Contents

General Information
Update your own address or that of your parents/emergency contact
Update nationality or last name
Update your bank details
Re-register for the upcoming semester
Take a leave of absence for the upcoming semester
Change of degree program or subject for the upcoming semester
Transfer from bachelor’s to master’s program for the upcoming semester
Transfer to doctoral studies for the upcoming semester
Withdraw from University of Basel
Register for courses for the current semester
Tips for the Online Course Directory
Overview of course registrations
Cancel course registrations
Retroactive course registration
Register online for main lecture exams (Faculty of Science only)
Plan your semester with the “Timetable” service
Export and integrate timetable into personal calendar
Overview of academic achievements
Static display of academic achievements in current degree program structure
Interactive allocation of academic achievements in current degree program structure
Overview of matriculation at the University of Basel
Transcripts of records
Academic records
Confirmations of exmatriculation
Amended transcripts of records
Access to teaching materials (for synchronized workspaces only)
Earning credit points (ECTS) outside the regular academic program (learning contract)
Transferring credit points (ECTS) earned at another university
Earning credit points (ECTS) for courses at the Language Center
Earning credit points (ECTS) for Transferable Skills
## General Information

### NAVIGATION

**Home page:**
- When you launch the online services, the "News" opens automatically.
- Go to the menu bar at the top of the page and select «Studies» to see all associated services.

**Tip:**
- You can configure the home page so that everything is shown (see “Settings”).

**Switching between services:**
- You can return to the home page at any time to switch to a different service.
- Using the dropdown menu in the menu bar at the top.
- Using the “Home” button in the menu bar at the top.
- Using the search function in the menu bar at the top. In the search field that appears, enter the name of the service you want to access and click on the search result.
2 NEWS

The “News” service contains current deadlines and information relating to the “Studies” menu.

3 Change of language

- Click on the icon highlighted on the left.
- The language not currently selected is highlighted. Select a language.
- Confirm by clicking “OK” in the pop-up window.

⚠️ Please note:
If you have modified any data, make sure to save it before changing the language!

4 SUPPORT

- Click on the icon highlighted on the left.
- Start the support application by clicking "OK" in the pop-up window.
- Select the “Studies” section and select the service for which you require support.
- If possible, enter the verbatim error message.
• You must describe the problem!
• Send the support request.
• A delivery confirmation will be shown at the bottom of the screen for about 3 seconds.

5 SETTINGS

• Click on the highlighted icon in the menu bar (top left).
• Select the “Settings” icon.
• You can configure the “Home Page” and “User Activities” settings.

1. Configure the home page:
   Show just the news or all services?

2. Tracking activated services:
   Should the services used most recently and most frequently be shown?

⚠️ Please note:
Changes must be saved at the bottom right before exiting the pop-up window.
### Sign out

- Click on the highlighted icon in the menu bar (top left).
- Select “Sign out”.
- Confirm with “OK” in the pop-up window.
Update your own address or that of your parents/emergency contact

1. Activate the “Personal Details” service.

2. Select the “Change” button depending on whether you wish to update your own address or that of your parents or emergency contact.

3. Update the information and click on “Save changes”.

Please note: The changes will take effect immediately. Please check the updated information before confirming.
Update nationality or last name

You cannot update your nationality or last name in Online Services. To request these changes, you must present copies of the relevant official documents (family identity document, passport, deed of citizenship, etc.) to the Student Administration Office.

Contact details and opening hours are provided [here](#).
Update your bank details

1. Activate the “Personal Details” service.

2. Choose the “Change” button in the Bank details – IBAN block.

3. Enter your IBAN and click on “Verify IBAN”.

   Maintain IBAN
   Current bank details
   No bank details have been specified.
   Change bank details
   To change your bank details, please enter a valid IBAN in the next field and click “Verify IBAN.” Please note that IBAN verification is limited to verifying your IBAN: check digits and length according to the respective country code. Only banks are authorized to verify bank account numbers.

   IBAN: CH3968794016975473007

   Verify IBAN
The IBAN you have entered will be checked and the data will be displayed.

- Click on “Save bank details”.
- If you have entered incorrect information, you can click on “Cancel” and enter it again.

⚠️ Please note:
The changes will take effect immediately. Please check the updated information before confirming.

---

The IBAN previously saved will be displayed.

- Enter your current IBAN and click on “Verify IBAN”.

---

The IBAN you have entered will be checked and the data will be displayed.

- Click on “Save bank details”.
- If you have entered incorrect information, you can click on “Cancel” and enter it again.

⚠️ Please note:
The changes will take effect immediately. Please check the updated information before confirming.
The IBAN previously saved will be displayed.

- Click on “Delete bank details” and confirm again.
Re-register for the upcoming semester

1. **Activate the “Semester Registration” service.**

2. **I wish to re-register for the current program.**

   During the registration period, all registration options for the upcoming semester will be displayed. These options may vary depending on the degree level (bachelor, master, doctorate).

   Select the option shown on the left and then go to “Continue”.

   You can only click on “Continue” once you have made a selection.

   **Please note:**
   If you cannot see this option, registration has been blocked for administrative reasons. Please contact the Student Administration Office directly!

3. **Your current student data (faculty, degree program, and degree subjects where applicable) will be displayed.**

   Click on “Proceed with registration”.

   - **Proceed with registration**
   - **Cancel**
Registration is complete and the tuition fees are being calculated. Your invoice will be sent by post in the following days.

If you refresh the page or call up the “Semester Registration” service again, confirmation will be shown.

Once you have paid the tuition fees and they have been credited to the University of Basel account, you will be informed by email. You will then immediately be permitted to register for courses (provided the registration period is open).
Take a leave of absence for the upcoming semester

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activate the “Semester Registration” service.</td>
</tr>
</tbody>
</table>
| 2    | Select the option shown on the left and then go to “Continue”.  
   The option “leave of absence” is available if “I wish to submit one of the following requests” was previously selected.  
   Please note:  
   If you cannot see this option, it has been blocked for administrative reasons. Please contact the Student Administration Office directly! |
| 3    | Registration for the fall semester 2019  
   Submitting a request for leave of absence please proceed as follows:  
   1. Click the corresponding button at the bottom of this screen to confirm that you will submit a (written) request and that you are hence unable to re-register online.  
   2. Clicking the button takes you to a supplementary sheet containing your personal details. Download and print this sheet.  
   3. Download the corresponding request form and complete it: http://www.unibas.ch/registration  
   4. Submit the supplementary sheet together with your completed request form to the Student Administration Office. Please use the address given on the form.  
   Please note:  
   Please read the details of how to proceed thoroughly before clicking on one of the buttons to continue.  
   Click on “Yes, I am going to submit a request”. |
4. Registration for the fall semester 2019
You have decided to submit a (written) request to the Student Administration Office. You are therefore unable to register online using MOnA. Please submit your request as follows:

1. Print the supplementary sheet containing your personal details. This sheet will be sent to you additionally by email.
2. Download the corresponding request form at
http://www.unibas.ch/registration and complete it.
http://www.unibas.ch/registration
3. Submit the supplementary sheet together with your completed request form (at the latest by the registration deadline) to the Student Administration Office. Please use the address given on the form.

