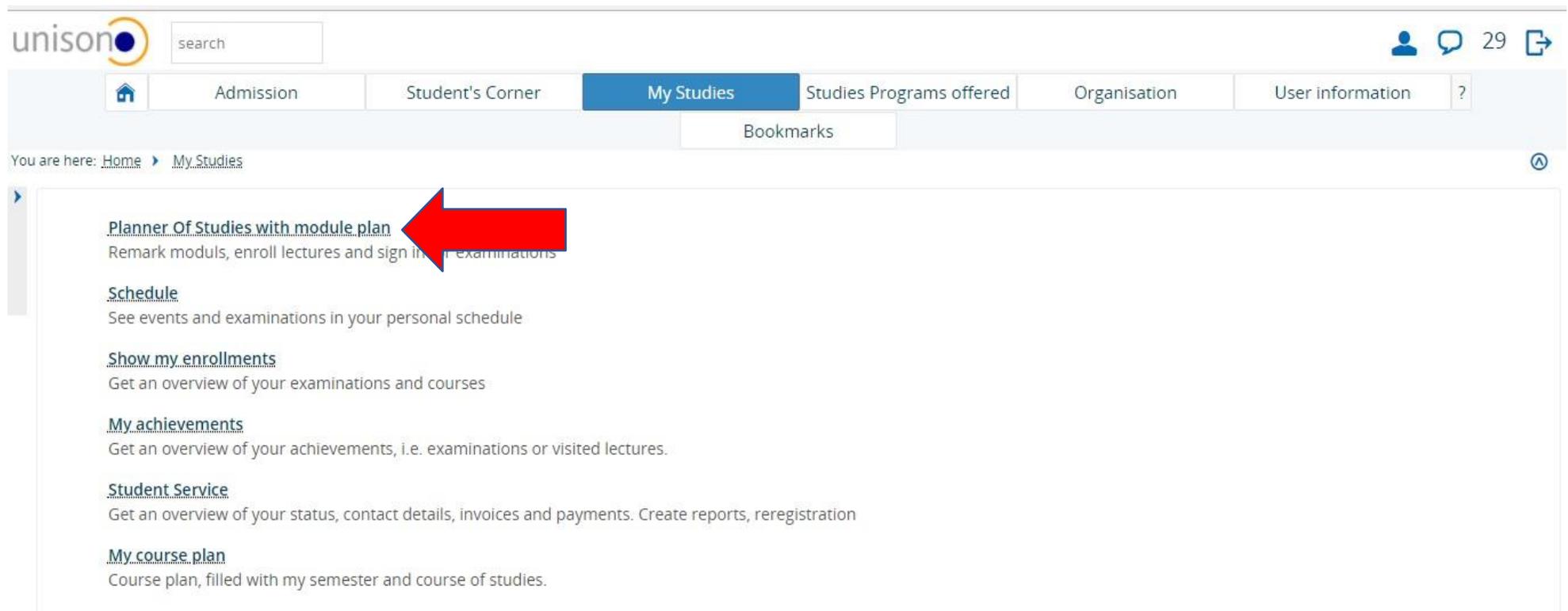


Registration for achievements in unisono

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“.

