As a student it is possible to register for and deregister from exams, to change personal data, to take a look on performance records and description of modules.
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1. How to log in

Please type in the following URL: http://portal.uni-ulm.de
Please log in with your „kiz-account“ and your „password“ (your Ulm University account).

https://portal.uni-ulm.de/PortalNG/index.html

The Hochschuldiensteportal provides different services for students concerning the administration of your studies and examinations.

Click on „Studying & Teaching“ and swap to „LSF-QISPOS“

You are now logged in as a student.

You can also log in directly via the following link:
https://campusonline.uni-ulm.de/qislsf/rds?state=user&type=0

2. Contact details

Click on „My functions“ → „Contact details“. You can now edit your contact address, your e-mail address and your phone and fax numbers.
3. Administration of exams

3.1. Apply for exams
To apply for exams please click on „My Functions“ → „Administration of exams“ → „Apply for exams“

Read the information carefully, then click on „I accept“ and „Next“.

You will be shown the name of your study programme, please click on it.

3.1.1. How to apply for written exams

Please navigate to the written exam that you would like to take.

Please choose the exam that you want to apply for and click on „apply for exam.“

Please check first if it is the right exam. If yes, click on „yes“ to confirm your application.
Your application has been successful, if the status shows „OK‟.

You will also receive an e-mail confirming the exam registration.

Click on „My functions“ → „Administration of exams“ → „Listing of all Examinations you are registered for“ to view all exams that your are registered for.
3.1.2. How to apply for oral exams

Please note: Before taking an oral exam it is necessary to set a date for the exam with your examiner.

Please navigate to the oral exam that you would like to take.

Please click on the oral exam that you want to apply for and click on „apply for exam“.

Please check first if this is the exam that you want to apply for. Confirm by clicking on „yes“ to apply.

Your application has been successful, if the status shows „OK“.

You will also receive an e-mail confirming the exam registration.

Note that there is no date or time fixed yet for this exam. Important: Please contact the examiner as soon as possible and fix a date and time for the exam. After having done this your application is legally binding.

Click on „My functions“ → „Administration of exams“ → “Listing of all Examinations you are registered for” to view all exams that your are registered for.

After you have set a date and time for your exam and your examiner has filled in these dates, they will show on the certificate.
3.2. Check your exam registrations
To check your successful exam registration, please click on „My functions“ → „Administration of exams“ → “Listing of all Examinations you are registered for”. This certificate shows all exams that you are registered for.

We strongly recommend that you check this certificate after every single exam registration. Exams that you take without registration will not be graded. There are no exceptions!

3.3. Transcript of Records
By clicking on “My Functions“ → „Administration of exams” there are several PDF certificates of study and examination results to choose from in English and in German, e.g. the Transcript of Records.

To view the distribution of grades for one exam, please click on „My functions“ → „Administration of exams“ → “Exams Extract”. Choose your study programme and click on “info”. By clicking on “info” next to the exam grade you will see the distribution of grades for that exam.

4. Administration of study
By clicking on „My functions“ → “Administration of study” → “Certificates” there are several PDF certificates to choose from in English and in German. This includes certificates of enrolment and certificates of paid fees for the current and previous semesters in English and in German.

By clicking on „My functions“ → “Administration of study” → “View account” you will be able to check your status and you will also see the fees that need to be paid for the current and the next semester as well as the fees that have already been paid by you. You will also see the bank account details of Ulm University as well as the reference that needs to be used for the transfers of the fees.

5. Contact information
Do you still have questions?

If you have questions concerning your study and examination administration please contact the responsible official in the Studiensekretariat/Office of the Registrar by sending an e-mail to studiensekretariat@uni-ulm.de

If you have technical problems please send an e-mail to qis-lsf@uni-ulm.de.

We are looking forward to assisting you.