

## RESTRICTIONS ON REGISTRATION

There are several variations:

Criteria	1. Restriction on number of places according to target group	2. Restriction on number of places	3. Registration deadline	4. Target groups only	5. Target groups with restricted numbers of places only	6. All registrations on the waiting list (manual selection)
Maximum number of places (PZ)	PZ	PZ	-	-	PZ	PZ = 0
Registration possible from (T0)	(T0)	(T0)	(T0)	(T0)	(T0)	(T0)
Primary target group (ZG)	ZG	-	-	ZG	ZG	(ZG)
Primary target group has priority until (T1)	T1	-	-	-	-	-
Waiting list exists until (T2)	T2	T2	-	-	T2	T2
Registration only possible until (T3)	(T3)	(T3)	T3	(T3)	(T3)	T3

Blue = Entry required

Red = Entry voluntary

### 1. Restrictions on number of places according to target group

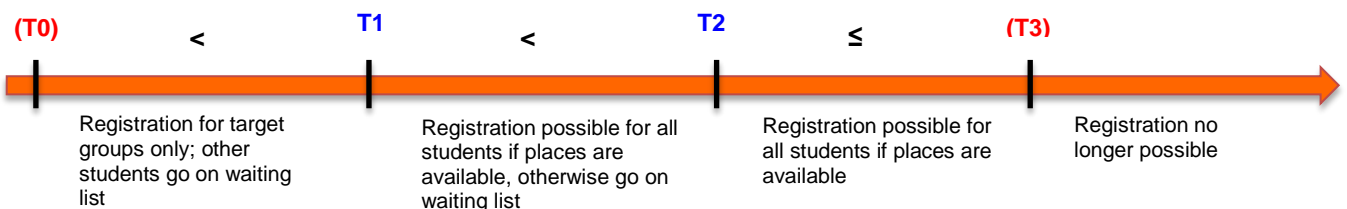
Up to date T1, registration is reserved for students from one or more specific target groups (students of specific degree programmes from a certain semester onwards). If a T0 has been set, registration is only possible from T0 onwards. As soon as the maximum number of places have been filled, target group students who register go onto the waiting list with special 'target group' status. Other students are always put onto the waiting list.

Between T1 and T2 all student may register for the course unit if places are still free. If the course is full, they are put onto the waiting list. At this point target group status is no longer considered.

If the course is full, registered students receive an email one week before date T2 which requests them to cancel their registration if they are not planning to attend the course unit.

On date T2 the waiting list is deleted. The students affected receive a notice of cancellation by email. Late registration is only possible if places are still available.

From date T3 registration via myStudies is no longer possible. If no T3 has been set, registration for the course unit via myStudies continues to be possible if places are still available.



## 2. Restrictions on number of places (without target group)

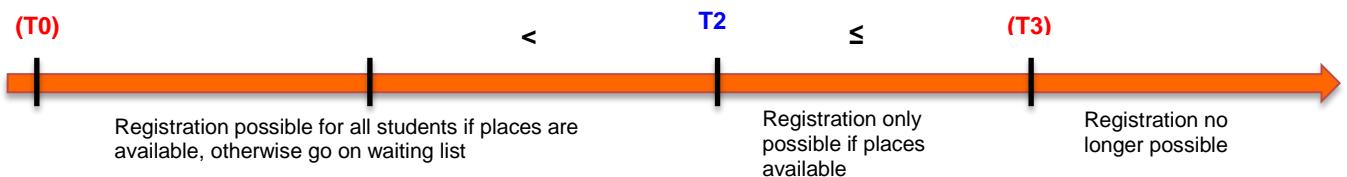
Here a maximum number of participants (PZ) is defined, without attention to target group. If a T0 has been set, registration is only possible from T0 onwards. All students may register for the course unit until date T2. If the maximum number of places has been reached they are put onto the waiting list (with no special target group status).

If the course is full, registered students receive an email one week before date T2 which requests them to cancel their registration if they are not planning to attend the course unit.

On date T2 the waiting list is deleted. The students affected receive a notice of cancellation by email. Late registration is only possible if places are still available.

From date T3 registration via myStudies is no longer possible. If places are still available, late registration can be made via the respective Study Administration Office.

