

## Instructions for Erasmus+/Non-EU Student Exchange Program students for course registration

You can register for courses of your study program via u:find (<https://ufind.univie.ac.at>). This step-by-step guide is intended to help you with the registration process. However, as the registration process differs from department to department, these instructions are only a basic guideline.

In this document, you will find information on

- how to register for courses (p. 2),
- how to allocate points during the registration (p. 5),
- and on the registration overview in u:space (p. 6).

If you have any further questions, please contact your mobility coordinator at your department.

Course registration is only possible during the registration periods. Each directorate of studies ("Studienprogrammleitung") sets their own registration deadlines. You can usually find the course registration periods either listed in the course catalogue u:find directly in the course details, or at the field of study's general entry after clicking on the option "Browse - Course Directory" and choosing the respective study program. If you cannot find any information in u:find, please visit the website of your department.

**Registration for courses outside your nominated field of study:** Please also register for courses outside your nominated field of study during the registration periods. However, you will need to contact the respective mobility coordinator afterwards to make sure that you are allowed to attend the courses (please see ["Courses outside your nominated field of study"](#) for further information).

**Please note that you will need to register for your courses within the registration period in any case, even if you are only interested in a course. It is not possible to attend a course without prior registration.**

## Step-by-step instructions on how to register

Search for the course you want to register for via the online course directory u:find (<https://ufind.univie.ac.at>).

On the course's page, click on "Register/Deregister for this course". Please note that this link might only be visible during the registration period.

### 135012 VO STEOP: Comparative Literature (2020W)

5.00 ECTS (2.00 SWS), SPL 13 - Finno-Ugristik, Nederlandistik, Skandinavistik und Vergl.Literaturw.

• STEOP

Zu dieser VO findet ein begleitendes Tutorium statt.

Mo 05.10. 15:00-16:30 ↻ Hörsaal 7 Hauptgebäude, Hochparterre, Stiege 7

#### Registration/Deregistration

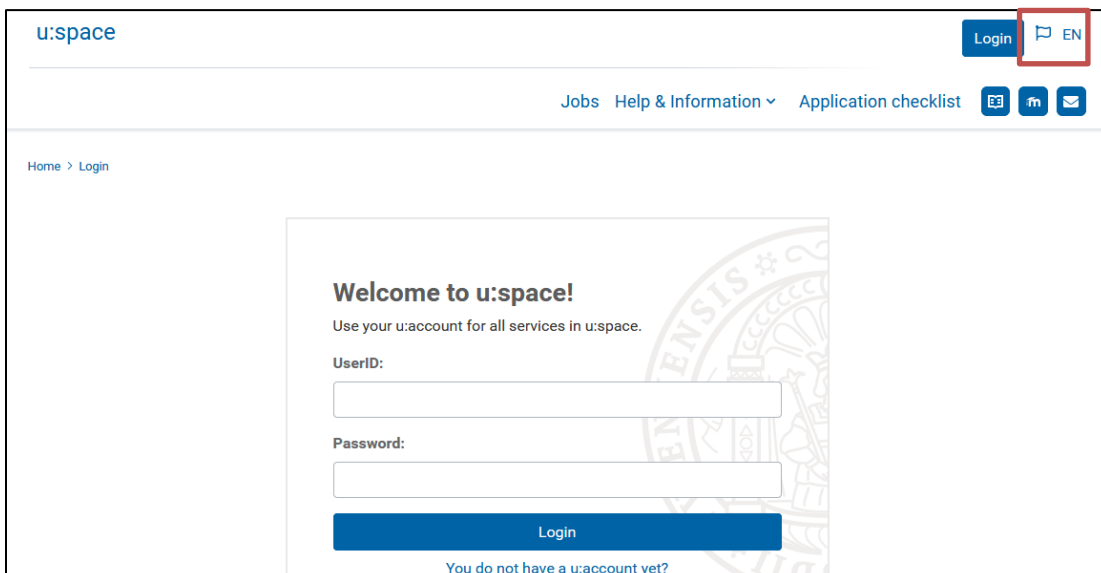
 [Register/Deregister for this course](#)

#### Details

Language: German

Lecturers

You will be forwarded to u:space. Login: Please enter your UserID and your u:account password. You can switch the language to English by clicking on the "DE/EN" symbol in the top right corner of the page:



u:space

Login EN

Jobs Help & Information Application checklist

Home > Login

**Welcome to u:space!**

Use your u:account for all services in u:space.

UserID:

Password:

Login

[You do not have a u:account yet?](#)



When you register for a course with **non-continuous** assessment (e.g. a lecture), this page should appear:

### Registration for courses and exams

**HILFE**

[135012-1 VO STEOP: Comparative Literature \(2020W\)](#)

#### Allocation

Please select the degree programme and module for which you would like to take this course.

**Degree programme:**

UA 670 Vergleichende Literaturwissenschaft (UA 033 670)

**Register**

Click on **“Register”**. You should then see this page:

### Registration for courses and exams

**HILFE**

✓ **Registration successful**  
You have been successfully registered for the course.

