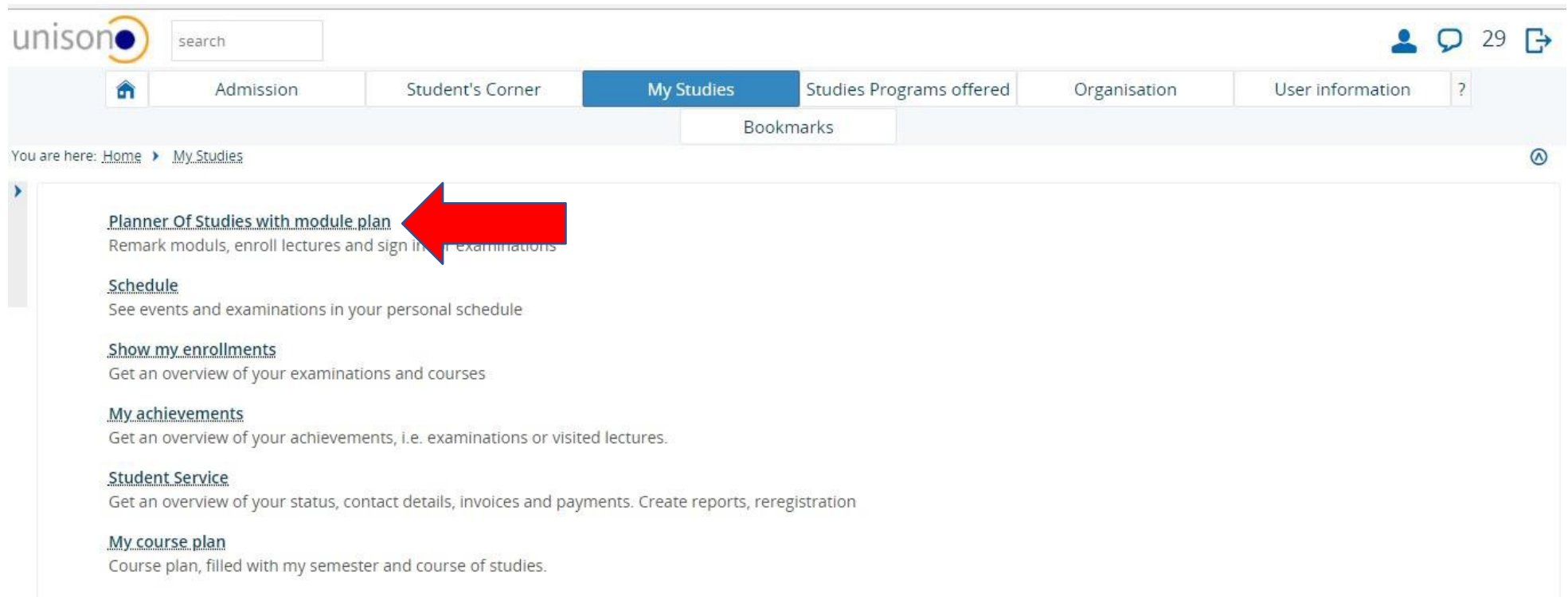


Registration for achievements in unisono

Always notice the hints regarding the registration for Studien- and Prüfungsleistungen (Course achievements and Examinations) in unisono. There are different time periods for the registration and cancellation of Studien- and Prüfungsleistungen (Course achievements and Examinations) 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 website 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' section is also visible. Below the navigation menu, the breadcrumb path 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. The top navigation bar includes 'unison' logo, a search box, and user information (30). The main navigation menu has 'Admission', 'Student's Corner', 'My Studies' (highlighted), 'Studies Programs offered', 'Organisation', and 'User information'. A breadcrumb trail reads 'You are here: Home > My Studies > Planner Of Studies with module plan'. Below this, there is a 'Show module plan' button and a link 'Select another course of study' which is highlighted with a red arrow. A dropdown menu for 'Events' is set to 'summer term 2018'. There are also 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 contains a table of modules.

	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		

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. The navigation bar includes 'Admission', 'Student's Corner', 'My Studies' (active), 'Studies Programs offered', 'Organisation', and 'User information'. The breadcrumb trail reads 'You are here: Home > My Studies > Planner Of Studies with module plan'. Below this, there are options for 'Show module plan', 'Select another course of study', and 'Printview'. A dropdown menu for 'Events' is set to 'summer term 2018'. A search bar is labeled 'Search in course catalog'. 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 follows, with a red arrow pointing to the third entry: '1RTDMA1 - Democratisation, Political Cultures and Media - Wahlpflichtfach - 15,0 Credits (1 von 8)'. Other modules 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', and '1RTDMA1 - Transferable Skills/Additional Special Studies I'. The last entry is 'gÜK - globales Überlaufkonto'.

