



**QUEEN'S
UNIVERSITY
BELFAST**

Enrolment and Registration

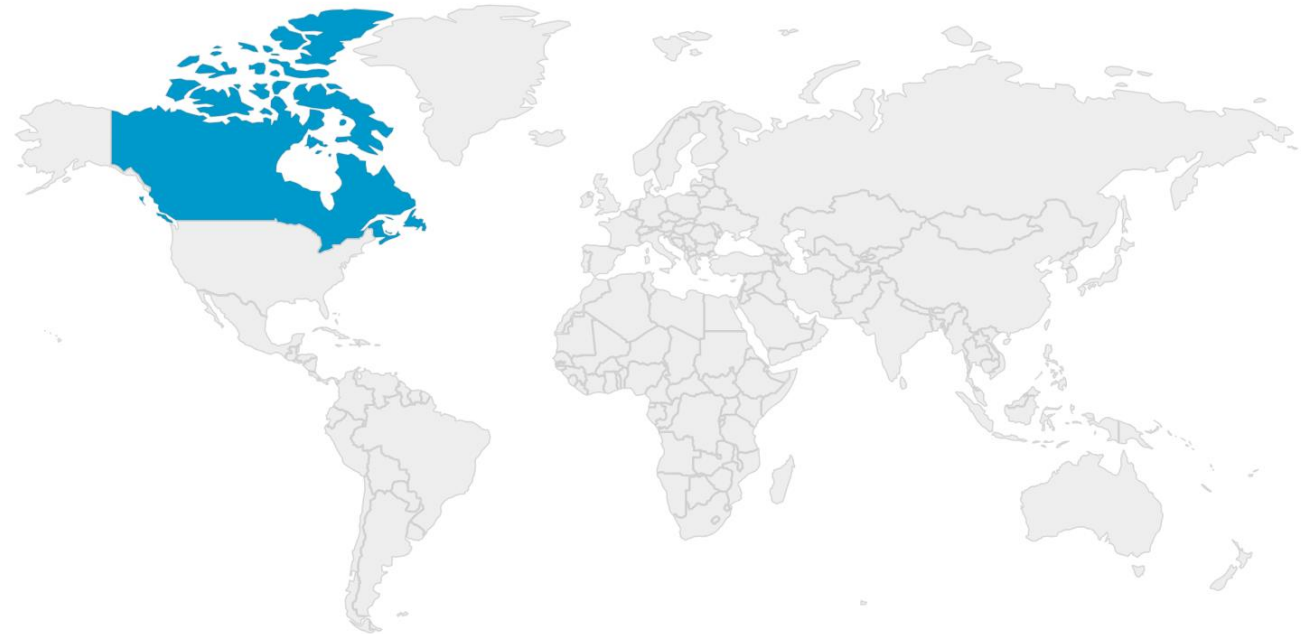
Caroline Malone Drumm

Global Opportunities Officer
Careers, Employability and Skills

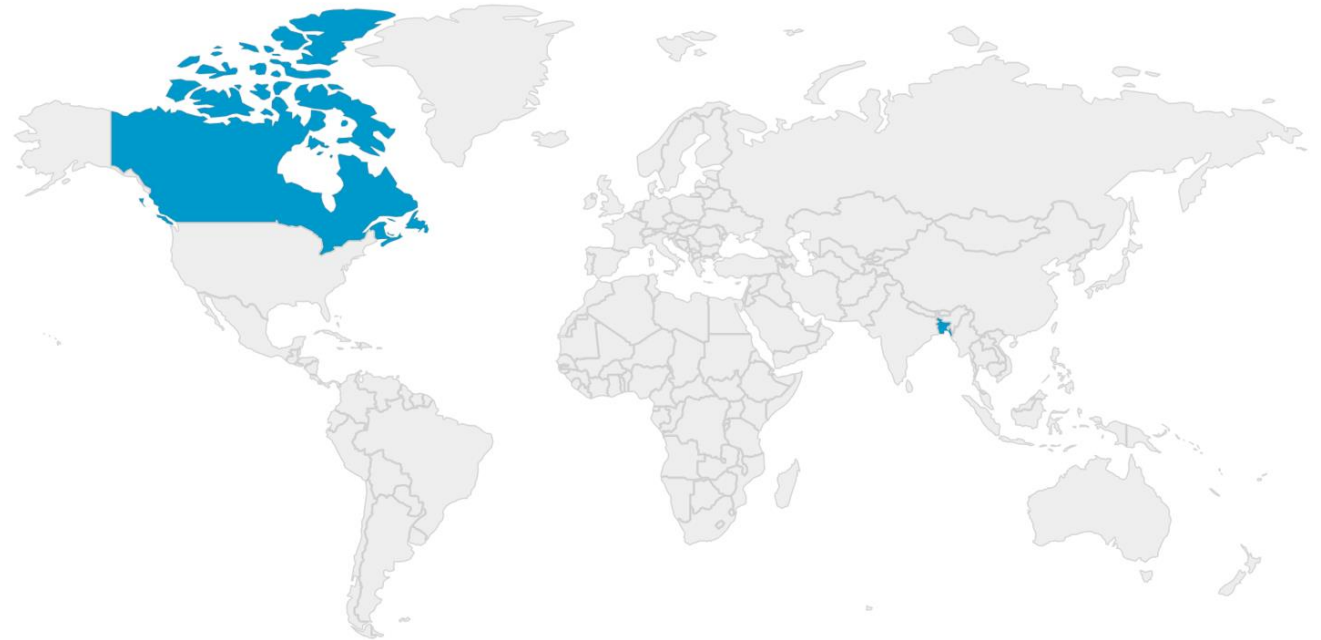
