



WESTFÄLISCHE
WILHELMS-UNIVERSITÄT
MÜNSTER

> Tips on Using QISPOS for MA students in Social Anthropology



I. LSF/QISPOS-Portal: Homepage and Login

Qispos is the electronic grading system of the WWU. The LSF/QISPOS Portal is a shared portal for the course catalogue LSF and the examination management system QISPOS.

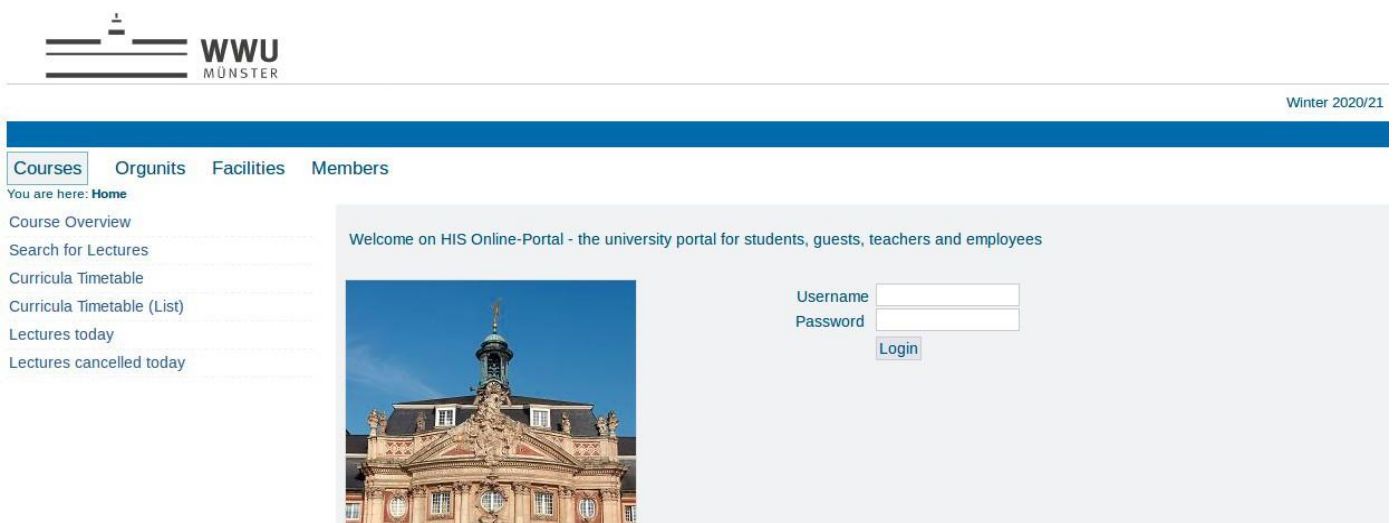
Tips (FAQS) & information on registering for courses (e.g. dates for the registration period) as well as exam results in QISPOS are available at:

<https://www.uni-muenster.de/studium/en/pruefungen/qispos.html>

The **homepage of the LSF/QISPOS portal** can be found online at:

<https://studium.uni-muenster.de/qisserver/>

Figure 1



To log in, please enter your ZIV user ID and your password.

If you have forgotten your password, you can find information by clicking [here](#).

Please do not forget to log out at the end of a session in order to prevent misuse by third parties.

