GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

Faculty of Humanities
Dean of Studies Office

Timetable preparation in the Two-Subject-Bachelor

for students in their FIRST semester



1 What do I need to create a timetable?

To create a timetable,
you need four tools:

1. Exemplary study plan
2. Module catalogue
3. Course catalogue in HISinOne EXA
4. Stud.IP

Scan QR-Code for video tutorial



2 How do I go about creating a timetable?

Please note in general:
First plan the smaller subject and then plan the larger subjec around the small subject! In larger subjects you have more choice of courses, as they are often offered at different time

Examples of larger subjects:

- German Studies
- English: Language, Literatures and Cultures/ Englisch
- History
- Philosophy

3 Where can I find an exemplary study plan?

You can find an exemplary study plan for your subject in the „**Fachspezifischen Bestimmungen der Prüfungs- und Studienordnung**“ of the respective subject. You can find this document by clicking on your subject in the A-Z-list under the item „**Regulations**“.

Please open the latest version. At the end of the document you will find one or more exemplary, i.e. sample, study plans. These are suggestions as to the order in which the modules* can be studied. In the next step, you have to find out which courses you have to take for a module. You can find this information in the module catalogue.

For the A-Z List scan QR Code:

For the glossary scan QR Code:

* Relevant terms related to the study program are explained in a glossary.

If you wish to print these instructions, you will find a simplified document on the same website.
Please think of the environment, before printing this document.

4 Where can I find the module catalogue?

You wil find the module catalogue that is currently valid for you on the same page as the **„Fachspezifischen Bestimmungen“.** In the module catalogue, you will find the core curriculum of the respective subject under the indication „**Übersicht nach Modulgruppen**“. The core curriculum defines the modules that you must complete in order to graduate with 66 C in each of your subject. Click on the module in the PDF that you have selected in the exemplary study plan. This will take you to the module description.

This contains important Information, including:

- Name of the module
- Number of Credits
- Courses
- Examination/ Examination prerequisites
- Frequency and duration
- Admission requirements





5 When and where do the courses take place?

From the module description you now know which courses belong to the module. The courses are entered in HISinOne EXA. Log in via eCampus and select the course catalogue.

For eCampus scan QR Code:

Then click on „Faculty of Humanities“ and then on your respective subject. Now look for the corresponding courses. Always check whether the course is really assigned to the module you would like to take.

If available, please also read the remarks and the commentary carefully, as important information is iften contained here, e.g. on the registration modalities.

6 Where do I have to register?

You must register for the courses via StudIP. Please note the information on the respective registration modalities in HISinOne EXA. You can also access Stud.IP via eCampus. You can find instruction videos on StudIP here.
Often you can register for courses during certain time slots only.
If you have questions about registration, please contact the respective lecturer or your subject.

Scan the QR-Code for the Stud.IP tutorial videos:

! Please note that registration in Stud.IP does not replace registration in FlexNow. If you want to take an exam, you must also register for it in FlexNow in time.
Examination dates are usually shown in HISinOne EXA.

I have questions about creating my timetable. Where can I go?

If you have general questions about planning your courses or the study process, please feel free to contact the Student Advisory Service at the Faculty of Humanities:

Advisory for international students:

0551 39-26721
international@phil.uni-goettingen.de

You can find the current office hours here.

If you have subject-specific questions, e.g. about module content, please contact the student advisory service of your subject. You can find these either on the seminar homepage or here and you can scan this QR Code. There you will also find further advisory services offered by the faculty.



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