

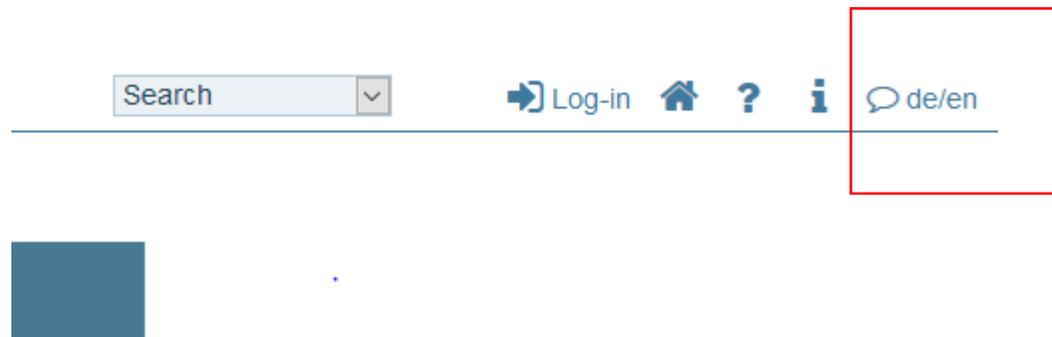
# COURSE REGISTRATION VIA KLIPS FOR ERASMUS STUDENTS

STEP-BY-STEP INSTRUCTION

Please go to:

<https://klips2.uni-koeln.de/co/webnav.ini>

1. Click on the **speech bubble** which is on the top right hand side of the page and choose a **language**: German or English



2. Click on the **Log-in-Button** which is on the top right hand side of the page and enter your **Username** and the **Password** of your student account (Smail-Account) to log in:

Search

 Log-in



 de/en

User name

Password

Log in

Cancel

[Forgot your password?](#)

3. Choose the **Organisation Tree** of the organisation (**Faculty of Human Science**) that you are registered as a student at. The business card of the chosen organisation will be displayed

- University of Cologne
  - Faculty
    - Faculty of Management, Economics and Social Sciences
    - Faculty of Law
    - Faculty of Medicine
    - Faculty of Arts and Humanities
    - Faculty of Mathematics and Natural Sciences
    - Faculty of Human Sciences**
      - Office of the Dean
      - Serviceeinrichtungen
      - Division
      - Division
      - Division
      - Division
      - Zentrale Forschungseinrichtungen
  - Zentrale Einrichtungen
  - 
  - 
  -

# Which courses are you allowed to take?

You can take almost ALL courses at the **Faculty of Human Science!**

## **EXCEPTIONS:**

### 1) Psychology courses:

If you don't study Psychology or have some psychological classes in your study field, you are not allowed to take courses beginning with these numbers:

14694, 14695, 14696, 14697, 14698, 14699, 14702, 14703, 14704, 14705, 14707, 14709, 14710, 15402, 15434.

### 2) MA- Courses

It is not possible to study Master Courses, if you are enrolled in BA-Level.

# Which courses are you allowed to take?

You can also take courses at the **Faculty of Arts and Humanities** and at the **Faculty of Mathematics and Natural Sciences**. The process to find the courses is the same.

You are **NOT** allowed to take courses at the **WISO-Faculty (Faculty of Management, Economics and Social Sciences)** unless you are coming under the frame of a „Political Sciences and Civics“ Agreement (if so, we already contacted you about that)!

You can also find out in KLIPS, at which Faculty the course takes place:

