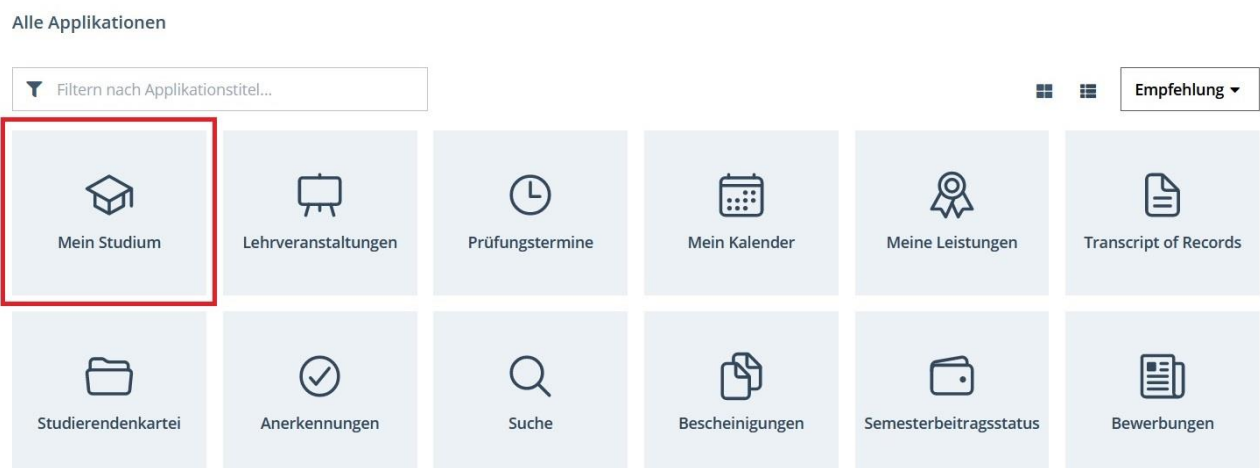
7. Course Registration

- Before you can sign up for courses in KLIPS 2.0, you need to send a list of your desired modules and courses (“Learning Agreement”) to philfak-incomings@uni-koeln.de for approval
- When signing up for courses via KLIPS 2.0 pay close attention to choosing the correct module contexts (see step 5) and enrol in all required courses of the module!

Prerequisite for course registration is that you have completed your enrolment and activated your UoC student account.

1) Log in to KLIPS 2.0 using your UoC student account ([how to activate your student account](#))

2) Click on the application “My Degree Programme” on your KLIPS 2.0 home screen:



3) Now you should see the module structure of the Short-term Study Programme of the Faculty of Arts and Humanities (if you’re enrolled in two faculties, you might have to click on “[Show my degree programmes](#)” and select “[Faculty of Arts and Humanities](#)” first):

Knotenfilter-Bezeichnung	empf. Sem.
<input type="checkbox"/> [20142] Kurzzeitstudium Erasmus Philosophische Fakultät	
<input type="checkbox"/> Bachelor- und Master-Module	
<input type="checkbox"/> Deutsch als Fremdsprache	
<input type="checkbox"/> [UZK1StIn01] Studium Integrale	
<input type="checkbox"/> [4192INWeit] Weitere Lehrveranstaltungen	

Please note: Bachelor and Master modules are **inactive** (no “+” symbol on the left), if you haven’t submitted a draft Learning Agreement (list of your desired modules and courses) to philfak-incomings@uni-koeln.de for approval yet:

Knotenfilter-Bezeichnung	
<input type="checkbox"/> [20142] Kurzzeitstudium Erasmus Philosophische Fakultät	
<input type="checkbox"/> Bachelor- und Master-Module	
<input type="checkbox"/> Deutsch als Fremdsprache	
<input type="checkbox"/> [UZK1StIn01] Studium Integrale	
<input type="checkbox"/> [4192INWeit] Weitere Lehrveranstaltungen	

In this case [click here to view full course listings](#) and send a draft Learning Agreement to philfak-incomings@uni-koeln.de for approval as soon as possible!

