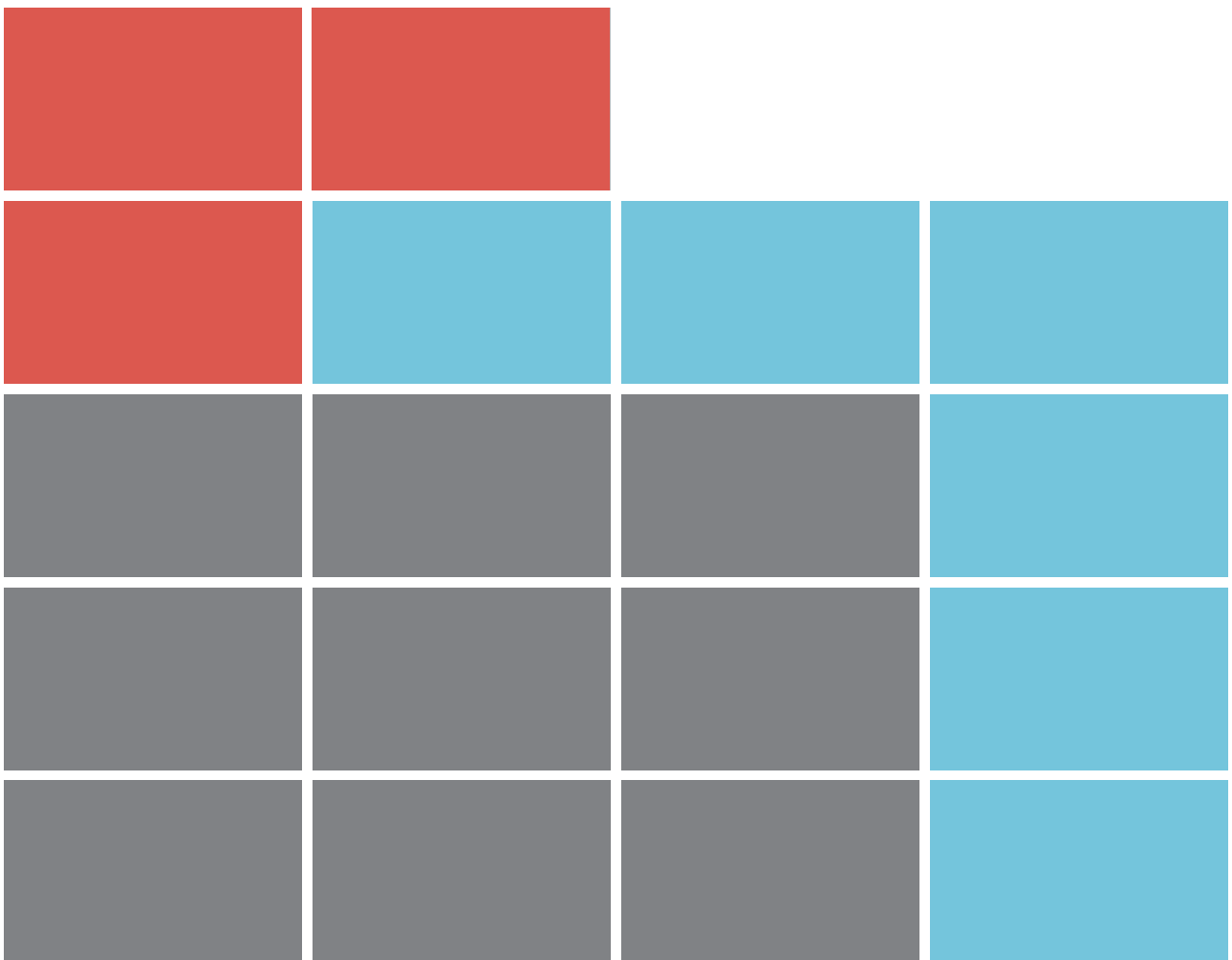




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Studienkoordination

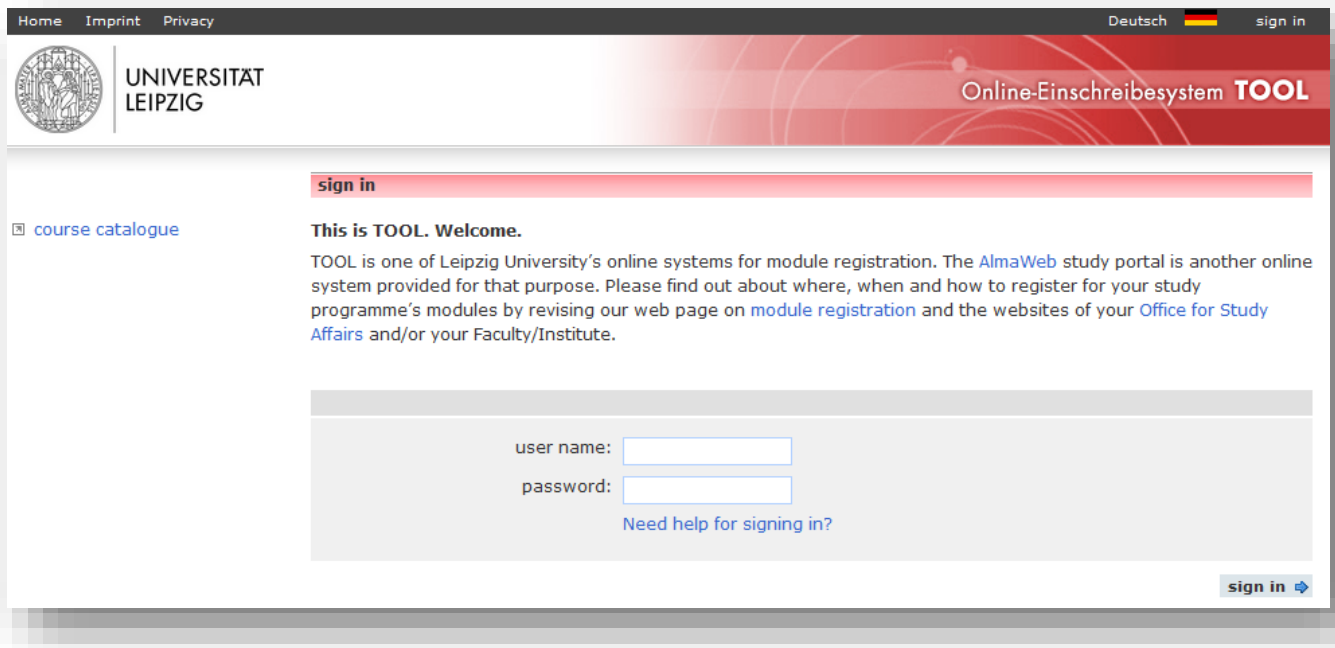


Guide to module registration for students

REGISTRATION IN TOOL

The address (URL) of the module registrations system TOOL is: <https://tool.uni-leipzig.de/>.

