How to use QISPOS?
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General information

- QISPOS is our registration tool for exams
- Here you can find more information on the exams:
  - All QISPOS- exams for students
    www3.ib.tu-berlin.de/pruefungsuebersichtliveStgauswahl
  - Structure of your course of studies
    www3.ib.tu-berlin.de/gastansichtlive
  - You can switch to English by clicking on the british flag!
General information

- QISPOS is available every day between 8 a.m. and 10 p.m.
- In the night the system generates and saves all student data
- Winter term starts on **15.10.** and summer term on **15.04.**
Login TUB

- TUB- Login at
  
  http://www.tu-berlin.de

- For login you need your **user name** and **password**

- After that you have to enter your TAN or mTAN
„Prüfungsanmeldung“ you change to your QISPOS account to re-/unregister exams

„Studierendendaten“ QISSOS you can download your certificate of study and you can change your adress (Available 24 h per day)
You have to enter a TAN or MTAN.
You also have the option to get a TAN by text message.
To register or unregister an exam please click here.
Overview

Your student id

Your functions

Click here to change the language

Details of the organisation of the student data
Administration of exams

Registration or Deregistration of Modules
Info on Exams
Info on Canceled Exams
Exams Extract
The following paragraph explains amongst others that the registration for an exam on QISPOS is binding.

Please click to „I accept“ and then on „Next“ to continue.
Please click on your studies to open the list of your modules and exams.
Please click on your studies to open the list of your modules and exams.
Please navigate to the exam. The „P“ stands for an exam.

For the registration you have to click on „register exam“.
Registration for the module

Registration or Deregistration of Modules

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

- Bachelor Wirtschaftsingenieurwesen 2015
  - M 10000 Integration
  - M 20000 Economic Sciences
  - M 30000 Engineering Majors
  - M 31000 Civil Engineering
  - M 32000 Chemistry and Process Engineering
  - M 33000 Electrical Engineering
  - M 34000 Information and Communication Systems
  - M 35000 Mechanical Engineering
    - M 35100 Mechanical Engineering (Compulsory)
    - M 41010 Factory Management a. Industrial Information Techn
    - M 20210 Basics of Electrical Engineering
      - b 202 Leistungsnachweis: Übung und Praktikum Grundlagen der Elektrotechnik (Service)
      - nb 20213 Modulprüfung: Grundlagen der Elektrotechnik (Service)
    - M 41020 Engineering Design 1
    - M 2345760 Mechanics
    - M 61060 Technical Thermodynamics
    - M 41030 Materials Science
    - M 35200 Mechanical Engineering (Compulsory-Optional)
    - M 36000 Transportation Engineering

The i, like info, shows (still in german) where your data was booked.
Registration for the module

Apply for exams

Do you really want to register or unregister this exam?

<table>
<thead>
<tr>
<th>Degree Program</th>
<th>PrNr</th>
<th>Name of Exam</th>
<th>Examiner</th>
<th>Date of Exam</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Elektrotechnik</td>
<td>2345973</td>
<td>Modulprüfung: Physical Layer Security</td>
<td>Schaefer, Rafael</td>
<td>no date of exam yet</td>
<td>registration of exam</td>
</tr>
</tbody>
</table>

Please confirm the registration with „Ja“. 
This can take some time, because it checks if you are allowed to register.

Please do NOT click in this window! Because this would lead you to an error message.
Note that the status is OK.

Warnings will be displayed in the column Status.

After that please check the info on exams.
Please check the Info on Exams.

With „Administration of exams“ you can reach „Info on Exams“. 

Details of the organisation of the student data
Select your studies and click on info.
If you do not see your exam please start the registration process again and pay attention to the warnings.
As long as your grade was not inserted, the exam will be shown as registered.

Not until the grade of your failed trial was inserted, you can register the exam again.

Normally there is no automatical reregistration after a failed trial.

§49 (4) Allg.PO: Eine Wiederholungsprüfung soll bis zum Beginn des folgenden Semesters und muss spätestens bis zum Ende des übernächsten Semesters nach dem Ablegen der nicht bestandenen Prüfung wiederholt werden.

=> Please reregister in time or your exams team will insert a failed trial due to this time-limit!
Please navigate to the exam.

For the unregistration you have to click on „unregister exam“.
Please confirm the unregistration with „Ja“. 
Please check the Info on Canceled Exams.

With „Administration of exams“ you can reach „Info on Canceled Exams“. 
Info on Canceled exams

My Functions
You are here: Home ▶ Administration of exams ▶ Registration for the Modul

• Administration of exams
  Logout
  Hide menu

Info on Canceled Exams

• Display results

Please click on info.
If you do not see your exam please start the unregistration process again and pay attention to the warnings.
With „Administration of exams“ you can reach „Exams Extract“.
For an overview of your studies results click on „show all incl. Bachelor Thesis“.
You can export your results in a PDF.

Please click on **PDF** to download the file.
On the last page you can find a legend on used abbreviations and the verification notice (website link for verification and verification number).
On www3.ib.tu-berlin.de/verify any third-party may verify, that the exams extract was generated for you.
Studies process

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Student Data

<table>
<thead>
<tr>
<th>Student's name</th>
<th>Maxi Muster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and place of birth</td>
<td>01.01.2000 in Berlin</td>
</tr>
<tr>
<td>Registration number</td>
<td>123456</td>
</tr>
<tr>
<td>Address</td>
<td>Universitätsstraße 1, 12345 Berlin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Degree</th>
<th>Master Courses of Studies: Elektrotechnik Subject Mark: Hauptfach</th>
</tr>
</thead>
<tbody>
<tr>
<td>term</td>
<td>semester</td>
</tr>
<tr>
<td>1</td>
<td>Winter term 16/17</td>
</tr>
<tr>
<td>2</td>
<td>Summer term 17</td>
</tr>
<tr>
<td>3</td>
<td>Winter term 17/18</td>
</tr>
</tbody>
</table>

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Administration of exams → Exams Extract → Studies process
Do not forget to log out.
Details of the organisation of the student data

„Studierendendaten“ you can download your certificate of study and you can change your address (Available 24 h per day)
Details of the organisation of the student data

Student Data

Meine Funktionen

Sie sind hier: Startseite
  › Allgemeine Verwaltung
  › Studiumsverwaltung
  › Abmelden

Your student id

Your functions

Click here to change the language
General administration contains your Contact Information.
You can change your address, telephone number and your e-Mail address.
In Term address you enter the address where you live during the semester.

In „Street“ enter the street + street number.
In „Postal code“ enter the zip code.
In „Location“ enter the City like Berlin, Potsdam...
In correspondence address you select the address where your mail should be sent.

Please note that the postal address has to be in Germany.
In „Administration of study“ you can get your actual study report or all of your older ones.
To get a PDF click on “Certificate of study”.

The verification is only to verify the certificate. You do not need to do this.
Take care to logout properly!
Questions?

• In case of troubles please use our contact page.

• Look here for further information.