January 2024



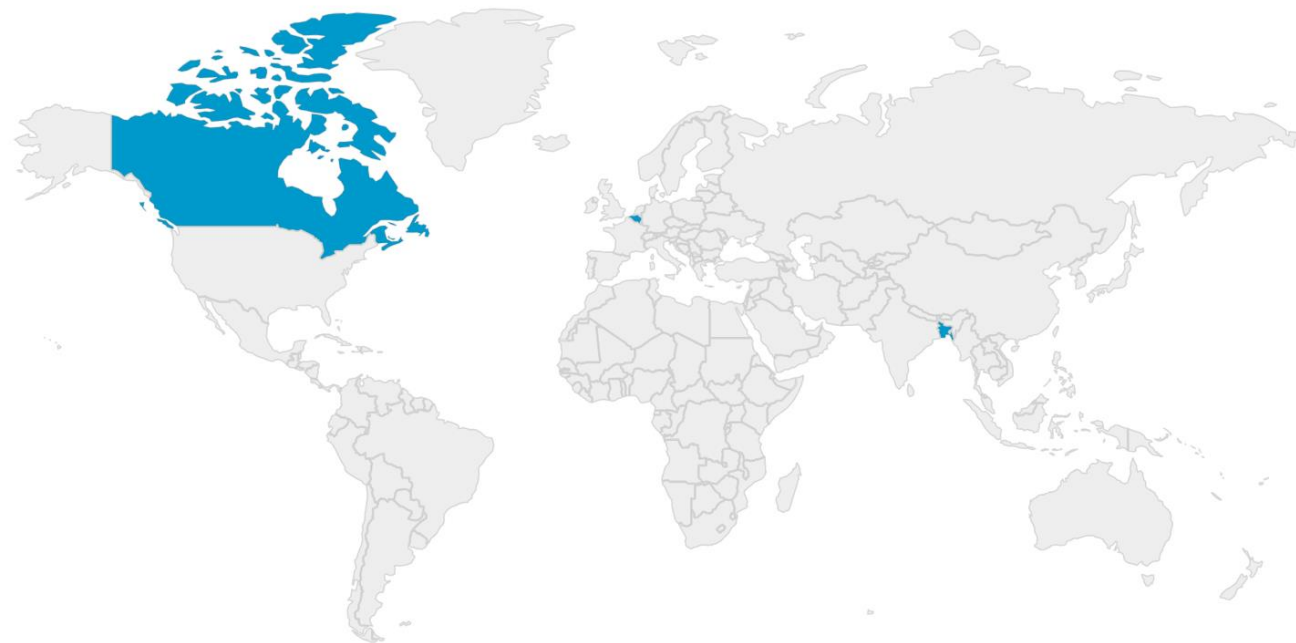
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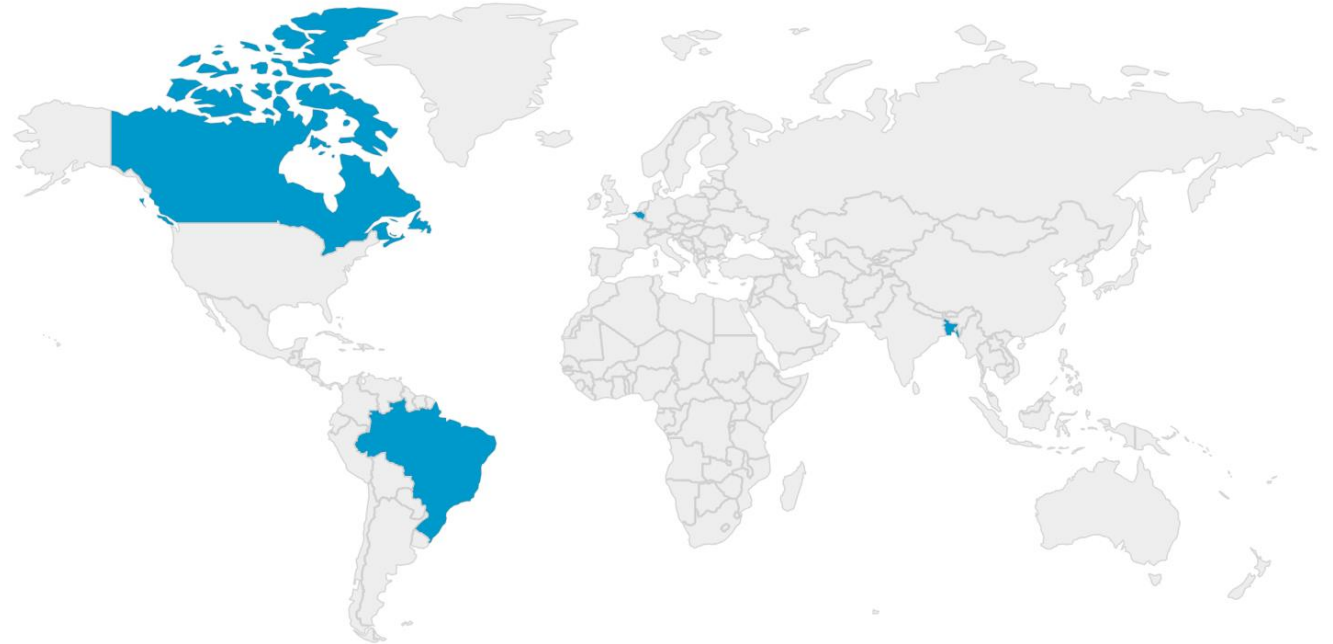
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