

Manual Step by Step for Exchange Students at the Faculty of Architecture and Urbanism or: How to find courses and register

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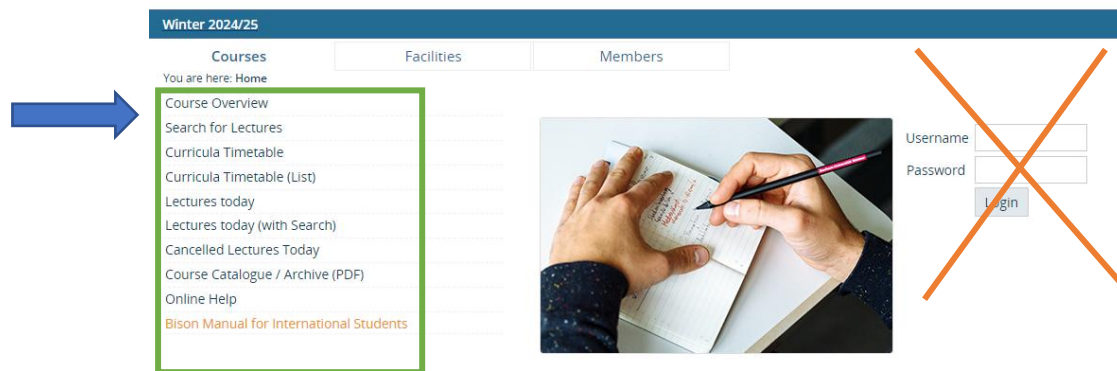
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I. How to find adequate courses

1. Do I need a university login to browse the Course Catalogue?

To browse the catalogue you **do not need a login**.

You can simply use the **left menu** (course overview, search for lectures etc.) and ignore Username and Password field.

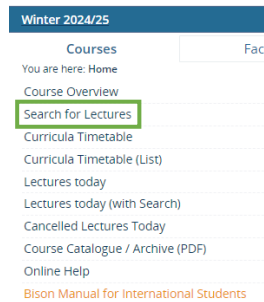


2. Where and when can I browse the current semester Course Catalogue?

A month before the semester starts, all courses for the upcoming semester can be found in our Course Catalogue:

<https://www.uni-weimar.de/qisserver>

1. You can use the search for lectures with **filter functions**, for example select the type of lecture, the study program (curricula), ...



Winter 2024/25

Courses

You are here: Home

Course Overview

Search for Lectures

Curricula Timetable

Curricula Timetable (List)

Lectures today

Lectures today (with Search)

Cancelled Lectures Today

Course Catalogue / Archive (PDF)

Online Help

Bison Manual for International Students



Search for Lectures

View options

Display results: 10 20 30 50

Sort: Standard Number Title Instructor

Search criterias

Term: SuSe 2024

Number of lecture: [input field]

Title of lecture: [input field]

Type of lecture: Select all

Department: Fakultät Architektur und Urbanistik [Clear Entry]

Curricula: [input field] [Select]

Instructor: [input field] [Select]

Room: [input field] [Select]

from (time): [input field]

to (time): [input field]

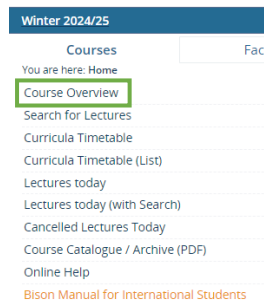
Weekday: Select all

Sichtbar: Select all

Language of instruction: Select all

Start Search Clear Form

2. Otherwise, you can use the **course overview** and enter into faculty courses.



Winter 2024/25

Courses

You are here: Home

Course Overview

Search for Lectures

Curricula Timetable

Curricula Timetable (List)

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Course Overview (SoSe 2024)

- Course Catalogue of the Bauhaus-Universität Weimar
- Faculty of Architecture and Urbanism
- Faculty of Civil Engineering
- Faculty of Art and Design
- Faculty of Media
- Language Centre
- University Sports Centre
- Courses offered by central university facilities
- Interdisciplinary Courses
- Veranstaltungen der Hochschule für Musik

3. Can I get information about courses from former semesters?

You can also check the **pdf archive** to find courses from former semesters:

<https://www.uni-weimar.de/en/university/studies/student-services/bison-portal/course-catalogue-archive/>

The archive shows all courses for each faculty according to the study program and according to the study year from the last 15 years. Please note that the descriptions are mostly in German language. A translator tool may help you if you do not understand enough German.

To see courses from the last two semesters, you can also use the Course Catalogue:

<https://www.uni-weimar.de/qisserver.>

To see those, you need to search for lectures and then choose the respective term.