4) To sign up for a course, click on the **green arrow icon** next to the course title:

Knotenfilter-Bezeichnung		empf. Sem.	ECTS Cr.	Dau
<input type="checkbox"/> [20142] Deutsch			27	
<input type="checkbox"/> [4467DMLGA2] AM 2: Deutschdidaktik			9	
<input type="checkbox"/> [4467DMLGA2] S: Themen der Literatur- und Mediendidaktik			-	

Prüfung(en) im Studienjahr	2021/22	Teil/Prüf	Vortragende*r (Mitwirkende*r)	Ort (1.Termin)	Zeit (1.Termin)
14467.0402 21W 2SWS SE Rhetorische Lyrikanalyse im Deutschunterricht				103 Seminarraum 2.006 (50 Sitzpl.) (103/02/2.006)	15.10.21 10:00 - 11:30
14467.0410 22S 2SWS SE Tiere in Literatur und Literaturunterricht				Virtuelle Veranstaltung - kein Raum	22.04.22 12:00 - 13:30
14467.0411 22S 2SWS SE Epochenumbruch 18./19. Jahrhundert im DU am Beispiel ausgewählter Erzähltexte				Virtuelle Veranstaltung - kein Raum	12.04.22 08:00 - 09:30
14467.0412 22S 2SWS SE Von Lessing lernen? Dramendidaktik im DU				Ortsangaben folgen	13.04.22 10:00 - 11:30

5) Choose your desired module context and click on “Continue”:

Studium: 1110 M3 036 Deutsch

Kontexte der SPO-Version

Bezeichnung	empf. Sem.	ECTS Cr.
20142 Deutsch		
4467DMLGA2 AM 2: Deutschdidaktik		
<input checked="" type="radio"/> 4467DMLGA2 S: Themen der Literatur- und Mediendidaktik	keine Semesterempfehlung	
20142 Deutsch		
4467DMLGA3 AM 3: Neuere deutsche Literatur		
<input type="radio"/> 4467DMLGA3 HS/OS: Kulturelle Funktionen von Literatur in historischer und systematischer Perspektive	keine Semesterempfehlung	
20142 Deutsch		
4467DMLGA5 AM 5: Forschung und Vermittlung		
<input type="radio"/> 4467DMLGA5 S/KO: Vermittlungspotentiale fachwissenschaftlicher, fachdidaktischer und methodischer Kompetenzen	keine Semesterempfehlung	

Weiter **Schließen**

IMPORTANT: If you can see different options here, this means that the course you are signing up for is available in several modules or module segments.

It is very important that you choose the correct module context at this point, i.e. precisely the module or module part that you intend to complete (as agreed in your Learning Agreement)!

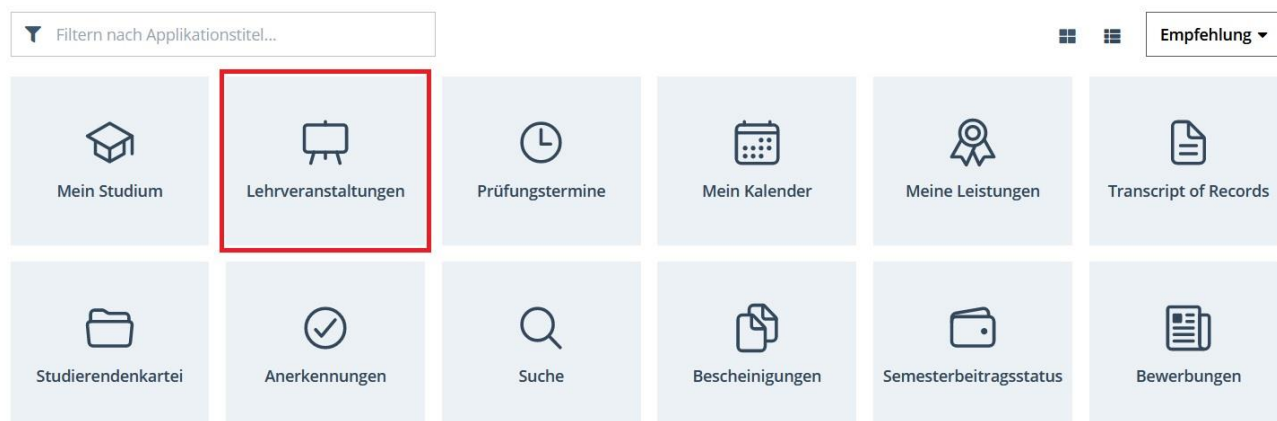
6) Choose a course group and click on “Register”:

