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Please note: Only the German version of this document is legally binding.

Allocation Process for Research Modules of the Master Program in Economics and Registration for Examinations

1. Allocation Process

As a rule there is one Research Module for every study area. **Research Modules are available in the winter semester only.** Students must take 1 Research Module. In reasoned exceptions and by application to the Examination Committee, a place in a second Research Module can be chosen. Places in the first Research Module are allocated exclusively by means of BASIS. Instructions is available on the website of the Prüfungsamt (*Economics Examination Office*).

The allocation process consists of the ranking process and the allocation of places. The places in Research modules will be allocated randomly - if possible according to the ranking of priorities.

a) Eligibility to Participate

All students of the Master program in Economics who fulfil the requirements can participate in the allocation process.

b) Necessary Access Data

In order to register through BASIS, it is **imperative** that you have a university login name and password (Uni-ID). You can find your login name on your semester documentation. Should you not have a Uni-ID, you need to apply for one through the Hochschulrechenzentrum (HRZ). Please test your login data prior to participating in the allocation process.

You have to be enrolled for the winter semester. Please make the transfer for the semester fee in time.

c) Allocation of Places

To receive a place in the **first Research Module**, you need to participate in the allocation process (first allocation round (normally in September)).

In the process, you need to rank the Research Modules of the different study areas according to your priorities. To ensure that you receive a place, you should assign as many priorities as you fulfill the requirements for. If you fail to do so, you may risk not obtaining a place in any Research Module thus prolonging your studies. During the allocation process, it is possible to change priorities or to withdraw from the allocation process. **You will obtain a place in one Research Module only.**

Once the first allocation round has ended, the places will be allocated randomly, based on the priorities that have been assigned. The results of the allocation process will be available on BASIS.

A place in a **second Research Module** can be chosen exclusively by reasoned application to the Examination Committee. The application is to be handed in by email to the Prüfungsamt (*Economics Examination Office*) during the second allocation round (normally at the end of September).

Once the second allocation round has ended, places will again be allocated randomly and if possible according to the ranking of priorities. The results will be available on BASIS.

■ **Only those students who have participated in the allocation process are allowed to participate in Research Modules.**

2. Registration for Examinations

■ In addition to the allocation process, there will also be the regular registration for examinations in BASIS (registration period - **absolute limitation period** - *normally in October*). Exam registrations are not possible after the end of the deadline.

Only students who have obtained a place in the Research Module during the allocation process may register for the examinations (see 1. Allocation Process). The examination has to be registered in the Research Module in which a place has been obtained during the allocation process.

The examinations will be in the form of written papers for the Research Module among other things. Topics will be assigned only after the successful registration for the examinations. Students, who fail to register for the examinations, cannot receive any credits for the Research Module and will need to take the module again in a later semester.

■ **3. Transcript**

After you participated successfully in the allocation process please send a Transcript of Records to the lecturer of the Research Module. Please send an email with a pdf-file.

4. Deadlines

All deadlines are available on the website of the Examination Office. Please check the scheduled dates here:
->Master ->Dates and Times ->Preliminary Schedule.