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The portal for study & teaching

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The portal for study and teaching provides important information about your study. You can find there the course overview and module descriptions, apply for exams, download certificates of study and exams and much more.

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1. How to log in

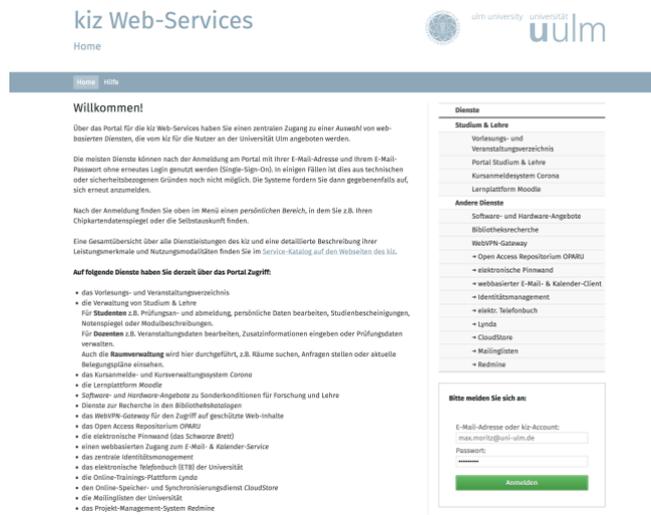
Please type in the following URL: <http://portal.uni-ulm.de>

Please log in with your „kiz-account“ and your „password“ (your Ulm University account).

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

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

Click on „Portal Studium und Lehre“ 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

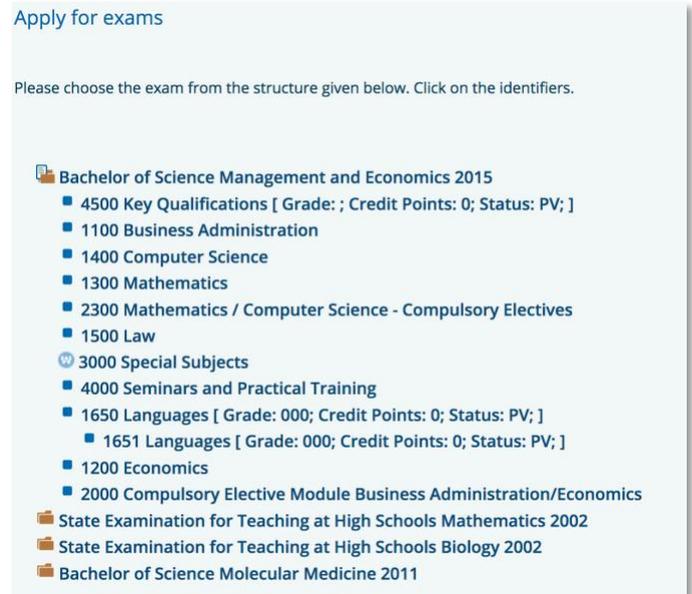
3.1. Apply for exams

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.



Apply for exams

Please choose the exam from the structure given below. Click on the identifiers.

- 📁 Bachelor of Science Management and Economics 2015
 - 4500 Key Qualifications [Grade: ; Credit Points: 0; Status: PV;]
 - 1100 Business Administration
 - 1400 Computer Science
 - 1300 Mathematics
 - 2300 Mathematics / Computer Science - Compulsory Electives
 - 1500 Law
 - 🔊 3000 Special Subjects
 - 4000 Seminars and Practical Training
 - 1650 Languages [Grade: 000; Credit Points: 0; Status: PV;]
 - 1651 Languages [Grade: 000; Credit Points: 0; Status: PV;]
 - 1200 Economics
 - 2000 Compulsory Elective Module Business Administration/Economics
- 📁 State Examination for Teaching at High Schools Mathematics 2002
- 📁 State Examination for Teaching at High Schools Biology 2002
- 📁 Bachelor of Science Molecular Medicine 2011

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.“



🌟 60715 Your Voice, Training Your Voice and Developing Your Personality
→ Date: 20.07.2018, Beginning: , Examiner: ██████████ [apply for exam](#)

Please check first if it is the right exam. If yes, click on „yes“ to confirm your application.



Apply for exams

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Bachelor of Science Wirtschaftswissenschaften 2015	60265	Analyse und Entscheidungsfindung. Die Praxis ganzheitlichen Entscheidens.	██████████	20.09.2018	Registration of exam

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

Apply for exams

You have registered/deregistered the following exam:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Science Wirtschaftswissenschaften 2015	60265	Analyse und Entscheidungsfindung. Die Praxis ganzheitlichen Entscheidens.	[redacted]	20.09.2018	Registration	OK

An acknowledgement message has been sent to batty.bay@uni-ulm.de. In case this is not your current e-mail address please contact your examination office.

During this session on 13.09.2018 you have registered/deregistered the following exams:

Curricula	Nr.	Exam	Examiner	Date	Activity
Pool Prüfungen Schlüsselqualif 0	60265	Analyse und Entscheidungsfindung. Die Praxis ganzheitlichen Entscheidens.	[redacted]	20.09.2018	Declared

Continue registration Homepage Logout

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.

Exam	Examiner	Form of exam	Semester	Date of Registration*	Date of Exam improvement	grade
11297 Financial Statements Analysis	Marten	written	WS 17/18	25.10.2017	09.12.2017	

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**“.

→ oral exam, Examiner: ██████████ (it is necessary to make an appointment with the examiner!) 1. date in the semester - [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**“.

Apply for exams

Would you like to register/deregister this exam?

Curricula	Nr.	Exam	Examiner	Date	Activity
Bachelor of Science Wirtschaftswissenschaften 2015	60892	Animationsfilme erstellen I	██████████	not specified yet	Registration of exam

yes no

Apply for exams

You have registered/deregistered the following exam:

Curricula	Nr.	Exam	Examiner	Date	Activity	Status
Bachelor of Science Wirtschaftswissenschaften 2015	60892	Animationsfilme erstellen I	██████████	yet to be determined	Registration	OK

An acknowledgement message has been sent to batty.bay@uni-ulm.de. In case this is not your current e-mail address please contact your examination office.

During this session on 13.09.2018 you have registered/deregistered the following exams:

Curricula	Nr.	Exam	Examiner	Date	Activity
Pool Prüfungen Schlüsselqualif 0	60265	Analyse und Entscheidungsfindung. Die Praxis ganzheitlichen Entscheidens.	██████████	20.09.2018	Declared
Pool Prüfungen Schlüsselqualif 0	60892	Animationsfilme erstellen I	██████████	to be announced	Declared

Continue registration Homepage Logout

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 fixe 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.

Exam	Examiner	Form of exam	Semester	Date of Registration*	Date of Exam grade improvement
11297 Financial Statements Analysis	Marten	written	WS 17/18	25.10.2017	09.12.2017
11760 Allowance § 13b WPO, Examination Field Economic Law	Poll	oral	WS 17/18	25.10.2017	

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.