[135012-1 VO STEOP: Comparative Literature \(2020W\)](#)

✓ **Registered** Course

Course lecturer: Stefan Kutzenberger

Next class: Mo., 05.10.2020 15:00 - 16:30  
Hörsaal 7 Hauptgebäude, Hochparterre, Stiege 7  
[Show all](#)

Register from: 01.09.2020 00:01      until: 30.09.2021 23:59

Deregister until: 30.09.2021 23:59 **Deregister**

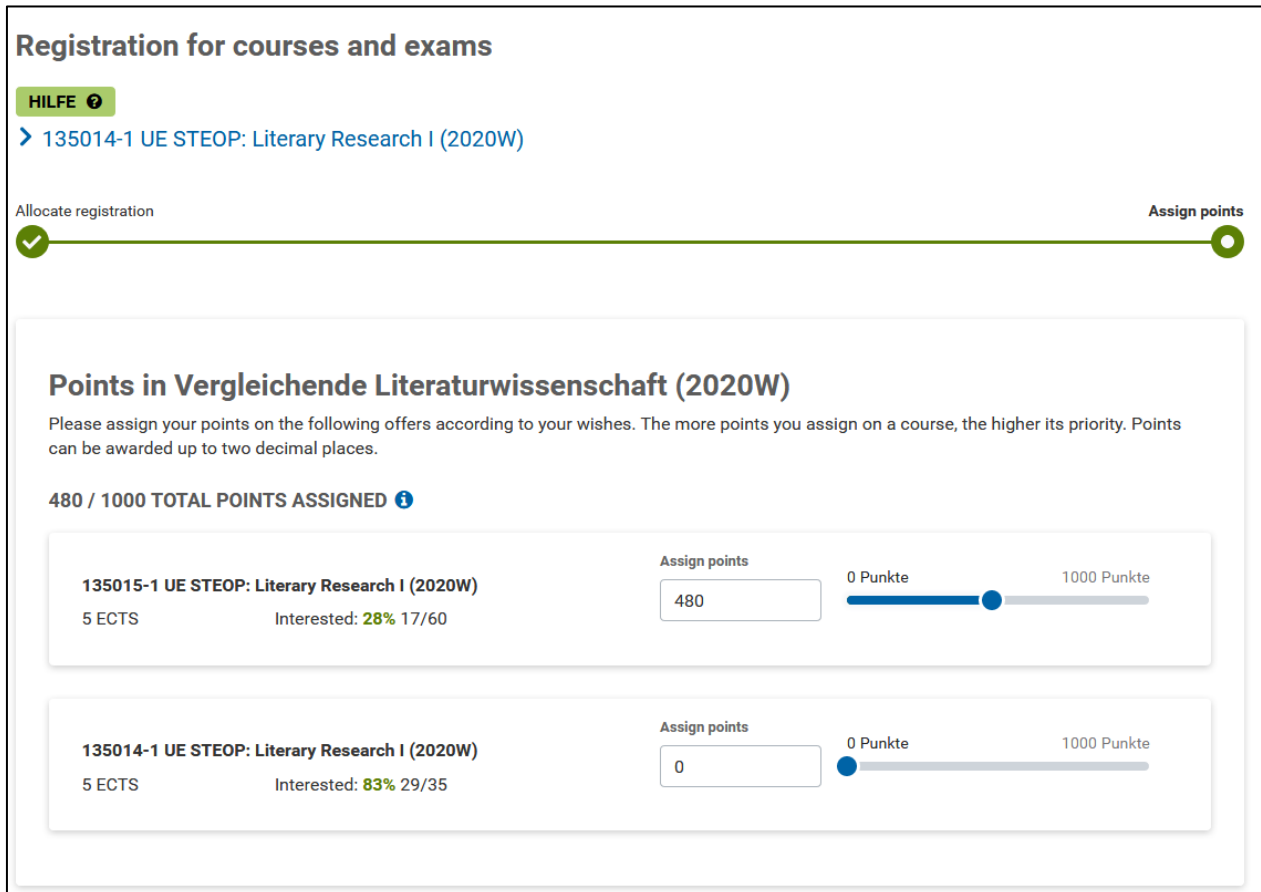
#### My registration

**Allocation**

**Degree programme:**  
UA 670 Vergleichende Literaturwissenschaft (UA 033 670)

**Edit**

When you register for a course with **continuous** assessment (e.g. a seminar), you will be forwarded to a page where you can allocate points or state preferences. The page where you can allocate points looks like this:



**Registration for courses and exams**

[HILFE](#)

[135014-1 UE STEOP: Literary Research I \(2020W\)](#)

Allocate registration Assign points

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**Points in Vergleichende Literaturwissenschaft (2020W)**

Please assign your points on the following offers according to your wishes. The more points you assign on a course, the higher its priority. Points can be awarded up to two decimal places.