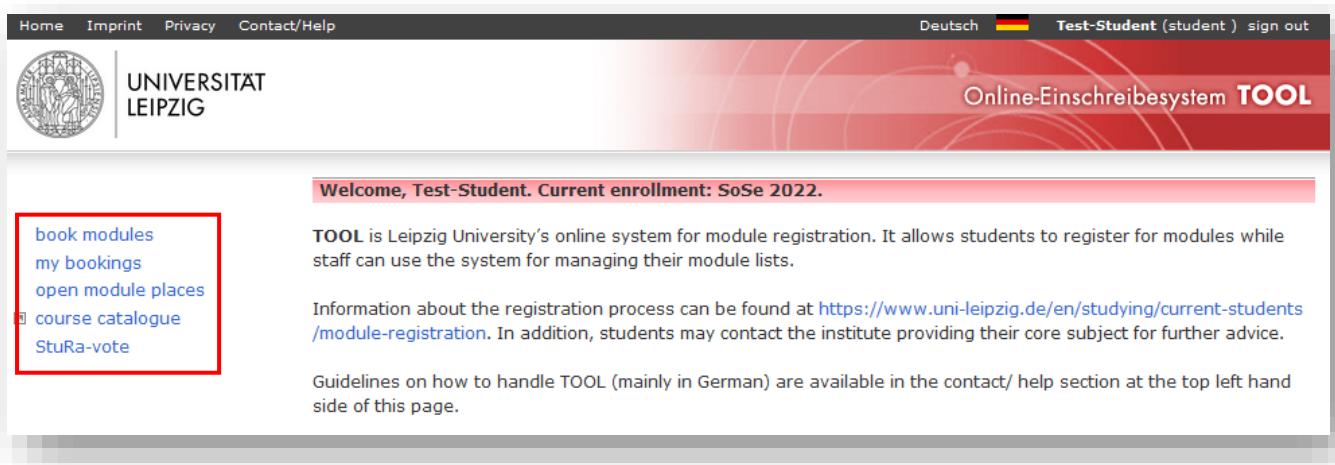
As a student, you will need the access data (university login and password) that you received upon enrollment. You can find information on this at: <https://www.urz.uni-leipzig.de/dienste/uni-login/>