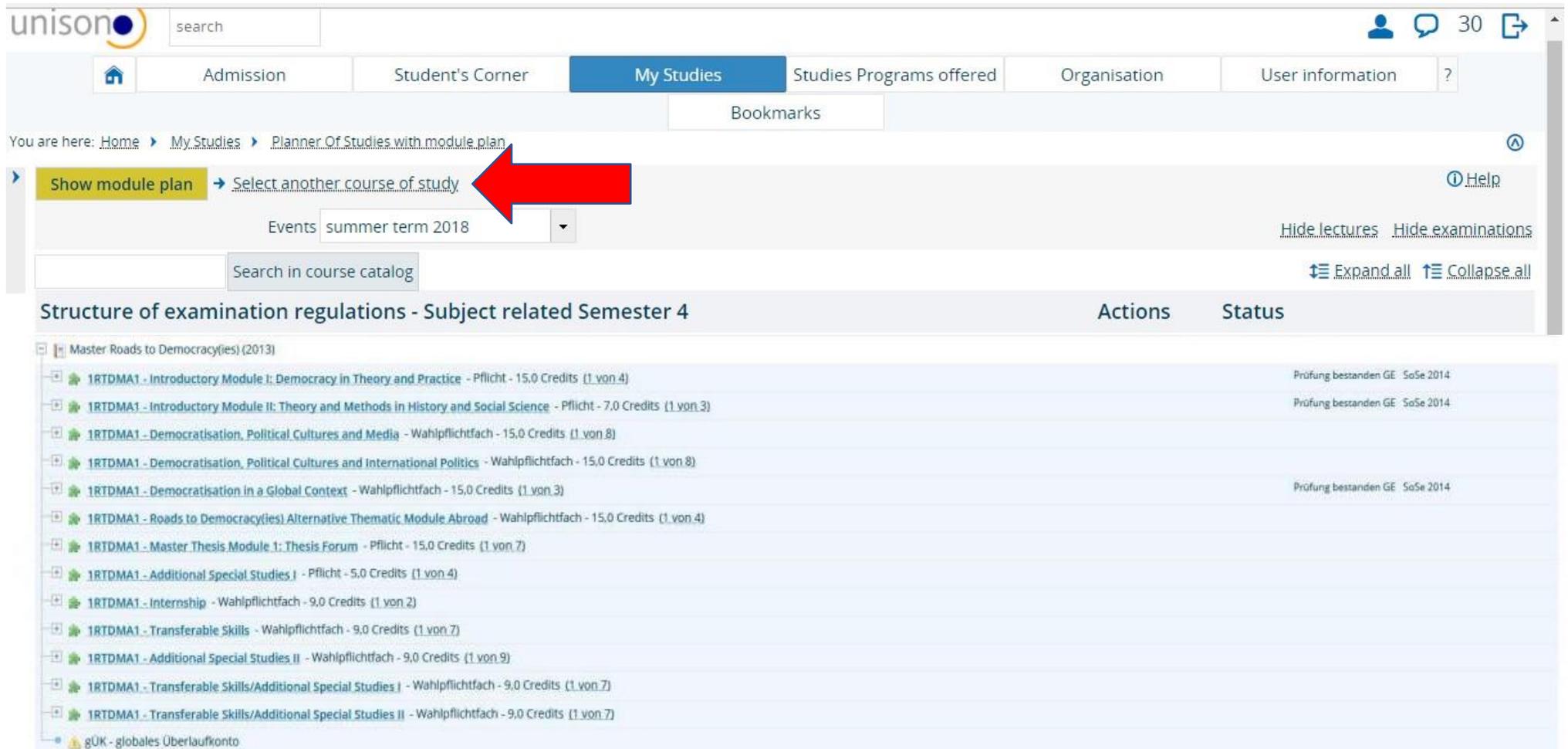


The screenshot displays the unisono web interface. At the top left is the unisono logo and a search bar. On the right, there are icons for user profile, chat, and a notification count of 29. Below this is a navigation menu with tabs: Home, Admission, Student's Corner, My Studies (highlighted in blue), 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 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 red arrow points to the link "Select another course of study" in the "Show module plan" section. Below this, there is a dropdown menu for "Events" set to "summer term 2018". A search bar labeled "Search in course catalog" is also visible. 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)		
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. The navigation bar includes 'Admission', 'Student's Corner', 'My Studies' (highlighted), '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 search bar is labeled 'Search in course catalog'. The main content area is titled 'Structure of examination regulations - Subject related Semester 4' and features 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', and '1RTDMA1 - Transferable Skills/Additional Special Studies I'. At the bottom, there is a note for 'gÜK - globales Überlaufkonto'.

