In accordance with the Study and Examination Regulations (SPO) of their course of studies, all students at the Department of Schweinfurt have to take part in Elective modules of the general scientific area (AWPF resp. AWPM) throughout their studies as listeners ending these courses with performance tests. The number of AWPFs and the entry of the grades in the reports are regulated by the SPO of the respective course of studies.

Each AWPF (also VHB) with two weekly lecture hours per semester corresponds to 2.5 credit points.

Prerequisite to taking the (study-accompanying) performance test is the duly registration in the list of participants of each AWPF kept by the Faculty of Applied Natural Sciences and Humanities and by the Examination Office (https://awpf.fhws.de/sw/). An agreement with the lecturer is not sufficient. If there are still places available and the maximum number of participants has not yet been reached, students can also enroll in AWPFs as optional subjects.

ENROLLMENT

The enrollment in AWPFs takes place in a stepwise randomized selection process. At first, each student registers for only one course. Changes, registrations for another AWPF or registrations for AWPFs as optional subjects are possible if there are still available places within the deadline of the second enrollment phase. The details of the registration procedure and the deadlines are available online https://awpf.fhws.de/sw/

and will be explained below.

Start of the lectures:

https://awpf.fhws.de/sw/
REGISTRATION PROCEDURE
ELECTIVE MODULES OF THE GENERAL SCIENTIFIC AREA
SUMMER / WINTER SEMESTER

Registration for AWPFs takes place exclusively via Internet:

https://awpf.fhws.de/sw/

Registration is only possible within the enrollment deadline:

https://awpf.fhws.de/sw/

After the end of the registration procedure, the following stepwise randomized selection process is adopted:

1. Each student can, at first, enroll in only one AWPF. (Another AWPF can be chosen within the second enrollment phase, see 4th point). Up to four AWPFs can be selected from the range in the registration form (1st-4th choice). During the enrollment process, the “1st choice” is primarily considered. If a place for this course is not available, the system resorts to the course selected as “2nd choice”, and if necessary, to the 3rd or 4th choice.

2. In case there aren’t enough available places for fulfilling all AWPF “1st choices”, a randomized selection process will establish who gets the place for his / her “1st choice” and who gets a place for the other choices.

3. The moment in which you register has no influence on the selection / enrollment process. You can modify or cancel your selection of AWPFs during the enrollment phase. Before submitting your final choice, please make sure that you have thoroughly considered your choices and that any other obligations you might have do not prevent you from participating in the desired AWPF.

The exams for AWPFs will take place during the week:

https://awpf.fhws.de/sw/

generally, they cannot be postponed.

4. The lists of participants for each AWPF generated in accordance with the results of the randomized selection process can be checked online. Each candidate can verify the place he / she gets. Within the second enrollment phase, the following options are possible (if there are still available places):

- choosing another AWPF instead of the previous one,
- choosing an additional AWPF,
- choosing an AWPF as optional subject.
Deadline for the second enrollment phase: https://awpf.fhws.de/sw/

The second enrollment phase does not consist of a randomized selection process. The remaining available places for AWPFs will be assigned in the order of enrollment. After the second enrollment phase a decision is made as to which subjects will not take place due to an insufficient number of participants. Students affected by these cuts can choose another AWPF within the second enrollment phase.

Second enrollment phase deadline: https://awpf.fhws.de/sw/

**Full AWPFs**

The maximum number of participants in the AWPFs cannot be exceeded. For an optimal utilization of the available places, the procedure is the following: a student who missed the first class without a valid excuse can be removed from the enrollment list. A valid excuse can be informally sent to the lecturer or the secretary`s office FANG (09721-940-9104). In case of vacant places, the lecturers can assign them to interested students.

**Abbreviations used in the courses of study:**

**Name of the Language Courses:**
The language courses are based on the Common European Framework of Reference for Languages (CEFR).

<table>
<thead>
<tr>
<th>TOPIC/ BLOCKING NOTICE / PARTICIPANT/ COMMENTS</th>
<th>Day / Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>1. PHILOSOPHY, HUMANITIES, ETHICS</td>
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<tr>
<td>2. CREATIVITY, ART, LITERATURE</td>
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<td>3. LANGUAGES</td>
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<td>4. HISTORY, POLITICS</td>
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<td>5. ECONOMICS, LAW</td>
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<td>6. SCIENCES, TECHNOLOGY</td>
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</table>

Maximum number of participants in all lectures:

30 participants – except mentioned restrictions

**Abbreviations:** LB = Lecturer / KL = written exam with a duration of 90 minutes

**Lecture hours:** 14:15-15:45 / 16:00-17:30 / 17:45-19:15 / 19:30-21:00

**E X A M:**

The typical exam of an AWPF consists of a written exam with a duration of 90 minutes without additional resources. Deviations from the rules are listed and arise due to various requirements of the specific subjects. The exams in the AWPFs are study-accompanying performance tests. A registration is not necessary. **Prerequisite for the ascertainment of AWPF grades is the duly enrollment in the course during the AWPF enrollment process. The dates of the AWPF exams are fixed before the registration and cannot be postponed. As a rule, the exam will take place at the same day and time of the lecture.**
8. SUBJECTS WITH SPECIAL ADMISSIONS PROCEDURE

! PLEASE NOTE THE ANNOUNCEMENTS ON THE NOTICE BOARD!

VHB: Course of the Virtual University of Bavaria. Registration and information: www.vhb.org and for Internet skills also www.eurolearn.de. Please note the blocking notices. (The courses are credited with 2 weekly lecture hours per semester)