The screenshot shows the 'sign in' page of the TOOL system. At the top, there are navigation links for 'Home', 'Imprint', and 'Privacy'. On the right, there is a language selector for 'Deutsch' with a German flag and a 'sign in' link. The University of Leipzig logo and name are on the left. The main heading is 'Online-Einschreibesystem TOOL'. Below this, there is a 'sign in' button. The main content area contains a welcome message: 'This is TOOL. Welcome.' followed by a paragraph explaining the system and providing links for 'module registration' and 'Office for Study Affairs'. Below the text is a sign-in form with fields for 'user name:' and 'password:'. A link for 'Need help for signing in?' is located below the password field. A 'sign in' button with a right-pointing arrow is at the bottom right of the form area.

SELECTION MENU

After successful login you will get to the TOOL start page. Various functions are available:



The screenshot shows the 'Test-Student' start page. At the top, navigation links include 'Home', 'Imprint', 'Privacy', and 'Contact/Help'. The language selector shows 'Deutsch' with a German flag and 'Test-Student (student) sign out'. The University of Leipzig logo and name are on the left. The main heading is 'Online-Einschreibesystem TOOL'. Below this, there is a 'Welcome, Test-Student. Current enrollment: SoSe 2022.' message. The main content area contains a paragraph explaining the system and providing a link for 'module-registration'. Below this is another paragraph about guidelines. On the left side, there is a selection menu with a red border containing the following items: 'book modules', 'my bookings', 'open module places', 'course catalogue', and 'StuRa-vote'.

BOOK MODULES

Select the registration group in which you want to register and click on "Next". Registration groups combine modules that can be taken in a specific degree program or area.

You only have access to registration groups that are assigned to your degree program and are in the registration period. If the registration period has not yet started or has already ended, the registration groups are grayed out.

If you can not find the registration group you are looking for, even though the registration period has already started, please contact your study office (<https://www.uni-leipzig.de/studienbueros>).

book modules

Test-Student (16000)

choose a registration group

Please only choose registration groups that are relevant for you in the current semester. Please refer to your study schedule or the information of your core subject to find out which modules you have to take.

registration groups with first-come first-served mechanism

- B.A. Anglistik** (registration: 23.03.2022, 12:00 to 28.03.2022, 17:00)

registration groups with two-step booking mechanism

- Fakultätsübergreifende Schlüsselqualifikation** (registration: 23.03.2022, 12:00 to 28.03.2022, 17:00)
- Wahlbereich der Geistes- und Sozialwissenschaften** (registration: 23.03.2022, 12:00 to 28.03.2022, 17:00)

optional registration groups

- Veranstaltungsangebote des Academic Lab - Sommersemester 2022 (fakultativ)** (registration: 22.03.2022, 12:00 to 13.09.2022, 23:59)
- Veranstaltungsangebote des Career Service - Sommersemester 2022 (fakultativ)** (registration: 22.03.2022, 12:00 to 13.09.2022, 23:59)

The procedure for module registration differs in the "**first-come first-served**" and the "**two-step booking**" mechanisms.

FIRST-COME FIRST-SERVED MECHANISM

For first-come, first-served bookings, places are allocated in the chronological order of booking, i.e.: The first person to book the module gets the place.

Step 1: Module selection

B.A. Anglistik

Bitte wählen Sie die Module aus, die Sie in diesem Semester belegen möchten. **1**

