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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I. How to find adequate courses

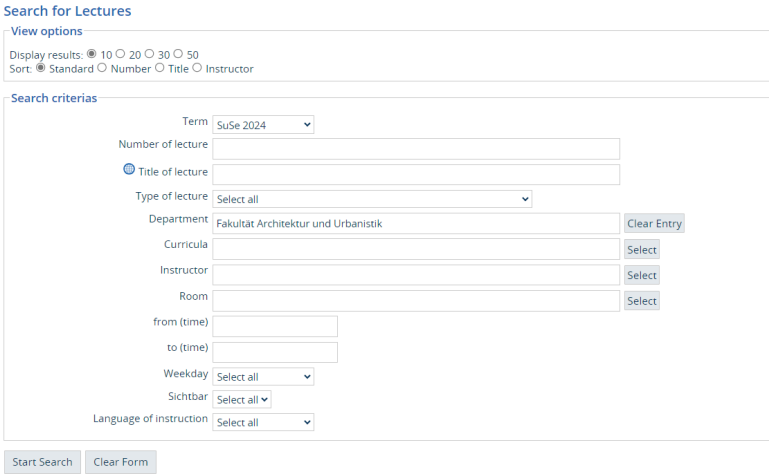
1. Do I need a university login to browse the Course Catalogue?

To browse the catalogue you do not need a login.

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

A month before the semester starts, all courses for the upcoming semster can be found in our Course Catalogue: https://www.uni-weimar.de/qisserver

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



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

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.

To see courses from the last two semesters, you can also use the Course Catalogue https://www.uni-weimar.de/qisserver

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

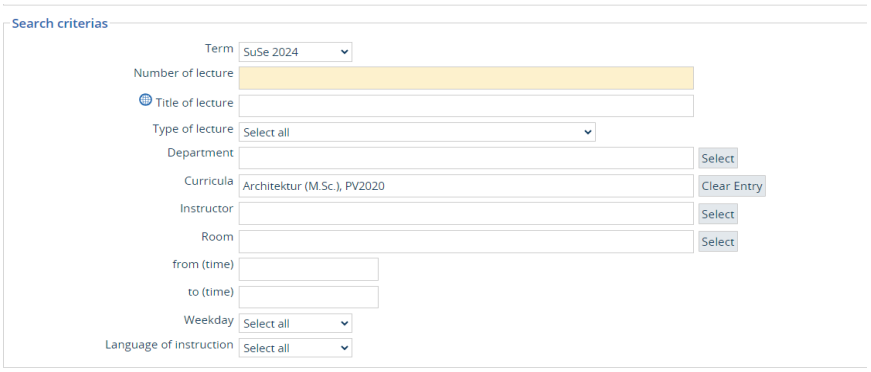
You can find details about the number of ECTS points, schedule/dates, weekday, hours per week, language, course type etc. for each and every course in the Course Catalogue.

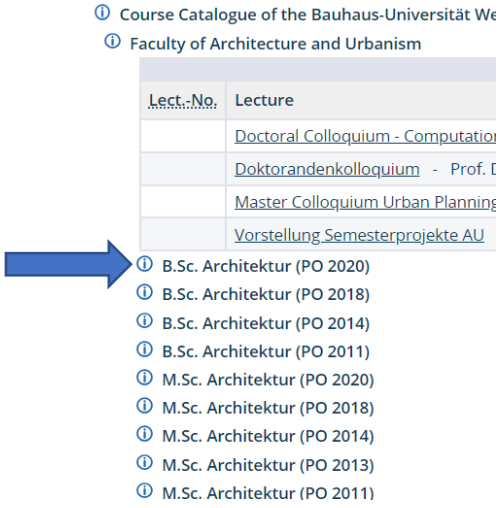
5. What do the abbreviations in the Course Catalogue mean?

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.





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.

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 „Projekmodul“ (project). To get a list of all offered projects, you can browse „project“ or „Projekt“ or „project module“ in the 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 particulat 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 rahter on one or more weekends or during the semester break. They are practically orientated.

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

When seaching for appropriate courses, please note:

- You should take the majority of courses in the program they 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 in the Course Catalogue).
- 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 our will need German language 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 deadline will also be communicated to you via email and in a meeting.**

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 guarantuee your participation in a specific project/studio. Your participation in one the your three expressed preferences, though, is guaranteed.

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

(such as lectures, seminars, workshops, exercises and planning projects):
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).

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 is from 1 to 10 October. 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

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

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

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 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 partipation 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 oft he 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 not that your home university might have different deadlines so check with them.

5. Who will sign the Learning Agreement in Weimar?

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

You as student and your home university as the sending institution need to sign the agreement at first (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 expaining the process to get the ToR from Nicole Wichmann-Sperl at the beginning of your examination period and sending your 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.