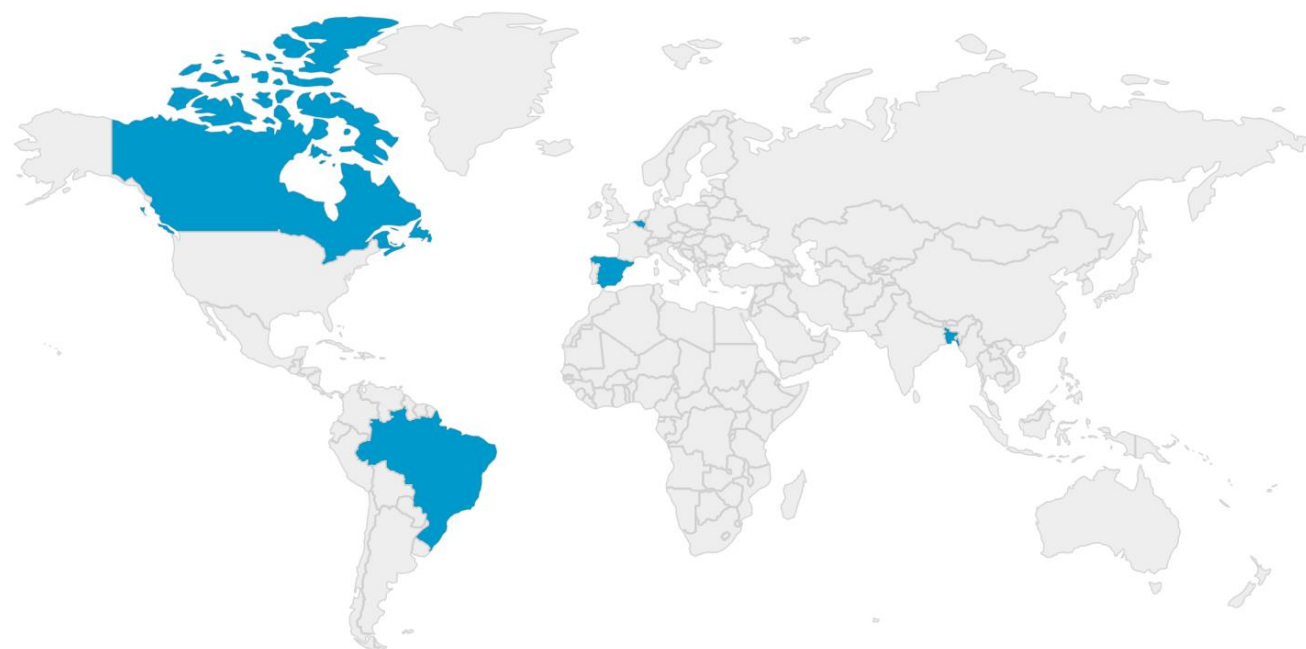
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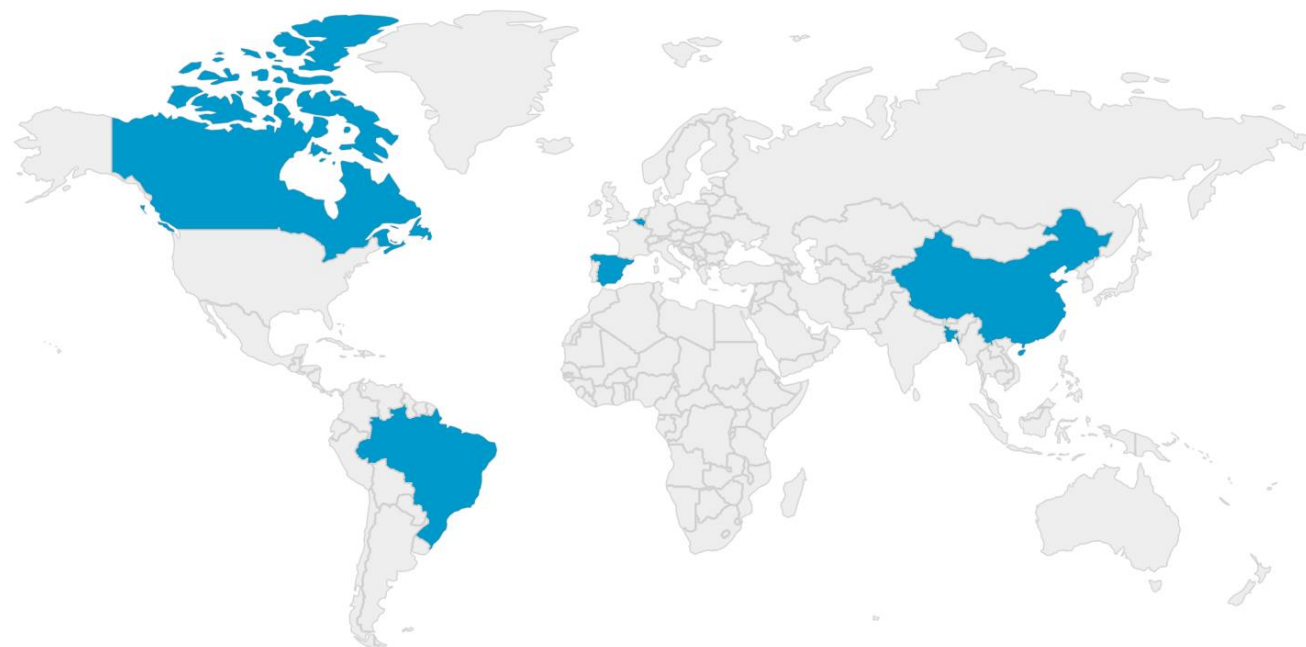
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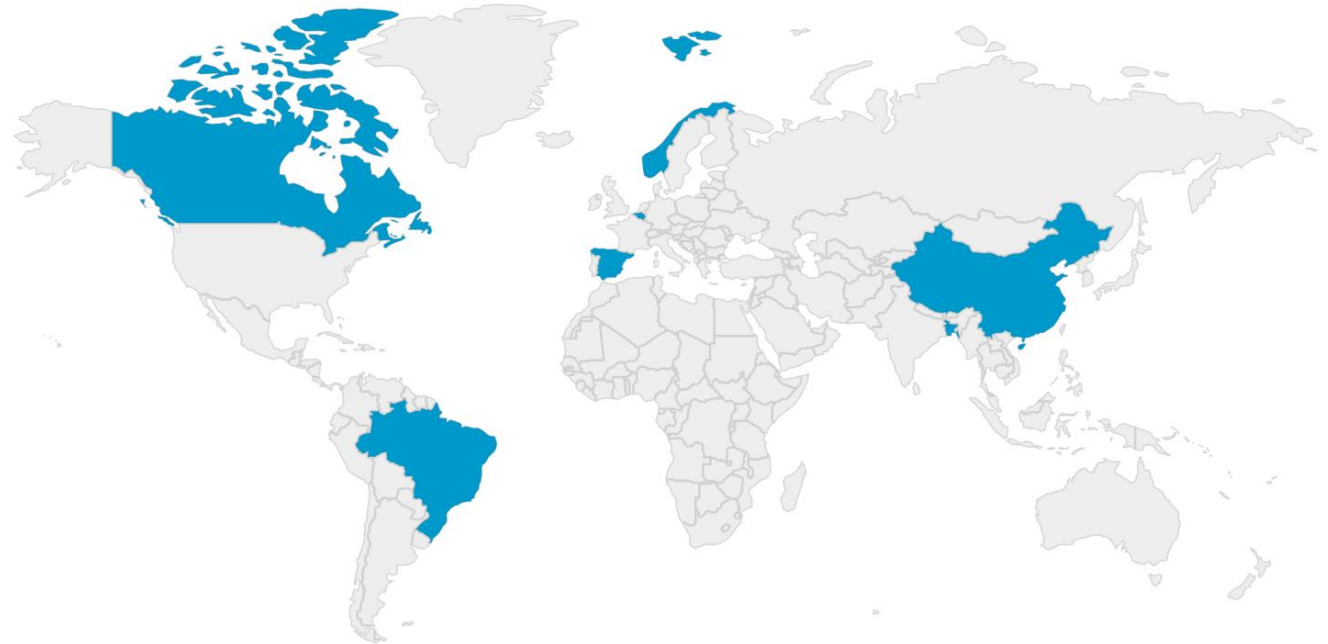
