



FAKULTÄT FÜR
WIRTSCHAFTSWISSENSCHAFT

**Registration and allocation procedure for Master
Seminars and Scientific Projects from SS 2021
Stand 16.05.2021**

Dean's Office of Study Affairs

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Dean's Office of Study Affairs

Welcome to the Homepage of the Dean's Office of Study Affairs of the Faculty of Economics and Management (FEM)!
On the following pages you can get current information about your Bachelor or Master program!



Dean of Study Affairs of FEM

> [Prof. Dr. Sebastian Eichfelder](#)



Dean's Office of Study Affairs of FEM

> [Dr. Jessica Naundorf](#)

Dean's Assistant, Study Affairs

General Information

On the following page you can get current information of Dean's Office of Study Affairs!

> [more...](#)

Information on Bachelor programs

Here you find further information on the topics "Academic Skills" and "Bachelor Thesis Seminar"!

> [more...](#)

Information on Master programs

Here you find further information on Master's Seminars and Scientific Projects.

Office Hours

Sprechstunde:

Das Studiendekanat der FWW ist im Ausnahmefall wieder persönlich erreichbar. **Bitte verzichten Sie jedoch auf alle nicht notwendigen Termine, Ihrer und unserer Sicherheit zuliebe! Viele Angelegenheiten können per Telefon (0391-67-52263) oder per E-Mail (> studiendekan-fww@ovgu.de) erledigt werden.** Für unaufschiebbare Angelegenheiten, die einen Besuch notwendig machen, vereinbaren Sie bitte einen Termin über das folgende > [Formular](#) .
Bleiben Sie gesund!

Office hours:

In exceptional cases, the Dean's Office of Study Affairs can be contacted personally. **However, for your and our own safety, please renounce making any unnecessary appointments! Many issues can be managed by telephone (0391-67-52263) or via E-Mail (> studiendekan-fww@ovgu.de).** For issues that cannot be postponed and that require a visit, please make an appointment using the following > [form](#) .
Stay healthy!

Address

Mailing Address

Otto-von-Guericke-Universität

Occured problems in the last semesters

- Students continued to apply at multiple chairs
- Students are not clear about „internal“ rules for the allocation of places
- No uniform/scheduled procedure for acceptances □ students are „afraid“ if they cancel Prof A before they receive an acceptance from Prof B to lose their place
- Places were allocated by the chairs without taking the two provided lists into account; partly to students who have no entitlement at all
- Individual students received up to 3 acceptances □ constant change of participants when the place is cancelled

Improved registration and allocation procedure for Master Seminars and Scientific Projects from SS 2021 (1)

4–step procedure for the allocation of places:

1. Registration in the E–Learning Portal OVGU and filling out the questionnaire for participation in a Master’s Seminar or Scientific Project
2. Application for Priority I and II & selection of students with first & second preferences by chairs
3. Allocation of the remaining places to students with entitlement by the chairs
4. Allocation of remaining places [in case of Master’s Seminars: also to students without entitlement] according to the „first–come–first–served“ principle

Improved registration and allocation procedure for Master Seminars and Scientific Projects from SS 2021 (2)

- Completely digital process via the E-Learning Portal OVGU
- No multiple applications of students for different Master Seminars or
- Scientific Projects possible
- Simultaneous selection of students by E-Learning responsables possible

Stufe 1: Registrierung im E-Learning Portal OVGU und Ausfüllen des Fragebogens für die Teilnahme an einem Masterseminar bzw. Scientific Project (1)

May/June								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
KW 21	24	25	26	27	28	29	30	
	Whitmonday	from 25.05.21 at 10:00 am : Registration for the Master Seminars and Scientific Projects via the E-Learning Portal OVGUcourse area "Studiendekanat/ Office of Study Affairs" & filling out the questionnaire						
KW 22 – KW 25	Lecture time							
	28	29	30	1	2	3	4	
KW 26			until 30.06.21 at 23:55 pm : Registration for the Master Seminars and Scientific projects via the E-Learning Portal OVGUcourse area "Studiendekanat/ Office of Study Affairs" & filling out the questionnaire					

1. Stufe des Vergabeverfahrens / 1st step of the allocation procedure

 Fragebogen zur Registrierung/ Registration Questionnaire

To successfully register for a Master Seminar in the winter semester 2021, you have to fill out this questionnaire latest until **30/06/2021, 23:55**.

Step 1: Registration in the E-Learning Portal OVGU and filling out the questionnaire for participation in a Master's Seminar or Scientific Project (2)

Fragebogen zur Registrierung/ Registration Questionnaire

To successfully register for a Master Seminar in the winter semester 2021, you have to fill out this questionnaire latest until **30/06/2021, 23:55**. We want to provide enough places in Master Seminars for every student to attend. Your answers help us to determine how many places are required. Please note that this process is solely a planning tool for the Dean's Office of Study Affairs and does not warrant a seminar place in a language other than your program's official language of instruction. You are only entitled to a place in a Master Seminar in the winter semester 2021/22 when you have filled out the questionnaire and when you didn't even pass a seminar successfully.

