HOW TO REGISTER FOR COURSES IN ARCHITECTURE

Step 1: Information about courses

COURSE CATALOGUE: https://tiss.tuwien.ac.at/curriculum/studyCodes.xhtml?dswid=1865&dsrid=756 ("Education"), see Welcome Guide Courses in English Language
https://www.tuwien.at/en/studies/international/incoming-exchange-students/erasmus-study-joint-study/courses-in-english-language
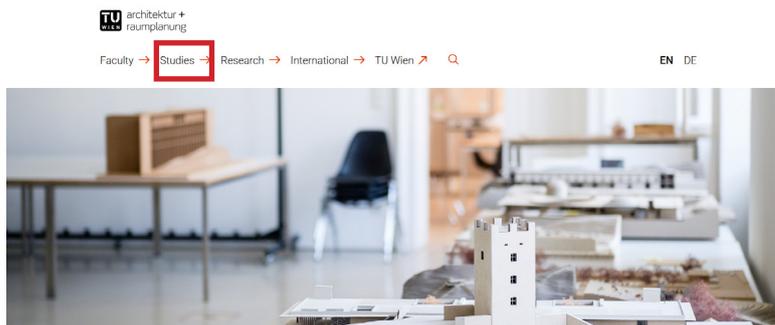

WELCOME EVENT OF THE FACULTY OF ARCHITECTURE AND PLANNING
The Faculty of Architecture and Planning is organizing a Welcome Event each semester. It takes place at the end of September or on 01 October for winter semester / at the end of February or on 01 March for summer semester.
We absolutely recommend taking part at this event! You will gain important information about lectures, the faculty and you have the chance to ask questions in person and get information first hand.

IMPORTANT: FAQS
If you have any questions concerning the registration process, please check the homepage of Faculty for Architecture and Planning (https://ar.tuwien.ac.at/en):
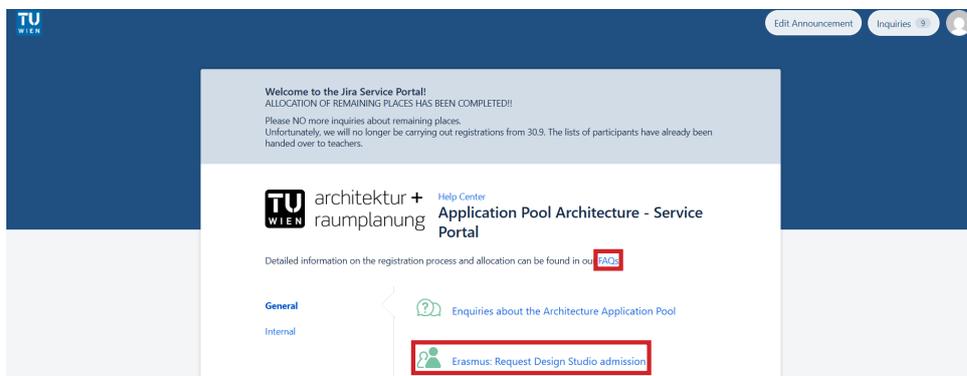

under ‚Studies' you will find already useful information about the registration, especially about our application pools.

f.e. Studies - study abroad - incomings - Exchange Term/ Year at TU Wien- Registration for Courses and Design Studios

or: Studies -master/bachelor programme - application pools

or contact the Jira-Serviceportal (https://jira.it.tuwien.ac.at/servicedesk/customer/portal/10):

please note:
if you still do not have a student number, you can fill in 00000000 in the required field.

Writing to Jira-Serviceportal will help you to find suited solutions and to support you during the registration process.

Please always state, that you are an ERASMUS student and user the request section for Erasmus.

or check out the students council of architecture (https://fachschaftarchitektur.at/). They also have some infomation about registrations and offer consultations.

