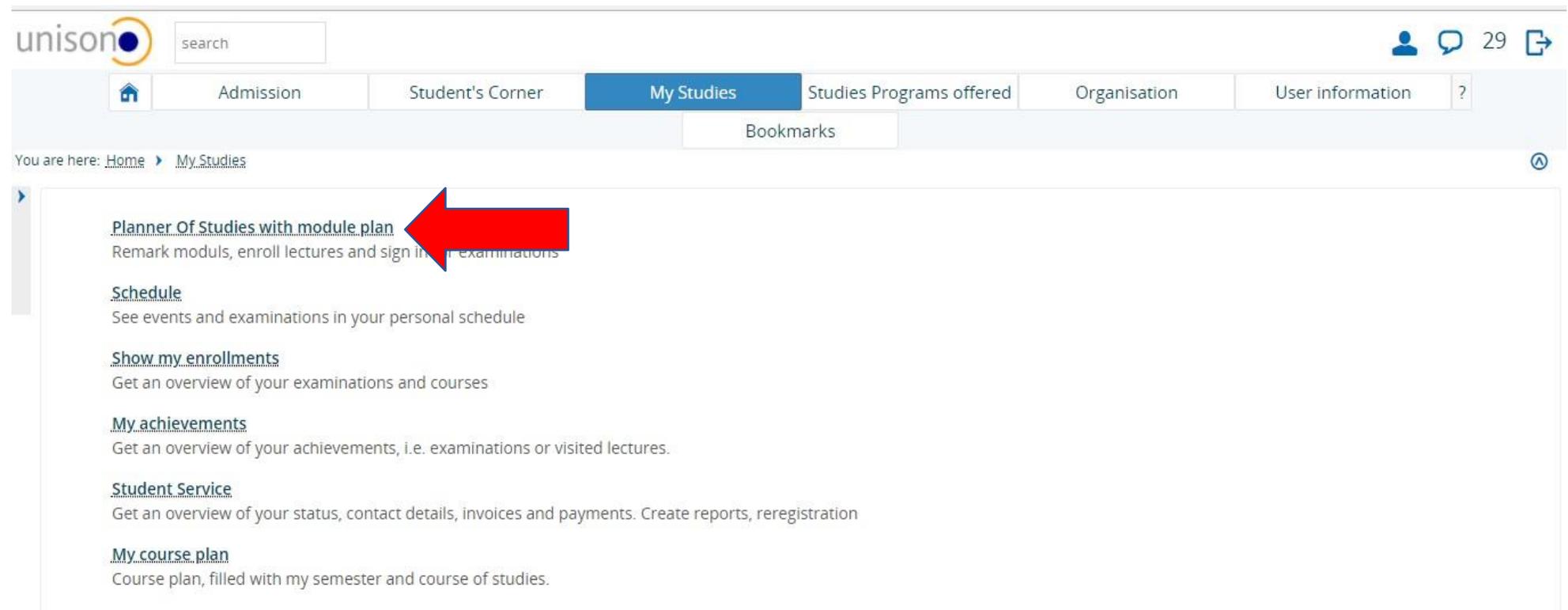


## Registration for achievements in unisono

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“.



The screenshot displays the unisono web interface. At the top left is the unisono logo and a search bar. On the right, there are icons for user profile, chat, and a notification count of 29. Below this is a navigation menu with tabs: Home, Admission, Student's Corner, My Studies (highlighted in blue), Studies Programs offered, Organisation, and User information. A 'Bookmarks' tab is also visible. Below the navigation menu, a breadcrumb trail reads 'You are here: Home > My Studies'. The main content area lists several options under the 'My Studies' section:

- [Planner Of Studies with module plan](#)  
Remark moduls, enroll lectures and sign in for examinations
- [Schedule](#)  
See events and examinations in your personal schedule
- [Show my enrollments](#)  
Get an overview of your examinations and courses
- [My achievements](#)  
Get an overview of your achievements, i.e. examinations or visited lectures.
- [Student Service](#)  
Get an overview of your status, contact details, invoices and payments. Create reports, reregistration
- [My course plan](#)  
Course plan, filled with my semester and course of studies.

A large red arrow points to the 'Planner Of Studies with module plan' link.

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“.