The image shows a navigation menu on the left and a search interface on the right. A blue arrow points from the 'Search for Lectures' link in the menu to the search page.

Navigation Menu (Left):

- Winter 2024/25
- Courses
- You are here: Home
- Course Overview
- Search for Lectures** (highlighted with a green box)
- Curricula Timetable
- Curricula Timetable (List)
- Lectures today
- Lectures today (with Search)
- Cancelled Lectures Today
- Course Catalogue / Archive (PDF)
- Online Help
- Bison Manual for International Students

Search for Lectures (Right):

View options

Display results: 10 20 30 50

Sort: Standard Number Title Instructor

Search criteria

Term: WiSe 2024/25 (dropdown menu open showing: WiSe 2023/24, SuSe 2024, WiSe 2024/25, Select all)

Number of lecture: [input field]

Title of lecture: [input field]

Type of lecture: [dropdown menu]

Department: [input field] Select

Curricula: [input field] Select

Instructor: [input field] Select

Room: [input field] Select

from (time): [input field]

4. Which detailed information can I find in the Course Catalogue?

You can find details about the number of **ECTS points**, **schedule/dates**, **weekday**, **hours per week**, **language**, **course type** etc. for each and every course in the Course Catalogue.

5. What do the abbreviations in the Course Catalogue mean?

Do not get confused with the abbreviation **PV** oder **PO** in the Course Catalogue. This is only relevant for our students since it indicates the year of the examination order of the specific study program they are enrolled for. **You just choose the latest one.**

We offer seven study programs: Architektur Bachelor (B.Sc.), Architektur Master (M.Sc.), European Urban Studies (M.Sc.), Integrated Urban and Design (M.Sc.), MediaArchitecture (M.Sc.), Urbanistik Bachelor (B.Sc.), Urbanistik Master (M.Sc.),

To find courses within your study program you can select the filter „**curricula**“ and choose the respective courses within that study program.

Alternatively, you can enter into the **Course overview** and then **choose the faculty and a study program** to see all related courses.

Option 1)

The screenshot shows a search criteria form with the following fields:

- Term: SuSe 2024
- Number of lecture: [input field]
- Title of lecture: [input field]
- Type of lecture: Select all
- Department: [input field]
- Curricula: Architektur (M.Sc.), PV2020
- Room: [input field]
- from (time): [input field]
- to (time): [input field]
- Weekday: Select all
- Language of instruction: Select all

Option 2)

The screenshot shows the course overview page with the following elements:

- Navigation tabs: Courses, Facilities, Members
- Course Overview (Wise 2024/25)
- Course Catalogue for the Bauhaus-Universität Weimar
- Faculty of Architecture and Urbanism
- B.Sc. Architektur (PO 2020)
- Table of Lectures:

Lect.-No.	Lecture
	Info-Veranstaltung Auslandsstudium und Praktika - Beyer, Dr.phil. Stratmann
	Online-Informationsveranstaltung Bachelor Architektur - Dr.rer.nat. Fleischmann
	Repetitorium Konstruktives Entwerfen und Tragwerkslehre - Prof. Dr.-Ing. Ruth
	Thesis Bauphysik/ Gebäudetechnik - Prof. Dr.-Ing. Volker
	Thesis: Das Geheimnis des Wohnens - Prof. Dipl.-Ing. Garkisch
	Thesis Wohnungsbau - Prof. Dipl.-Ing. von Beckerath, Master of Science Schloss

- ☐ Kernmodule
- ☐ Pflichtmodule
- ☐ Wahlpflichtmodule

6. Which course types are offered in Weimar?

As course types, the most common types are: **project, design studio, lecture, (block) seminar, exercise/tutorial, workshop.** You can browse for each of it in the **Course Catalogue**, selecting the respective **Type of Lecture**.

Search criteria

Term: Wise 2024/25

Number of lecture:

Title of lecture:

Type of lecture:

Department:

Curricula:

Instructor:

Room:

from (time):

to (time):

Weekday:

Language of instruction:

a. What is a design studio?

The core of the **Bachelor Architektur** study program is the so-called „Entwurf“ or „Kernmodul“ (design studio). To get a list of all offered design studios, you can **browse „design“ or „Entwurf“ in the catalogue.**

Design studios are teaching units in which students take an **intensive look at a specific topic** and find **new approaches and solutions** to a particular issue by independently developing content and drafts. Professors and research staff provide **intensive supervision**. Within design studios, you often work in smaller groups.

Design studios normally take place on **tuesdays**. This information is important for you to plan your schedule with other classes on other weekdays.