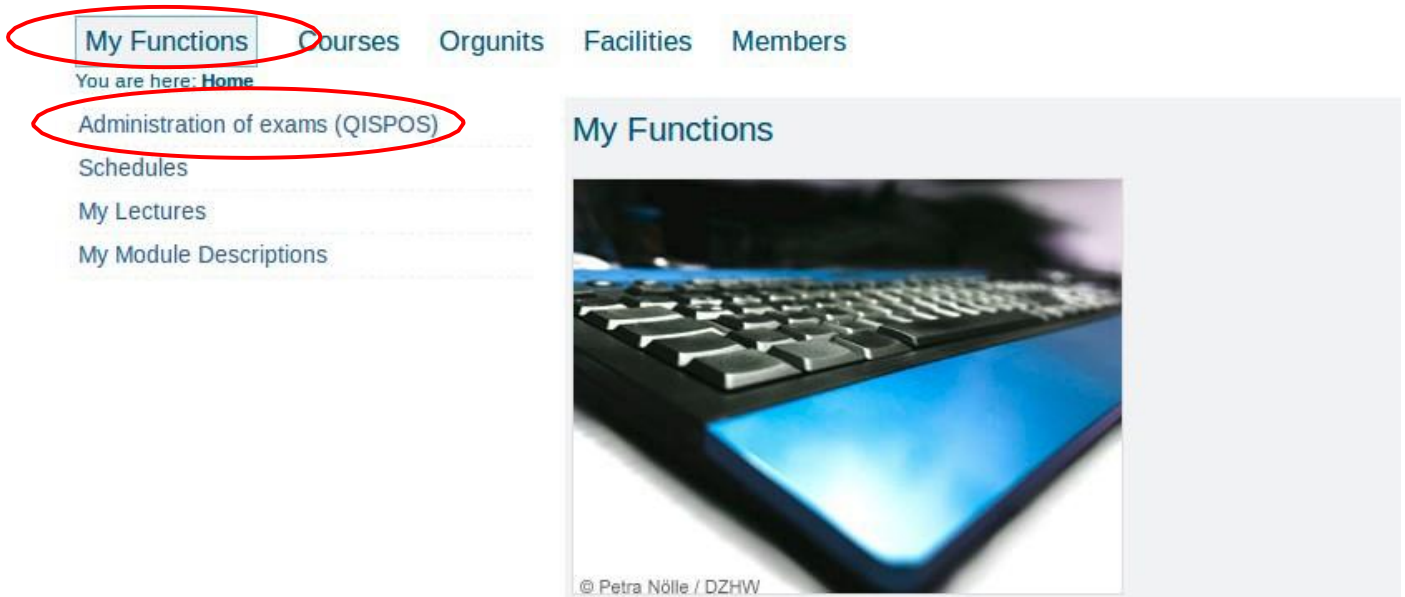
Please note that for security reasons the programme will automatically exit without saving if no action is taken for 30 minutes. In this case, you must log-in again & if necessary re-register for your course and exams again.

Alternatively, you can also log-in via the studentportal **MyWWU** and from there the access the LSF/QISPOS-Portal: <https://www.uni-muenster.de/de/en/mywwu/index.shtml>

II. Getting Started

After successfully logging into the LSF / QISPOS portal, You can also access the **Administration of Exams (QISPOS)**: Go to the top bar & select **My Functions** and then on to **Administration of Exams (QISPOS)** in the left-hand column. Here you will be able to register your coursework (credits) as well as you term papers or exams for the MA programme in Social Anthropology.

Figure 2



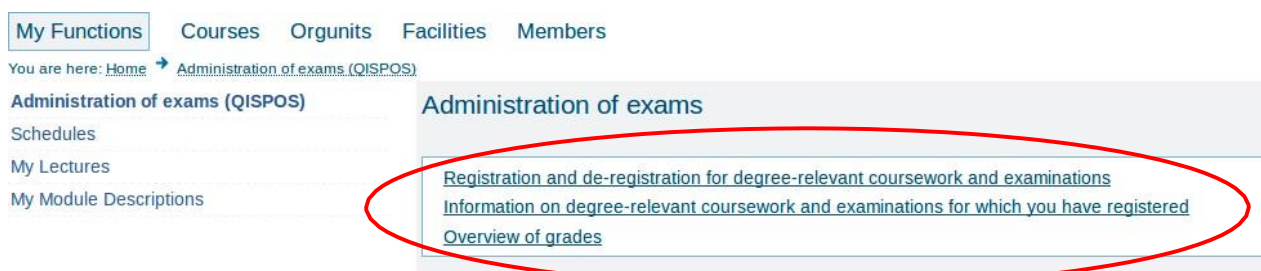
Please note that a PDF will be made available on the institute's homepage during the QISPOS registration period, providing an overview of degree-relevant coursework for the current semester with their QISPOS numbers as well as for the term papers and exams.

Please consult this before registering. You can also have a look on the institute's homepage under the available downloads for the MA programme. [Click here](#) for the PDF titled "Module Description for the MA in Social Anthropology" which provides an overview of the master's requirements.

You can also find an overview of the QISPOS numbers of the MA in Social Anthropology by [clicking here](#).

You can now choose between different functions within the **Administration of Exams**:

Figure 3


















III. Registration and deregistration

Registration

Having clicked on the first link with the heading “**Registration and deregistration for degree-relevant coursework and examinations**”, you will then receive important Information on the electronic registration and deregistration procedure for coursework and examinations (including the period of the registration phase for the respective semester and a legend for the symbols used in QISPOS, shown in Figure 4 below).

