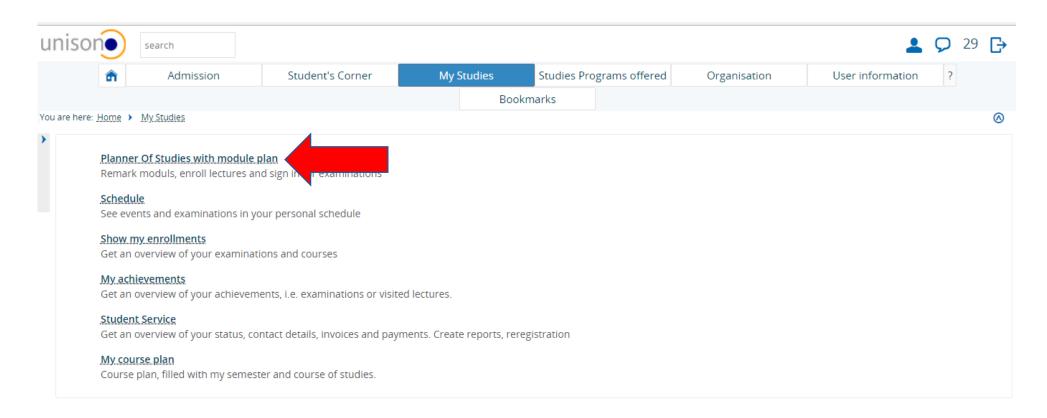
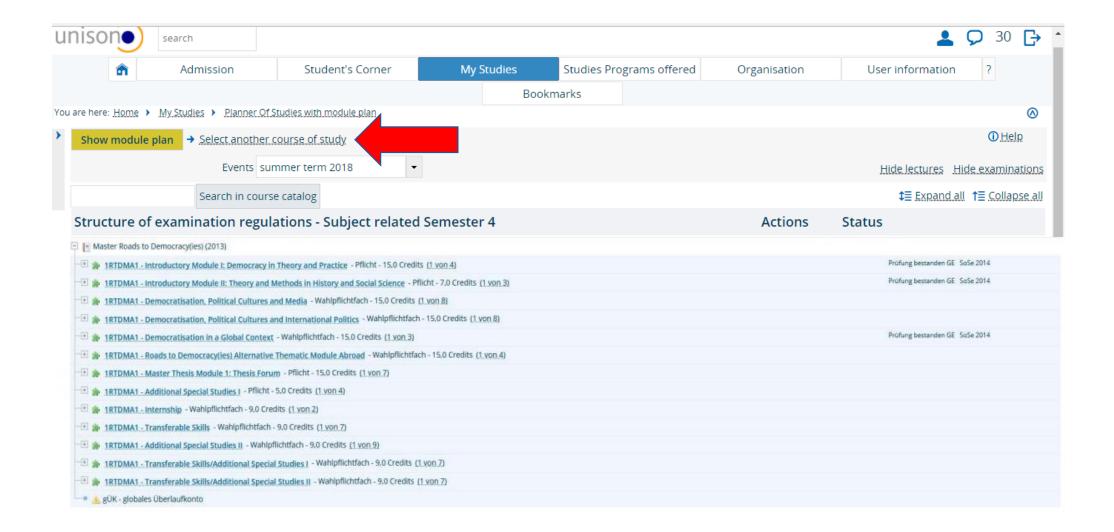
Registration for achievements in unisono

Always notice the hints regarding the registration for Studien- and Prüfungsleistungen in unisono. There are different time periods for the registration and cancellation of Studien- and Prüfungsleistungen every semester.

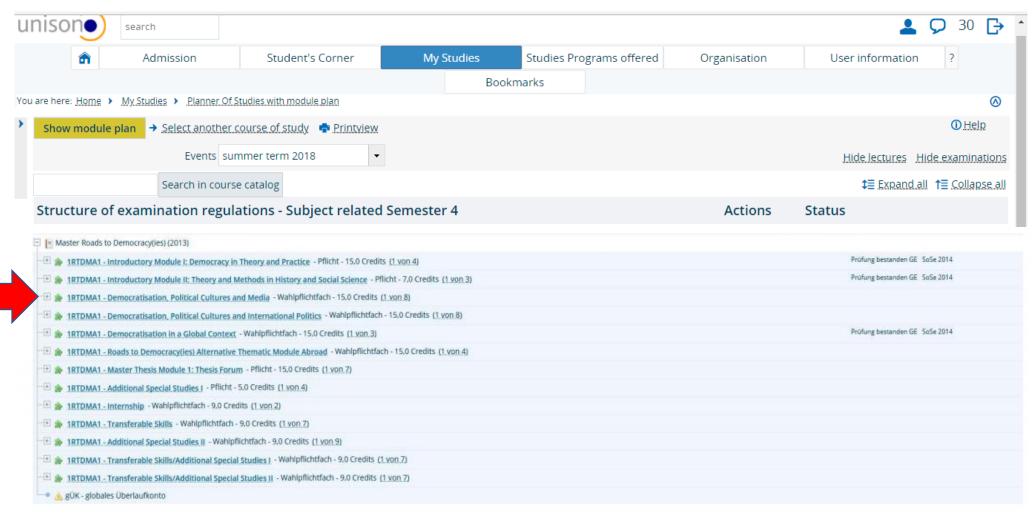
After you signed up with your username in unisono, you have to follow the index tab "My Studies". After that, you have to choose "Planner Of Studies with module plan".