HUM → Faculty of Human Sciences

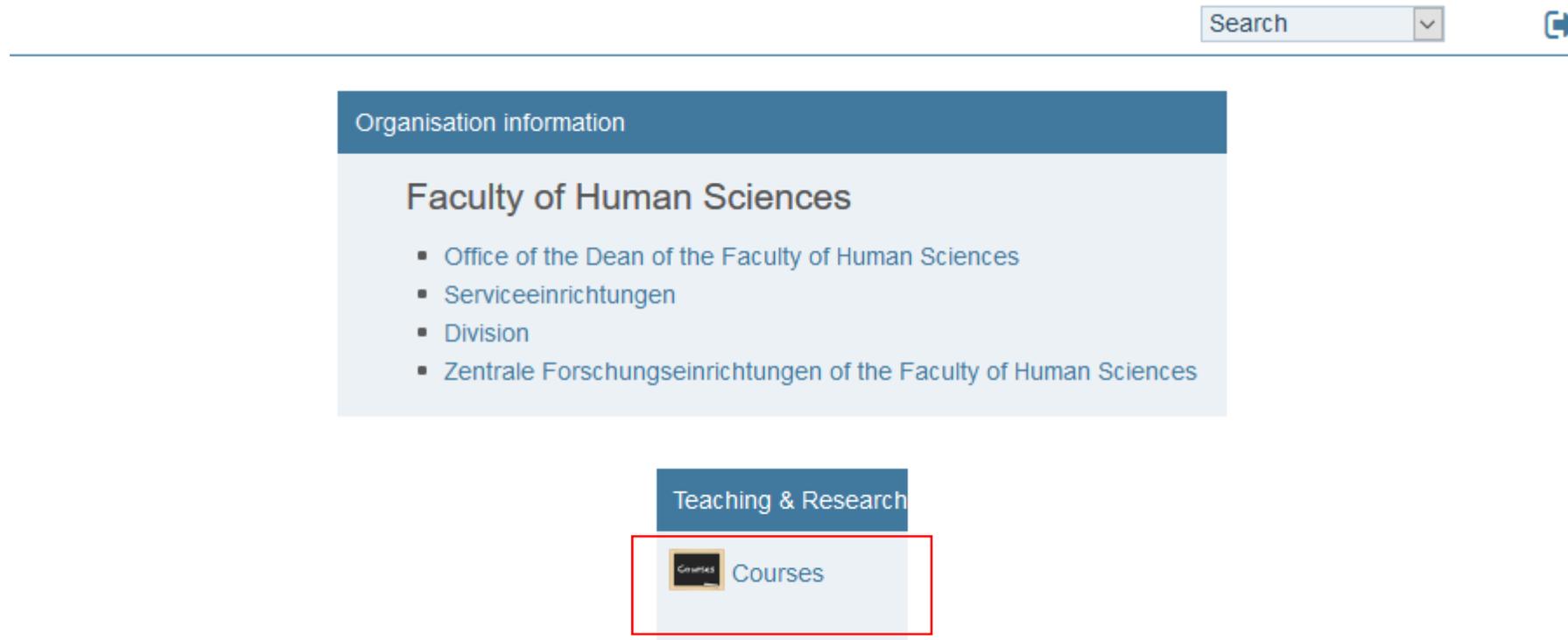
WIS → WISO-Faculty

PHI → Faculty of Arts and Humanities

MNF → Faculty of Mathematics and Natural Sciences

14375.0014	S	🕒	Sozialisation, Bildung und Erziehung	2	SE	🟢🟡🟠🔴	Ricarte Lanz H	<b>HUM14375</b>	German	107b Seminarraum B V (40 Sitzpl.) (107b/03/311)	<b>24.04.17</b> 08:00 - 09:30
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4. In the application menu of the business card of the organisation, click on the application **Courses**. "**Courses Offered**" will be displayed. It contained all courses of the chosen organisation and all sub-organisations. An explanation of all columns of the displayed table "Courses" can be found [here](#).