- Print out the supplementary sheet.
- Download and fill out the relevant application form.
- Submit both documents to the Student Administration Office (please note the registration period!).

5. Registration for the fall semester 2019
You have decided to submit a written request to the Student Administration Office.
As long as this message is displayed here, your registration is still pending.
Current status of your request:
The Student Administration Office has not yet received your request.

If you refresh the website or call up the “Semester Registration” service again, the current status will be shown:
- Application not yet received

6. Registration for the fall semester 2019
You have decided to submit a written request to the Student Administration Office.
As long as this message is displayed here, your registration is still pending.
Current status of your request:
The Student Administration Office has received your request and it is in process.

As soon as the Student Administration Office has received and processed your application, the current status will be shown:
- Application received and in process

7. Registration for the fall semester 2019
You have taken a leave of absence for the fall semester 2019 (no reason given).

Your personal details for the fall semester 2019:
Faculty: Faculty of Humanities and Social Sciences
Degree program: Bachelor’s Studies - Faculty of Humanities and Social Sciences (French Language and Literature, History)

You have now been placed on leave for the semester.
The reduced tuition fees are being calculated. The semester invoice will be sent by post in the following days.

! Once you have paid the tuition fees and they have been credited to the University of Basel account, you will be informed by email.
Change of degree program or subject for the upcoming semester

1. Activate the “Semester Registration” service.

2. Select the option shown on the left and then go to “Continue”.

   The options “change of degree program” or “change of subject” are available if “I wish to submit one of the following requests” was previously selected.

3. Registration for the fall semester 2019

   Submitting a request for change of degree program please proceed as follows:

   1. Click the corresponding button at the bottom of this screen to confirm that you will submit a (written) request and that you are hence unable to re-register online.

   2. Clicking the button takes you to a supplementary sheet containing your personal details. Download and print this sheet.

   3. Download the corresponding request form and complete it.
   http://www.unibas.ch/registration

   4. Submit the supplementary sheet together with your completed request form to the Student Administration Office. Please use the address given on the form.

   ![Yes, I am going to submit a request](http://www.unibas.ch/registration)  Cancel

   **Please note:**
   Please read the details of how to proceed thoroughly before clicking on one of the buttons to continue.

   - Click on “Yes, I am going to submit a request”.

• Print out the supplementary sheet.
• Download and fill out the relevant application form.
• Submit both documents to the Student Administration Office (please note the registration period!).

If you refresh the website or call up the “Semester Registration” service again, the current status will be shown:
• Application not yet received

As soon as the Student Administration Office has received and processed your application, the current status will be shown:
• Application received and in process

As soon as the change has been approved by the relevant faculty, the Student Administration Office will register you for the new degree program or subject.

The tuition fees are being calculated.
The semester invoice will be sent by post in the following days.

Once you have paid the tuition fees and they have been credited to the University of Basel account, you will be informed by email. You will then immediately be permitted to register for courses (provided the registration period is open).
Transfer from bachelor’s to master’s program for the upcoming semester

1. **Semester Registration**
   - Activate the “Semester Registration” service.

2. **I wish to transfer from a Bachelor’s to a Master’s degree program.**
   - Select the option shown on the left and then go to “Continue”.
   - You can only click on “Continue” once you have made a selection.
   - **Please note:**
     - This option will only be shown if you are currently registered for a bachelor’s program.
     - If you cannot see this option, it has been blocked for administrative reasons. Please contact the Student Administration Office directly!

3. **Registration for the fall semester 2019**
   - **Please note:**
     - A transfer request must be submitted to the Office of the Dean of Studies in the faculty.
     - For more information, follow the link shown on the left.
   - • Click on “Proceed with registration”.

For further information, please see [http://www.unibas.ch/registration](http://www.unibas.ch/registration)
Registration is complete and the tuition fees are being calculated. Your invoice will be sent by post in the following days.

⚠️ Please note:
Once you have paid the tuition fees and they have been credited to the University of Basel account, you will be informed by email. You will then be permitted to register for courses (provided the registration period is open).

If you refresh the page or call up the “Semester Registration” service again, confirmation will be shown. You are still temporarily registered for the bachelor’s program.

As soon as the transfer to the master’s program has been approved, the faculty will inform the Student Administration Office. You will then be transferred to the master’s program.

Your course registrations are still linked to the bachelor’s program and are therefore not shown in the academic progress summary and module allocation for the master’s program. They will be displayed automatically as soon as this has been adjusted. The change is made automatically at a specific point in the semester.
Transfer to doctoral studies for the upcoming semester