- Your entitlement depends on your regular study plan, first Master Seminar (2nd semester) and then Scientific Project (3rd semester)
- During your studies you are only entitled to one Master Seminar [exception: students of MVWPA or M-EPA] and exactly one Scientific Project place
- „With entitlement“ means that the student has not yet successfully completed a master's seminar [exception: students of M-VWPA or M-EPA].
- Participation in an additional seminar is only possible within the framework of the „firstcome-first-served“ principle (4th step in the procedure), provided that there are still free capacities after successful allocation of places to all students with an entitlement
- Your respective stated specialization does not justify an entitlement to a place at a particular chair

After step 1: Registration in the E-Learning Portal OVGU and filling out the questionnaire for a participation in an Master's Seminar or Scientific Project


- until 07.07.21: Information of chairs about required capacities in all Master Seminars and Scientific Projects and, if necessary, fine-tuning of the offer
- until 16.07.21: Publication of module descriptions in the E-Learning Portal by the Dean's Office of Study Affairs

Step 2: Selection of Priority I and II & selection for students with first & second preference by chairs (1)

- from 19.07.21 at 10:00 am – Selection of first & second priority and submission of application in the E-Learning Portal OVGU– course area „Studiendekanat/ Office of Study Affairs“

2. Stufe des Vergabeverfahrens / 2nd step of the allocation procedure

- Please choose your first preference (Priority I) and second preference (Priority II) for the participation in a master seminar in WS 2021/22 under the button „Choice of Chairs“ from **Monday, 19th of July 2021 at 10:00 pm** until **Monday, 30th of August 2021 at 12:00 pm**.
- The application for the two preferred chairs takes place here via the e-learning portal OVGU- course area „Studiendekanat/ Office of Study Affairs“
- Please fill out the **standardized application form**. You can find the application form **here**.
- Please upload the completed application as well as your transcript of records in PDF format no later than **30th of August 2021 at 12:00 pm**.
- If the application documents are not submitted by the deadline, the place entitlement is lost.
- The chairs inform the students about their decisions of Priority I by **13th of September 2021** and of priority II by **20th of September 2021**.

 Wahl Priorität I / Selection of Priority I

 Wahl der Priorität II / Selection of Priority II


.... if at least one Seminar/ Scientific Project has been selected for each priority, then...



Bewerbungsformular und Notenbescheinigung / Application Form & Transcript of Records

Step 2: Selection of priority I and II (2)

- Click on the button „Wahl Priorität I/ Selection priority I“ in the course “WS 21/22: Masterseminare / Master Seminars“ bzw. „WS 21/22: Scientific Projects“



Wahl Priorität I / Selection of Priority I

- Under „Group selection“ select ONE specific seminar/project and confirm your selection with the button „Save my selection“ among the listed seminars/projects

Gruppenwahl	Gruppe	Beschreibungen anzeigen
<input type="radio"/>	Seminar zur Empirischen Wirtschaftsforschung (20982) - Prio I	
<input type="radio"/>	Tax Incidence - Who bears the burden of the corporate income tax? (22727) - Prio I	
<input type="radio"/>	Verhaltensökonomische Aspekte im Accounting (22687) - Prio I	
<input type="radio"/>	Computational Finance and Financial Management (22047) - Prio I	
<input type="radio"/>	Empirical Corporate Finance (22045) - Prio I	
<input type="radio"/>	Topics in Economic Analysis of Law (21166) - Prio I	
<input type="radio"/>	Current Trends in Marketing Research (21013) - Prio I	




Meine Wahl speichern

Same procedure for the
selection of priority II

Until
30th of august 2021
at 12 pm!!

Step 2: Selection of priority I and II (3)



 Bewerbungsformular und Notenbescheinigung / Application Form & Transcript of Records

Application Form contains:

- Personal data (including study program, semester, specializations etc.)
- Questions about software knowledge
- Letter of motivation for priority I
- Letter of motivation for priority II

Upload until
30th of august 2021
at 12 pm!!

Step 2: Selection priority I and II & selection of students with first & second preference by chairs (4)

- until 13.09.21:
 - Selection of students with first **preference (Priority I)** by chairs
 - Information of students by chairs
- until 20.09.21:
 - Selection of students with **second preference (Priority II)** by chairs
 - Information of students by chairs

Attention! Students who have received an acceptance for selected priority I or II will be deleted from the corresponding E-Learning course!

- No further consideration of the selected students in subsequent procedural steps

Step 3: Allocation of the remaining places of students with entitlement by chairs


- What happens to students with entitlement who do not yet have a place after receiving confirmations from Priority I and Priority II chairs?

- **21.09.2021 until 24.09.21:**
 - Allocation of remaining places, if any, to students with entitlement by the chairs under exclusive consideration of the study program [exception: students M-ORBA]
 - Information of students by chairs.

