

The Art of Registration for Modules and Exams

- Master of International Nature Conservation -



Where do I have to register?

- **FlexNow** → **Lawful** registration to a module/an exam
- **Stud.IP** → Serviceplattform for information and material for the module (is being managed only by the lecturer)
- So always register in Stud.IP, if you are registered on FlexNow **or** if the examiner allowed you to take that class.
- This presentation is only about registration in **FlexNow**

Always remember:

- If you are not registered in FlexNow to a module and/or an exam, attendance can be denied to you
- If you are registered in FlexNow to a module and/or an exam but do not attend, you will receive a „Failed due to being absent“ and loose one exam/module try (each exam and class can be taken 3 times).
- If you are registered for an exam but feeling ill, upload a doctor`s certificate in FlexNow within 3 days, then the registration is annulled.

All exams have at least one registration in FlexNow, sometimes you have to register for the module first

- Sometimes you only register for a class in advance and then for the exam, sometimes you only register for the module and sometimes only for an exam
- Registration for the exam (-Mp.)
 - Registrations for written exams are open up to 7 days before the exam. Deregistration is possible up to 24h to the exam **(7d/24h-Rule)**
 - **Registrations and de-registrations for oral exams and assignments ends one week before the exam/the deadline**

Unfortunately, almost every module has its own registration period...

1. Study Semester at Goettingen	Registration Window
M.INC.1005: Population biology in nature conservation	
<ul style="list-style-type: none"> M.INC.1005-Mp: Population biology in nature conservation 	September
M.INC.1001: International Nature Conservation	
<ul style="list-style-type: none"> M.INC.1001-Mp : International Nature Conservation 	7d/24h
M.Biodiv.483: Nature conservation biology: Assessment of wildlife species for nature conservation	
<ul style="list-style-type: none"> M.Biodiv.483-Mp: Nature conservation biology: Assessment of wildlife species for nature conservation 	October/November

Elective classes (a selection)	Registration Window
M.Bio-NF.401: International Nature Conservation at the Federal Agency for Nature Conservation	
<ul style="list-style-type: none"> • M.Bio-NF.401-Mp: International Nature Conservation at the Federal Agency for Nature Conservation 	if your application gets accepted, you register for it between November and February
M.Forst.1601: Bioclimatology and global change	
<ul style="list-style-type: none"> • M.Forst.1601-Mp: Bioclimatology and global change 	exam registration (7 d/24 h)
M.INC.1002: Statistics for field biologists	
<ul style="list-style-type: none"> • M.INC.1002-Mp: Statistics for field biologists 	October
M.INC.1003: Animal Conservation	
<ul style="list-style-type: none"> • M.INC.1003-1: Animal Ecology 	exam registration (7 d/24 h)
<ul style="list-style-type: none"> • M.INC.1003-2: Origins of Conservation Biology 	exam registration (7 d/24 h)
M.SIA.E11: Socioeconomics of rural development and food security	
<ul style="list-style-type: none"> • M.SIA.E11: Socioeconomics of rural development and food security 	exam registration (7 d/24 h)
M.Forst.1619: Modern concepts and methods in macroecology	
<ul style="list-style-type: none"> • M.Forst.1619: Modern concepts and methods in macroecology 	exam registration (7 d/24 h)
M.Forst.1621: Ecological functions of wildlife: implications for conservation and management	
<ul style="list-style-type: none"> • M.Forst.1621: Ecological functions of wildlife: implications for conservation and management 	exam registration (7 d/24 h)

Registration for Lincoln-Classes

- You only register online directly at Lincoln University
- Your examination officer at Goettingen University will enter your passed LU-Classes in FlexNow after he received the transcripts from LU

Registration for the Internship-Semester

- You email Prof. Waltert to get permission to start your internship
- After you finished that internship, your internship organisation emails a letter of confirmation to minc@uni-goettingen.de
- Then the examinations office registered you in FlexNow for it
- You email your Report to Prof. Waltert
- The the examinations office enters your grade into FlexNow

Registration for the Master Thesis

- You give/email the filled out registration form <http://www.uni-goettingen.de/de/studying/84592.html> to the examinations office bio.pruefung@bio.uni-goettingen.de

You cannot take bachelor classes!

Important Questions:

- Where can I see all the registration windows for my master:
 - In FlexStat, Search → 218
- I cannot register for my module, what shall I do?
 1. Check in FlexStat, if the registration is open
 2. Send an email to the examinations office before the registration window closes!
- My Computer/Internet does not work and the registration window is about to close!
 - Please ask someone to write an email to the examinations office in your name

Registration for additional modules

- Additional modules are modules you can take at Goettingen University above the 120 C for your master. They can be listed on your final transcript, if you wish, but they do not count for your master. Your additional modules can be about any topic of your choice (music, philosophy, chemistry, economics, etc. or of course more biology classes)

You can register yourself in FlexNow for the additional module, if...

- the module is listed in the M.I.N.C. module catalogue <https://www.uni-goettingen.de/de/43019.html>
- or if it is a module of the ZESS <https://www.uni-goettingen.de/en/423445.html>
- Or it is a Cross-faculty key competence for German classes <https://www.uni-goettingen.de/de/196175.html> or English classes <https://www.uni-goettingen.de/de/196175.html>
- Important: Your additional modules cannot overlap in content with one of your M.I.N.C. modules, e.g. if you took „Statistics for field biologists“, you cannot take another statistics class any more, unless it is advanced statistics.
- To pass the module, all contents of the module description have to be fulfilled. Some modules contain for instance a lecture and an exercise. To get the credits, you have to attend and pass both.

I would like to take a class which does not belong to any former mentioned category

- If the module does not overlap with a topic of your M.I.N.C.-Module and the lecturers permits your attendance, ask the lecturer to give you a certificate after you passed the class. Your examination officer will enter it then into FlexNow.

Thank you very much!