<table>
<thead>
<tr>
<th>1</th>
<th>Semester Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Activate the “Semester Registration” service.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2</th>
<th>I wish to submit one of the following requests:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>transfer to doctoral studies</td>
</tr>
<tr>
<td></td>
<td>During the registration period, all registration options for the following semester will be displayed. These options may vary depending on the degree level (bachelor, master, doctorate).</td>
</tr>
<tr>
<td></td>
<td>• Select the option shown on the left and then go to “Continue”. You can only click on “Continue” once you have made a selection.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Registration for the fall semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Submitting a request for transfer to doctoral studies please proceed as follows:</td>
</tr>
<tr>
<td></td>
<td>1 Click the corresponding button at the bottom of this screen to confirm that you will submit a (written) request and that you are hence unable to re-register online.</td>
</tr>
<tr>
<td></td>
<td>2 Clicking the button takes you to a supplementary sheet containing your personal details. Download and print this sheet.</td>
</tr>
<tr>
<td></td>
<td>3 Download the corresponding request form and complete it. <a href="http://www.unibas.ch/registration">http://www.unibas.ch/registration</a></td>
</tr>
<tr>
<td></td>
<td>4 Submit the supplementary sheet together with your completed request form to the Student Administration Office. Please use the address given on the form.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Yes, I am going to submit a request" /></td>
</tr>
<tr>
<td></td>
<td>Please note: Please read the details of how to proceed thoroughly before clicking on one of the buttons to continue.</td>
</tr>
</tbody>
</table>
|   | • Click on “Yes, I am going to submit a request”.
<table>
<thead>
<tr>
<th>Step</th>
<th>Process Description</th>
</tr>
</thead>
</table>
| 4    | • Print out the supplementary sheet.  
• Download and fill out the relevant application form.  
• Submit both documents to the Student Administration Office (please note the registration period!). |
| 5    | If you refresh the website or call up the “Semester Registration” service again, the current status will be shown:  
• Application not yet received |
| 6    | As soon as the Student Administration Office has received and processed your application, the current status will be shown:  
• Application received and in process |
| 7    | As soon as the change has been approved by the relevant faculty, the Student Administration Office will register you for the doctorate.  
The tuition fees are being calculated. The semester invoice will be sent by post in the following days. |
| 8    | Once you have paid the tuition fees and they have been credited to the University of Basel account, you will be informed by email. You will then immediately be permitted to register for courses (provided the registration period is open). |
### Withdraw from University of Basel

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Activate the “Semester Registration” service.</td>
</tr>
</tbody>
</table>
| 2    | • Select the option shown on the left and enter the reason for your withdrawal.  
• Then click on «Continue». |
| 3    | **Please note:** Please read the details of how to proceed thoroughly before clicking on one of the buttons to continue.  
• Click on “Yes, proceed with withdrawal”. |
| 4    | You have been exmatriculated as of the end of the semester.  
• Please download the confirmation of exmatriculation. This will also be sent to you by email and made available in the “My Documents” service. |
| 5    | **Dear student**  
You have withdrawn from the University of Basel on 18.11.2019 via MOnA. Please find your confirmation of exmatriculation attached to this email. You may access MOnA until mid-November.  
Kind regards  
Student Administration Office  
You will receive confirmation of exmatriculation by email. |
| 6    | **You will have access to Online Services until the middle of May/November. If you are however registered as an exchange student at the University of Basel, your authorization will be revoked at the end of the semester!** |
Register for courses for the current semester

1. Activate the “Register for Courses” service.

⚠️ Please note:
This service will be opened in a new tab of your browser.

2A. To register for courses, you must satisfy the following requirements:
- You have registered for the current semester: NO
- Your tuition fee payment has been received: NO

If not, the “Go to the online course directory” button will not be activated and you cannot switch to the course directory.

2B. To register for courses, you must satisfy the following requirements:
- You have registered for the current semester: YES
- Your tuition fee payment has been received: YES

If so, click on “Go to the online course directory”.

3. You will switch straight to the Semester Planning menu in the course directory. Here you can configure various search fields and filters to look for courses.

⚠️ Please note:
Always click on the “Show results” button to start the search.
The results list will be shown directly below this button.

You will also see the number of results and the number of pages in the results list.

---

**Step 1: Add courses to the watchlist**

⚠️ **Please note:**

If you cannot see the plus icon, the screen is probably too small. You will need to increase the display size or scroll down and then to the right.

The number of courses on the watchlist is updated as soon as a course is added:

```
Watchlist (1)
```

You can edit the watchlist again and remove a course using the "Add to watchlist" icon.

---

**Step 2: Transfer watchlist**

Once you are happy with your list, click on “Transfer watchlist”. The courses will be transferred to MOnA for checking.
The check will determine whether you are permitted to register for these courses.

Make sure to consult the “Comments” column as well!

Step 3: Definitely register for courses

In this view, you can use the ✓ boxes to select the courses for which you definitely want to register.

Click on “Yes, register for courses”.

You will receive confirmation of successful registration.

The course will also be shown immediately in “Course Registrations” and in various other services.
Tips for the Online Course Directory

<table>
<thead>
<tr>
<th>Restrict search</th>
<th>Full-text search</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can search for a course using any relevant term that you know relates to the course. All texts giving the details of the course will then be searched.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program structure</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Set filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can select an entire degree program, individual subjects (or stages of study), or even modules and restrict the search accordingly.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Add search fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>You can use the “Add a search field” button to restrict the search further. Select a field and then enter the values required.</td>
</tr>
</tbody>
</table>
You can combine filters, search fields, and the full-text search function to keep the results list short.

⚠️ Please note: Make sure to reset the search settings and filters if the search criteria change! Otherwise, the search will still be restricted to these entries.

### Results list

- **Show** entries: 10 entries
- **Showing 1 to 10 of 12 entries**
  - The number of results will be shown above the results list. The number of results per page can be adjusted.
- **Previous** 1 2 **Next**
  - There may be several pages of results.
- **Semester | No. | Format | Title | Lecturers**
  - You can sort the results as desired by clicking on one of the column headers.

### Course details

- **Description**
  - Here you will find information on the course format and content.
- **Admission Requirements**
  - Here you will find information on the entry requirements.
- **Dates and Rooms**
  - Here you will find a list of the individual dates and rooms.
- **Modules**
  - Here you will find more details on the modules for which the course can be used.
- **Assessment**
  - Here you will find assessment details.
**Additional information**

If you go to “Degree programs and modules”, select your stage of study, and then activate “Program and module details” …

… all modules will be displayed.

### Program Structure

<table>
<thead>
<tr>
<th>Faculty of Humanities and Social Sciences</th>
<th>Master's Studies</th>
<th>Faculty of Humanities and Social Sciences</th>
<th>African Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>Master's Studies</td>
<td>Faculty of Humanities and Social Sciences</td>
<td>African Studies</td>
</tr>
<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>Master's Studies</td>
<td>Faculty of Humanities and Social Sciences</td>
<td>African Studies</td>
</tr>
<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>Master's Studies</td>
<td>Faculty of Humanities and Social Sciences</td>
<td>African Studies</td>
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<tr>
<td>Faculty of Humanities and Social Sciences</td>
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<td>African Studies</td>
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<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>Master's Studies</td>
<td>Faculty of Humanities and Social Sciences</td>
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<td>Faculty of Humanities and Social Sciences</td>
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<td>African Studies</td>
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<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>Master's Studies</td>
<td>Faculty of Humanities and Social Sciences</td>
<td>African Studies</td>
</tr>
<tr>
<td>Faculty of Humanities and Social Sciences</td>
<td>Master's Studies</td>
<td>Faculty of Humanities and Social Sciences</td>
<td>African Studies</td>
</tr>
</tbody>
</table>

### Watch list

- Add courses to watch list
- Remove courses from watch list

**Watchlist (1)**

Here you can see how many courses you have added to the watch list.

