

How to use STUD.IP and QIS

Information for Exchange Students

Once you are enrolled you can pick up your username and password at the IT Service Point (room G 9)

You need it

- to access your university e-mail account
 - to sign up for classes, seminars and access course material
 - to connect to the university Wi-Fi (eduroam)
 - to use the computers in the PC rooms
1. You are required to register for your selected courses as soon as possible on STUDIP (we will show and explain you how to do this)
 2. You will be informed about the requirements of the subject/seminar in the first class of the semester.
 3. You have to attend the classes and seminars regularly.
 4. Written exams always take place at the end of the semester.
 5. In some courses you will have to give a presentation and / or write a paper before you can take the exam.
 6. You have to register/de-register for the exams in QIS at the beginning of the examination registration period. Should you fail the exam at the first sitting, you are allowed to retake.
 7. You have to register for the exams in a certain time slot which will be communicated by e-mail.
 8. You can de-register up to 3 days before the exam takes place
 9. After the assignments you will be able to print your transcript of records yourself in qis. If you need a signature please send it to the International Business Office.