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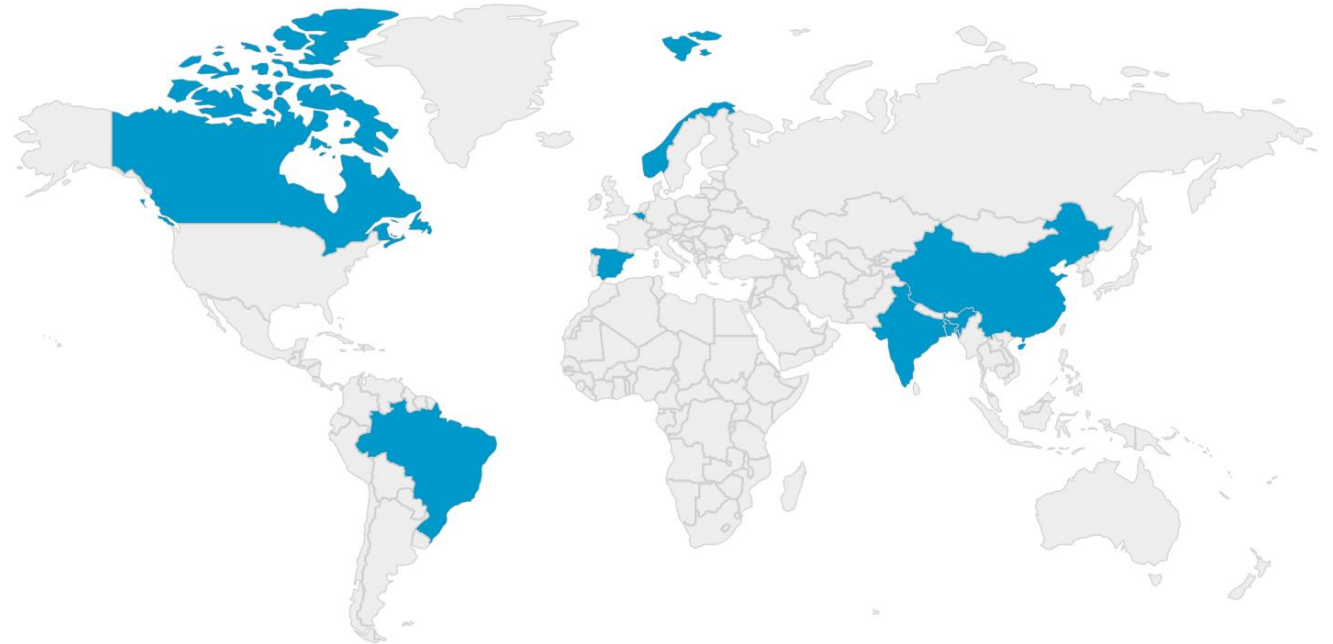
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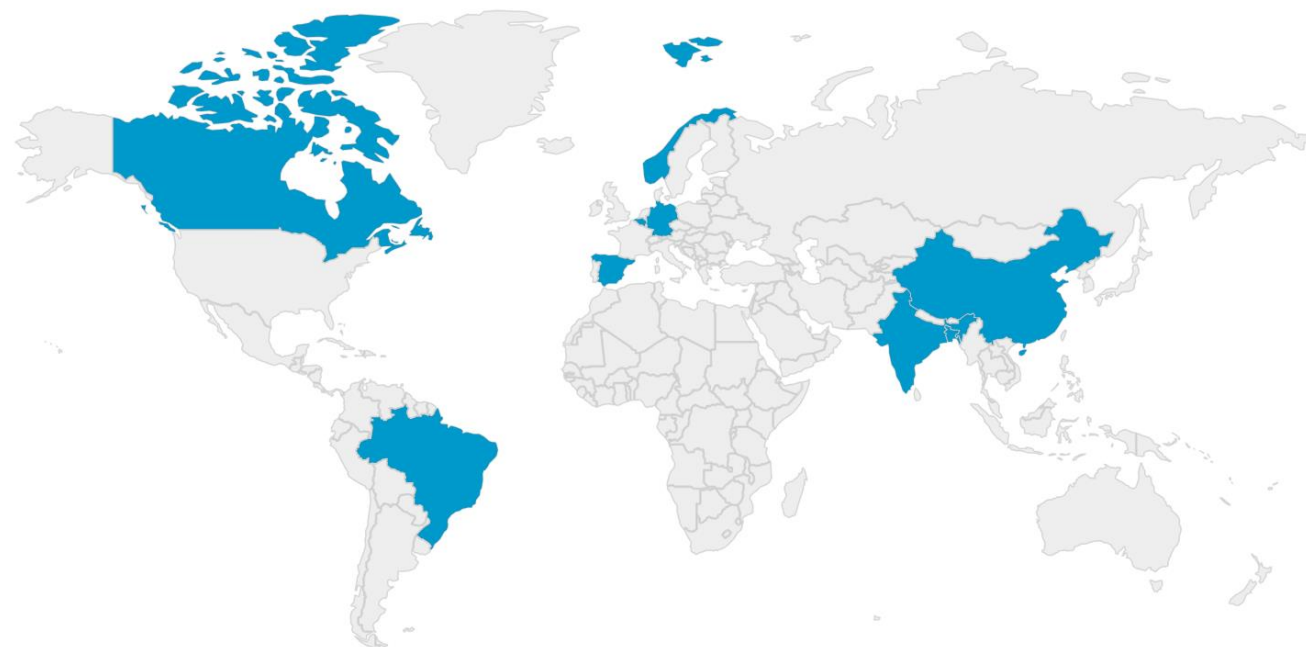
Norway



