

## 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.

### Step 1

- 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).

The screenshot shows the Stud.IP search interface. At the top, there is a navigation bar with icons for home, refresh, search, messages, users, profile, calendar, and a search icon. Below the navigation bar, the search term "Business English" is entered in the search box. The search results are displayed in a list format. The first four results are lectures for Business English 1 and 2, grouped into two groups each. The fifth result is a study group. The search results are filtered for the semester "SS 2024".

Course Name	Time	Frequency
Lecture: Business English 1 - Gruppe 1	Wed., 14:00 - 17:10	weekly
Lecture: Business English 1 - Gruppe 2	Tue., 09:40 - 13:00	weekly
Lecture: Business English 2 - Gruppe 1	Mon., 14:00 - 17:10	weekly
Lecture: Business English 2 - Gruppe 2	Tue., 14:00 - 17:10	weekly
Study group: International Business English - Austausch WS 20/21		

### Step 2

- Now select "Go to course":

The screenshot shows the course details page for "Lecture: Business English 1 - Gruppe 1". The page is divided into two main sections: "Actions" and "General information". In the "Actions" section, the "Go to course" button is highlighted with a red circle. The "General information" section contains fields for course name, semester, current number of participants, maximum number of participants, Fachbereich/Fachrichtung, Courses type, Next date, and Polymodul.

Field	Value
Course name	Lecture: Business English 1 - Gruppe 1
Semester	SS 2024
Current number of participants	
maximum number of participants	
Fachbereich/Fachrichtung	
Courses type	
Next date	
Polymodul	

### Step 3

- 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

**Seats in this course are assigned automatically.**

- The course is part of an admission with 4 courses. You may enrol to 1. Your priorities will be accounted for.
- Date of assignment: 04/04/24 16:00:00

Drag and drop your choice to the right side and sort them by priority (most desired at the top). You can drag more courses than you really want to participate in.

Available courses	Selected courses
Filter	Filter
Business English 2 - Gruppe 1 ⓘ	1. Business English 1 - Gruppe 1 ⓘ
Business English 2 - Gruppe 2 ⓘ	2. Business English 1 - Gruppe 2 ⓘ

### Step 4

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

H O C H  
S C H U L E  
T R I E R

My courses My study groups My institutes Export

My courses

Current courses

Archived courses

Semester filter

SS 2024

Entries on registration and waiting list

Name
Business English 1 - Gruppe 1 Priority 1 in admission set "Sprachen_SoSe_2024"
Business English 1 - Gruppe 2 Priority 2 in admission set "Sprachen_SoSe_2024"