The screenshot shows the unison student portal. At the top, there is a search bar and navigation tabs: Admission, Student's Corner, My Studies (highlighted), Studies Programs offered, Organisation, and User information. Below the navigation, there is a breadcrumb trail: You are here: Home > My Studies > Planner Of Studies with module plan. A red arrow points to the link 'Select another course of study' in the breadcrumb trail. Other elements include a 'Show module plan' button, an 'Events' dropdown menu set to 'summer term 2018', and a 'Search in course catalog' input field. The main content area is titled 'Structure of examination regulations - Subject related Semester 4' and contains a table with columns for 'Actions' and 'Status'. The table lists various modules for the 'Master Roads to Democracy(ies) (2013)' program, including '1RTDMA1 - Introductory Module I: Democracy in Theory and Practice' and '1RTDMA1 - Master Thesis Module 1: Thesis Forum'. The status for several modules is 'Prüfung bestanden GE SoSe 2014'. At the bottom left, there is a 'gÜK - globales Überlaufkonto' notification.

	Actions	Status
Master Roads to Democracy(ies) (2013)		
1RTDMA1 - Introductory Module I: Democracy in Theory and Practice - Pflicht - 15,0 Credits (1 von 4)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Introductory Module II: Theory and Methods in History and Social Science - Pflicht - 7,0 Credits (1 von 3)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Democratisation, Political Cultures and Media - Wahlpflichtfach - 15,0 Credits (1 von 8)		
1RTDMA1 - Democratisation, Political Cultures and International Politics - Wahlpflichtfach - 15,0 Credits (1 von 8)		
1RTDMA1 - Democratisation in a Global Context - Wahlpflichtfach - 15,0 Credits (1 von 3)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Roads to Democracy(ies) Alternative Thematic Module Abroad - Wahlpflichtfach - 15,0 Credits (1 von 4)		
1RTDMA1 - Master Thesis Module 1: Thesis Forum - Pflicht - 15,0 Credits (1 von 7)		
1RTDMA1 - Additional Special Studies I - Pflicht - 5,0 Credits (1 von 4)		
1RTDMA1 - Internship - Wahlpflichtfach - 9,0 Credits (1 von 2)		
1RTDMA1 - Transferable Skills - Wahlpflichtfach - 9,0 Credits (1 von 9)		
1RTDMA1 - Additional Special Studies II - Wahlpflichtfach - 9,0 Credits (1 von 9)		
1RTDMA1 - Transferable Skills/Additional Special Studies I - Wahlpflichtfach - 9,0 Credits (1 von 7)		
1RTDMA1 - Transferable Skills/Additional Special Studies II - Wahlpflichtfach - 9,0 Credits (1 von 7)		
gÜK - globales Überlaufkonto		

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

The screenshot shows the unison student portal interface. At the top, there is a search bar and navigation tabs including 'Admission', 'Student's Corner', 'My Studies' (which is active), 'Studies Programs offered', 'Organisation', and 'User information'. Below the navigation, there is a breadcrumb trail: 'You are here: Home > My Studies > Planner Of Studies with module plan'. A secondary navigation bar contains 'Show module plan', 'Select another course of study', and 'Printview'. There is also a 'Help' icon. A dropdown menu for 'Events' is set to 'summer term 2018'. A search bar labeled 'Search in course catalog' is present. On the right side, there are links for 'Hide lectures', 'Hide examinations', 'Expand all', and 'Collapse all'. The main content area is titled 'Structure of examination regulations - Subject related Semester 4' and has columns for 'Actions' and 'Status'. A list of modules is displayed, with a red arrow pointing to the third item: '1RTDMA1 - Democratisation, Political Cultures and Media - Wahlpflichtfach - 15,0 Credits (1 von 8)'. The status for this module is 'Prüfung bestanden GE SoSe 2014'. Other modules in the list include '1RTDMA1 - Introductory Module I: Democracy in Theory and Practice', '1RTDMA1 - Introductory Module II: Theory and Methods in History and Social Science', '1RTDMA1 - Democratisation, Political Cultures and International Politics', '1RTDMA1 - Democratisation in a Global Context', '1RTDMA1 - Roads to Democracy(ies) Alternative Thematic Module Abroad', '1RTDMA1 - Master Thesis Module 1: Thesis Forum', '1RTDMA1 - Additional Special Studies I', '1RTDMA1 - Internship', '1RTDMA1 - Transferable Skills', '1RTDMA1 - Additional Special Studies II', '1RTDMA1 - Transferable Skills/Additional Special Studies I', and '1RTDMA1 - Transferable Skills/Additional Special Studies II'. At the bottom of the list is 'gÜK - globales Überlaufkonto'.