choose your modules (min. 1 / max. 3) **4**

show all | hide all

B.A. Anglistik **2**

	number of module	title of module	cp	prerequ	open places
3 <input checked="" type="checkbox"/>	04-002-1104	British Literatures and Cultures: Theory and Practice	10	yes ⓘ	17
<input type="checkbox"/>	04-002-1106	British Literatures and Cultures: New Approaches unfulfilled participation requirements (see column prerequ): • Participation in the module 04-ANG-1102	10	yes ⓘ	13
<input type="checkbox"/>	04-002-1107	English Literatures and Cultures in a Global Context unfulfilled participation requirements (see column prerequ): • Participation in the module 04-ANG-1102 • Participation in the module 04-001-1001 • Participation in the module 04-001-1002	10	yes ⓘ	4 5
<input type="checkbox"/>	04-002-1304	English Linguistics II unfulfilled participation requirements (see column prerequ): • Participation in the module 04-002-1302 • Participation in the module 04-001-1005	10	yes ⓘ	19
<input type="checkbox"/>	04-ANG-1102	Introduction to British Literatures and Cultures II	10	yes ⓘ 6	5
<input checked="" type="checkbox"/>	04-ANG-1301	Introduction to English Linguistics I	10	yes ⓘ	5

Back Cancel Next **7**

- 1** Before choosing a module, please read the displayed instructions carefully.
- 2** By clicking on the blue highlighted module groups, the respective module offer is shown or hidden.
- 3** Select the modules you would like to register for.
- 4** Please note the minimum/maximum number of selectable modules specified behind "choose your modules".
- 5** If a module cannot be booked, it is grayed out. A short red note explains the reason for the non-availability.
- 6** Notes on the participation requirements can be found in the "prerequ" field. These are shown by mouseover above the symbol ⓘ.

7 To confirm the module selection, click "Next".

Step 2: Course selection

For the selected modules, you may still have to choose the courses in the booking details, e.g. if several parallel courses are offered.

booking details

Bitte speichern Sie Ihre Auswahl ab und **überprüfen Sie Ihre Belegungen unter dem Menüpunkt "Beleginfo"**. **1**

number of module	title of module
04-ANG-1301	Introduction to English Linguistics I

prerequisites:
Englischkenntnisse Niveaustufe B2 gemäß GER

courses	date	open places
Lecture 04-ANG-1301.VL01 Einführung in die synchrone Linguistik (min: 1, max: 1)		
<input checked="" type="checkbox"/> 04-ANG-1301.VL01 Dr. Arne Lohmann Einführung in die synchrone Linguistik 3	Di 13:15 - 14:45	122
Practice 04-ANG-1301.ÜB01 Phonetik/Phonologie (min: 1, max: 1)		
<input type="checkbox"/> 04-ANG-1301.ÜB01a Dr. Beate Seidel Phonetik/Phonologie	Mo 09:15 - 10:45	15
<input type="checkbox"/> 04-ANG-1301.ÜB01b Antje Quick Phonetik/Phonologie	Mo 09:15 - 10:45	5
<input type="checkbox"/> 04-ANG-1301.ÜB01c Antje Quick Phonetik/Phonologie 4	Mo 11:15 - 12:45	0
Practice 04-ANG-1301.ÜB02 Gesprochener akademischer Diskurs (min: 1, max: 1) 2		
<input type="checkbox"/> 04-ANG-1301.ÜB02a Dr. Patrick McCafferty Gesprochener akademischer Diskurs	Mo 09:15 - 10:45	13
<input type="checkbox"/> 04-ANG-1301.ÜB02b Dr. Patrick McCafferty Gesprochener akademischer Diskurs	Mo 11:15 - 12:45	0
<input type="checkbox"/> 04-ANG-1301.ÜB02c Dr. Patrick McCafferty Gesprochener akademischer Diskurs	Mo 13:15 - 14:45	5

5 **Save**

Back **Cancel**

1 Before choosing a course, please read the displayed instructions carefully.

2 Note the minimum/maximum number of courses to be selected specified behind the course.

3 For courses without parallel groups, the allocation is already preset.

4 If there are no more places available in a parallel group, it will be grayed out and can no longer be selected.

- 5 Before you complete the module booking by clicking the "Save" button, make sure that you meet all prerequisites for taking part in the modules.

TWO-STEP BOOKING MECHANISM (ELECTIVE AREA / SQ-MODULES)

In the two-step booking procedure, you must first prioritize a certain number of requests. The module places are allocated by algorithm. You have to confirm the modules that have been allocated to you in a second step.

Step 1: Module selection

Wahlbereich der Geistes- und Sozialwissenschaften

Die Module des Wahlbereichs sind nach den Fächern gruppiert aufgelistet. Klicken Sie auf das Fach um das Modulangebot einzublenden oder lassen Sie sich alle Module anzeigen ("Alle einblenden").