Figure 4

Key to the symbols used:	
Symbol	Meaning
	(section of) degree programme
	modules and examinations/ course work
	module
	dummy elective module account
	You have registered for this examination.
	You have withdrawn for a valid reason.
	You have de-registered during the registration phase.
	You have passed this examination.
	You have permanently failed this examination.
	You have withdrawn without a valid reason.
	You have failed this examination.
	The examiner has not yet graded your examination.
	You have registered for this examination in another account.
	You can register for this examination.
	Please use this link to register for an examination.

Once you have taken note of the information and confirmed it, you will then be directed to the course or subjects you are studying (see Fig.5).

Figure 5



The screenshot shows a web interface with a top navigation bar containing 'My Functions', 'Courses', 'Orgunits', 'Facilities', and 'Members'. Below this, a breadcrumb trail reads: 'You are here: Home → Administration of exams (QISPOS) → Registration and de-registration for degree-relevant coursework and examinations'. A left sidebar menu lists 'Administration of exams (QISPOS)', 'Schedules', 'My Lectures', 'My Module Descriptions', and 'Hide menu'. The main content area is titled 'Registration and de-registration for degree-relevant coursework and examinations' and contains the instruction: 'Please choose the exam from the structure given below. Click on the identifiers.' Below this instruction, there is a folder icon and the text 'Master Soc. Anthr./Sozialanthrop 16'. At the bottom of the main content area, there are two buttons: 'Startseite' and 'Beenden'.

Select the subject in which you would like to register for coursework and examinations (e.g. Social Anthropology). You then get to the module overview (see Fig. 6).

Figure 6

[My Functions](#) [Courses](#) [Orgunits](#) [Facilities](#) [Members](#)

You are here: [Home](#) → [Administration of exams \(QISPOS\)](#) → [Registration and de-registration for degree-relevant coursework and examinations](#)

Administration of exams (QISPOS)

Schedules

My Lectures

My Module Descriptions

Hide menu

Registration and de-registration for degree-relevant coursework and examinations

Please choose the exam from the structure given below. Click on the identifiers.

- Master Soc. Anth./Sozialanthrop 16
 - 10000 Social Anthropology/Sozialanthropologie
 - 11000 Cultural Foundations of Sociality
 - 12000 Research Methods I**
 - 13000 Regional Consolidation
 - 14000 Transcultural Encounters
 - 15000 Research Methods II: Project Planning
 - 16000 Social anthropological theories & ethnographic representation
 - 17000 Research/Internship
 - 18000 Exam colloquium

[Startseite](#) [Beenden](#)

Now select the module in which you would like to register for coursework and examinations (e.g. 12000 Research Methods). The component courses and completed achievements of the module are then visible (e.g. Module 12004: Visual Anthropology in Figure 7).

Figure 7

[My Functions](#) [Courses](#) [Orgunits](#) [Facilities](#) [Members](#)

You are here: [Home](#) → [Administration of exams \(QISPOS\)](#) → [Registration and de-registration for degree-relevant coursework and examinations](#)

Administration of exams (QISPOS)

Schedules

My Lectures

My Module Descriptions

Hide menu

Registration and de-registration for degree-relevant coursework and examinations

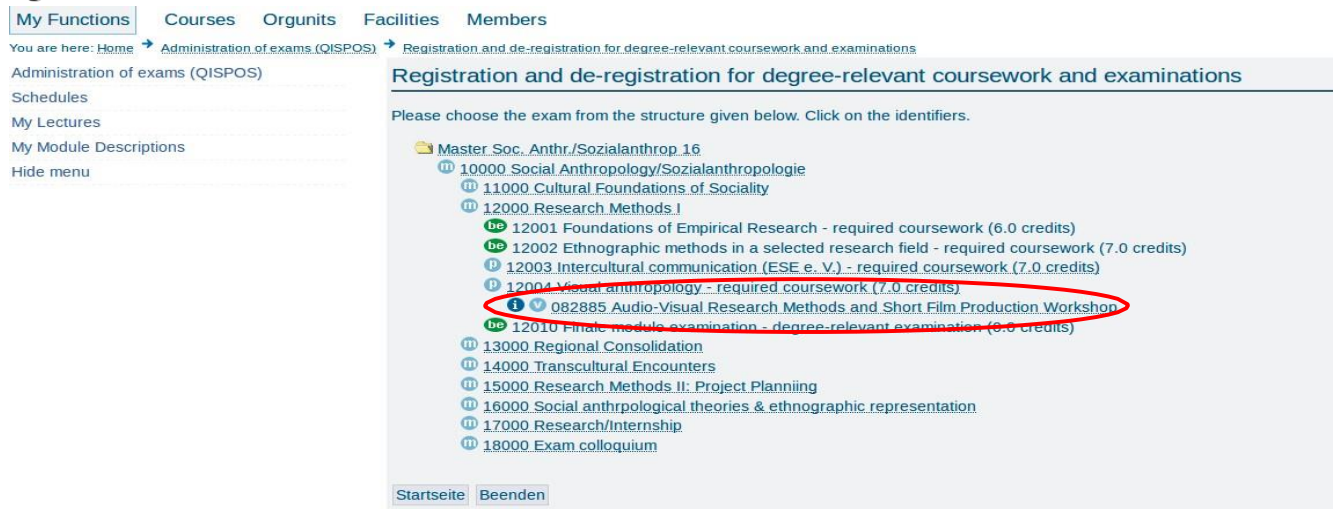
Please choose the exam from the structure given below. Click on the identifiers.