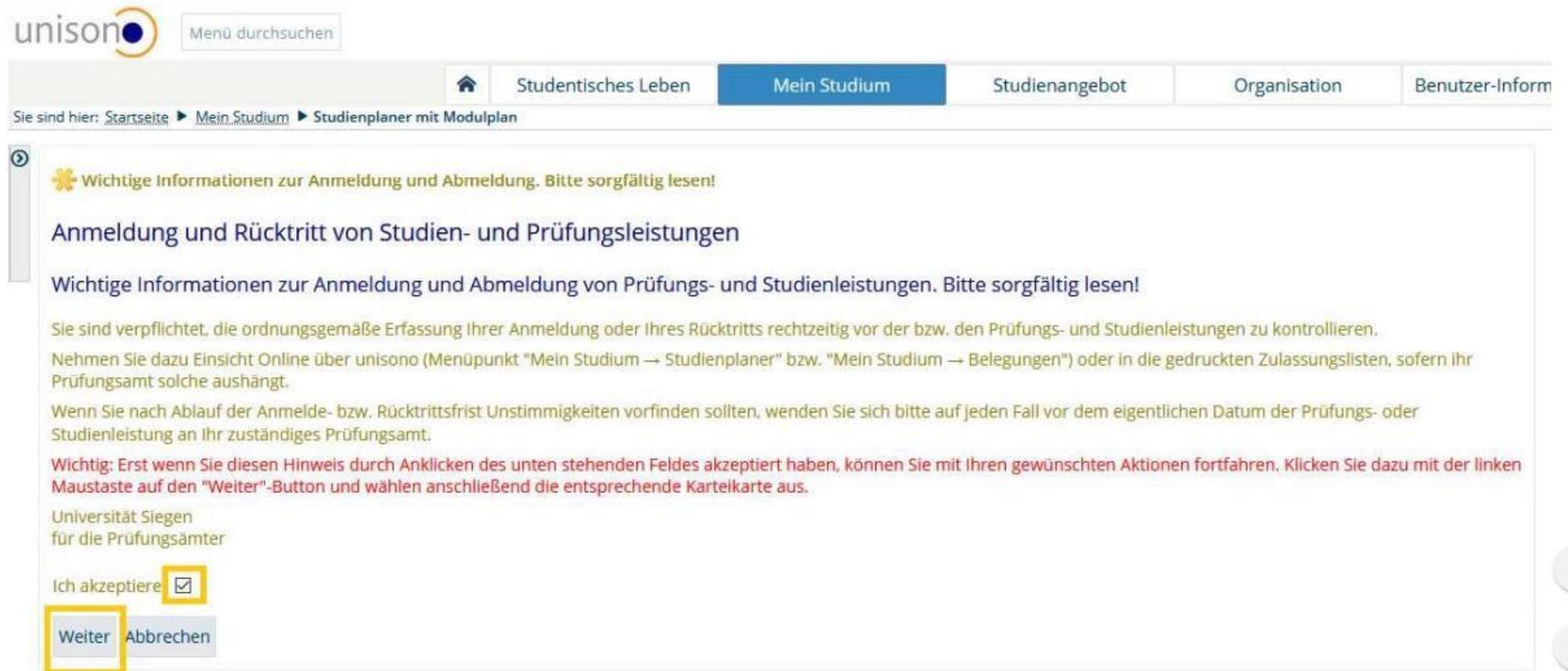
	Actions	Status
Master Roads to Democracy(ies) (2013)		
1RTDMA1 - Introductory Module I: Democracy in Theory and Practice - Pflicht - 15,0 Credits (1 von 4)		Prüfung bestanden GE SoSe 2014
1RTDMA1 - Introductory Module II: Theory and Methods in History and Social Science - Pflicht - 7,0 Credits (1 von 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. The main navigation bar includes 'Admission', 'Student's Corner', 'My Studies' (highlighted), 'Studies Programs offered', 'Organisation', and 'User information'. The breadcrumb trail indicates the user is in 'My Studies > Planner Of Studies with module plan'. The page title is 'Structure of examination regulations - Subject related Semester 4'. A table lists various modules with columns for 'Actions' and 'Status'. The module '120199 - Examination/ Graded piece of work in Democratization, Political Cultures and Media' is highlighted with a yellow box. A red arrow points to the cross symbol (+) to its left, and another red arrow points to the 'Apply' button in the 'Actions' column.

Module Name	Actions	Status
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	Apply	
120120 - Democracy and Public Sphere - Pflicht - 3,0 Credits	Apply	
Democracy and Public Sphere - Wahlpflichtfach (1 von 3)		
Political Cultures - Wahlpflichtfach		
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	
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.



unisono Menü durchsuchen

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

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

Wichtige Informationen zur Anmeldung und Abmeldung. Bitte sorgfältig lesen!