Where are you from?



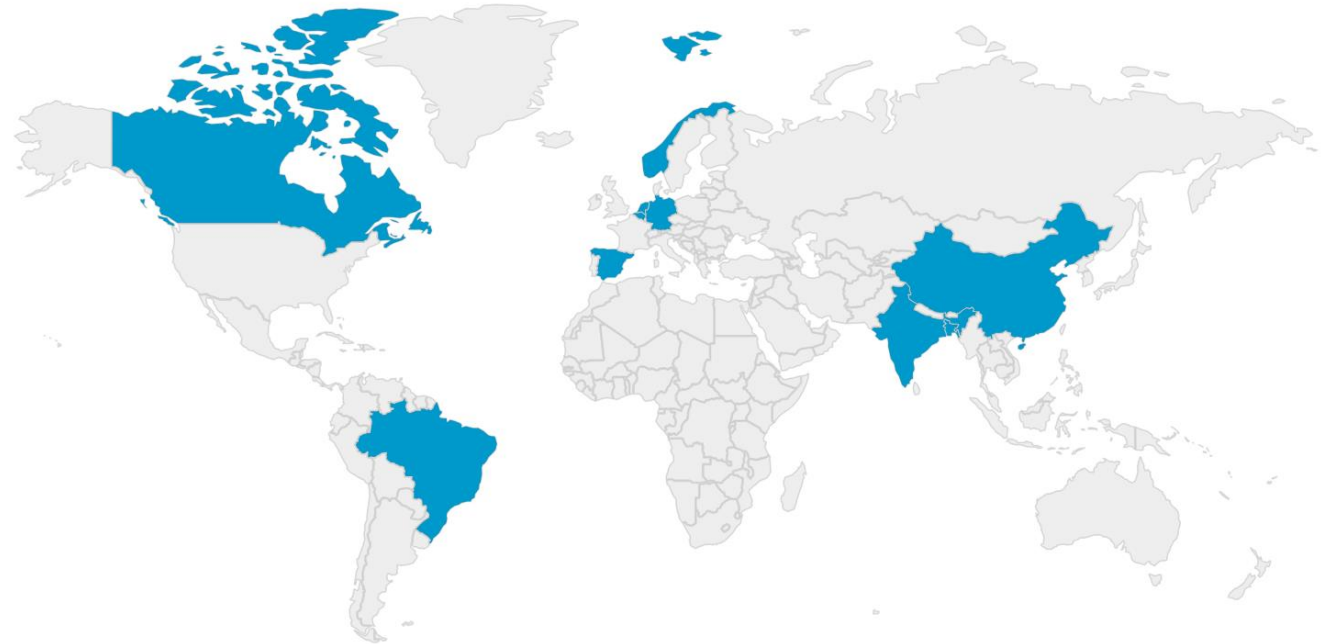
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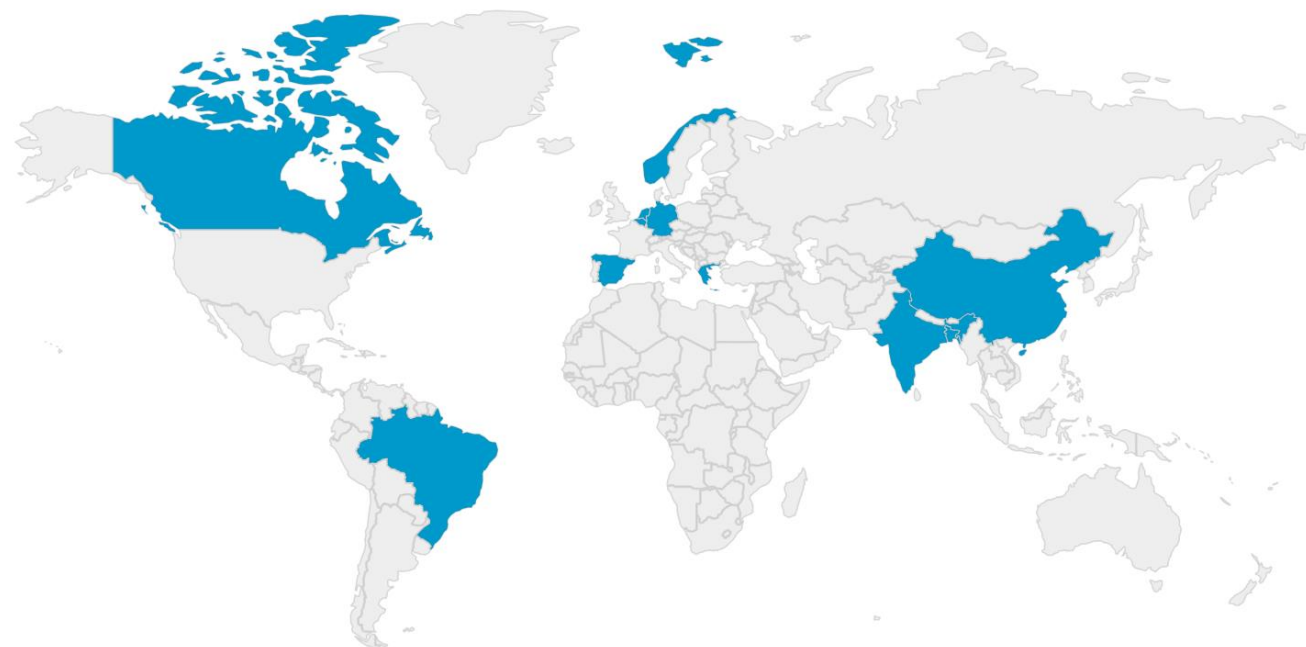
The Netherlands