Bitte geben Sie **mindestens 3 Modulwünsche** an, indem Sie die Module anhaken. Es wird empfohlen einen 4. Wunsch anzugeben, um die Wahrscheinlichkeit einer Modulzuteilung zu erhöhen. Wenn Sie weniger als 3 Module oder mehr als 4 Module auswählen, kann die Belegung nicht gespeichert werden.

Geben Sie einen Belegwunsch für ein Modul nur dann ab, wenn Sie die **Teilnahmevoraussetzungen (TNV)** des Moduls erfüllen, ansonsten kann Ihr Wunsch nicht berücksichtigt werden. Die für das Modul geforderten TNV werden Ihnen in der Spalte hinter dem Modultitel angezeigt.

Bitte beachten Sie bei der Modulwahl außerdem, dass Sie nur Module angeben, die sich zeitlich nicht mit Ihren Kernfachmodulen überschneiden.

Bitte beachten Sie auch die aktuellen Änderungen des Modulangebots in [AlmaWeb](#).

choose your modules (min. 3 / max. 4)

show all | hide all

▣ Afrikastudien

	number of module	title of module	cp	prerequ	bookings
<input checked="" type="checkbox"/>	03-AFR-1200	Gesellschaft und Wirtschaft in Afrika	10	none	45
<input type="checkbox"/>	03-AFR-1203	Hausa II unfulfilled participation requirements (see column prerequ): • Participation in the module 03-AFR-1103	10	yes i	2
<input type="checkbox"/>	03-AFR-1605	Kultur, Medien und Technik in Afrika	10	none	19
<input type="checkbox"/>	03-AFR-1606	Afrika regional II: Östliches und südliches Afrika	10	none	12

▣ Ägyptologie

▣ Altorientalistik

- 1 Before choosing a module, please read the displayed instructions carefully.
- 2 By clicking on the blue highlighted module groups, the respective module offer is shown or hidden.
- 3 Select the modules you would like to register for.

- 4 Please note the minimum/maximum number of selectable modules specified behind "choose your modules".
- 5 If a module cannot be booked, it is grayed out. A short red note explains the reason for the non-availability.
- 6 Notes on the participation requirements can be found in the "prerequ" field. These are shown by mouseover above the symbol ⓘ.

To confirm the module selection, click "Next".

Step 2: Set priorities

booking details

Sie müssen für jedes Modul eine **Priorität festlegen** (1 = hohe Priorität ... 4 = niedrige Priorität). Damit können Sie gewichten, welche Module Sie bei der Vergabe bevorzugen würden. 1

priority	number of module	title of module
2	3-AFR-1200	Gesellschaft und Wirtschaft in Afrika
prerequisites: none		

priority	number of module	title of module
1	03-TWL-0306	Theaterkulturen
prerequisites: empfohlen ab 3. FS		

priority	number of module	title of module
3	06-003-003	Vertiefungsmodul Geschichte der Philosophie
prerequisites: Teilnahme am Modul "Geschichte der Philosophie" (06-003-002) empfohlen		

⏪ Back
✖ Cancel
3
Save 📄

- 1 For the selected modules you may have to enter further details in the booking details. Please refer to the instructions of the respective registration group.
- 2 Please set a priority for each module (1=highest priority ...). Each priority can be assigned only once.

- 3** Before you complete the module booking by clicking the "Save" button, make sure that you meet all prerequisites for taking part in the modules.

MY BOOKINGS

Registration phase (all registration methods)

After successfully saving the module selection (both in the first-come, first-served and two-step booking method), you will be automatically redirected to the "my bookings" page.

B.A. Anglistik
 module registration: First-come first-served **3**


priority	number of module	title of module	contact person	status
no	04-002-1104	British Literatures and Cultures: Theory and Practice (10 cp, 1 semester) courses allocated: Seminar Kulturstudien - 04-002-1104.SE01 Kulturstudien: Nations and Regions in the British Isles - Theoretical Approaches and Case Studies - 04-002-1104.SE01a (Mo 11:15 - 12:45) Seminar Literatur - 04-002-1104.SE02 Literatur: Postcolonial Rewritings - 04-002-1104.SE02a (Mo 13:15 - 14:45) ⓘ 2 Practice Übersetzen - 04-002-1104.ÜB01 Übersetzen: Translation - 04-002-1104.ÜB01b (Fr 09:15 - 10:45)	✉ Dr. Maria Fleischhack	allocated
no	04-ANG-1301	Introduction to English Linguistics I (10 cp, 1 semester) courses allocated: Lecture Einführung in die synchrone Linguistik - 04-ANG-1301.VL01 Einführung in die synchrone Linguistik - 04-ANG-1301.VL01 (Di 13:15 - 14:45) Practice Phonetik/Phonologie - 04-ANG-1301.ÜB01 Phonetik/Phonologie - 04-ANG-1301.ÜB01a (Mo 09:15 - 10:45) Practice Gesprochener akademischer Diskurs - 04-ANG-1301.ÜB02 Gesprochener akademischer Diskurs - 04-ANG-1301.ÜB02c (Mo 13:15 - 14:45) ⓘ	✉ Prof. Sabine Fiedler	allocated