**Print watchlist (compact)**

**Print Watchlist (expanded)**

Reduced or extended PDF file of selected courses to download

For further information, please see "Quick Manual"!
Overview of course registrations

1. Activate the “Course Registrations” service.

2. The courses for which you have registered in the current semester will be shown at the top (sorted by course number by default).
   If desired, you can also sort the courses in the semester by weekday and time.

3. A cancellation button will appear during the course registration period. Once the registration period has ended (for all semesters), the following message will be shown: “Deadline expired”.

As soon as a course has been assessed, it will disappear from your course registrations and be shown in your credit points account.
If courses from previous semesters are still shown, this means either that these courses have not yet been assessed (assessment process has not been completed) or that you did not take part in the assessment.
# Cancel course registrations

## 1. Activate the “Course Registrations” service.

Course registrations for the current semester can be cancelled during the course registration period.

Once the course registration period has ended, the button will disappear and be replaced with the text “Deadline expired”.

- Select the relevant course and activate the “Cancel” button.

## 2. Confirm in the pop-up window by clicking on “Yes, proceed with cancellation”.

The course has been removed from your course registrations and is no longer visible in any other services (Timetable, ADAM Teaching Material, Academic Progress Summary, Module Allocation, etc.)

Before the end of each registration period, please go online and cancel the courses for which you do not wish to earn credit points in the current semester.
### Retroactive course registration

<table>
<thead>
<tr>
<th>1</th>
<th>Please note: One week prior to the closing date of the course registration period you will be informed by email that the deadline will soon expire.</th>
</tr>
</thead>
</table>
| 2 | Once the online course registration period has ended, the following text will be shown in the “Register for Courses” section:  

No registration period is open at present. Therefore you cannot register for courses.  

| 3 | For two weeks after the course registration period has ended, you can retroactively register for courses via the Student Administration Office.  
To do so, you must visit the Student Administration Office in person (Kollegienhaus/main building) during the published opening hours and pay an additional fee of CHF 100.  

| 4 | After this two-week period, you may only register by submitting a case of hardship. The application must be sent to and approved by the faculty.  
For more information, please contact the relevant Office of the Dean of Studies.  
As soon as your application has been approved, you must visit the Student Administration Office in person (Kollegienhaus/main building) during the published opening hours and pay an additional fee of CHF 100. |
Register online for main lecture exams (Faculty of Science only)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>You can only register for a main lecture exam if you have previously registered for the respective main lecture.</td>
<td>Activate the “Course Registrations” service.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Course Registrations" /></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>MAIN LECTURE EXAM OFFERED IN THE CURRENT SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If an exam is offered in the current semester, a registration button will be displayed during the main lecture exam registration period.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Register for examinations" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• This applies to course registrations for the current semester.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• However, this also applies to course registrations for previous semesters with pending resit attempts if an examination is offered in the current semester.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registration is only possible within the main lecture exam registration period and it is binding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>For first attempts, this message appears:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="To earn CPE, you must register for the main lecture exam by the deadline. Please see https://philnat.unibas.ch/de/examen" /></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In case of resits, this message appears:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="You must register to resit the main lecture exam by the deadline. Please see https://philnat.unibas.ch/de/examen" /></td>
<td></td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><img src="image" alt="Register for examinations" /></td>
<td>Click on “Register for examinations”.</td>
</tr>
</tbody>
</table>
Read the information thoroughly.

Click "Yes, I wish to register for the examination" to register bindingly for a main lecture exam.

You cannot withdraw from the examination online.

You have successfully registered for the main lecture exam.

"OK – go to registrations" takes you back to the course registration overview.

Once you have successfully registered for the exam, the registration button disappears and "Registered for the exam" is displayed.

The number of credit points you will earn upon successful completion is now indicated.

In addition, the message in the last column is updated accordingly.
Dear student

We have received your examination registration for the following course:

10398-02 Main lecture: Anatomie4 CP

For examination dates and venues, please refer to the designated website https://philnat.unibas.ch/de/examen.

You may withdraw from an examination provided that you notify the Office of the Dean of Studies (Klingelbergstrasse 50, Stock Z 1025) in writing at the latest three weeks before the examination. If you fail to attend an examination unexcused, you will be deemed to have failed the examination and be given a grade 1.0 (see "Rahmenordnung" §9, para. 2 and §20, para. 3).

Kind regards
Office of the Dean of Studies of the Faculty of Science

You will also receive an email confirming successful registration for the main lecture exam.

NO MAIN LECTURE EXAM OFFERED IN THE CURRENT SEMESTER

No registration button appears for main lectures with no exams offered in the current semester. "Deadline expired" is displayed instead.

Please consult the notes.

• Part 1 of annual courses:

Annual course. Credit points are awarded only upon completion of the entire course. Please register for Part 2 next semester

• No exam offered in the current semester:

Main lecture exam is not currently available

NO REGISTRATION FOR MAIN LECTURE EXAM

In case you failed to register for a main lecture exam, the following message will appear once the registration deadline for main lecture exams has expired:

You are not registered for the main lecture exam

Main lecture exam registrations are binding and you cannot deregister online. You may only withdraw by writing to the Office of the Dean of Studies at the Faculty of Science. More information is provided here.
Plan your semester with the “Timetable” service

1. Activate the “Timetable” service.

2. Select a semester.
   
The new semester can be selected from the start of the course registration period.

3. The courses for which you have registered in the current semester are shown in the matrix.
   
Courses that take place every 2 weeks are indicated by an asterisk.

⚠️ Please note:
This is a prototype semester week! Only courses that take place once or twice a week (regular courses) are shown!

Timetable clashes are highlighted.

- If two courses take place at the same time, the course numbers are shown next to each other.
- If more than two courses take place at the same time, the words “Timetable clash” are
The PDF replicates the screen view almost identically.