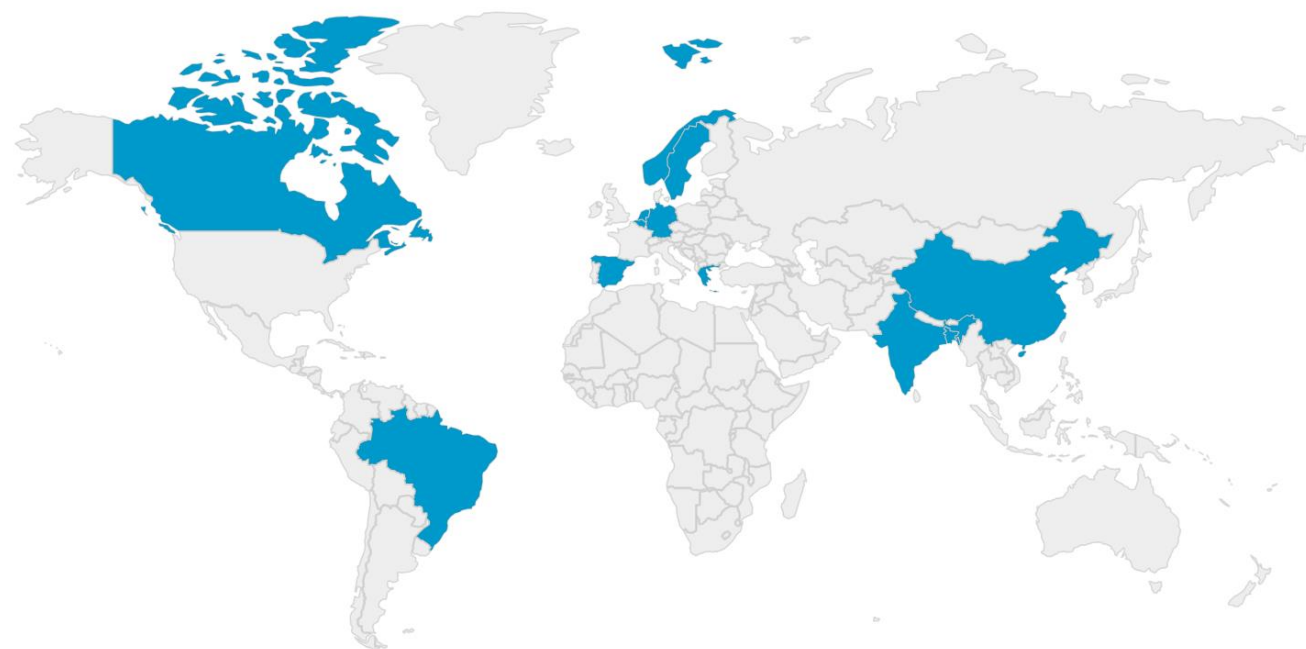
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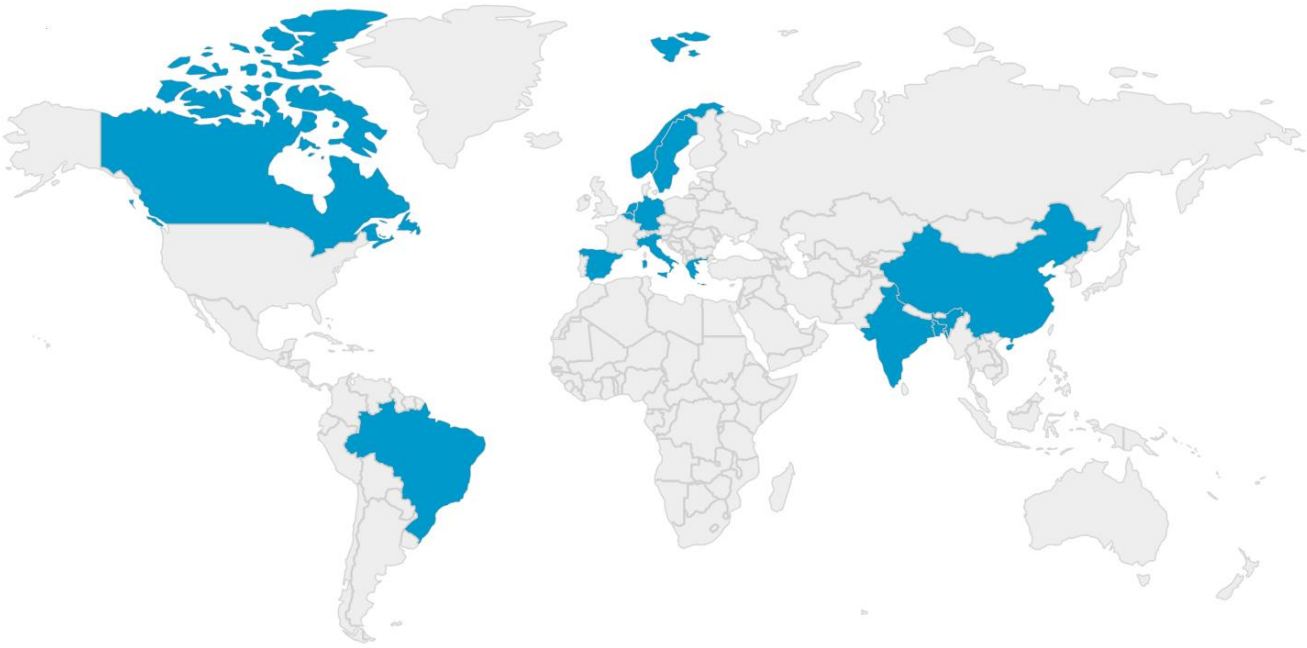
Greece



Where are you from?