Edit bookings Delete bookings **1**

Wahlbereich der Geistes- und Sozialwissenschaften
 module registration: two-step booking mechanism

priority	number of module	title of module	contact person	status
1	03-TWL-0306	Theaterkulturen (10 cp, 1 semester)	✉ Dr. Sebastian Hauck	registered
2	03-AFR-1200	Gesellschaft und Wirtschaft in Afrika (10 cp, 1 semester)	✉ Dr. Sebastian Hauck	registered
3	06-003-003	Vertiefungsmodul Geschichte der Philosophie (10 cp, 1 semester)	✉ Helpdesk SozPhil	registered

- 1** You can check your submitted module requests here and change or delete them as often as you like during the registration period.




- 2 If there are time overlaps between courses in your assignments, the courses in question will be displayed in red. More detailed information are shown by mouseover above the symbol .
- 3 For the evaluation of the booking statuses, please note the registration methods (first-come first-served or two-step booking method) on which the respective registration groups are based. After the end of the registration period, you are registered for modules and module exams on a first-come, first-served basis (status: " allocated "), the corresponding modules are highlighted in green. In the two-step booking method, the module places are allocated and a confirmation is necessary.

Allocation phase (two-step booking method)

In the two-step booking method, the module place allocation takes place after the end of the registration period. During this time, the status of your reservations is marked as "in processing". The booking requests can no longer be changed or deleted.

Publication/Confirmation phase (two-step booking method)

Wahlbereich der Geistes- und Sozialwissenschaften
module registration: two-step booking mechanism

priority	number of module	title of module	contact person	status
1	03-TWL-0306	Theaterkulturen (10 cp, 1 semester)	 Dr. Sebastian Hauck	confirmed
<div style="border: 2px solid red; padding: 5px;"> <p>2 online confirmation by selection of courses: You confirm your module by choosing specific courses in that module. This can be done during the following period 29.03.22, 12:00 - 28.06.22, 23:59. Step 1: Select "book modules", Step 2: Select registration group "Wahlbereich Theaterwissenschaft (Veranstaltungswahl)", Step 3: Select your module and choose your courses, Step 4: Save. By booking courses this way, you automatically register for the exam scheduled for that module.</p> </div>				
2	03-AFR-1200	Gesellschaft und Wirtschaft in Afrika (10 cp, 1 semester)	 Dr. Sebastian Hauck	in processing
3	06-003-003	Vertiefungsmodul Geschichte der Philosophie (10 cp, 1 semester)	 Helpdesk SozPhil	not allocated

- 1 After the module allocations have been published, you can see which modules have been allocated to you.
- 2 In the elective area of Humanities and Social Sciences as well as in the Key Qualifications area you usually have to confirm the acceptance of an assigned module place by selecting the course via the menu item "book modules". In the optional help text you will find information about the procedure and the time frame in which you have to confirm.

If an allocated module place is not confirmed by you within the confirmation period, it is considered as not confirmed.

By confirming the allocated modules, you register bindingly for the module and the module examination. In your booking overview a new entry appears by the renewed module choice: Registration group "[...] Veranstaltungswahl", the status of the previous assigned module changes automatically from "allocated" to "confirmed".