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

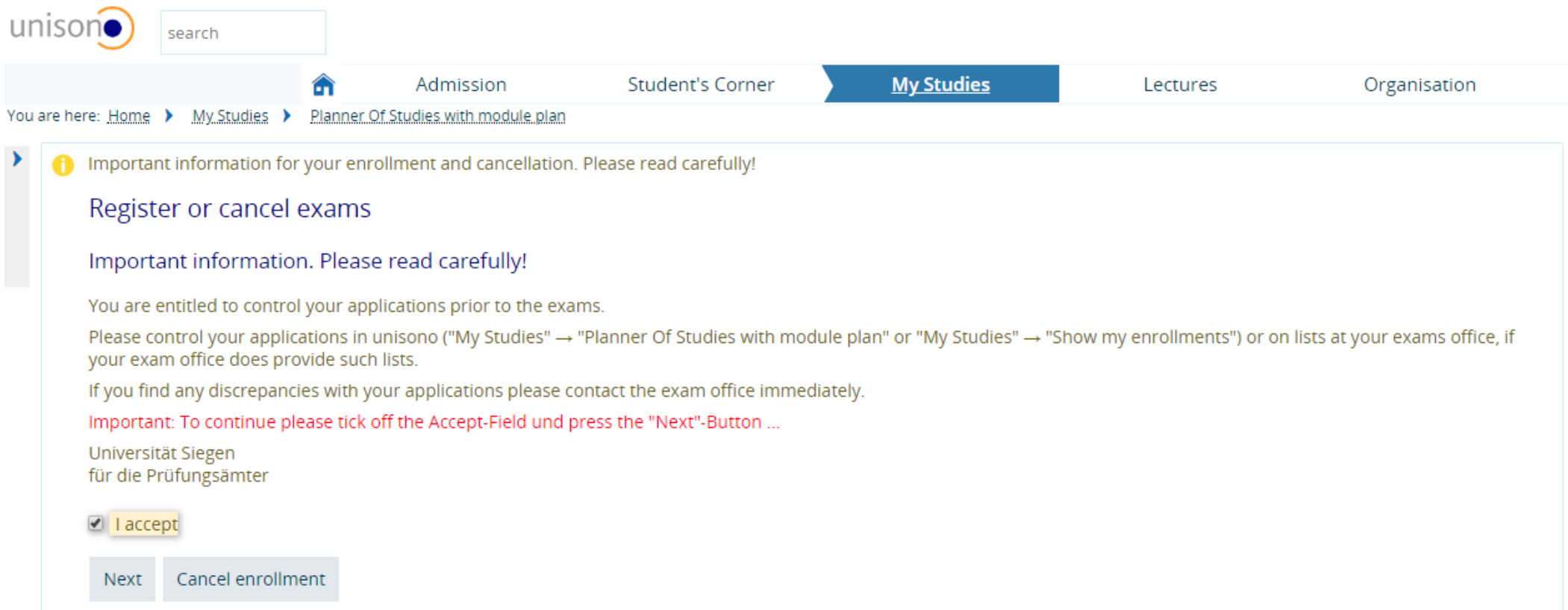
After that, an overview of your chosen module will pop up. The book symbol shows the different groups for the module. The blue medal stands for Studienleistung (Course Achievement), while the red medal stands for Prüfungsleistung (Examination). A module is presented as a green puzzle symbol. This example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

Please note that you usually apply for Studienleistung *and* Prüfungsleistung (Course Achievement *and* Examination). The example below shows the application for the Examination - which does not mean that you are registered for the Course Achievement automatically. An application for the latter has to be done separately.

The screenshot shows the 'unison' student portal interface. The navigation bar includes 'Admission', 'Student's Corner', 'My Studies' (selected), 'Studies Programs offered', 'Organisation', and 'User information'. The breadcrumb trail indicates the user is in 'My Studies > Planner Of Studies with module plan'. The main content area displays 'Structure of examination regulations - Subject related Semester 4'. A table lists various modules with their titles, credit values, and an 'Apply' button. A red arrow points to the module '120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media - Pflicht - 6.0 Credits (1 von 2)'. Another red arrow points to the 'Apply' button for this specific module.