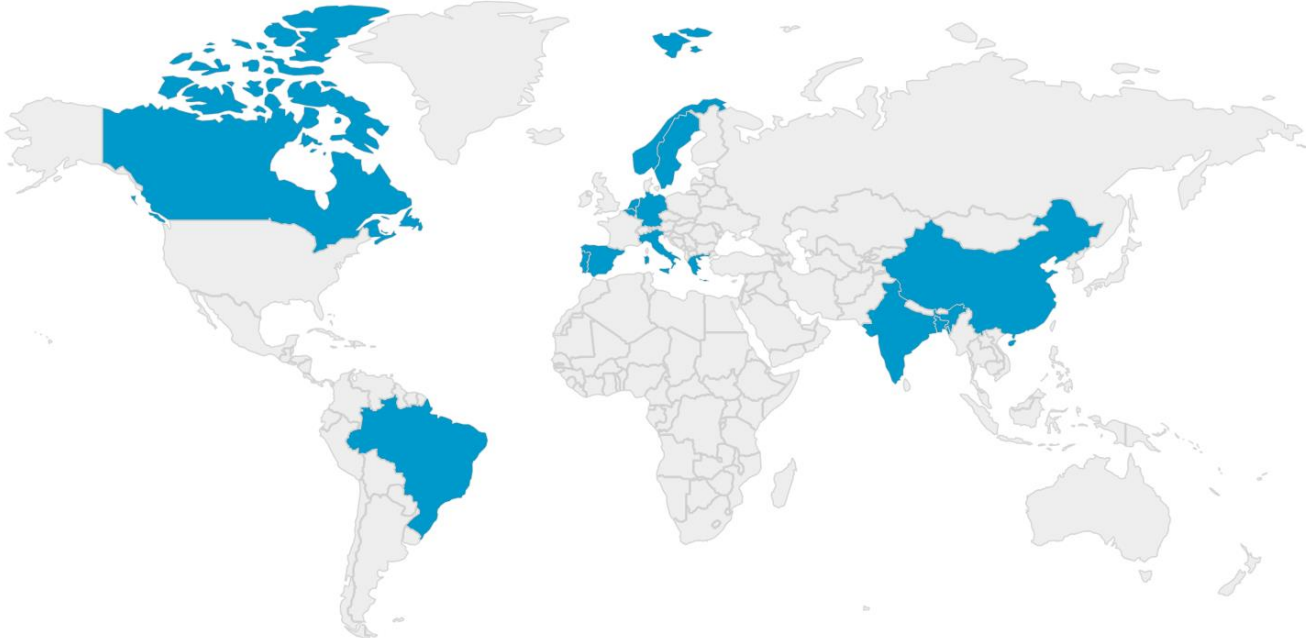
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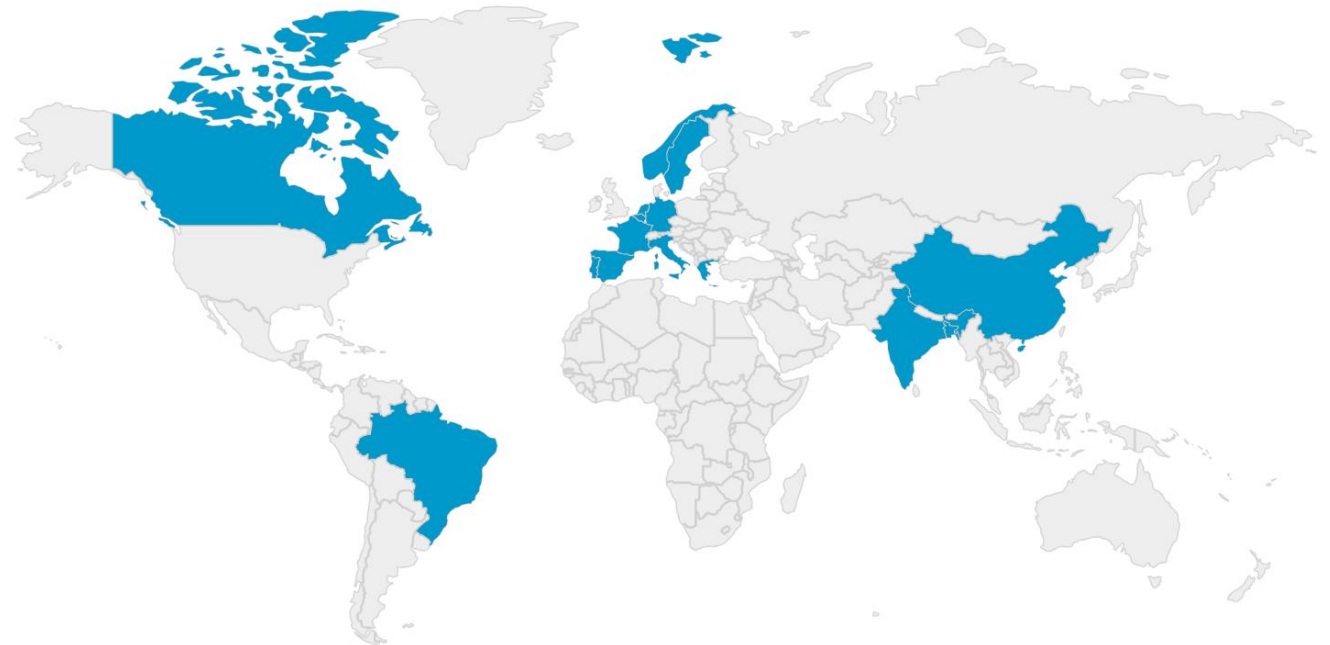
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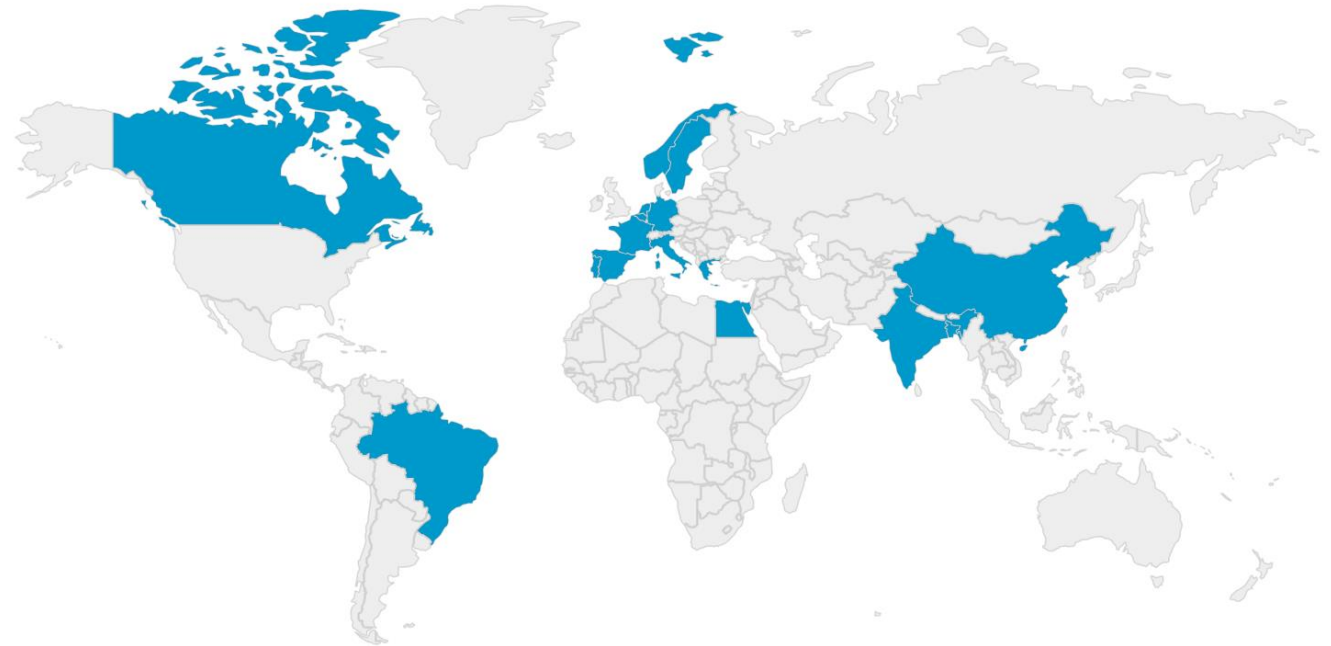
Portugal