Wahlbereich der Geistes- und Sozialwissenschaften
 module registration: two-step booking mechanism

priority	number of module	title of module	contact person	status
1	03-TWL-0306	Theaterkulturen (10 cp, 1 semester)	<input checked="" type="checkbox"/> Dr. Sebastian Hauck	confirmed
<p>online confirmation by selection of courses: You confirm your module by choosing specific courses in that module. This can be done during the following period 29.03.22, 12:00 - 28.06.22, 23:59. Step 1: Select "book modules", Step 2: Select registration group "Wahlbereich Theaterwissenschaft (Veranstaltungswahl)", Step 3: Select your module and choose your courses, Step 4: Save. By booking courses this way, you automatically register for the exam scheduled for that module.</p>				
2	03-AFR-1200	Gesellschaft und Wirtschaft in Afrika (10 cp, 1 semester)	<input checked="" type="checkbox"/> Dr. Sebastian Hauck	in processing
3	06-003-003	Vertiefungsmodul Geschichte der Philosophie (10 cp, 1 semester)	<input checked="" type="checkbox"/> Helpdesk SozPhil	not allocated

Wahlbereich Theaterwissenschaft (Veranstaltungswahl)
 module registration: First-come first-served

priority	number of module	title of module	contact person	status
no	03-TWL-0306	Cultures of Theatre (10 cp, 1 semester)	<input checked="" type="checkbox"/> Dr. Sebastian Hauck	allocated
<p>courses allocated: Seminar Theatrale Verfasstheit von Kultur(en) - 03-TWL-0306.SE01 Die Suche nach dem verlorenen Körper - Tanz- und Körperdiskurse des 17. Jahrhunderts befragen - 03-TWL-0306.SE01 (Di 09:15 - 10:45)</p>				

During the confirmation phase you have the possibility to edit or delete your module and course registrations in the registration group "[...] Veranstaltungswahl".

Deregistration phase (all registration methods)

- 1 The deregistration of modules is possible either directly via TOOL or via AlmaWeb. For this purpose, please observe the instructions for online deregistration given in the booking overview .
- 2 If online deregistration is enabled in TOOL, you can change the module status from "allocated" to "not confirmed" within the displayed deregistration period to deregister from the module and module exam.

Wahlbereich Theaterwissenschaft (Veranstaltungswahl)
module registration: First-come first-served

priority	number of module	title of module	contact person	status
no	03-TWL-0306	Cultures of Theatre (10 cp, 1 semester)	✉ Dr. Sebastian Hauck	allocated

courses allocated:
Seminar Theatrale Verfasstheit von Kultur(en) - 03-TWL-0306.SE01
Die Suche nach dem verlorenen Körper - Tanz- und Körperdiskurse des 17. Jahrhunderts befragen - 03-TWL-0306.SE01 (Di 09:15 - 10:45)

cancel bookings online: 28.03.2022, 17:00h bis 18.06.2022, 17:00h
Set status to "not confirmed" and save your choice to cancel registration for module and exam.

This module registration is transferred from the TOOL to **AlmaWeb** after the end of the cancellation period .

Update

If online deregistration is not activated in TOOL, has already expired, or module registrations have already been exported to AlmaWeb, please refer to the pages of the relevant study office for information on deregistration modalities.

OPEN MODULE PLACES

The menu item "Open module places" informs you after the end of the module registration about remaining module places and the respective registration modalities.

Select the desired registration group and click on "Filter". In the column "Allocation details" you can see how the subsequent module allocation is organized.

open module places

Filter

registration groups: Fakultätsübergreifende Schlüsselqualifikation ▼

Filter

Fakultätsübergreifende Schlüsselqualifikation


[show module title](#)

number of module	open module places	allocation details
03-SQM-07	n.s.	
04-SQM-24-E	5	Bitte schreiben Sie bis zum ... eine Mail von Ihrem Uni-Mailaccount aus an ...
04-SQM-24-F	5	Bitte schreiben Sie bis zum ... eine Mail von Ihrem Uni-Mailaccount aus an ...
04-SQM-57	n.s.	
04-SQM-58	n.s.	
05-SQM-47	0	
05-SQM-48	10	Restplätze werden in der ersten Lehrveranstaltung persönlich vor Ort vergeben.
07-SQM-60	5	Bitte nutzen Sie bei Interesse ausschließlich das "Nachrücker-Portal": ...

COURSE CATALOGUE

The menu item opens the course catalog in AlmaWeb.