⚠️ Please note:
Courses that take place every 2 weeks are shown in a contrasting color.
The spring and fall semesters are shown in different colors.
All courses for which you have registered are listed again in the appendix with details.

Optional:
You can now finish planning the semester.

In the “Register for Courses” section, switch to the course directory and use the “Day/time” search field (or others) to find courses in your free blocks.

In the “Course Registrations” section, you can cancel the parallel courses you have decided not to attend.
Export and integrate timetable into personal calendar

1. Activate the "Stundenplan" service.

2. Export timetable and integrate into personal calendar. Activate the "ics calendar file" option and click on "Create file". This option can only be selected for the current semester/current course registration period!

3. Click on the published link to open or save the ics (iCalendar) file generated. Please note: How you save or open the file depends largely on your browser and system settings. It may differ greatly from user to user.

4. The iCalendar file opens as a separate calendar. This makes it easy to delete the file later or replace it with a newer version. The individual dates are entered and additional details are shown when you hover the cursor.

Empfehlung: Datei möglichst nur ÖFFNEN und nicht importieren!

Hierfür im Popup-Fenster die Option "Öffnen mit" und das jeweilige Kalenderprogramm auswählen oder eben in den Systemeinstellungen definieren, dass Dateien des Typs «.ics» immer mit dem entsprechenden Kalenderprogramm geöffnet werden. Dann kann die Datei auch lokal gespeichert und anschliessend geöffnet werden.
Each individual date contains a link to the online course directory. Switch to the

Dates and Rooms section and check the current dates.

⚠️ Please note:
While the online course directory is updated several times a day, you are responsible for updating your exported and integrated iCalendar file!

Update the iCalendar file

Activate the “Timetable” service again.
Generate a new version of your timetable and export it as previously described.

Some calendar programs ask whether the more recent version should replace the old version.
Select “Replace calendar”!
If this does not happen, delete the older version from the calendar program before opening the newly generated iCalendar file in the program.

The iCalendar file integrated into your personal calendar is not updated automatically. This is your responsibility – you will need to generate new files on a regular basis and update them in your calendar program!

We therefore recommend that you wait until the semester plans have been finalized and there will at least be no more changes to the number and structure of courses for which you have registered. We recommend that you check the information in the online course directory so that you do not miss any short-notice changes to times and locations!
Overview of academic achievements

1. Activate the “Credit Points Account” service.

2. You can now see at a glance all academic achievements completed and credited at the University of Basel (in total and sorted by degree level).

3. All academic achievements are listed in descending order by semester and in ascending order by course number within each semester block. You can change the order by clicking on one of the column headers.

   ⚠️ Please note:
   Academic achievements without a course number are shown at the bottom of the list for the relevant semester block (e.g. bachelor’s thesis, learning contract, etc.)

4. The status of each academic achievement is shown (completed successfully/failed) along with the credit points earned, the grade and the assessment date.

   Failed courses with an open resit attempt are already shown.

<table>
<thead>
<tr>
<th>CP</th>
<th>Grade</th>
<th>Status</th>
<th>Date of assessment</th>
<th>Recognized</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PASS</td>
<td>Completed with Success</td>
<td>04.06.2019</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>PASS</td>
<td>Completed with Success</td>
<td>20.12.2018</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>PASS</td>
<td>Completed with Success</td>
<td>05.06.2018</td>
<td></td>
</tr>
</tbody>
</table>
If the academic achievement was completed externally and credited to a degree program by the faculty, there will be a checkmark in the “Recognized” column.

The final column, “Level”, shows the degree level at which the academic achievement was completed and indicates whether it has already been used to earn a degree.

**Please note:**
If you would like academic achievements not used to earn a degree to be transferred to the next degree level, please contact the Office of the Dean of Studies.

Academic achievements with “Use open” are displayed at all degree levels (BA/MA/DR).

The following filter options can be used to display assessments for just one degree program.

The following filter options can be used, for example, to show only academic achievements not successfully completed or for which you have an open resit attempt.
**Static display of academic achievements in current degree program structure**

1. **Activate the “Academic Progress Summary” service.**

2. **Create and Print Academic Progress Summary**
   - The academic progress summary provides an overview of the accreditation of academic achievements to your current degree program, modules, and subjects.
   - Your academic progress summary links your academic achievements to your current study objective. This distinguishes your academic progress summary from your credit points account, which provides a chronological list of your academic achievements by semester, without linking to your current study objective.
   - Please note that:
     - Academic achievements that can be credited to several modules are listed several times. Multiple entries are marked with a small number in brackets before the course title.
     - Academic achievements are credited definitively to modules only upon the completion of a degree program (i.e., at the time of graduation).
     - Academic progress summaries are intended for internal use only.
   - Select a language and click on “Create academic progress summary” to create a PDF file.

3. **Click on the link to open or save your academic progress summary.**

4. **The following data is shown at the top:**
   - Date on which the academic progress summary was generated.
   - Your personal study data.
   - The total credit points earned in the current degree program as of this date.
The academic progress summary is divided into degree subjects, specializations or introductory/advanced levels depending on your degree program.

The modules in your study program are listed along with all academic achievements per module that can be credited in this particular module.

⚠️ Please note:
Your academic progress summary shows ALL the modules in your degree program, even if they are “empty” because there are no academic achievements to be allocated yet.

Academic achievements that cannot be credited to any of the modules in your degree program are listed at the bottom under “Other courses”. These may be courses offered by another degree program, degree subject or even another faculty. Academic achievements from earlier studies that were not used for your degree can also be listed here.
### Special Features

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Title</th>
<th>Credits</th>
<th>Status</th>
<th>Assessment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>36523</td>
<td>Lecture: Histoire de la langue française: étude des sources</td>
<td>3</td>
<td>2.5/0</td>
<td>11.11.2015</td>
</tr>
<tr>
<td>41487</td>
<td>Lecture: Histoire, méthodes et enjeux de la lexicographie</td>
<td>3</td>
<td>pend</td>
<td></td>
</tr>
<tr>
<td>36606</td>
<td>Course with examination: Translation German to French</td>
<td>3</td>
<td>pend</td>
<td></td>
</tr>
<tr>
<td>45107</td>
<td>(2) Lecture: La naissance du sujet, Moyen-Âge au 17e siècle</td>
<td>3</td>
<td>pend</td>
<td></td>
</tr>
<tr>
<td>43490</td>
<td>(2) Lecture: Descartes: la fable du monde</td>
<td>3</td>
<td>(FAIL) pend</td>
<td>32.08.2016</td>
</tr>
</tbody>
</table>

- Academic achievements that can be credited to more than one module are listed in all associated modules and indicated by a number in parentheses before the title.
- Failed assessments are also listed.
- Course registrations are listed even if they have not yet been assessed or graded.
- A grade in parentheses indicates that you failed the first assessment but still have a resit attempt.

