



Department I
Timetabling and
Lecturer Support
Services

January 2024

Timetable and information about course selection and the registration procedure for summer semester 2024

Dear bachelor students,

hereafter we arranged all important information for you about registration and assignment of courses and we wish you a successful course selection.

teaching period:

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|-----------------------|--|
| start of lectures: | 02 April 2024 (Tuesday) |
| end of lectures: | 03 August 2024 |
| examination period A: | 15 July - 27 July 2024 (exams) |
| examination period B: | 16 September - 28 September 2024 (exams and resits) |
| non-teaching period: | 01 May 2024 (Labor Day) |
| | 09 May - 11 May 2024 (Ascension /bridge days) |
| | 18 May -20 May 2024 (Whitsun Holiday) |

Welcome and information event for first subject-specific semester will take place online on 19 March 2024. Further information will follow.

Students in the first subject-specific semester will be assigned a course “introduction to studying” by the timetabling team. The course is **mandatory** and will take place on 02 and 03 April 2024 (in addition to further dates during the semester). Students will find the assigned course group in their personal timetable in our new campus management system S.A.M. (Study Administration Management).

Students of all bachelor degree programmes are to register their course preferences online.

Registration period: Monday, 11 March 2024 - Thursday, 21 March 2024, 12:00 p.m. CET (noon)

Before beginning their studies students have been issued with a preliminary identification code by post, which provides them with access to all HWR Berlin electronic systems. Students can use this personal access code to use their HWR e-mail, moodle account, WIFI and the campus management system S.A.M. (Study Administration Management). Follow the link to access our (new) campus management system: **S.A.M. (Study Administration Management): <https://sam.hwr-berlin.de/en>**

In modules which offer multiple choices of course, students are required to choose at least two (sometimes 3) course groups, indicating their first and second / third preference.

All students are treated equally in the assignment of courses. The date on which your online choice is entered (first or last day) is irrelevant in this procedure. If many students wait until the

last moment to make their choices, this could **overload the server**; we request that students make their choices early.

Priority in the assignment of courses:

Priority will be given to the following students in the award of their choices in parallel classes:

- 1) Students who are within the specifications of the intended degree completion plan
- 2) Students in a later semester than foreseen by the intended degree completion plan, especially those repeating courses

Students may only register for a maximum of 32 semester weekly hours. Students **may not** register for any further courses over this limit. The only exception is the selection of courses from the General Studies program.

Valid for all bachelor students:

Places on courses are awarded by lottery. Some courses are taught in several groups; students admitted to these courses will **not** always be put in the exact group of their preference.

Five places per class will be reserved for students with responsibility for the care of a child under the age of 12 (proof required).

Such cases can only be taken into consideration if the student in question has recorded this on their re-enrolment/enrolment form and have presented their child's birth certificate to the Admissions and Enrolment Office.

Courses in which you have been accepted appear in your personal timetable in S.A.M. by 28 March 2024.

Students can only sit examinations for those courses for which they have been accepted (course registration leads automatically to registration for the examination). Students are required to check their timetable **after the end of the deletion period** to verify their course status (admission/assignment). **Students can withdraw from courses to which they have been assigned and delete their entry in S.A.M. within the period 22 April - 04 May 2024.**

General Studies Programs: Classes provided within the scope of the General Studies programme are awarded by lottery in accordance with the number of free places. The classes "Business German", "Business French", "Business Spanish" and "Chinese" are open to all students; admission is dependent upon the number of available places.

Credits awarded within the scope of these classes do not count towards the award of their degree unless they are intended as mandatory or elective courses in a degree programme and part of a degree programme.

Mathematical preliminary courses (before the start of the semester) **and a mathematical bridging course** (during the semester) are available to all Bachelor students. The language of instruction is German.

Please consult the specifications of the relevant study and examination regulations.

We wish all students a successful summer semester 2024!

The timetabling team