	Actions	Status
Master Roads to Democracy(ies) (2013)		
1RTDMA1 - Introductory Module I: Democracy in Theory and Practice - Pflicht - 15,0 Credits (1 von 4)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Introductory Module II: Theory and Methods in History and Social Science - Pflicht - 7,0 Credits (1 von 3)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Democratisation, Political Cultures and Media - Wahlpflichtfach - 15,0 Credits (1 von 8)		
1RTDMA1 - Democratisation, Political Cultures and International Politics - Wahlpflichtfach - 15,0 Credits (1 von 8)		
1RTDMA1 - Democratisation in a Global Context - Wahlpflichtfach - 15,0 Credits (1 von 3)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Roads to Democracy(ies) Alternative Thematic Module Abroad - Wahlpflichtfach - 15,0 Credits (1 von 4)		
1RTDMA1 - Master Thesis Module 1: Thesis Forum - Pflicht - 15,0 Credits (1 von 7)		
1RTDMA1 - Additional Special Studies I - Pflicht - 5,0 Credits (1 von 4)		
1RTDMA1 - Internship - Wahlpflichtfach - 9,0 Credits (1 von 2)		
1RTDMA1 - Transferable Skills - Wahlpflichtfach - 9,0 Credits (1 von 7)		
1RTDMA1 - Additional Special Studies II - Wahlpflichtfach - 9,0 Credits (1 von 9)		
1RTDMA1 - Transferable Skills/Additional Special Studies I - Wahlpflichtfach - 9,0 Credits (1 von 7)		
1RTDMA1 - Transferable Skills/Additional Special Studies II - Wahlpflichtfach - 9,0 Credits (1 von 7)		
gÜK - globales Überlaufkonto		

After that, an overview of your chosen module will pop up. The book symbol shows the different groups for the 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 register for a Prüfungsleistung. With a click on the cross symbol (+) left from the Prüfungsleistung, information regarding date and lecturer is given. To register for an exam, click on „Apply“.

The screenshot shows the 'unison' student portal interface. At the top, there is a search bar and navigation tabs including 'Admission', 'Student's Corner', 'My Studies' (selected), 'Studies Programs offered', 'Organisation', and 'User information'. Below the navigation, a breadcrumb trail reads 'You are here: Home > My Studies > Planner Of Studies with module plan'. The main content area is titled 'Structure of examination regulations - Subject related Semester 4' and features a table with columns for 'Actions' and 'Status'. The table lists several modules, including '120110 - Society, Culture and Politics in History - Pflicht - 3,0 Credits', '120120 - Democracy and Public Sphere - Pflicht - 3,0 Credits', '120130 - Political Cultures - Pflicht - 3,0 Credits', and '120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media - Pflicht - 6,0 Credits (1 von 2)'. The '120199' module is highlighted with a yellow box, and a red arrow points to it from the left. Another red arrow points to the 'Apply' button for this module from the right. The 'Apply' buttons for other modules are also visible.

	Actions	Status
1. Parallelgruppe TM1 Democratisation Poll, Prüfungsperiode 1 Keine Uhrzeit festgelegt Einzeltermin		
120110 - Society, Culture and Politics in History - Pflicht - 3,0 Credits	Apply	
120120 - Democracy and Public Sphere - Pflicht - 3,0 Credits	Apply	
120130 - Political Cultures - Pflicht - 3,0 Credits	Apply	
120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media - Pflicht - 6,0 Credits (1 von 2)	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 screenshot shows the unisono website interface. At the top left is the unisono logo and a search bar labeled "Menü durchsuchen". A navigation bar contains links for "Studentisches Leben", "Mein Studium" (highlighted in blue), "Studienangebot", "Organisation", and "Benutzer-Inform". Below the navigation bar is a breadcrumb trail: "Sie sind hier: Startseite ► Mein Studium ► Studienplaner mit Modulplan".