Please note: It is only possible to register to **one studio or project per semester.**

b. What is a project?

The core of all other study programs (i.e. Bachelor and Master Urbanistik, Master Architektur, Master MediaArchitecture, Master EUS and Master IUDD) is the so-called „Projekt“, „Planungsprojekt“ or „Projektm modul“ (**project**). To get a list of all offered projects, you can **browse „Project“** (if you use the English version of the website) **resp. „Projekt“** (if you use the German version of the website) or **„Project module“** or **„Projektmodul“** in the course catalogue.

Projects are teaching units in which students take an **intensive look at a specific topic** and find **new approaches and solutions** to a particular issue by independently developing content. Professors and research staff provide **intensive supervision**. Within projects, you often work in smaller groups.

Projects normally take place on **thursdays**. This information is important for you to plan the schedule with other classes on other weekdays.

Please note: It is only possible to register to **one studio or project per semester**.

c. What is a lecture?

A lecture is a course that falls into the category of **frontal teaching**. Usually a large number of students listen to the lecture and the teacher talks about a particular subject. Lectures are **usually not interactive**.

d. What is a seminar?

A seminar is a course that serves **to interactively** acquire or deepen knowledge in **small to medium-sized groups**.

e. What is an exercise/a tutorial?

A tutorial/exercise is used for the **practical application of theoretical knowledge**.

f. What is a workshop?

Workshops are usually offered in **blocks**, i.e. not weekly, but rather on one or **more weekends or during the semester break**. They are **practically orientated**.

7. Are there any restrictions/recommendations for exchange students about the course choice?

When searching for appropriate courses, please note:

- You should take **the majority** of courses in the program that **are enrolled in at your home university**. However, you may also take courses from other study programs or in other faculties. It is also possible to take courses from academic years others than your year. Please note that a **maximum of 10 credits may be covered at other faculties**.
- There are just a few **two-semester courses** where it does not make sense to participate if you stay in Weimar for **one semester**. Please keep this in mind when arranging your study plan.
- In very **few courses**, teachers **do not give grades** (this is communicated in the course description and/or at the beginning of the semester in the course), but they only issue a **certificate of participation**. You should take this into account if you need a grade for the recognition of your achievements in your home university. If this is not specified in the course description, **please ask the contact person indicated beforehand** or in the first lesson. Please check this with the teachers if grading is not specified in BISON and in the first lesson.

8. How many courses shall I take considering the word load and ECTS credits necessary?

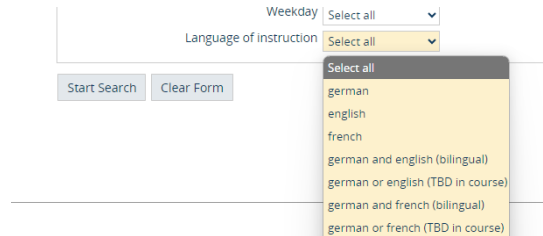
For your participation in projects and design studios you normally get **12 ECTS** credits (plus **6 additional ECTS** credits for accompanying seminars which are optional for exchange students, but mandatory for our own Bauhaus-Universität Weimar students).

Considering the usual workload for a semester (**30 ECTS**) this implies that **you will additionally need to choose other courses**.

9. Which courses can I choose if I have no or little knowledge of the German language?

To follow German-taught courses we recommend **at least B1 level**.

- If you do not comply with this level, please take a look at the **English-taught lectures, seminars, exercises, workshops** and the **interdisciplinary courses** of the Bauhaus modules (use the filter function „Language of instruction“ in the **Course Catalogue**).



The image shows a search filter interface. At the top, there are two dropdown menus: 'Weekday' with 'Select all' and 'Language of instruction' with 'Select all'. Below these are two buttons: 'Start Search' and 'Clear Form'. The 'Language of instruction' dropdown is open, showing a list of options: 'Select all', 'german', 'english', 'french', 'german and english (bilingual)', 'german or english (TBD in course)', 'german and french (bilingual)', and 'german or french (TBD in course)'.

- You may also choose Bauhaus-modules which are **interdisciplinary courses**:

<https://www.uni-weimar.de/qisserver/rds?state=wtree&search=1&trex=step&root120241=40611%7C39487&P.vx=kurz>

- **Exception:**

Although **projects/design studios** are usually announced and taught in German language, exchange students with no or less German knowledge **can take part in projects/design studios offered**. Those courses are **used to integrating non-German-speaking students** in their groups.

For planning projects please note that you will need German language skills unless otherwise indicated.