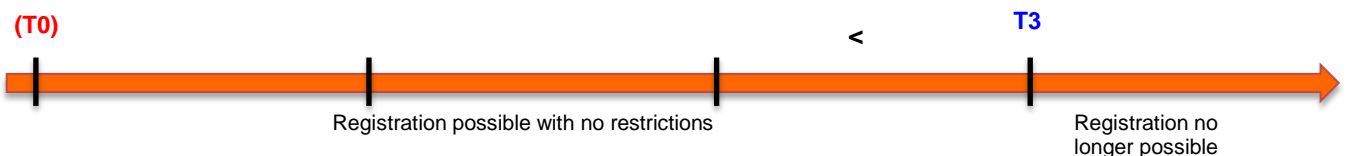
If no T3 has been set, registration for the course unit via myStudies is always possible if places are still available.



## 3. Registration deadline

Students may register for the course unit until deadline T3 with no restrictions of any kind. After T3 registration for the course unit via myStudies is closed. Late registration can be made via the respective Study Administration Office.

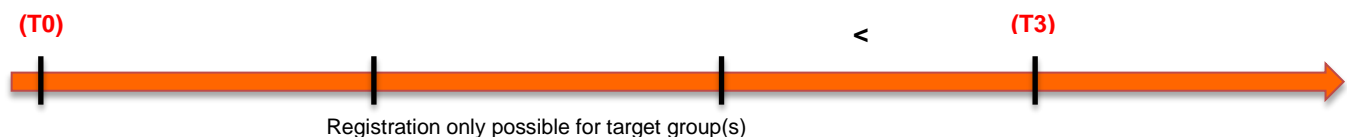
If a T0 has been set, registration is only possible from T0 onwards.



## 4. Target groups only

Only students belonging to defined target groups may register for the course unit. All others must apply in person to their Study Administration Offices.

Here at least one target group (ZG) must be set.



Dates T0 and T3 may also be set. Here registration for the course unit is only possible from T0 onwards, and only until T3. If T3 is left empty registration for the course unit is always possible.

### 5. Target groups with restricted numbers of places only

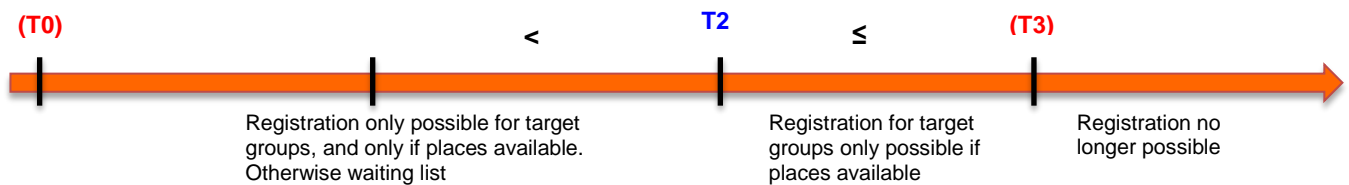
Here a maximum number of places (PZ) within one or more target groups (students of particular degree programmes) is defined. Registration is restricted to students from these target groups. As soon as the maximum number of places is reached, applicants are put onto the waiting list. If a T0 is set, registration is only possible from T0 onwards.

If the course is full, registered students receive an email one week before date T2 which requests them to cancel their registration if they cannot or do not wish to attend the course unit.

On date T2 the waiting list is deleted. The students affected receive a notice of cancellation by email. Late registration is only possible if places are still available.

After T3 registration for the course unit via myStudies is no longer possible. Late registration can be made via the respective Study Administration Office.

If T3 is left empty, registration for the course unit via myStudies is always possible if places are still available.



### 6. All registrations on the waiting list (manual selection)

If the lecturer (or the Study Administration Office) wishes to decide who can attend the course unit, the number of places is set at 0, meaning that all students who register go onto a waiting list. Target groups can also be defined, such that only registrations from these target groups go onto the waiting list.

Registration is only possible until T3. Between T3 and T2 the students selected by the lecturers for admission are definitively registered by the Study Administration Office in LKW.

On date T2 the waiting list is deleted. The students affected receive a notice of cancellation by email.

Late registrations may be considered by the Study Administration Office.