---

- Academic achievements are not definitively credited to modules until you have completed your studies.
- If you require an academic progress summary in English, please change the language and generate a new document.
Interactive allocation of academic achievements in current degree program structure

1. Activate the “Module Allocation” service.

2. CURRENT STATUS OF MODULE ALLOCATION
   - Date of last change
   - Total credit points allocated at time of last saving

3. ALLOCATE ACADEMIC ACHIEVEMENTS
   Check each academic achievement individually and determine where it should be credited.
   If a course that can be credited in more than one module is allocated to module XY with “here”, this will automatically be shown in the modules not selected (also see 7.)
   The allocated credit points are credited to the module immediately. The total credit points allocated to the module, the total credit points used and the credit points not yet allocated are also adjusted immediately!
Please note:
NO "empty" modules are shown in the module allocation (i.e., modules which contain neither course registrations nor completed academic achievements).

ACTION BUTTONS

You can use these two buttons to collapse and expand all modules. This allows you to process one area at a time and provides a better overview.

Save changes  Delete changes

As soon as you make new allocations, both buttons will be activated. You can save or discard your new allocations.

Reset all

If you want to restart module allocation from the beginning, you can use this button to reset all previous allocations.

Create PDF file

Once modified data has been saved, you can generate a PDF file of the module allocation.

Click on the link to open or save the PDF file.

PDF FILE

Only allocated academic achievements are shown in the generated file!

The credit point totals are calculated based on the courses assessed and course assessments still outstanding!
### FILTER OPTIONS

Courses not yet assessed do not show any credit points but can still be allocated.

Open assessments are not taken into account when you calculate credit points based on passed assessments.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 PASS</td>
<td>Electives</td>
</tr>
<tr>
<td>3 PASS</td>
<td>Modul: Lectures complexe...</td>
</tr>
<tr>
<td>(2)</td>
<td>here</td>
</tr>
<tr>
<td>3 PASS</td>
<td>here</td>
</tr>
</tbody>
</table>

Courses not yet assessed are shown with credit points in parentheses to indicate that these credit points have not yet been earned.

These courses can be allocated and the credit points will be taken into account if you calculate your credit points based on both open and passed assessments.

### SPECIAL FEATURES

Academic achievements that can be credited in multiple (X) modules are listed in all relevant modules and indicated with a number (X) in parentheses after the title.

Please note:
If an academic achievement is allocated to one module, this will immediately be shown in the other modules so that this academic achievement cannot be allocated more than once.

Failed assessments are also shown because some degree programs offer compensation options.
Filteroption Berechnung aufgrund der bestandenen Leistungen:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>SS 2016</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>43400</td>
<td>Lecture: Descartes' la fille du monde (2)</td>
<td>ss 2016</td>
<td>0</td>
</tr>
</tbody>
</table>

Filteroption Berechnung aufgrund der offenen und bestandenen Leistungen:

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>SS 2016</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>43400</td>
<td>Lecture: Descartes' la fille du monde (2)</td>
<td>ss 2016</td>
<td>(2)</td>
</tr>
</tbody>
</table>

Open resit attempts are not shown as such in the module allocation. They are simply shown as “open” assessments.

To help you achieve your study goals, we recommend that you use this tool on a regular basis, ideally directly after course registration. You can amend your allocations at any time up to graduation. The Office of the Dean of Studies will definitively allocate your academic achievements to modules when producing your degree transcript.

Please read all information sheets provided by your faculty and consult your study regulations, study program and guidelines, particularly with regard to the allocation of courses to faculty and extra-faculty electives!
Overview of matriculation at the University of Basel

1. Activate the “Study Data” service.

2. Here you will find an overview of:
   - studies you have completed at the University of Basel
   - the degree program you are currently completing at the University of Basel
   - qualifications gained at the University of Basel

3. Click on a degree program.

   Please note: The current degree program is always preselected.

4. Subjects and specializations areas are now shown as well as semester registrations and academic leave for the selected degree program, including the number of semesters.

5. Select a language and click on “Create overview” to create a PDF file.
Please note:

All degree programs are always included in the PDF file, regardless of what you have selected.

Please note:

Please note that some bodies only accept official confirmations of study on security paper, which are posted each semester by the Student Administration Office once the tuition fees have been received.

If you require additional official confirmations, you can request these from the Student Administration Office (Kollegienhaus (main building)) for an additional fee. More information is provided here.
# Transcripts of records

1. **Activate the “My Documents” service.**

2. **Please note:**
   - If too many documents are displayed, you can sort them by document type by clicking on the column heading:
   - Alternatively, use the filter to show documents from a certain date onward:

3. **Please note:**
   - Provided that assessments have been entered into the system, a transcript of records for the previous semester is generated in mid-February and mid-August each year and provided here as a PDF file.
   - You will be informed by email when a new document is available.

4. **Click on the icon.**

   - **Please note:**
     - It is not the semester in which you have registered for a course that determines when a performance is listed, but the date of assessment!
     - Issue date of the document mid-February for achievements assessed between 10.08.xxxx and 09.02.xxxx
     - Issue date of the document mid-August for achievements assessed between 10.02.xxxx and 09.08.xxxx

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of document</th>
<th>Available documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.02.2020</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>10.08.2019</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>10.02.2019</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>10.08.2018</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>10.02.2018</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>11.08.2017</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>11.02.2017</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

---

<table>
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<tr>
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<tr>
<td>10.02.2020</td>
<td>Transcript of records</td>
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<tr>
<td>10.08.2019</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
<tr>
<td>10.02.2019</td>
<td>Transcript of records</td>
<td>![Icon]</td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Date</th>
<th>Type of document</th>
<th>Available documents</th>
</tr>
</thead>
</table>
| 10.02.2020 | Transcript of records   | ![Download Transcript of records.pdf (10.02.2020)](download)
| 10.08.2019 | Transcript of records   | ![Download Transcript of records.pdf (10.08.2019)](download)
| 10.02.2019 | Transcript of records   | ![Download Transcript of records.pdf (10.02.2019)](download)

If you require a paper document with security features, you can order this from the Student Administration Office for a fee. More information is provided [here](#).
Academic records

1. Activate the “My Documents” service.

2. If too many documents are displayed, you can sort them by document type by clicking on the column heading:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of document</th>
<th>Available documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic record</td>
<td></td>
</tr>
</tbody>
</table>

   Alternatively, use the filter to show documents from a certain date onward:

   The following documents are available:
   Only display documents from this date onward: 1/1/2018
   Apply filter  Reset filter

   Please note:
   This service also provides other types of documents in addition to academic records.