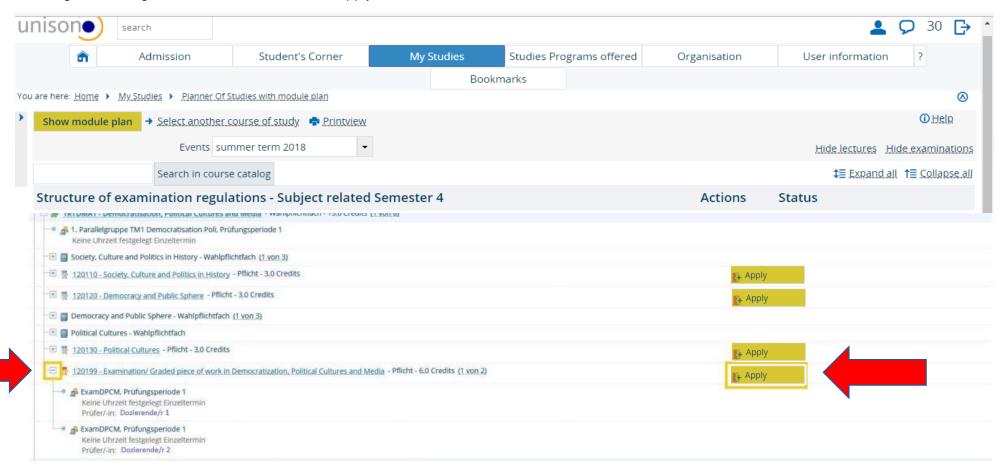
Now, you are able to see the structure of the examination regulations for your course of studies (in this example: Master Roads to Democracy(ies). If you want to register for an achievement in another course of studies in which you are registered for, choose "Select another course of study".



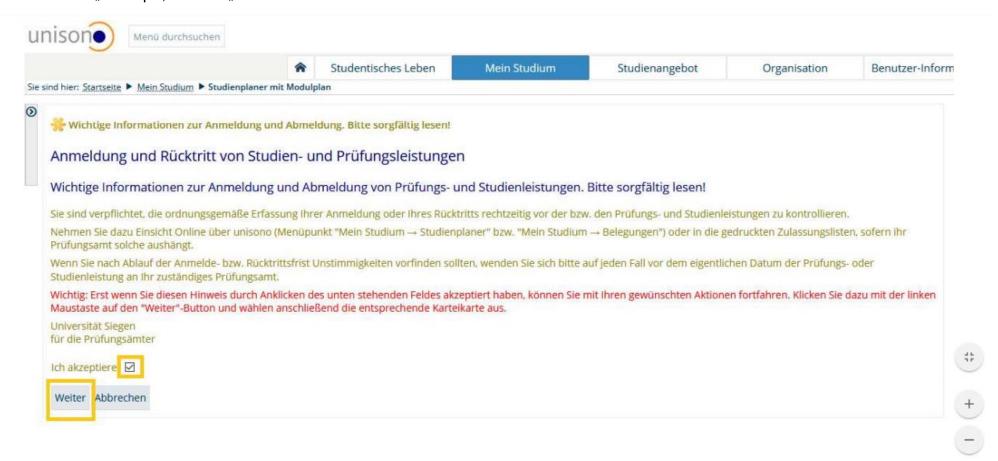
To find the achievement, click the cross left from the concerning module (in this example: Democratisation, Political Cultures and Media).