- Master Soc. Anth./Sozialanthrop 16
 - 10000 Social Anthropology/Sozialanthropologie
 - 11000 Cultural Foundations of Sociality
 - 12000 Research Methods I
 - 12001 Foundations of Empirical Research - required coursework (6.0 credits)
 - 12002 Ethnographic methods in a selected research field - required coursework (7.0 credits)
 - 12003 Intercultural communication (ESE e. V.) - required coursework (7.0 credits)
 - 12004 Visual anthropology - required coursework (7.0 credits)
 - 12010 Final module examination - degree-relevant examination (0.0 credits)
 - 13000 Regional Consolidation
 - 14000 Transcultural Encounters
 - 15000 Research Methods II: Project Planning
 - 16000 Social anthropological theories & ethnographic representation
 - 17000 Research/Internship
 - 18000 Exam colloquium

[Startseite](#) [Beenden](#)

Select a component course (e.g. 12004) for which you would like to register. (Recall: the legend for the symbols shown in figure 6 will help you determine what you have completed and what remains outstanding.) If one or more course(s) appear below the component course (e.g. Audio-Visual Research Methods and Short Film Production Workshop), you can register for that course or examination.

Figure 9



Clicking on the desired course will display a registration link. You can now register by clicking the link: **“registration of exam”**.

Please note: If it is not technically possible for you to register, you must contact the examination office responsible for your subject within the corresponding registration phase. Reporting problems after the registration and deregistration phase will no longer be considered.

Deregistration

You can see status of each component course by clicking on the respective module. The symbol "be" denotes component courses, which have been passed, while the symbol "an" indicates those which have been registered for.

You can also cancel your registration at any time during the QISPOS registration period: To do this, click on **“cancel exam registration”**.

Please note: You will not be admitted to the respective exam without prior registration. It is therefore not possible to take the exam. If an examination (written or oral examination) is taken despite no registration, it will not be counted.

IV Registration Period/ Withdrawal !!!!

Students can only register and deregister for coursework &c. in QISPOS without giving reason during the QISPOS registration period. After this period, you can only withdraw from Coursework and examinations with a valid reason (e.g. inability to take an examination due to illness) in the responsible examination office.

If you fail to register with a course or exam, your lecturer will not be able to forward your grading or credits into the grading system (qispos) of the WWU!!!

Relevant information on deadlines can be find on the QISPOS homepage:
<https://www.uni-muenster.de/studium/en/pruefungen/qispos.html>

V Contact Persons

On the institute's side you could contact Ms. Stephanie Osterheider and Dr. Markus Schleiter.

Find here your contact persons of the examination office

Master

Arbeitsbereich

1st letter of surname A - F

1st letter of surname G - K

1st letter of surname L - R

1st letter of surname S - Z

Kontakt

Yvonne Kersting
+49 251 83-35043*
pa.kersting@uni-muenster.de
Raum 101

Marleen Roberg
+49 251 83-35028*
pa.roberg@uni-muenster.de
Raum 110

Corinna Feldmann
+49 251 83-35024*
pa.feldmann@uni-muenster.de
Raum 102

Jana van Ühm
+49 251 83-35008*
pa.vanuehm@uni-muenster.de
Raum 104

check for updates of contact details here:

[Master team](#)

General qispos hotline of the IT support:

Tel. +49 251 83 20101

E-Mail: pos@uni-muenster.de

Monday to Thursday: 9:30 am to 3:30pm

Friday: 9:30am to 12pm