



Guidelines for International Students

General information about the degree programmes:

Thank you for your interest in studying History!

If you are coming to the Department of History for an Erasmus term and have any questions, your first point of contact for all Erasmus matters should be the department's Erasmus Coordinator, Tim Ehrmann, and the Erasmus Assistant, Lena Springfeld. Email:

erasmus.geschichte@zegk.uni-heidelberg.de

If you have any questions about the course of study, examinations, changes of subject, etc., please contact one of the departmental student advisors (Fachstudienberater):

<https://www.uni-heidelberg.de/fakultaeten/philosophie/zegk/histsem//lehre/studienberatung.html>



What is the “Veranstungsverzeichnis” (VVZ)?

In addition to the university-wide information and registration platform heiCO, the Department of History produces its own course catalogue every semester, the “Vorlesungsverzeichnis Geschichte.” While heiCO is updated daily and is the final word on course details, we make an effort to update the departmental VVZ at regular intervals.

VVZ: <https://www.uni-heidelberg.de/fakultaeten/philosophie/zegk/histsem/lehre/veranstaltungen.html>



What to do without a Uni-ID?

After enrolment, students receive their Uni-ID, along with their student identity card. Since the University of Heidelberg allows late enrolment, it is possible that you will not have an Uni-ID before the first week of instruction. The Department of History cannot expedite the process of obtaining an Uni-ID. However, you can view the courses offered by the University of Heidelberg without an Uni-ID login. **If the Uni-ID is delayed, please be proactive and contact the lecturer directly by email for admission to the course. Do not wait passively for the problem to solve itself!**

Where can I find courses?

Click on “Courses” on the heiCO homepage to view the course catalogue. You can use the drop-down menus “Curriculum” and “Organisation” to narrow down your search. You can also filter courses by clicking on “Filter”.



For courses in Ancient and Medieval History, you will normally need some knowledge of Latin to attend tutorials and seminars. No Latin is required to attend the introductory lectures (Einführungsvorlesung).

How do I register for a course?

If there is course that you would like to attend, please be aware of the different registration types. This information can be found in the “Course Criteria and Registration” section of the course overview in heiCO. Typical registration types are via heiCO or via email. You can start the registration process by clicking on the course name, which is highlighted in red. In most cases, courses in the History Department require you to register by email, which can be found in the description section of the course overview. For courses offered by other departments, you can start the registration process by clicking on the “Go to course registration” button.

Please make sure you select your degree programme at the top.

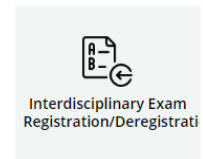
Confirm your selection by clicking on “Enter place request”. After you have confirmed your place a second time, you will receive a message that your place request has been completed.

How do I withdraw from a course or select a different group?

Please contact the lecturer you have contacted in order to register if you wish to withdraw from the course. There are usually long waiting lists, so please inform the instructor after the first session if you wish to withdraw from the course. For courses in other departments, click on the "My Courses" box and go to "Edit Course Enrolment" to change your registration.

How do I register for exams?

Click on the "Interdisciplinary Examination Registration/Deregistration" box. Find the exam you want to register for and click on "Go to exam registration". You will find an overview of the exam you want to register for and click on "Register". You will then receive a message that your registration has been completed.



COURSE EXAMINATION
SAI-Ü-4001 (Auto)biographies in South Asian History 2024 W

06 FEB 2025 00:00
Exam venue not defined yet

Registration period 01.10.2024, 00:00 - 31.12.2024, 23:55
Deregistration until 23.01.2025, 23:59

Not Registered
[Go to exam registration](#)

Examiner: Framke, Maria
Responsible person for exam planning/procedure: Schultes, Kilian

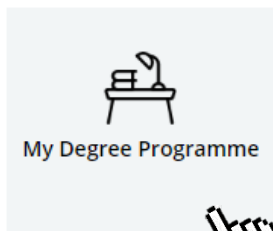
2 ECTS-Credits. // Anmeldung für Studierende des Historisches Seminars ...[Show more](#)

What is "Freie Anmeldung" (Free Registration)?

If you want to register for an exam that is not related to the degree you are enrolled in, please choose "Free registration". When students register for course exams in [Select curriculum context*](#) heiCO via "Free Registration", they will be credited for the coursework in [Free registration](#) heiCO. Once you have received your results, contact one of the departmental student advisors (Fachstudienberater): they will need to manually add this exam to your modules.

How do I withdraw from an exam?

As long as the withdrawal period has not expired, you can remove an exam registration. Click on the "My exams" box to see all the exams you have registered for, click on "Go to exam deregistration" and confirm your withdrawal by clicking on "Deregister". You will receive a message that your withdrawal has been completed.



Where can I find my achievements?

You can view a summary of your completed and in progress work, as well as register for courses and exams, by clicking on the “My Degree Programme” box.

Where can I download my enrolment and progression certificates?

To download or print a certificate, log in to heiCO and click on “My Documents” on the home page. From the drop-down menu, select the semester and language of your studies. Then click “Print” to generate a PDF of the certificate you require.



Where can I download my transcript of records?

If you are an exchange student, you will not be able to download your transcript of records by clicking on the “My Achievements” box. You must contact the departmental academic advisors if you wish to receive a transcript of records.



How do I access Moodle?

In order to better protect the University's learning platform, Moodle can be accessed from outside the University network using a VPN (Virtual Private Network). This means that you will only be able to access Moodle via our VPN with multi-factor authentication (MFA) when you are off campus.

For more information: <https://www.urz.uni-heidelberg.de/en/service-catalogue/it-security/multi-factor-authentication-mfa>

Support from the IT Service: <https://www.urz.uni-heidelberg.de/en/support/it-service>

Help with heiCO from the heiCO team and the Department of History:



FAQs for students: <https://ogy.de/3h6v>

heiCO support from the University Computer Centre: [https://it-service.uni-](https://it-service.uni-heidelberg.de/anfrage/ihre_anfrage_zu_heico)

[heidelberg.de/anfrage/ihre_anfrage_zu_heico](https://it-service.uni-heidelberg.de/anfrage/ihre_anfrage_zu_heico)

Instructions and manuals for heiCO: <https://www.uni-heidelberg.de/en/teaching-services-portal/heidelberg-campus-online/heico-downloads>