HOW TO REGISTER FOR COURSES IN ARCHITECTURE

Step 2a: Registration process for ERASMUS <u>WITH</u> student number

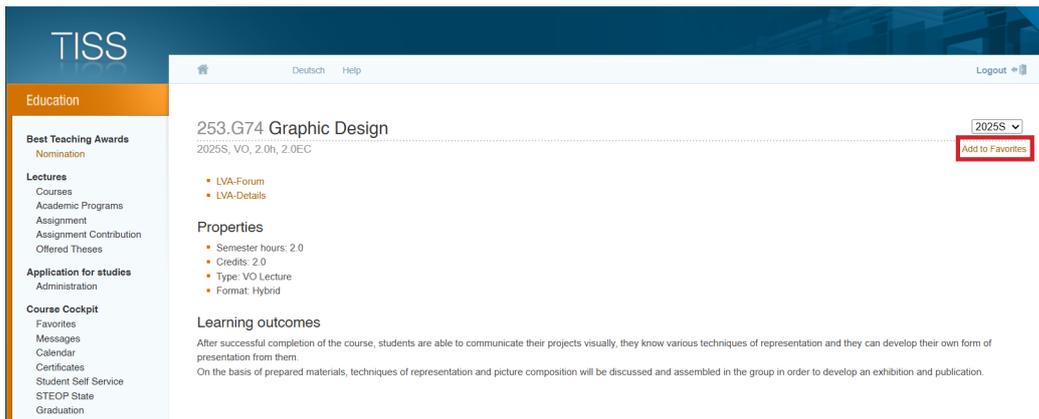IF YOU DO NOT HAVE YOUR STUDENT NUMBER YET, PLEASE DON'T FORGET TO WRITE JIRA-SERVICEPORTAL! (see Step 1)

REGISTRATION FOR LECTURES AND COURSES IN TISS:
Usually, you register for each course separately (see application period in TISS course description).
For "Vorlesung/Lecture (VO)" NO registration is needed - only for the exam at the end!
To see all your registrations please add the courses also to your ‚favorites'.

please check:
the correct semester should be selected above otherwise you will have problems finding the courses in your favorites.

On the left side in the **Course Cockpit** you can see all your added courses in the ‚Favorites' Tab.

IMPORTANT: REGISTRATION FOR DESIGN STUDIOS ("ENTWERFEN") / PROJECTS
As Architecture is a highly demanded program, there is an application pool for these types of courses:
►Entwerfen = Design Studios, 10 or 15 ECTS
►Bachelor Wahlseminar = Elective Seminar, Theoretical/Investigation Project, written seminar work
►Theoriemodule Master = a module consist of subcourses and has 10 ECTS in total => talk to the professor if you only want to attend 1-2 courses of the module! Otherwise you have to attend the whole module to pass successfully.

We recommend attending design projects for max. 15-20 ECTS / semester - the workload is very high!

HOW TO REGISTER FOR DESIGN STUDIOS ("ENTWERFEN") / PROJECTS:

Keyfacts:

Application pools open at mid of September (for the winter semester) and mid of February (for the summer semester). Deadlines and other important dates are always posted on the homepage of Faculty for Architecture and Planning in advance (see step 1, homepage). So please check and stay updated!

We recommend you to arrive at Vienna at least 2 weeks before semester start. Then you have enough time to enroll at TU Wien, organize your courses and register for them.

Access to "Application Pool" is only possible after you enroll at the university - means after your arrival in Vienna!

HOW TO REGISTER FOR
COURSES IN ARCHITECTURE

Few days before the application pools are open for students, you will recieve an email with links to the designated pools and further informations from the Dean's Office. Those links you can also find on the homepage of Faculty for Architecture and Planning (see step 1, studies - bachelor/master programme Architecture - application pools).
On the homepage you will also find short video presentations of the courses where you can gain more insight into the topic of the offered courses.
Videolink: https://colab.tuwien.ac.at/display/PA/Poolbewerbung+Architektur

If you arrive a few days before semester start or on the first day, the online registration period is over. You must attend the Welcome Event! There you will be registered for a remaining place in any design studio ("Restplätze") = you have to be flexible about your course selection.