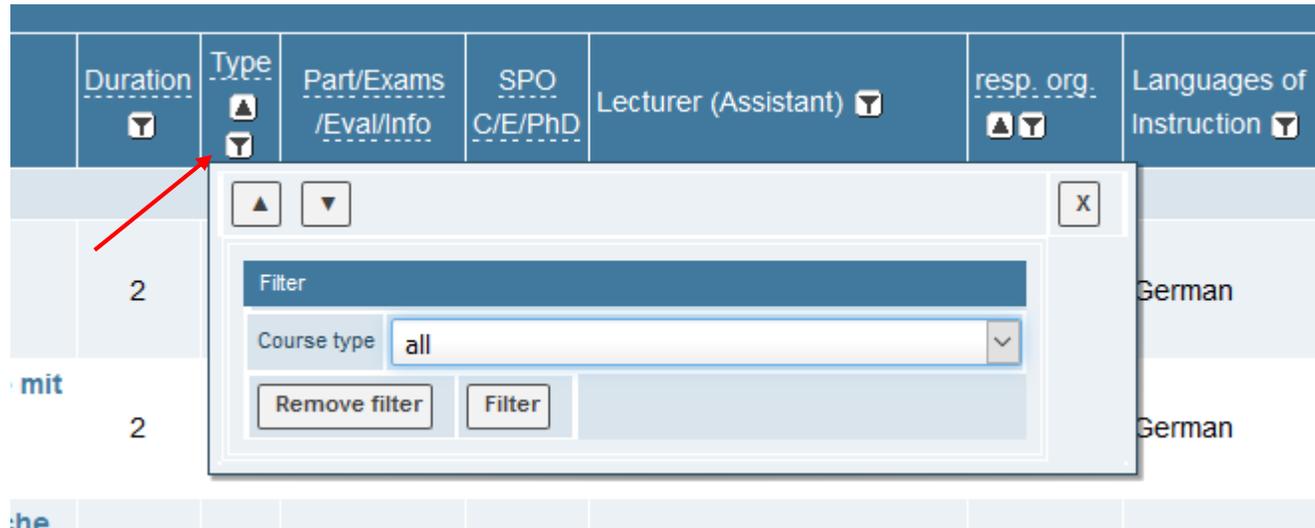


The screenshot shows a web application interface. At the top right, there is a search bar with the text "Search" and a dropdown arrow, followed by a blue arrow icon. Below this is a horizontal line. The main content area is divided into two sections. The first section is titled "Organisation information" and contains the text "Faculty of Human Sciences" followed by a bulleted list: "Office of the Dean of the Faculty of Human Sciences", "Serviceeinrichtungen", "Division", and "Zentrale Forschungseinrichtungen of the Faculty of Human Sciences". The second section is titled "Teaching & Research" and contains a button labeled "Courses" with a small icon to its left. This button is highlighted with a red rectangular border.

5. Using the navigation area, you can further define courses:

- Choice of "Academic Year"
- Choice of "Group": **Compulsory subject/elective subject or Semester**

6. At the top of the table, you will also find symbols to **Sort** or **Filter** a column:



The image shows a table with several columns: Duration, Type, Part/Exams /Eval/Info, SPO C/E/PhD, Lecturer (Assistant), resp. org., and Languages of Instruction. A red arrow points to the 'Type' column header, which has a filter icon. A dropdown menu is open over the 'Type' column, showing a search bar labeled 'Filter', a dropdown menu for 'Course type' with 'all' selected, and two buttons: 'Remove filter' and 'Filter'. The table rows below show values like '2' in the 'Duration' column and 'German' in the 'Languages of Instruction' column.

Duration	Type	Part/Exams /Eval/Info	SPO C/E/PhD	Lecturer (Assistant)	resp. org.	Languages of Instruction
2						German
2						German

7. To apply for a course during the application period, click on the green "T" that is to the right of the title of the course.

Course no.  	Sem.  	Term.	Title  	Duration 	Type  	Part/Exams /Eval/Info	S C/E
<i>Summer semester</i>							
14358.0090	<b>S</b>		Berufsstrategien für Frauen 	2		   	
14360.0000	S		Praktikum (2-Fach BA EZW) 	2	P	   	
14360.0001	<b>S</b>		Vorbereitung des Praktikums im Bachelor EZW (Schwerpunkt Bildung und Förderung in früher Kindheit) 	2	SE	   	

8. The window "Course registration - select study programme and node of curriculum version" will appear:

Studium 1110 A1 501 Kurzzeit Erasmus (WiSo.-Fak.) ▼

Knoten der SPO-Version

	Bezeichnung	empf. Sem.	ECTS Cr.
<input checked="" type="radio"/>	Freie LV-Anmeldung		

Wenn Sie "Freifach" wählen (kein Belegkontext) kann die Veranstaltung nicht auf ihren Studiengang angerechnet werden.

**Weiter** Abbrechen/Schließen

9. Activate the choice box **Free Course Registration** and click on **Continue**.

10. The window "**Course Registration - Select Group**" will appear. Please note the following information:

**Please note:** Courses in KLIPS 2.0 are classified according to "Course Groups". Registrations are therefore always assigned to a Course Group. In the simplest scenario, a course has one Course Group, usually the "Standard Group".

Gruppe	An-/Ab-/Ummelden	Grp Vor.	Pr. Vor.	nur für Studien	Reihungs- verfahren	Abmeldung		Zeit/Ort (1. Termin)
						bis	Web	
Anmerkung								
Standardgruppe	<input checked="" type="checkbox"/> anmelden				Phil	03.16,23:59	✓	🕒 Do, 22.10.15 12:00-13:30

**Please note:** On the right hand side in the column "Time/Place", the date of the first class of the course is displayed. If you hover the mouse over the clock symbol, in addition to the time, the room will also be displayed. By clicking on the clock symbol, the window "Course Dates" will open and display all dates on which the course takes place.

Gruppe	An-/Ab-/Ummelden	Grp Vor.	Pr. Vor.	nur für Studien	Reihungs- verfahren	Abmeldung		Zeit/Ort (1.Termin)
						bis	Web	
Anmerkung								
Standardgruppe <input checked="" type="checkbox"/> anmelden					Phil	03.16,23:59	✓	 <b>Do, 22.10.15</b> 12:00-13:30

Anmelden    Abbrechen

**Please note:** In the column "Participants > max.(planned)", you can see how many places are available in each group. In the column "WL", you are able to see applications there are for a given course at a given time.

