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## Studiport (HIS)

🔊 Listen

At Europa-Universität Flensburg various software products provided by the HIS GmbH are used to support administration processes.

The software provided by HIS GmbH is a so-called campus management system which is used to illustrate business processes in the field of student, event and examination management and other task fields of university management/administration.

The following systems provided by HIS-GmbH currently in operation include:

- » ZUL - application and admission management,
- » SOS - student administration
- » POS - examination management
- » BAU - building management
- » SVA - human resource management
- » QIS & LSF - various online services (Studiport, lecture management, application portal)

The Europa-Universität Flensburg uses QIS/LSF software, inter alia for the presentation of the course prospectus, the register of persons, room management, online applications, online attendance of lectures and exam registration. At the University we call this software package "[Studiport](#)".



### What do I need to register for?

As a rule, you need to register for all lectures and seminars, examinations and internships. For the majority of courses, registration can be completed online via Studiport.

### When do I need to register?

The registration deadline for lectures, examinations and internships is dependent upon the course you are studying/choose to study and which semester you are in currently. You can find the deadlines for your course and semester on the University's [events and deadlines](#) homepage.

**Please note that** students who are parents are allowed to [register early](#).

### Where do I need to register?

Students generally register for lectures and seminars, examinations or internships via the Studiport web portal. You will have been sent your access data for the web portal with your certificate of enrolment.

### How do I register?

You need to register via Studiport. Log on then follow *my functions* > *examination administration* > *registration for examinations and attendance* where you will find a tree view of your course. By selecting the name of the subject, module and lecture/seminar you will be directed to the registration procedure for the selected lecture/seminar.

You can find a brief reference guide on selecting and registering for lectures/seminars on this [tutorial](#). More detailed information can be found on the [information page for new students](#).

#### Important:

*When registering online, your web browser may take a while to deal with your selection of courses and registration. If this is the case you should NOT try to speed up your registration by clicking the menu button again or by reloading the website. Requests are processed by the web server in turn. If you click the menu button again, you will cancel your original request and your new, second request will be at the end of the queue again.*

## What else?


Before you begin the registration process, it would be helpful to have already drawn up a possible schedule of lessons. You can find out how to do this on Studiport in the "Fastcard" (tutorial) on how to [draw up your personal schedule of lessons](#).

The FAQ are currently only available in german.


## Everything you need to know: Infolyer "Studiport"

A quick overview of events and exam registration, password change and other functions. Also available [in paper form](#).

**Studiport flyer**  
English and German version



**Datum:** 08/08/2019  
**Date:** 2 MB (PDF)

[Download](#) 

## Interdisciplinary direction modules

[Information for enrolling in "Interdisciplinary direction modules"](#)

## Studiport Fastcards

[Fastcard 01 - Create a personal timetable](#)

[Fastcard 02 - The exam registration tree](#)

[Fastcard 03 -Information about pending exams](#)

[Fastcard 04 -Information about registered events](#)

[Fastcard 05 - Grade transcript](#)

[Fastcard 06 - Registration for courses and exams](#)

[Fastcard 07 - Signing up for Internship](#)

## Documentaries for Freshmen

[Video- und PDF-Dokumentation for Freshmen](#)

For questions concerning the transcript of records or accounting courses, please contact your local secretariat.

You can also contact the [examination office](#) when facing questions regarding grades.

When having technical problems, please contact [lsf-admin@uni-flensburg.de](mailto:lsf-admin@uni-flensburg.de), with an exact description of the error, your student number and your university email address.

**Dr. Torsten Becker**

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