II. How to register to courses

Registration to courses will take place once arrived in Weimar during the first days of the semester start. The exact dates will be published **online**: <https://www.uni-weimar.de/en/architecture-and-urbanism/services/organizational-questions>.

This deadlines and exact time frames will also be communicated to you **via email and in a meeting**. So you will not miss them.

1. How to register to design studios or projects

Once in Weimar, you will be asked to express **three options** for projects/studios in a certain time frame (via <https://www.uni-weimar.de/architektur/projektanmeldung>)

After the deadline, you will receive an **email** indicating the course you have been assigned to. The allocation process is identical for our own students at Bauhaus-Universität Weimar.

Please note that it is **not possible to guarantee your participation in a specific project/studio**. Your participation in **one of your three** expressed preferences, though, is guaranteed.

1)

Zugangslink anfordern

Geben Sie zunächst Ihre E-Mail-Adresse der Bauhaus-Universität Weimar an, um den Link zum Einschreibeformular zu erhalten.

E-Mail	<input type="text"/>
Einschreibung	<input type="checkbox"/> Kernmodule SoSe 2025 - Bachelor
Zeitraum	31. März 2025 0:01 - 2. April 2025 11:59
Einschreibung	<input checked="" type="checkbox"/> semester projects SoSe 2025 - incoming
Zeitraum	31. März 2025 0:01 - 2. April 2025 11:59
Einschreibung	<input type="checkbox"/> Projektmodule SoSe 2025 - Architektur/MediaArchitecture
Zeitraum	31. März 2025 0:01 - 2. April 2025 11:59
Einschreibung	<input type="checkbox"/> Städtebauprojekte SoSe 2025 - Urbanistik Angleichstudium
Zeitraum	31. März 2025 0:01 - 2. April 2025 11:59

[Einschreibelink anfordern](#)

2)

Eingabe Ihrer persönlichen Daten

Geben Sie zunächst einige persönliche Daten an.

Vorname

Nachname

Matrikelnummer

Studiengang

Anderer Studiengang

[Weiter](#)

3)

Auswahl Ihres Studienjahres

Wählen Sie nun Ihr Studienjahr aus.

Studienjahr

[Zurück](#) [Weiter](#)

Please select **third study year** despite being in a different year, so you can get **the entire list of projects/design studios!**

4)

Angabe Ihrer Projektwünsche

Sie können nun bis zu drei Projektwünsche angeben. Achten Sie jedoch darauf, dass kein Wunsch doppelt ist.

1. Wunsch

2. Wunsch

3. Wunsch

[Zurück](#) [Weiter](#)

1. Persönliche Daten / 2. Studienjahr

- 2. Kernmodul: Das wachsende Haus...
- Bauhaus Energy Hub - Modul 7
- 5. Kernmodul: BAUHÄUSER – ein Campusführer
- 5. Kernmodul: Maison du Peuple
- 2. Kernmodul: EXFORMA
- 4. Kernmodul: Leipzig Freiladbahnhof Ost
- 4. Kernmodul: Open Access...
- 5. Kernmodul: Experiments, Manifestos, Prototypes
- 4. Kernmodul: Chemnitz
- 4. Kernmodul: Routinen: Typologien und ihre Spielräume...
- Von Allem Wenig
- Amsterdam-Zuidoost – Planning Process...
- One Forest. Many Species
- Le Grand Paris
- Salon des Amateurs
- Experiments, Manifestos, Prototypes
- Lukashheim
- Versuchsgut Dornburg
- school of mind

Please note: this is a **symbolic screenshot**, during the registration process, you will see the **actual projects** available for selection in **the current semester**.

2. How to register to all other courses within your study program at our faculty

(such as lectures, seminars, workshops, exercises):

You will be able register to courses within a certain time frame via **BISON** (<https://www.uni-weimar.de/qisserver>).

(Please note: first come, first serve principle).

Vst.-Nr.	Veranstaltung	Vst.-Art	Aktion
125123902	Tales of transformation: Postsocialist Cities as Laboratories of Change - 2 SWS - englisch	Seminar	belegen/abmelden

3. How to register to courses outside your study program at our faculty

Please send the course **titles and course numbers** you wish to take part along with your **matriculation number** once you made your choices to **Gabriela Oroz**.

(Please note: first serve principle, see 2) above).

4. How to register to courses at other faculties

Please **directly mail to the respective teachers** and ask them to accept and to enroll you to the courses (see contact information in the Course Catalogue. Please also consider webpages of the respective faculties with study information such as obligatory consultations at the Faculty of Art and Design).