Gruppe	Grp Vor.	Pr. Vor.	nur für Studien	Reihungs- verfahren	FP bei LV	Teilnehmer						
						max.	/	max.(gepl.)	/	ist	/	BW
Anmerkung												
Standardgruppe	<input checked="" type="checkbox"/>	anmelden		Phil		0	/	50	/	0	/	130

**Please note:** If you would like to find out more about the allocation of places in KLIPS 2.0, you can view the procedure that determines the sequence of admissions for your course. Detailed information can be found [here](#).

11. Activate the checkbox *register* beside the preferred group and then click on **Register**.

12. The page will then be updated. Under the "**Current Status**" of each group at the top of the page, you will see all the groups in which you have applied for courses. You can also withdraw applications for courses here.

aktueller Status:

Gruppe	Status	Status erreicht am	SPO-Kontext	Anmerkungen	Aktion
Standardgruppe	BELEGWUNSCH	09.03.2015 14:52	[VK] [6370Inno00] Seminar		

**Please note:** Applying for a course group does not mean that you will necessarily get a place in this course. The status "Course Place Request" (see "Status") means that you will be considered in the allocation phase that follows. After the publication of the results of the application phase, the courses for which you have received a place are given the status of "fixed place". The status of course applications before the publication of results are **not** definitive.

# **Frequently Asked Questions:**

## **1) When are the enrolment phases in KLIPS?**

Publication of the course catalogue: 17.07.2018

**1. Enrolment phase: 18.07.2018 – 07.08.2018**

**Allocation of places: 09.08.2018 – 19.08.2018**

**Publication of Allocation: 20.08.2018**

**2. Enrolment phase: 29.08.2018 – 19.09.2018**

**Allocation of places: 21.08.2018 – 01.10.2018**

**Publication of Allocation: 02.10.2018**

**3. Enrolment phase (just Faculty of Human Sciences): 22.10.2018 – 09.11.2018**

## **Frequently Asked Questions:**

### **2) The enrolment phase in KLIPS is over. Can I still take classes?**

→ Of course, we recommend to take the courses during the (first two) enrolment phases. But if there is a problem with the enrolment, it is still possible to talk to the teachers after your arrival!

→ Nevertheless, please be aware, that the third enrolment phase should be the last option!

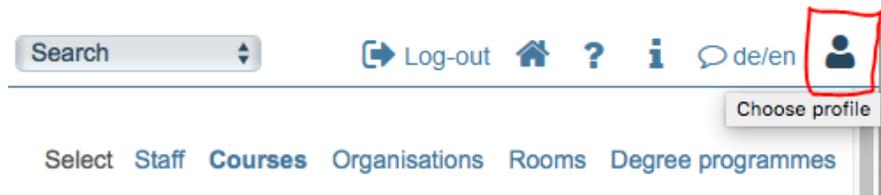
# Frequently Asked Questions:

## 3) It is not possible to apply for courses. Why?

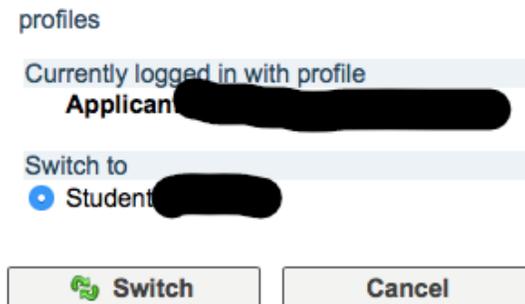
→ Sometimes there might be a problem with your status. You have to change your status in KLIPS from "applicant" to "student":

1) Login to your KLIPS account

2) Click on the button on the right (Choose profile):



3) Then these two options should appear:



and you have to click on switch to → Student and on “switch”.  
Now you should be able to register for courses.

# Frequently Asked Questions:

## 4) How many Credits do I get for a specific course?

→ Credits are usually granted as follows:

25-30 hours of work load	1CP	
Regular active participation of 2 hours/ week	2CP	
Minutes of a meeting/ short presentation		1CP
Presentation with handout	2CP	
Presentation with written essay	3CP	
Scientific essay (15-20 pages)		3CP
Exam (60 minutes)	2CP	
Exam (90 minutes)	3CP	

Please keep in mind, that you can always find individual solutions with the teachers!

**→ We can not make a general statement about the amount of credits that you can achieve in a course!**