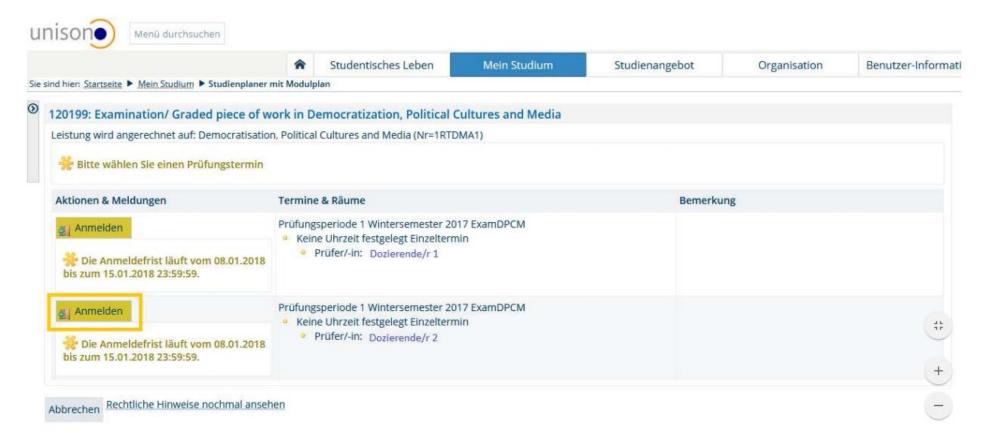
After that, an overwiev of your chosen module will pop up. The book symbol shows the different groups fort he module. The blue medal stands for Studienleistung, while the red medal stands for Prüfungsleistung. A module is presented as a green puzzle symbol. This example shows the method to registrate for a Prüfungsleistung. With a click on the cross symbol (+) left from the Prüfungsleistung, information regarding date and lecturer is given. To registrate for an exam, click on "Apply".



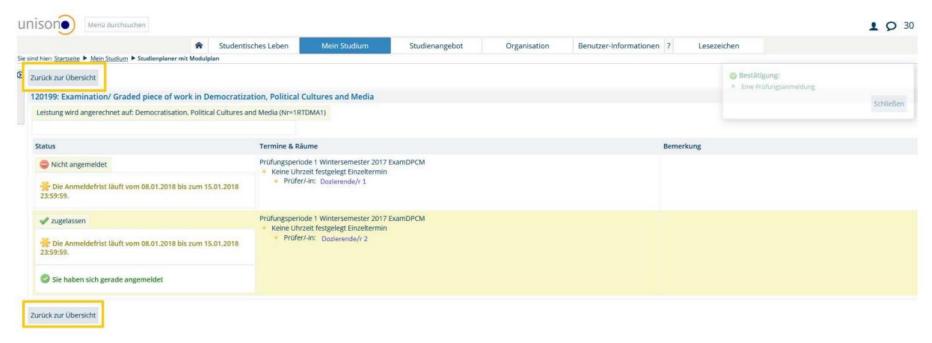
The next step shows important information regarding registration and cancellation. You should read this carefully! After putting a checkmark next to "I accept", click on "next" to continue.



The next view gives a possibility to enroll for different exams with different lecturers and different dates fort he chosen achievement. Please choose the correct exam, which fits to your module and group, in which you want to give an achievement. Click on "Apply". The picture shows the process.

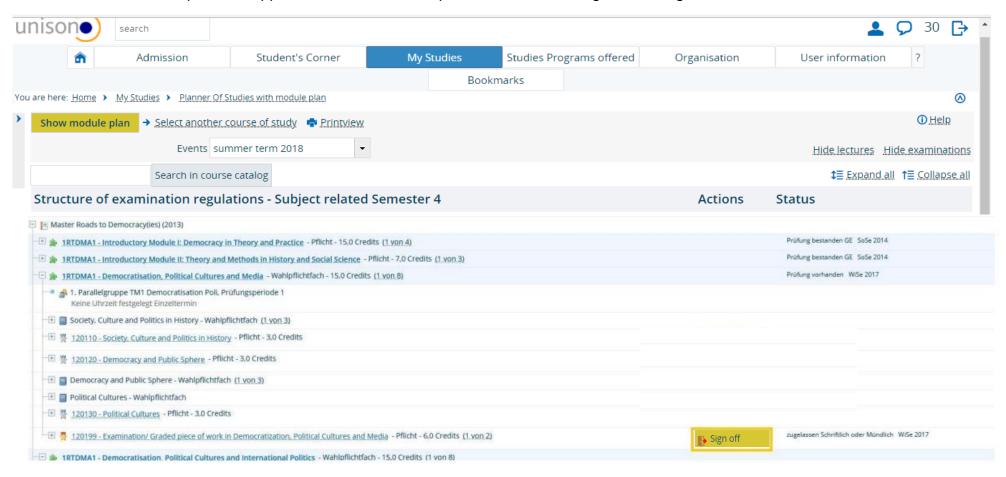


After the application, the system will give you two hints, that the application process was successful. One is on the left bottom corner and the other one is a pop-up on the right top corner. With a click on "Back to the overview", you can go back to the examination regulations structure.



Cancellation of achievements in Unisono

You can also cancel the previous application. If there is an option to cancel it, it is given as "Sign off".



If the Cancelling was successful, you will get an information about it. The first one is on the left bottom corner and the second one is a pop-up on the right top corner. With a click on "Back to the overview", you can go back to the examination regulations structure.