Anmeldung und Rücktritt von Studien- und Prüfungsleistungen

Wichtige Informationen zur Anmeldung und Abmeldung von Prüfungs- und Studienleistungen. Bitte sorgfältig lesen!

Sie sind verpflichtet, die ordnungsgemäße Erfassung Ihrer Anmeldung oder Ihres Rücktritts rechtzeitig vor der bzw. den Prüfungs- und Studienleistungen zu kontrollieren.
Nehmen Sie dazu Einsicht Online über unisono (Menüpunkt "Mein Studium → Studienplaner" bzw. "Mein Studium → Belegungen") oder in die gedruckten Zulassungslisten, sofern Ihr Prüfungsamt solche aushängt.
Wenn Sie nach Ablauf der Anmelde- bzw. Rücktrittsfrist Unstimmigkeiten vorfinden sollten, wenden Sie sich bitte auf jeden Fall vor dem eigentlichen Datum der Prüfungs- oder Studienleistung an Ihr zuständiges Prüfungsamt.

Wichtig: Erst wenn Sie diesen Hinweis durch Anklicken des unten stehenden Feldes akzeptiert haben, können Sie mit Ihren gewünschten Aktionen fortfahren. Klicken Sie dazu mit der linken Maustaste auf den "Weiter"-Button und wählen anschließend die entsprechende Kartelkarte aus.

Universität Siegen
für die Prüfungsämter

Ich akzeptiere

Weiter Abbrechen

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'. The navigation bar includes 'Studentisches Leben', 'Mein Studium' (highlighted), 'Studienangebot', 'Organisation', and 'Benutzer-Informati'. Below the navigation bar is a breadcrumb trail: 'Sie sind hier: Startseite ► Mein Studium ► Studienplaner mit Modulplan'. The main content area displays the exam details for '120199: Examination/ Graded piece of work in Democratization, Political Cultures and Media'. It states 'Leistung wird angerechnet auf: Democratisation, Political Cultures and Media (Nr=1RTDMA1)'. A message asks the user to 'Bitte wählen Sie einen Prüfungstermin'. Below this is a table with three columns: 'Aktionen & Meldungen', 'Termine & Räume', and 'Bemerkung'. The table contains two rows of exam entries. The second row's 'Anmelden' button is highlighted with a yellow box. At the bottom left, there 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"> Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 1 	
<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"> Keine Uhrzeit festgelegt Einzeltermin Prüfer/-in: Dozierende/r 2 	

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 left is the unison logo and a search bar labeled 'Menü durchsuchen'. The navigation bar includes 'Studentisches Leben', 'Mein Studium' (highlighted), 'Studienangebot', 'Organisation', 'Benutzer-Informationen', and 'Lesezeichen'. A breadcrumb trail reads 'Sie sind hier: Startseite > Mein Studium > Studienplaner mit Modulplan'. A 'Zurück zur Übersicht' button is highlighted in a yellow box in the top left. A confirmation pop-up in the top right corner states '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 with columns 'Status', 'Termine & Räume', and 'Bemerkung' displays the application status. The 'Status' column shows 'Nicht angemeldet' (with a red minus icon), 'zugelassen' (with a green checkmark), and 'Sie haben sich gerade angemeldet' (with a green checkmark). The 'Termine & Räume' column lists 'Prüfungsperiode 1 Wintersemester 2017 ExamDPCM' with sub-items 'Keine Uhrzeit festgelegt Einzeltermin' and 'Prüfer/-in: Dozierende/r 1' and 'Dozierende/r 2'. A 'Zurück zur Übersicht' button is highlighted in a yellow box at the bottom left.

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		

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. The top navigation bar includes links for Admission, Student's Corner, My Studies (highlighted), Studies Programs offered, Organisation, and User information. A user profile icon shows 24 notifications. Below the navigation bar is a breadcrumb trail: You are here: Home > My Studies > Planner Of Studies with module plan. A green success pop-up message in the top right corner reads: "Success: One cancellation". On the left side, there is a button labeled "Back to overview". The main content area displays the following information:

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	1. parallelgroup	summer term 2018
✔ You have just canceled		● Friday, 04/13/2018 - 07/20/2018 From 10:00 To 12:00 Weekly ● Lecturer:

At the bottom left, there is another button labeled "Back to overview".