

Information Sheet for Course Registration

Bachelor and Master of Science

If you have any questions regarding course registration, please contact us exclusively by e-mail, stating: [first name] [last name], [matriculation number], [course of study] [semester] [registered course (and its group)] to: lehrveranstaltungsplanung.sg@tum.de

If the given form of the request is not followed, your request will not be processed and will be deleted.

How does the registration procedure work?

For Bachelor's and Master's degree programs, a registration procedure is usually created for the entire module. This defines a minimum number of enrollments that you must make. In the elective catalogs, the module registration procedures are often part of a higher-level registration procedure. This is to ensure that the places in the elective catalogs are distributed fairly and evenly as far as possible. If you did not receive a confirmed place in a favored elective module when your place was first allocated, you must re-register for the elective modules with the remaining free places during the remaining place registration.

As of the winter semester 2020/2021, course places are no longer allocated on a "first come, first served" basis.

When registering, you must submit your personal preferences. However, these will only be taken into account when you are distributed on the basis of the lottery procedure.

When course places are distributed after the end of the course period, you will be allocated places by drawing lots. Due to legal requirements, students in higher semesters have priority for this allocation. Justified pre-enrollments (e.g. students with children) will be carried out in advance by the Dean of Studies Office.

The status "Requirements met" only means a successful registration, but not yet the receipt of the place in the course. Only the status "Confirmed place" indicates that you have received a place in the respective course. You will be informed automatically by e-mail about the receipt of a confirmed place.

The distribution of the confirmed places on the allocation date specified in the registration procedure is carried out by the Dean of Studies Office (lehrveranstaltungsplanung.sg@tum.de). After the allocation date of the last registration period (remaining place registration), registrations, re-registrations and, if necessary, cancellations can only be taken over by lecturers.

Opening of Courses for Registration

Dates of courses at the Faculty of Sport and Health Sciences are usually published in TUMonline one week before the start of registration. Block dates may also be announced at a later date. Dates of registration as well as remaining registration will be communicated on the faculty website as well as in the newsletter in a timely manner.

Dates of other institutions (such as VHB modules or language courses) may be published at a later date. You must find these on your own responsibility on corresponding portals.

Registration Procedure

Students must register for all courses independently each semester during the course registration period. There is no automatic registration by the faculty.

When registering, the recommended course of study for the corresponding course of study according to the FPSO should be used. This is stored in TUMonline or can be found in the form of study plans and module overviews on the faculty website. It does not matter for course placement whether you register via the study plan or via the search function ("free registration") in TUMonline. However, we strongly recommend registering via the study plan or semester plan, as the courses intended for your course of study are already preset here.

The registration periods at the faculty apply exclusively to the modules of the faculty. These can be recognized by "SG" at the beginning of the module number (e.g. SG120020). Other modules (VHB modules, language courses or modules of other faculties) may have different registration periods. You have to find these on your own responsibility on corresponding portals.

Advancing modules from higher semesters according to the study plan is only possible if the course places are available at the start of the course.

Registration Status in TUMonline

You can view your registration status at any time in TUMonline. The status "Requirements met" only means a successful registration, but not yet the receipt of a place in the course. Only the status "Confirmed place" signals the receipt of a place in the respective course. You will be informed automatically by e-mail about the receipt of a confirmed place.

Registration Periods

During the course registration period you have the possibility to register for all modules of your curriculum according to the semester recommendation.

In the case of elective catalogs, registration for several modules of the elective catalog is possible in principle. In this case, however, you can only submit your preferences within one module but not between the different modules in the elective catalog. Overlaps between the compulsory and elective modules as well as between the elective modules of different elective catalogs must be checked independently before registration and taken into account during registration.

Within the remaining registration you have the possibility to re-register or to change to another group (or to another elective module). To do this, you must log out of the respective registration process and then re-register. At the same time, a corresponding request should be sent to lehrveranstaltungsplanung.sg@tum.de. Before deregistering from the registration procedure with elective modules, it is absolutely necessary to check whether no confirmed place has actually been obtained in any module of the elective catalog. The deregistration is valid for all modules of the registration procedure.

The availability of free places can be viewed in TUMonline.

Place allocation

The date on which places are allocated can be viewed in each registration procedure. The date of allocation of the remaining places will only be visible at the start of the remaining place registration.

You will be notified automatically by TUMonline about the receipt of a confirmed place. If you have not received a corresponding e-mail notification about the receipt of a confirmed place by the allocation date of the course registration period, this means that you must re-register for other modules (for elective catalogs) or for other groups (for compulsory modules) when registering for the remaining place. Re-registration within the elective catalog requires a simultaneous request to lehrveranstaltungsplanung.sg@tum.de.

Attendance at courses

Attendance in person is required on the first day of the course in order to confirm the confirmed place. If it is not possible to attend the first day of the course, an excuse must be sent in writing (by e-mail) to the lecturer of the course well in advance of the start of the first course. In the case of unexcused absence, you will be immediately deregistered from the course. The same applies to irregular attendance at the course.

Participants without a confirmed place after the start of the course

Appearance in a course in the first/second week of the semester with the intention of possibly being able to obtain free course places is not permitted.

Students who cannot provide proof of their course place will be expelled from the room.

They can see in TUMonline when course places have become free and apply for these places by e-mailing lecturers.

The following block is to be used for this purpose:

Subject: Free course place

E-mail recipient: Lecturer of the course/group

Text block:

I, [first name] [last name], [matriculation number], [course of study] [semester] hereby request a late registration in the following course(s) because there are currently still free places available:

Module number and title, course title, course group, time

Exchange of course places as well as elective modules

The exchange of course places within different groups of a module with available free places is possible until the end of the first week of the course. If there are no free places in the group/course, the exchange is only possible with an exchange partner. The request should be addressed to the relevant lecturer.

The following module should be used for this purpose:

Subject: Exchange of a course place

E-mail recipient: Lecturer of the course/group

CC: Exchange partner

Text block:

I hereby request, [first name] [last name], [matriculation number], [course of study] [semester]

[registered course (and its group)]

for a swap with the following student

[first name] [last name], [matriculation number], [course of study] [semester]

[registered course (and its group)]

Deregistration of modules

It is not possible for students to deregister from individual elective modules within an elective catalog. It is only possible to deregister from the entire registration process (i.e. from all modules in the elective catalog). After the last place allocation, registrations/re-registrations/deregistrations within an elective catalog are carried out by the lecturers. The last allocation date can be found in each registration procedure after the remaining place allocation.

Module descriptions

Module descriptions are freely accessible in TUMonline (without registration in TUMonline). If you have detailed questions about the content or the delivery of the module, please contact the module leaders.

Elective modules via VHB (Virtuelle Hochschule Bayern)

Registration for VHB modules should be done at the VHB portal:

<https://kurse.vhb.org/VHBPORTAL/kursprogramm/kursprogramm.jsp>

When choosing VHB modules from an elective catalog (5th and 6th semester for Bachelor of Health Science), the registration for exams has to be done in TUMonline in any case. Please refer to the respective course description to find out whether additional registration for examinations is necessary at the university offering the course.

For Bachelor Health Science only one VHB module per elective catalog can be credited.

Moodle courses

Registration for a Moodle course is to be done via the course in TUMonline. The participant lists are automatically transferred from TUMonline to Moodle.