Step 4: Allocation of places also to students without entitlement according to the "First-Come-First-Served"-principle (1)

- What happens, if there are still remaining places in Master's Seminar after step 3?
- 27.09.21 at 5:00 pm – 29.09.21 at 23:55 pm:
 - For Master Seminars: Allocation of remaining places also to students without entitlement according to the „First-Come-First-Served“ principle in the E-Learning Portal – course area „Studiendekanat/ Office of Study Affairs“
- From the beginning of lectures (Montag, den 11.10.21) possible start of the Master Seminars and Scientific Projects

Step 4: „First-Come-First-Served“-Prinzip (2)

- Click on  First-Come-First-Served
- Under „Group selection“ you select ONE seminar still available for selection and confirm your selection with the button „Save my selection“ among the listed seminars
- In addition to the name of the seminar, you will also find information about how many places are available there in WS 2021 /22 (maximum number) and how many students have already received a confirmation (group members)
- If the seminar has no more capacities available, it is not longer possible to click the „group selection“ button of the seminar. Consequently, you will have to choose a chair that still has available capacity.

Step 4: „First-Come-First-Served“-Prinzip (3)

Example:

Gruppenwahl	Gruppe Beschreibungen anzeigen	Gruppenmitglieder / Maximalzahl
<input type="radio"/>	Unternehmensrechnung und Controlling	2 / 6
<input type="radio"/>	Internationales Management	3 / 6
<input type="radio"/>	Betriebswirtschaftliche Steuerlehre	0 / 10
<input type="radio"/>	Finanzierung und Banken	3 / 10
<input type="radio"/>	Unternehmensführung und Organisation	0 / 12
<input type="radio"/>	Operations Management	0 / 6
<input type="radio"/>	Marketing	0 / 6

Meine Wahl speichern

Schedule

Schedule for the allocation of places in the Masters Seminar and Scientific Projects in the winter semester 2021/2022							
4-stage procedure for the allocation of places							
1. registration and completion of the questionnaire for the participation in a Master's Seminar or Scientific Project in the OVCU E-Learning Portal							
2. Application for Priority I and II & selection of students with first & second preference by chairs							
3. Allocation of the remaining places to students with entitlement by the chairs							
4. Allocation of remaining places to students without entitlement according to the "first come, first served" principle							
May/June							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
KW 21	24	25	26	27	28	29	30
	Wednesday	from 15.05.21 at 10:00 am : Registration for the Master Seminars and Scientific Projects via the E-Learning Portal OVCUcourse area "Studiendekanat/ Office of Study Affairs" & filling out the questionnaire					
KW 22 - KW 23	Lecture time						
	28	29	30	1	2	3	4
KW 26			until 06.06.21 at 20:00 pm : Registration for the Master Seminars and Scientific Projects via the E-Learning Portal OVCUcourse area "Studiendekanat/ Office of Study Affairs" & filling out the questionnaire				
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
KW 27	5	6	7	8	9	10	11
			until 07.07.21 Information of the chair about required capacities in all Master Seminars and Scientific Projects and, if necessary, fine-tuning of the offer		End of term 20 21		
KW 28	12	13	14	15	16	17	18
Examination period					until 16.07.21 Publication of module descriptions in the E-Learning Portal by the Office of Study Affairs until 16.07.21 Feedback from Learning Experience to the Office of Study Affairs		
KW 29	19	20	21	22	23	24	25
Examination period	from 19.07.21 at 10:00 am : Choice of first & second preference as well as submission of applications in the Learning Portal OVCU- course area "Office of Study Affairs"						
KW 30	26	27	28	29	30	31	1
Examination period							
August / September							
KW 31	non-lecture period						
KW 34	30	31	1	2	3	4	5
	until 06.08.21 at 13:00 am : Choice of first & second preference as well as submission of applications in the Learning Portal OVCU- course area "Office of Study Affairs"	from 31.08.21 : * Selection of students with first preference by chairs * Deletion of the group membership of the selected students in Master Seminars & deletion of the selected students in Scientific Projects in E-Learning & information of the students by chairs.					
KW 36	6	7	8	9	10	11	12
KW 37	13	14	15	16	17	18	19
	until 18.08.21 : * Selection of students with first preference by chairs * Deletion of the group membership of the selected students in Master Seminars & deletion of the selected students in Scientific Projects in E-Learning & information of the students by chairs.	from 14.08.21 : * Selection of students with second preference by chairs * Deletion of the group membership of the selected students in Master Seminars & deletion of the selected students in Scientific Projects in E-Learning & information of the students by chairs.			17.08.21 Classification of remaining students with entitlement by study program by Office of Study Affairs		

Complete schedule
at a glance on website
of Dean's Office of
Study Affairs
and
the E-Learning Portal
Course „Studiendekanat/
Office of Study Affairs“



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Thank you for your attention!

For further questions please contact:

studiendekan-fww@ovgu.de