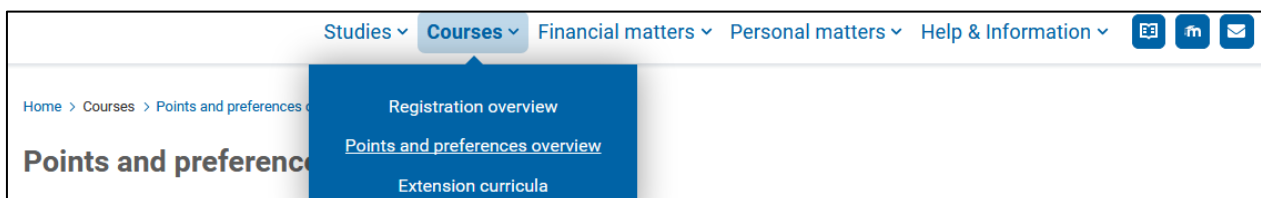
**480 / 1000 TOTAL POINTS ASSIGNED**

Course	ECTS	Interested	Assign points	Slider Range
135015-1 UE STEOP: Literary Research I (2020W)	5	28% 17/60	480	0 Punkte to 1000 Punkte
135014-1 UE STEOP: Literary Research I (2020W)	5	83% 29/35	0	0 Punkte to 1000 Punkte

You can allocate points by entering them in the field beneath “Assign points” or by using the controller. For more information on how to allocate points, please read on. Please enter the amount of points you want to spend on your course(s) and then click on “Register”.

If you want to register for a course with more than one group, you must order the groups by preference. Your preferred group should be placed first.

If you want to change your point allocations and preferences afterwards, you can usually do so during the registration period by clicking on “Courses -> Points and preferences overview” at the top of the page:



Studies ▾ Courses ▾ Financial matters ▾ Personal matters ▾ Help & Information ▾

Home > Courses > Points and preferences overview

**Points and preferences overview**

- Registration overview
- Points and preferences overview**
- Extension curricula

We wish you success with your course registration!

## Point allocation during the registration process

Especially courses with continuous assessment (e.g. seminars) are taught in smaller classes. To guarantee a fair distribution of places, the University of Vienna uses a “Punktesystem” (“point allocation system”). Each semester you normally have 1000 points in total to allocate. The more points you allocate to a course, the higher are your chances to get into it.

**For example:** You would like to attend 3 courses with limited access. You could now choose to allocate 333 points per course:

- Course A: 333 points - medium chance to get into the course
- Course B: 333 points - medium chance to get into the course
- Course C: 333 points - medium chance to get into the course

However, you might have some preferences. Let’s say course A is your favorite, course B is your second choice and course C is not that important to you, so you could allocate your points in this manner:

- Course A: 700 points - high chance to get into the course
- Course B: 200 points - medium chance to get into the course
- Course C: 100 points - low chance to get into the course

**Important!** In many fields of study, exchange students have a “special status”. That means that your chances to get into a course with limited access are often higher. Please allocate points to indicate your preferences, but it is more important to discuss with your mobility coordinator which courses you would like to attend.

## Registration overview

You can find an overview of your courses under the header „Courses“ -> „Registration overview“ in your u:space account.

If you want to edit one of your course registrations, you will need to click on the arrow on the right side next to the course:



The screenshot shows a course card with the following details:

- Course title:** 135015-1 UE STEOP: Literary Research I
- Course lecturer:** Julia Danielczyk
- Next class:** Th., 01.10.2020 18:30 - 20:00  
Hörsaal 7 Hauptgebäude, Hochparterre, Stiege 7
- Buttons:** "To u:find" and "Show all" (with a blue arrow icon).
- Course icon:** A circular icon with a blue arrow pointing right, indicating an edit or action option.

For **courses with non-continuous assessment** (e.g. lectures) the following status values may appear:

- **Registered (Angemeldet):** You have registered for the course.
- **Deregistered (Abgemeldet):** You have successfully deregistered from the course.

For **courses with continuous assessment** (e.g. seminars, exercises) the following status values may appear:

- **Allocation by registration deadline (Zuteilung nach Anmeldefrist):** If you have registered for a course with a limited number of participants, you will not be registered for it straight away. The places will only be allocated after the end of the registration deadline. After the deadline, it will be decided whether you receive a spot in the course.
- **Registered (Angemeldet):** You are registered for the course. In case you do not want to attend, you have to deregister in due time.
- **On waiting list (Auf Warteliste):** You have not been assigned a place on the course. If other students deregister, you might be able to move up the list and be registered. If you are on the waiting list, please attend the first unit of the course as there may be free places.
- **Alternative place available (Alternativplatz verfügbar):** You have not received a place in the course you have originally stated as your first preference, but you will be able to attend another group (parallel course). You can accept or reject the alternative offer within a defined deadline.
- **In process (In Bearbeitung):** The registration period has ended and the course allocation takes place now. This can take several hours. In the meanwhile, you cannot make any changes.
- **No place received (Keinen Platz erhalten):** You have been on the waiting list of a course and did not receive a place. You can no longer move up the list.

**Important!** Each department handles the course registration process differently, and exchange students have a special status in the registration system. Therefore, a specific colour next to one of your courses might mean something different from what it means for regular students. If you have any questions or problems regarding your courses' statuses, please contact your mobility coordinator.