5. How to register to Bauhaus.Modules

The time frame to register to Bauhaus.Modules differs from the other time frames and starts normally a few days earlier. To be registered send an **email** to the teacher(s) indicated in the course catalogue asking to be registered- Please **check if you need to send a motivational letter** if specified in the course details.

You can find the time frame for registration on the BISON front page link:

<https://www.uni-weimar.de/qisserver/rds?state=user&type=0&topitem=&breadCrumbSource=&topitem=functions>

6. Why are there different categories of enrolment? (admitted/registered/reserved/waiting list)

To have **confirmed your participation** to a course the course needs to have the status „**admitted**“ („**zugelassen**“). The other three categories do not imply your safe participation, since they are not binding.

So please make sure to have the status “admitted” (zugelassen) for those courses you wish to take part.

III. How to prepare a Learning Agreement (LA)

1. What is a Learning Agreement?

The Learning Agreement is a **contract** between you, your home university and the host faculty at the Bauhaus Universität Weimar. It includes a list of courses which you should attend at the host university.

2. Where can I get the form for the Learning Agreement?

You can obtain the relevant form from your **home university**. Please note that most universities use Online Learning Agreements (OLAs) within the EWP Dashboard: <https://ewp-dashboard.eu/>.

3. Why do I need to prepare a Learning Agreement before mobility?

The courses offered at the Bauhaus-Universität Weimar for the upcoming semester will **not be published until just a few weeks** before the semester begins. Furthermore, given the course registration system, **it is not possible to guarantee your participation** and define beforehand the exact courses which you will be able to attend. Therefore you will have to fill out **the preliminary Learning Agreement** on the basis of the general disciplines offered and on the basis of the course archives.

4. When do I prepare my Learning Agreement?

Please wait with the preparation of the Learning Agreement **until you receive the acceptance letter** from our International Office (by June for Winter Term, by November for Summer Term). We recommend that you prepare and sign the Learning Agreement "before mobility" **by the end of September** (for the winter semester) resp. **by the end of March** (for the summer semester). You can then complete and update the "during mobility" Learning Agreement during the semester. Please note that your home university might have different deadlines so check with them.

5. Who will sign the Learning Agreement in Weimar?

At the host university Bauhaus-Universität Weimar, the Learning Agreement will be signed by **Gabriela Oroz** (exchange coordinator, E-Mail: gabriela.oroz@uni-weimar.de, phone: +49(0) 3643 58 31 15).

Please follow these steps:

1. Your signature as student
2. Your home university's signature as the sending institution
3. Bauhaus-Universität Weimar's signature as host institution (if possible, via EWP Dashboard: <https://ewp-dashboard.eu/>, otherwise you can send a scanned version or have your Agreement signed personally).

IV. How to obtain my Transcript of Records (ToR)?

1. What is a Transcript of Records?

The Transcript of Records (ToR) documents **the performance of a student** by listing the **courses completed**, the **ECTS credit points** acquired, as well as the **local grades** obtained.

2. Whom can I contact in case of questions about grading and about my Transcript?

At the Faculty of Architecture and Urbanism, **Nicole Wichmann-Sperl** is your contact person for it.

You can reach her by email: transcript@archit.uni-weimar.de or phone: +49 (0) 36343 58 31 19.

3. How can I request my ToR?

You will receive **an email** explaining the process to get the ToR from **Nicole Wichmann-Sperl** at the beginning of your examination period and sending you the Transcript Generator Sheet.

You will then **need to return the completed Transcript Generator Sheet** sent to you by Ms. Wichmann-Sperl.

You will be able to keep track of the grading process accessing BISON as long as your matriculation is still active (which usually is until 30 September (in summer term) resp. 31 March (in winter term)).

For details on accessing the grading see manual:

https://www.uni-weimar.de/fileadmin/user/uni/hauptseiten/Studium/LSF/Bison_Online-Hilfe_Zweisprachig.pdf, page 7, "Notenspiegel").

4. When will I get the ToR?

Marking for individual courses will take place, once all students have completed their assignments (submitted their essays in seminars, concluded their exams during the examination period and the like). So this might take some time, **presumably until the end of September** (for summer term) **or end of March** (for winter term), and you might need some patience until all your marks will have been inserted into BISON. Please inform your home university about this time frame to avoid problems with this timing.

If your university urges you to get the Transcript, in the past, a preliminary Transcript with some grades, has always been helpful.

Once all of your examination results have been entered into BISON, you will be able to generate your digital Transcript of Records from your BISON account. If your home university also requires a paper copy of your Transcript with a stamp, we kindly ask you to send an email with the address to transcript@archit.uni-weimar.de.