

Allocation of Master seminar places of the Institute of Economics

This information sheet gives you an overview of the deadlines and most important rules of the central seminar place allocation in the Master (seminar modules within the M.Sc. Econ/ERE/QE/QF as well as for all degrees that are also allowed to take these modules). Please also carefully read the detailed information in OLAT (Course: [Seminar Registration MA-VWL](#)).

1. Seminar allocation and exam registration

The allocation of the Master seminar places of the Institute of Economics is centrally organized. With your registration confirmation you are automatically expected to participate up to the examination. Deregistration from seminar participation is only possible until 31.01. (WS) or 15.07. (SS); if you deregister after this deadline, a failed attempt will be booked.

Please note that attendance is compulsory for seminars offered by the Institute of Economics.

IMPORTANT:

In order to register for exams, students must register in HIS/QIS for the seminar exam in the semester in which the seminar takes place. This must be done in the registration period of the 1st exam period and works the same way as the normal exam registration.

2. Prerequisites

The content of the **module "Research and Scientific Writing in Economics"** (VWLswScWr-02a) is a prerequisite for taking part in a seminar. It provides the foundations of scientific practice and is thus a prerequisite for successfully taking part in the seminar. Experience shows that this is really the case. If you are not able to attend this course before the seminar starts, you need to at least take part in the Seminar Preparation Class (4 hours, offered by the ZBW). Note that seminars can only be graded after successful participation in one of the two courses.

To register for the seminar preparation course, please enrol in one of the following OLAT courses for your desired date:

Course in German: [Seminarvorbereitungskurs \(VWL - ZBW - Deutsch\)](#)

Course in English: [Seminar Preparation Class \(Economics - ZBW - English\)](#)

In case of overbooked seminar preparation courses, the provider can increase the participation capacity at short notice.

3. Deadlines in the allocation procedure:

1.1. Allocation of seminar places

Seminar places are allocated via the Olat course [Seminar Registration MA-VWL](#).

Via the seminar registration, all students are assigned exactly **one seminar place**. Students who want to take **two seminars** (and won't be in their 3rd semester of Econ/ERE during the semester when the

seminar will be taking place) have the possibility to register for another seminar during the first-come-first-served procedure.

Please note that **seminars with the same examination number can only be taken once** - regardless of the subtitles chosen. So, for example, if you have already taken a seminar in Econometrics, you cannot do so again, even if the subtitle or examiner is different.

Please refer to your FPO to find out **which seminars you are allowed to take**, as well as to the [Handbuch für Exportmodule](#) of the Institute of Economics for non-subject students.

a) For the seminars in the summer semester, the following deadlines generally apply:

November: Start of registration for the seminars.

December 31: End of the registration period for the seminars.

07 January: Announcement of the allocation of places.

January 21: End of the confirmation period by the applicants in OLAT. In case of non-confirmation your seminar place will expire.

26 January (18:00) until 31 January (18:00): Distribution of remaining seminar places on a first-come, first-served basis.

January 31 (18:00): End of the deregistration period for a seminar place. In the absence of a deregistration, participation in the seminar is mandatory. Only after this date will the instructors receive the lists of participants for their seminars.

Exam registration: Exam registration in HIS-QIS for the selected seminar in the registration period of the 1st exam period in the semester in which the seminar takes place.

b) For seminars in the winter semester, the following deadlines generally apply:

May: Start of registration for the seminars.

June 15: End of the registration period for the seminars.

June 21: Announcement of the allocation of places.

July 5: End of the confirmation period by the applicants in OLAT. In case of non-confirmation your seminar place will expire.

July 10 (18:00) until July 15 (18:00): Distribution of remaining seminar places on a first-come, first-served basis.

July 15 (18:00): End of the deregistration period for a seminar place. In the absence of a deregistration, participation in the seminar is mandatory. Only after this date will the instructors receive the lists of participants for their seminars.

Exam registration: Exam registration in HIS-QIS for the selected seminar in the registration period of the 1st exam period in the semester in which the seminar takes place.

Attention: By confirming your invitation to an OLAT group (which carries the title of your seminar) you will receive a seminar place. The groups will not contain any detailed information about your seminar and serve purely for organizational purposes. Only after the first-come-first-served procedure the complete lists of participants will be forwarded to the instructors. Only then you will be contacted by them and receive further information about the course of your seminar.

After the end of the first-come-first-served procedure, registration is only possible directly via the responsible lecturer, if there are still places available.

1.2 Procedure

The allocation of seminar places follows the criteria set out in the subject examination regulations. If you have any questions, please contact: hiwistudienkoordination@economics.uni-kiel.de

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