The main content area features a yellow star icon and the heading "Wichtige Informationen zur Anmeldung und Abmeldung. Bitte sorgfältig lesen!". Below this is a sub-heading "Anmeldung und Rücktritt von Studien- und Prüfungsleistungen" and another heading "Wichtige Informationen zur Anmeldung und Abmeldung von Prüfungs- und Studienleistungen. Bitte sorgfältig lesen!".

The text provides instructions on registration and cancellation, mentioning the need to check the official lists and to accept the terms by clicking a checkbox. The checkbox is checked and highlighted with a yellow box. Below the checkbox are two buttons: "Weiter" (highlighted with a yellow box) and "Abbrechen".

On the right side of the page, there are three circular navigation buttons: a double arrow, a plus sign, and a minus sign.

The next view gives a possibility to enroll for different exams with different lecturers and different dates for the 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.

The screenshot shows the unison student portal interface. At the top left is the unison logo and a search bar labeled 'Menü durchsuchen'. A navigation bar contains links for 'Studentisches Leben', 'Mein Studium' (highlighted), 'Studienangebot', 'Organisation', and 'Benutzer-Informati'. Below this is a breadcrumb trail: 'Sie sind hier: Startseite ► Mein Studium ► Studienplaner mit Modulplan'. The main content area is titled '120199: Examination/ Graded piece of work in Democratization, Political Cultures and Media' and notes 'Leistung wird angerechnet auf: Democratisation, Political Cultures and Media (Nr=1RTDMA1)'. A message says 'Bitte wählen Sie einen Prüfungstermin'. Below is a table with three columns: 'Aktionen & Meldungen', 'Termine & Räume', and 'Bemerkung'. The table has two rows, each with an 'Anmelden' button, a deadline notice, and exam details. The second row's 'Anmelden' button is highlighted with a yellow box. At the bottom left is an 'Abbrechen' button and a link 'Rechtliche Hinweise nochmal ansehen'. On the right side of the table, there are three circular icons: a double arrow, a plus sign, and a minus sign.

unison Menü durchsuchen

Studentisches Leben **Mein Studium** Studienangebot Organisation Benutzer-Informati

Sie sind hier: Startseite ► Mein Studium ► Studienplaner mit Modulplan

120199: Examination/ Graded piece of work in Democratization, Political Cultures and Media  
Leistung wird angerechnet auf: Democratisation, Political Cultures and Media (Nr=1RTDMA1)

Bitte wählen Sie einen Prüfungstermin

Aktionen & Meldungen	Termine & Räume	Bemerkung
<p>Anmelden</p> <p>Die Anmeldefrist läuft vom 08.01.2018 bis zum 15.01.2018 23:59:59.</p>	<p>Prüfungsperiode 1 Wintersemester 2017 ExamDPCM</p> <ul style="list-style-type: none"> <li>Keine Uhrzeit festgelegt Einzeltermin</li> <li>Prüfer/-in: Dozierende/r 1</li> </ul>	
<p>Anmelden</p> <p>Die Anmeldefrist läuft vom 08.01.2018 bis zum 15.01.2018 23:59:59.</p>	<p>Prüfungsperiode 1 Wintersemester 2017 ExamDPCM</p> <ul style="list-style-type: none"> <li>Keine Uhrzeit festgelegt Einzeltermin</li> <li>Prüfer/-in: Dozierende/r 2</li> </ul>	

Abbrechen [Rechtliche Hinweise nochmal ansehen](#)

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.

The screenshot displays the unison student portal interface. At the top, the unison logo and a search bar are visible. The navigation menu includes 'Studentisches Leben', 'Mein Studium' (highlighted), 'Studienangebot', 'Organisation', 'Benutzer-Informationen', and 'Lesezeichen'. A breadcrumb trail shows the user's path: 'Startseite' > 'Mein Studium' > 'Studienplaner mit Modulplan'. A 'Zurück zur Übersicht' button is highlighted in the top left corner. A confirmation pop-up in the top right corner reads 'Bestätigung: Eine Prüfungsanmeldung' with a 'Schließen' button. The main content area shows details for '120199: Examination/ Graded piece of work in Democratization, Political Cultures and Media'. Below this, a table provides a status overview:

Status	Termine & Räume	Bemerkung
Nicht angemeldet Die Anmeldefrist läuft vom 08.01.2018 bis zum 15.01.2018 23:59:59.	Prüfungsperiode 1 Wintersemester 2017 ExamDPCM Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 1	
zugelassen Die Anmeldefrist läuft vom 08.01.2018 bis zum 15.01.2018 23:59:59.	Prüfungsperiode 1 Wintersemester 2017 ExamDPCM Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 2	
Sie haben sich gerade angemeldet		

A second 'Zurück zur Übersicht' button is highlighted in the bottom left corner.