Gruppe	An-/Ab-/Ummelden	Grp Vor.	Pr. Vor.	keine WL bei freien FP	nur für Studien	Reihungsverfahren	Abmeldung bis	Web	Zeit/Ort (1.Termin)	Vortragende/r [gen.SST Summe LV-Grp.SST]	Mitwirkende / Betreuende
Standardgruppe	<input checked="" type="checkbox"/> anmelden					Phil	30.09.22,23:59	✓	Fr. 22.04.22 12:00-13:30		

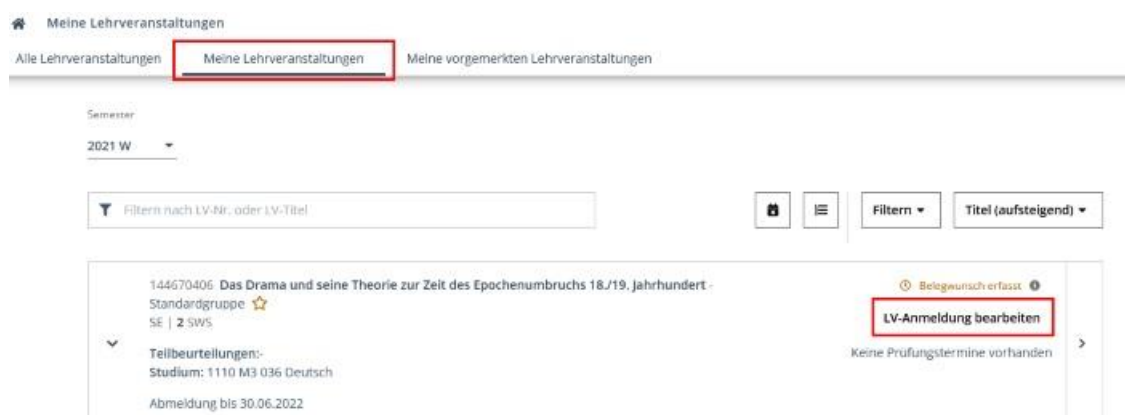
Anmelden **Abbrechen**

- 7) To view all courses you have signed up for so far, go to your KLIPS 2.0 home screen and click on **“Courses”**:

Alle Applikationen



- 8) In the **“My courses”** tab, you can also deregister from a course if needed by clicking on **“Edit course registration”** and then on the **“Deregister”** button in the next view:



9) Recommendations and Trouble-shooting:

- ➔ When signing up for courses, make sure to **avoid timetable clashes**. You can find the scheduled dates of each course when you click on the title of the course and scroll down to “Dates and Groups”.
- ➔ It is possible and recommended to apply for a number of different courses in the same module segment as back-up to enhance chances of receiving a confirmed place (“Fixplatz”). This is not necessary for lectures, but recommended for seminars, practical courses, and language courses as course places are limited in these courses.
- ➔ Note that course place requests in the same module segment are **treated as alternatives**. If you want to take two specific courses, you should not apply for them through the same module context, as you can receive only one “confirmed place” per module segment.

- ➔ If you try to register for a course and KLIPS 2.0 tells you “**No curriculum node can be selected**” this means that the course is not part of the short-term study programme. Please perform the above steps 2 and 3 to view course offerings of the short-term study programme.
- ➔ At the end of the 1st and 2nd registration period, course places are allocated through a **lottery system**. Allocation results are displayed one week after the end of the registration period at the latest. When you click on “Course registration” on your KLIPS business card, you can see your current registration status in all the courses you applied for:
 - ➔ “**Course place request**” or “**Waiting list**” means that you have requested a place in this course. If you still have this status one week after the end of the registration period, this means that you have not received a confirmed place in this course. In this case, you can nevertheless attend the first lesson to see if you can move up into the course.
 - ➔ “**Confirmed place**” means that have been accepted to the course. Make sure to attend the first lesson of the course, otherwise you might lose your place to someone on the waiting list. If you cannot attend the first lesson, write an e-mail to the lecturer in advance.