Module Name	Credits	Apply Button
1. Parallelgruppe TM1 Democratisation Poli, 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	3.0	Apply
120120 - Democracy and Public Sphere - Pflicht - 3.0 Credits	3.0	Apply
Democracy and Public Sphere - Wahlpflichtfach (1 von 3)		
Political Cultures - Wahlpflichtfach		
120130 - Political Cultures - Pflicht - 3.0 Credits	3.0	Apply
120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media - Pflicht - 6.0 Credits (1 von 2)	6.0	Apply
ExamDPCM, Prüfungsperiode 1 Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 1		
ExamDPCM, Prüfungsperiode 1 Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 2		

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. A navigation bar contains links for Admission, Student's Corner, My Studies (highlighted), Lectures, and Organisation. Below the navigation bar is a breadcrumb trail: You are here: Home > My Studies > Planner Of Studies with module plan. The main content area features a blue information icon and the text: "Important information for your enrollment and cancellation. Please read carefully!". The heading "Register or cancel exams" is followed by "Important information. Please read carefully!". The text explains that users can control their applications in unisono or at the exam office. A red warning states: "Important: To continue please tick off the Accept-Field und press the 'Next'-Button ...". Below this is the text "Universität Siegen für die Prüfungsämter" and a checked checkbox labeled "I accept". At the bottom are "Next" and "Cancel enrollment" buttons.

unisono search

Admission Student's Corner **My Studies** Lectures Organisation

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

▶ **i** Important information for your enrollment and cancellation. Please read carefully!

Register or cancel exams

Important information. Please read carefully!

You are entitled to control your applications prior to the exams.

Please control your applications in unisono ("My Studies" → "Planner Of Studies with module plan" or "My Studies" → "Show my enrollments") or on lists at your exams office, if your exam office does provide such lists.

If you find any discrepancies with your applications please contact the exam office immediately.

Important: To continue please tick off the Accept-Field und press the "Next"-Button ...

Universität Siegen
für die Prüfungsämter

I accept

Next Cancel enrollment

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 in blue), "Studienangebot", "Organisation", and "Benutzer-Information". Below this, a breadcrumb trail reads "Sie sind hier: Startseite > Mein Studium > Studienplaner mit Modulplan".

The main content area displays the following information:

- 120199: Examination/ Graded piece of work in Democratization, Political Cultures and Media**
- Achievement will be related to Democratisation, Political Cultures and Media (Nr=1RTDMA1)
- An information icon (i) with the text: "Please select a date for examination."

Below this is a table with three columns: "Actions & messages", "Dates & Rooms", and "Comment".

Actions & messages	Dates & Rooms	Comment
<ul style="list-style-type: none"> Apply (button with plus icon) Die Anmeldefrist läuft vom 08.01.2018 bis zum 15.01.2018 23:59:59. 	<ul style="list-style-type: none"> Prüfungsperiode 1 Wintersemester 2017 ExamDPCM Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 1 	
<ul style="list-style-type: none"> Apply (button with plus icon, highlighted with a yellow box) Die Anmeldefrist läuft vom 08.01.2018 bis zum 15.01.2018 23:59:59. 	<ul style="list-style-type: none"> Prüfungsperiode 1 Wintersemester 2017 ExamDPCM Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 2 	

At the bottom left, there are two buttons: "Cancel enrollment" and "Review legal information". On the right side of the table, there are three circular navigation buttons: a zoom icon, a plus sign, and a minus sign.

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 left is the unison logo and a search bar labeled "Menü durchsuchen". The top navigation bar includes links for "Studentisches Leben", "Mein Studium" (highlighted), "Studienangebot", "Organisation", "Benutzer-Informationen", and "Lesezeichen". A user profile icon and the number "30" are in the top right. Below the navigation bar is a breadcrumb trail: "Sie sind hier: Startseite > Mein Studium > Studienplaner mit Modulplan".

The main content area shows details for course "120199: Examination/ Graded piece of work in Democratization, Political Cultures and Media". A note states: "Achievement will be related to: Democratisation, Political Cultures and Media (Nr=1RTDMA1)".

Status	Dates & Rooms	Comment
Not enrolled 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	
admission 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	

Two "Back to overview" buttons are highlighted with yellow boxes: one in the top left corner and one in the bottom left corner. A green success pop-up is located in the top right corner, displaying a checkmark, the text "Success:", and a list item "One change".

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. A secondary navigation bar includes: Show module plan (highlighted), Select another course of study, Printview, and Help. There is a dropdown menu for 'Events' set to 'summer term 2018' and a search bar for 'Search in course catalog'. The main content area is titled 'Structure of examination regulations - Subject related Semester 4' and contains a table with columns 'Actions' and 'Status'.

	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 (24), and a share icon. Below this is a navigation menu with tabs: Home, Admission, Student's Corner, My Studies (active), Studies Programs offered, Organisation, and User information. A secondary navigation bar contains 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 reads: 'Success: One cancellation'. Below this, a text box contains: 'Uni - Belegung 3I - SoSe 2018: The Period last from 02.04.2018 / 00:00 to 20.09.2018 / 23:59'. A table with three columns: Status, Parallelgroup, and Dates & Rooms, displays the following information:

Status	Parallelgroup	Dates & Rooms
✘ Cancelled	1. parallelgroup	summer term 2018
✔ You have just canceled		● Friday, 04/13/2018 - 07/20/2018 From 10:00 To 12:00 Weekly ● Lecturer: <input type="text"/>

Another 'Back to overview' button is located at the bottom left of the table area.