# Instructions for the allocation of language courses

## Please note the conditions for a language course placement in advance:

# This allocation ensures a fair distribution, as all language courses are limited in number of participants.

- 1. The application **must be** for **two** language courses (or two different groups of the same language course), otherwise it is invalid.
- 2. In principle, each student receives only **one** language course allocation.

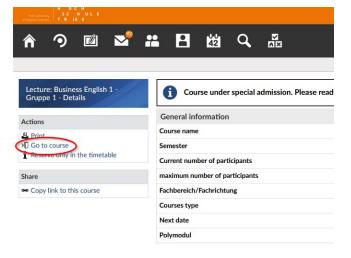
#### <u>Step 1</u>

- Go to Stud.IP and select "Search".
- Enter e.g. "Business English" as search term and **select any group of the current language courses** (your individual choice within the list will be made later).

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Global search Course directory Room	Search
Global search	Business English Active filters: Semester: SS 2024 m
Result display	
All results	Courses
My courses	Lecture: Business English 1 - Gruppe 1
Courses (5)	Wed 14:00 - 17:10 (weekly)
Persons	
Institutes	Lecture: Business English 1 - Gruppe 2 Tue 09:40 - 13:00 (weekly)
Files	Tue: 07.40 - 13.00 (weekly)
Dates	Lecture: Business English 2 - Gruppe 1
Messages Postings	Mon 14:00 - 17:10 (weekly)
Resources	Lecture: Business English 2 - Gruppe 2 Tue. 14:00 - 17:10 (weekly)
Semester	Study many International Purisers Earlish Austaurah M/S 20/21
	Study group: International Business English - Austausch WS 20/21

#### <u>Step 2</u>

Now select "Go to course":



### <u>Step 3</u>

- Now select exactly two language courses one after the other from the list of language courses (on the left) and drag them with the mouse ("drag and drop") into the right area under "Selected courses". Applications for more or less than two language courses are invalid!
- **Check if the prioritization order is as desired**, otherwise change the order (this can be adjusted until the application deadline!).
- Click on "Save" and then "Close"!

Lecture: Business English 1 - Gruppe 1 - Enrolment				
<ul> <li>Seats in this course are assigned automatically.</li> <li>The course is part of an admission with 4 courses. You may enrol to 1. Your priorities will be accounted for.</li> <li>Date of assignment: 04/04/24 16:00:00</li> </ul>				
Drag and drop your choice to the right side and sort them by priority (most desired at the top). You can drag more cou Available courses	ses than you really want to participate in. Selected courses			
Filter	Filter			
Business English 2 - Gruppe 1 🛈	1. Business English 1 - Gruppe 1 ①			
Business English 2 - Gruppe 2 🛈	2. Business English 1 - Gruppe 2 🛈			



#### <u>Step 4</u>

- Check under "Courses" that exactly two language courses are listed under "Entries on registration and waiting list ".

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My courses My study groups My institutes	Export		
My courses	Entries on r	registration ar	nd waiting list
Current courses		sh 1 - Gruppe 1 Imission set "Sprac	then_SoSe_2024"
Archived courses Semester filter		sh 1 - Gruppe 2 Imission set "Sprac	then_SoSe_2024"
SS 2024 ~			

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