3. If an academic record has already been generated, you can call up the document at any time.

   To do so, click on the icon next to the document and activate the link that appears.

4. If you require an up-to-date document, you can generate a new academic record.

   - Choose whether you require the document in German only or with an English translation.
   - Then click on “Generate and save academic record”.

   It is possible for you to add an up-to-date academic record, including all your transcripts of records, to the list at any time. English translations are always issued together with the German original in a single file.

   - Academic record in German
   - Academic record in German with English translation

   Create and archive academic record
Click on the link to open or download the file. The newly generated file will also immediately be available in the table below.

If you also require a paper document with security features, you can order this from the Student Administration Office for a fee. More information is provided here.

English translations are not available for all academic achievements. Please consult your faculty/department if necessary.
## Confirmations of exmatriculation

1. **Activate the “My Documents” service.**

2. **If too many documents are displayed, you can sort them by document type by clicking on the column heading:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of document</th>
<th>Available documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   Alternatively, use the filter to show documents from a certain date onward:

   - **Please note:** This service also provides other types of documents in addition to confirmations of exmatriculation.

3. **First, you must withdraw during the registration period via the “Semester Registration” service.**

   - You will receive confirmation by email, including confirmation of exmatriculation.
   - The PDF will be made available in German and English at the same time in the “My Documents” service.

4. **Click on the icon.**

5. **Click on the link to open or download the file.**
## Amended transcripts of records

1. If corrections are made to a transcript of records already issued, you will receive an amended transcript of records. Amended transcripts of records are generated in the middle of the month and made available here, too. You will receive an email informing you that a new document is available.

2. If too many documents are displayed, you can sort them by document type by clicking on the column heading:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type of document</th>
<th>Available documents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amended transcript of records</td>
<td></td>
</tr>
</tbody>
</table>

   Alternatively, use the filter to show documents from a certain date onward:

   - Only display documents from this date onward: 1/1/2018
   - Apply filter
   - Reset filter

3. Click on the icon.

4. Click on the link to open or download the file.

### Please note:

The correction will update the assessment date. This means the date will lie outside the period of the other achievements listed. An amended transcript of records will also be generated if an academic achievement is cancelled. If a new assessment has been entered for you as a replacement, this will be added to a later transcript of records.

If you require a paper document with security features, you can order this from the Student Administration Office for a fee. More information is provided [here](#).
Access to teaching materials (for synchronized workspaces only)

1. Activate the “ADAM Teaching Material” service.

2. The semesters included in the list are indicated.

   All registered courses are listed for which you are automatically entitled to access the workspace by registering (so-called synchronized workspaces).

   There are two semester blocks, each sorted by course number in ascending order.

3. Choose a course and click on the relevant icon.
You will be directed to the ADAM AAI login page to identify yourself (https://adam.unibas.ch). Once you have logged in successfully, you will be directed straight to the workspace.

Click on the icons one by one to navigate between the individual workspaces. You can of course also use the desktop function in ADAM.

Please note that once you have successfully registered for a course, it will be updated in ADAM overnight. You will not be automatically entitled to access this workspace and the teaching materials until the following day.

Independent of the display in this service (https://services.unibas.ch) you can always access the workspaces directly via https://adam.unibas.ch.

If you experience problems with ADAM, please send a support request to the IT service desk (support-its@unibas.ch).
Earning credit points (ECTS) outside the regular academic program

1. Activate the “Learning Contract” service. This number indicates how many learning contracts still require action on your part.

2. OVERVIEW PAGE

   - **Learning Contracts (9)**
     - This page displays the total number of learning contracts created and managed in this service.

   - **Search**
     - Clicking on this icon hides the search field.
     - Clicking on this icon you can pin the search field.

   - Enter the contract number, a status, a word from the title or the assessor’s name.

   - Read the information sheet and procedure description thoroughly.

   - All learning contracts created and managed in this service are displayed in the table.
### CREATE A LEARNING CONTRACT

**Select “Create learning contract” to create a new learning contract.**

![Form for creating a learning contract]

A new form will open on the right. Please complete all mandatory fields.

Missing information is indicated in the form by a red outline. Alternatively, click on the number of notifications for a detailed indication of which information is still missing.

You can save the current version in stages as you proceed. The number of notifications will be updated accordingly.

As long as the learning contract status is set to “in process”, changes can be made.
Information from the overview page continues to be displayed in the navigation pane on the left. As a result, you always have access to the process and guidelines, and can easily switch to a different learning contract without having to return to the overview page.

If you click on full-screen mode, only the form is displayed.

Clicking on this icon restores the navigation pane on the left.

Clicking on the printer symbol opens the document as a PDF, which can then be printed.

Click on this symbol to cancel the learning contract altogether. This is only possible if the learning contract status is still set to “in process”!

Clicking on this symbol closes the document and returns you to the overview page.

This button only becomes active once all mandatory fields have been completed.

**FINALIZE A LEARNING CONTRACT**

**WITH AN INTERNAL ASSESSOR**

- Once all fields have been completed and you are satisfied with the information entered, you can finalize the learning contract:
  
  Status: “finalized”

Next, the approval process is initiated. The learning contract is automatically forwarded to the assessor for review. This is all you need to do for now.

**WITH AN EXTERNAL ASSESSOR**

- Once all fields have been completed and you are satisfied with the information entered, you can print and sign the learning contract and send it to the external assessor for review.
- Once the external assessor has returned the signed learning contract to you, upload it in the area specified for this purpose:
The learning contract can now be finalized:

- **Status:** “approved assessor”

Please note:
Once it has been finalized, the learning contract cannot be edited or deleted!