## 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“.

The screenshot shows the Unisono web interface. At the top, there is a search bar and navigation tabs: Home, Admission, Student's Corner, My Studies (selected), Studies Programs offered, Organisation, and User information. Below the navigation, there is a breadcrumb trail: You are here: Home > My Studies > Planner Of Studies with module plan. The main content area is titled 'Structure of examination regulations - Subject related Semester 4'. It features a table with columns for 'Actions' and 'Status'. The table lists several courses, including '1RTDMA1 - Introductory Module I: Democracy in Theory and Practice' and '120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media'. A yellow 'Sign off' button is highlighted next to the '120199' course. The status for this course is 'zugelassen Schriftlich oder Mündlich WiSe 2017'.

	Actions	Status
Master Roads to Democracy(ies) (2013)		
1RTDMA1 - Introductory Module I: Democracy in Theory and Practice - Pflicht - 15,0 Credits (1 von 4)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Introductory Module II: Theory and Methods in History and Social Science - Pflicht - 7,0 Credits (1 von 3)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Democratisation, Political Cultures and Media - Wahlpflichtfach - 15,0 Credits (1 von 8)		Prüfung vorhanden WiSe 2017
1. Parallelgruppe TM1 Democratisation Poll, Prüfungsperiode 1 Keine Uhrzeit festgelegt Einzeltermin		
Society, Culture and Politics in History - Wahlpflichtfach (1 von 3)		
120110 - Society, Culture and Politics in History - Pflicht - 3,0 Credits		
120120 - Democracy and Public Sphere - Pflicht - 3,0 Credits		
Democracy and Public Sphere - Wahlpflichtfach (1 von 3)		
Political Cultures - Wahlpflichtfach		
120130 - Political Cultures - Pflicht - 3,0 Credits		
120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media - Pflicht - 6,0 Credits (1 von 2)	Sign off	zugelassen Schriftlich oder Mündlich WiSe 2017
1RTDMA1 - Democratisation, Political Cultures and International Politics - Wahlpflichtfach - 15,0 Credits (1 von 8)		

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.

The screenshot shows the unison web application interface. At the top left is the unison logo and a search bar. On the top right, there are icons for user profile, chat, and a notification count of 24. Below this is a navigation menu with tabs: Admission, Student's Corner, My Studies (highlighted), Studies Programs offered, Organisation, and User information. A secondary menu below contains a Home icon and a Bookmarks tab. The breadcrumb trail reads: You are here: Home > My Studies > Planner Of Studies with module plan. A 'Back to overview' button is located on the left side. A green success pop-up message in the top right corner states: 'Success: One cancellation'. The main content area displays details for 'Uni - Belegung 3I - SoSe 2018' with the period from 02.04.2018 to 20.09.2018. Below this is a table with columns for Status, Parallelgroup, and Dates & Rooms. The table shows a cancelled status with a green checkmark and the text 'You have just canceled'. The parallel group is '1. parallelgroup' and the dates are 'summer term 2018' with a weekly schedule from Friday, 04/13/2018 to 07/20/2018 from 10:00 to 12:00. A lecturer field is also present. Another 'Back to overview' button is at the bottom left.

unison search

Admission Student's Corner **My Studies** Studies Programs offered Organisation User information ?

Bookmarks

You are here: Home > My Studies > Planner Of Studies with module plan

Back to overview

Success: One cancellation

Uni - Belegung 3I - SoSe 2018:  
The Period last from 02.04.2018 / 00:00 to 20.09.2018 / 23:59

Status	Parallelgroup	Dates & Rooms
Cancelled You have just canceled	1. parallelgroup	summer term 2018 Friday, 04/13/2018 - 07/20/2018 From 10:00 To 12:00 Weekly Lecturer:

Back to overview