! If you also MISS the Welcome Event, you have to contact the responsible teacher of the studio/project (see course description in TISS) <u>PRIOR</u> your arrival to let them know that you want to attend the course.
However, in this case we cannot guarantee that you will get a place in your favorites. After the registration period is over, some lecturers DO NOT register any students, as courses may be full already!

PLEASE ORGANIZE YOURSELF EARLY!!

Select your favorites prior your arrival in Vienna.
For any questions on the course, write to the responsible lecturer.
For help with the selection, contact your academic adviser (see acceptance letter).
For any other questions regarding the registration process at the TU Wien, please contact the Jira-Serviceportal.

REGISTRATION PROCESS IN TISS, APPLICATION POOLS:

Online via "Application Pool" in TISS account 2 weeks prior semester start:
Masters: https://ar.tuwien.ac.at/Studium/Masterstudium-Architektur/bewerbungspools
Bachelors: https://ar.tuwien.ac.at/Studium/Bachelorstudium-Architektur/bewerbungspools

► in the Application Pool you can choose 3-6 studios according to your preference – you will be placed **in 1 of them**. If you need to attend more than one design studio, please contact again the Jira-Serviceportal.

HOW TO REGISTER FOR COURSES IN ARCHITECTURE

Step 2a: Registration process for ERASMUS <u>WITH</u> student number

Opening the links you will be forwarded to TISS where you can apply for courses after the login:
please rank your preferred courses from 1 to 6 and save your selection.

In the screenshot you can see the application pool for modules, but it looks and works the same for design studios and elective seminars.

PLEASE ADD the course to your favorites by clicking on the title and following the instruction (as shown on page 2).

Course Cockpit - Favorites:

Follow the status of your application:

Your application for the course was successful. Please be patient and wait for the registration.

You are registered to the course.

For your information:
For courses that are not part of the application pool, you will only see a green check, if you are registered.

Wishing you a great start and a successful semester!

If you still have questions concerning the registration process, please contact the Jira-Serviceportal:
https://jira.it.tuwien.ac.at/servicedesk/customer/portal/10

HOW TO REGISTER FOR COURSES IN ARCHITECTURE

Step 2b: Registration process for ERASMUS <u>WITHOUT</u> student number

IF YOU DO NOT HAVE YOUR STUDENT NUMBER YET, PLEASE DON'T FORGET TO WRITE JIRA-SERVICEPORTAL! (see Step 1)

REGISTRATION FOR LECTURES AND COURSES IN TISS:
Until you do not have your student number, you cannot be registered in TISS. This means we have to register you manually and put the spots on hold.
Therefore we cannot garantee, that there will be still free spots at your preferred course and it can occur that only free spots („Restplätze") can be offered to you.
For courses that are not in the application pool: please contact the lecturer to be registered.

HOW CAN YOU STILL REGISTER FOR DESIGN STUDIOS ("ENTWERFEN") / PROJECTS:
As you cannot enroll in TISS, you can send your 3-6 preferences of design studios and other preferences (Master students: modules, Bachelor students: elective seminars) with the course number and title to the Jira-Serviceportal.
There you will be set on a list and depending on how fast you gain your student number, registered to courses. If you still don't have your student number by the beginning of the semester (1st of March, 1st of October), you can go to the Kick Offs and talk with the lecturers if they can register you after the registration period is over (end of February, end of September). During the first week of the semester Jira can also support you, but later its up to the lecturer if they want to ‚overbook' their courses, as they may be already fully booked out.

UNFORTUNATELY, WITHOUT STUDENT NUMBER YOU CANNOT BE REGISTERED TO COURSES SO IT SHOULD BE IN YOUR INTEREST TO GET IT AS FAST AS POSSIBLE.

After your registration through Jira you still have to add the courses to your ‚favorites' in TISS (when you finally have access) to fully see your registrations (see page 2 and 4).