### ASSESSOR APPROVAL PROCESS

<table>
<thead>
<tr>
<th>WITH AN INTERNAL ASSESSOR</th>
<th>WITH AN EXTERNAL ASSESSOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The assessor approves the learning contract:</td>
<td>Review (approval, rejection or changes) by the external assessor has taken place before the learning contract is finalized.</td>
</tr>
<tr>
<td><strong>Status:</strong> “approved by assessor”</td>
<td>Once the signed document has been uploaded and the learning contract has been finalized, its status is set to “approved by assessor”.</td>
</tr>
<tr>
<td>The learning contract is automatically forwarded to the committee responsible for review.</td>
<td></td>
</tr>
<tr>
<td>- The assessor returns the learning contract with changes:</td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong> “in process”</td>
<td></td>
</tr>
<tr>
<td>The learning contract is returned to you with the status “in process”. You can now edit it, but you will then have to finalize it once again so that it can go through the approval process.</td>
<td></td>
</tr>
<tr>
<td>- The assessor rejects the learning contract:</td>
<td></td>
</tr>
<tr>
<td><strong>Status:</strong> “rejected by assessor”</td>
<td></td>
</tr>
<tr>
<td>The learning contract can no longer be edited or canceled. It will continue to be displayed in the table with this status.</td>
<td></td>
</tr>
</tbody>
</table>

Please note:
The new status is immediately displayed in the service “Learning Contract”. If the assessor returns or rejects the learning contract, you will also be notified by email.
### COMMITTEE APPROVAL PROCESS

#### WITH AN INTERNAL ASSESSOR
- The committee responsible approves the learning contract:  
  **Status “approved by TC”**

  The academic achievement can now be completed.

- The committee responsible can return the learning contract to you with changes.  
  **Status: “in process”**

  The learning contract is returned to you with the status “in process”. You can now edit it, but you will have to finalize it once again so that it can go through the approval process. The learning contract is then once again automatically forwarded to the assessor for review.

- The committee responsible rejects the learning contract:  
  **Status “rejected by TC”**

  The learning contract is returned to you with the status “rejected by TC”. You can edit or cancel it.

#### WITH AN EXTERNAL ASSESSOR
- The committee responsible approves the learning contract:  
  **Status “approved by TC”**

  The academic achievement can now be completed.

- The committee responsible can return the learning contract to you with changes.  
  **Status: “in process”**

  The learning contract is returned to you with the status “in process”. You can now edit it, but you will need to have it signed by the external assessor again in order to upload the new document and finalize the learning contract. The learning contract is then once again automatically forwarded to the committee responsible for review.

- The committee responsible rejects the learning contract:  
  **Status “rejected by TC”**

  The learning contract is returned to you with the status “rejected by TC”. You can edit or cancel it.

⚠️ **Please note:**

The new status is immediately visible in the service, and you will be notified by email of any action taken by the committee responsible.

### ASSESSMENT PROCESS

#### WITH AN INTERNAL ASSESSOR
- As soon as the academic achievement has been completed, the assessment can be entered by the assessor.

  For internal assessors, this process takes place online. As soon as the assessor has assessed the learning contract, this will be visible in the table:  
  **Status “assessed”**

  Then the academic achievement will be visible in the services “Credit Points Account”, Academic Progress Summary” and ”Module Allocation”. Furthermore you will be notified by email.

#### WITH AN EXTERNAL ASSESSOR
- As soon as the academic achievement has been completed, the assessment can be entered by the assessor.

  External assessors complete their assessment using the form, which they sign and return to the Office of the Dean of Studies of the appropriate faculty. As soon as the assessment has been entered in the system by the Office of the Dean of Studies, this will be visible in the table:  
  **Status “assessed”**
Then the academic achievement will be visible in the services “Credit Points Account”, Academic Progress Summary” and “Module Allocation”. Furthermore you will be notified by email.

**IMPORTANT INFORMATION:**

- The learning contract should be created **before** the assessment is completed.
- You can only create a learning contract if you are registered for the current semester.
- You must be matriculated at the University of Basel to be eligible to complete an assessment set out in a learning contract.
- Learning contracts are only suitable for earning credit points **generated** by the University of Basel. If you wish to **transfer** credit points earned at another university to your current course of study, please contact the Office of the Dean of Studies in your faculty.
Transferring credit points (ECTS) earned at another university

<table>
<thead>
<tr>
<th></th>
<th>The faculties are responsible for transferring credit points (ECTS) earned at another university to your current degree program.</th>
</tr>
</thead>
</table>
| 1 | As soon as you have a transcript of records or another form of official confirmation of the credit points (ECTS) earned, you can apply to the Office of the Dean of Studies in your faculty to transfer your credits.  
Please contact the office to find out how to proceed. |
| 2 | If the transfer is approved, it will be entered in the system by the Office of the Dean of Studies and will appear in your credit points account.  
The transfer will be indicated by an “X” in the “Recognized” column. |
## Earning credit points (ECTS) for courses at the Language Center

1. Passed assessments and awarded ECTS points at the Language Center will be entered into the central system at the start of the following academic semester, provided your degree program includes free electives. From this point, the academic achievements will be shown in the Credit Points Account, Academic Progress Summary and Module Allocation services.

2. The faculties and/or departments determine the maximum ECTS points that can be earned from courses at the Language Center for use in free electives. Further information can be found [here](https://www.unibas.ch) on the Language Center website under “Vereinbarungen mit den Fakultäten” (available only in German).

3. If you have any questions, please contact the Language Center first ([info-sprachenzentrum@unibas.ch](mailto:info-sprachenzentrum@unibas.ch)).
### Earning credit points (ECTS) for Transferable Skills

1. Passed assessments and awarded ECTS points from the Transferable Skills program will be entered into the central system by the end of each academic semester (end of January or July) at the latest. From this point, the academic achievements will be shown in the Credit Points Account, Academic Progress Summary and Module Allocation services.

2. Individual learning contracts can be drawn up for courses that do not fulfil this condition.

   More information about the “Learning Contract” service can be found under “Earning credit points outside the regular academic program (Learning Contract)”.

   Transferable Skills documents and guidelines for doctorates can be found [here](#).

3. If you have any questions, please contact the Graduate Center (GRACE) first: [grace@unibas.ch](mailto:grace@unibas.ch).