Homepage | Contact | Impress | Privacy Statement

 UNIVERSITÄT LEIPZIG

Home page Application **Course Catalogue** Help

Course catalogue

[Overview](#)

- [Faculty of Theology](#)
- [Faculty of Law](#)
- [Faculty of History, Art and Area Studies](#)
- [Faculty of Philology](#)
- [Faculty of Education](#)
- [Faculty of Social Sciences and Philosophy](#)
- [Faculty of Economics and Management Science](#)
- [Faculty of Sport Science](#)

▣ [Summer semester 2022](#)

[Winter semester 2021/22](#)

[Summer semester 2021](#)

[Winter semester 2020/21](#)

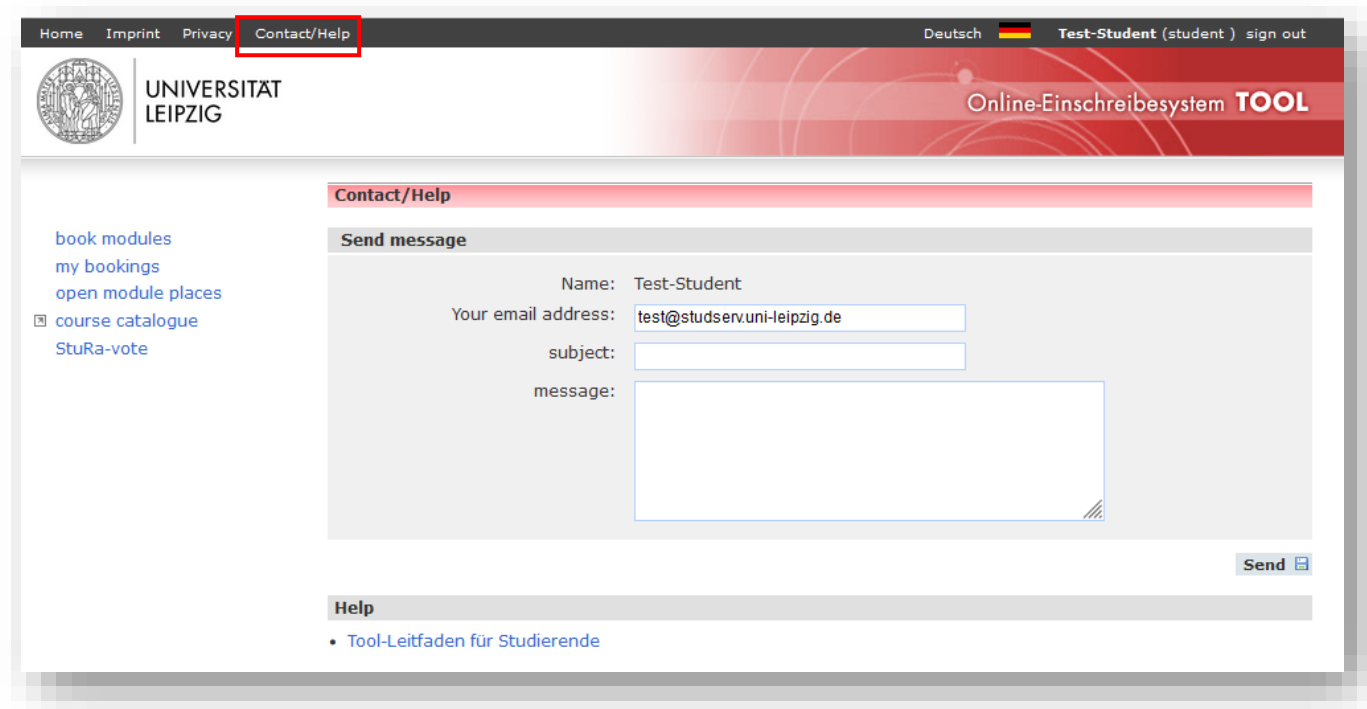
[Search](#)

CONTACT AND LINKS

Contact

Questions about the online enrollment system TOOL

via the contact function in TOOL



The screenshot displays the 'Contact/Help' page of the 'Online-Einschreibesystem TOOL' at the University of Leipzig. The page features a navigation bar with 'Home', 'Imprint', 'Privacy', and 'Contact/Help' (highlighted with a red box). The user is logged in as 'Test-Student (student)' with a 'sign out' option. The main content area is titled 'Contact/Help' and contains a 'Send message' form. The form fields are: 'Name: Test-Student', 'Your email address: test@studserv.uni-leipzig.de', 'subject: [empty]', and 'message: [empty]'. A 'Send' button is located at the bottom right of the form. Below the form, there is a 'Help' section with a link to 'Tool-Leitfaden für Studierende'.

Links

Information around the module registration

<https://www.uni-leipzig.de/moduleinschreibung>

Access to the online registration system TOOL

<https://tool.uni-leipzig.de>