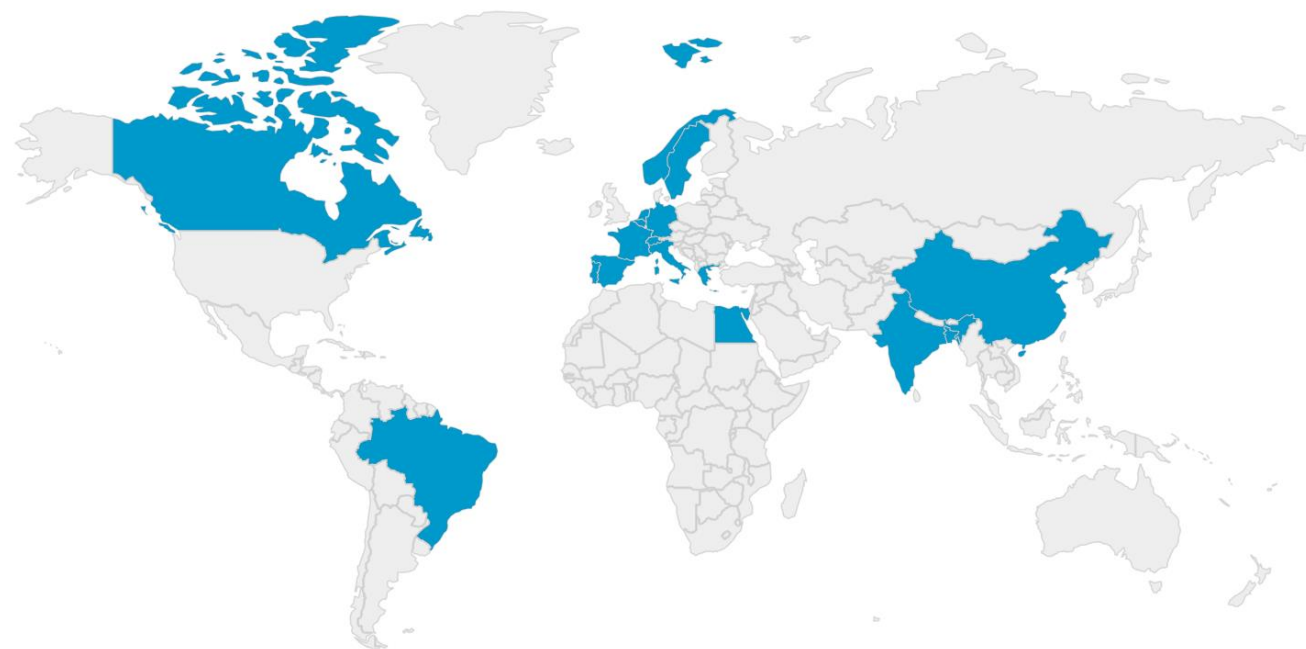
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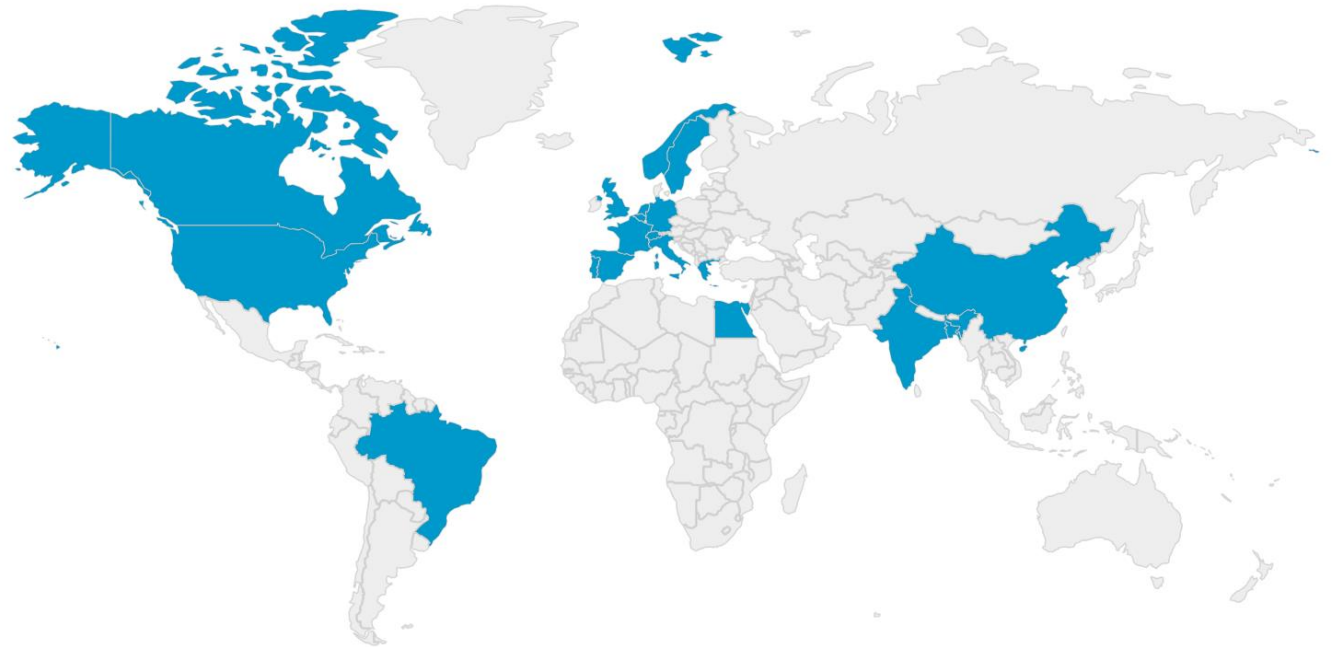
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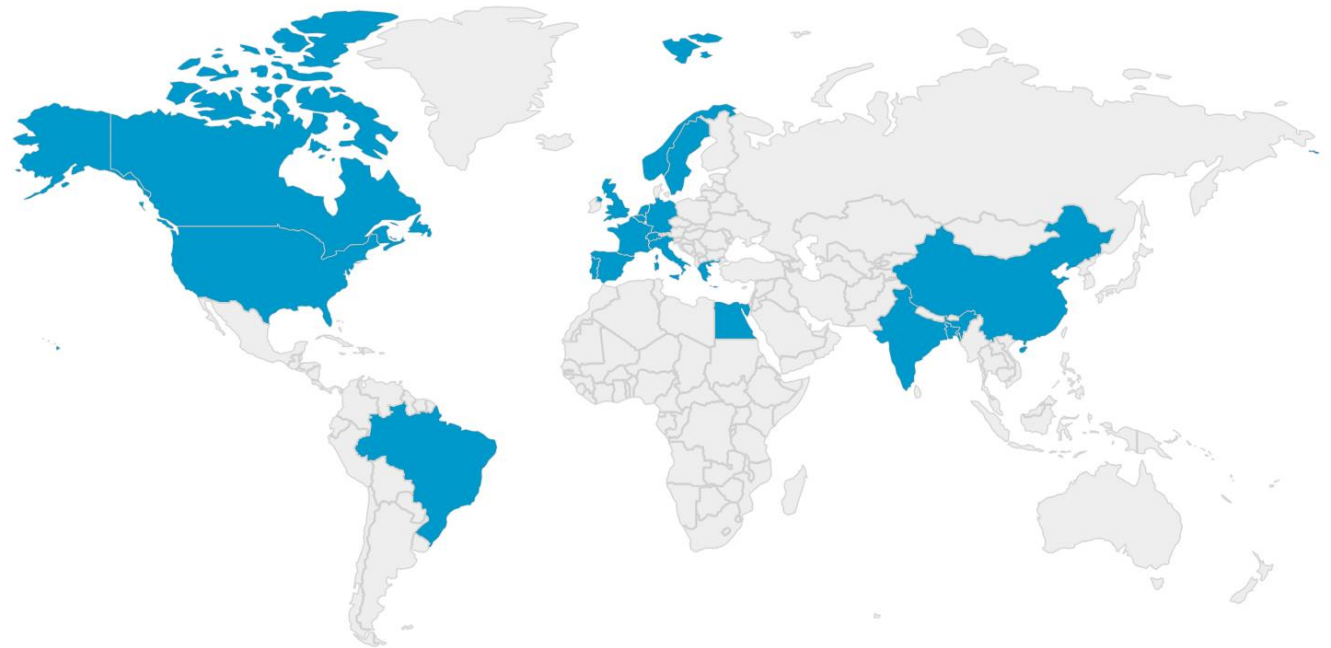


Where are you from?



Where are you from?

19 Countries



Enrolment and Registration



QUEEN'S
UNIVERSITY
BELFAST

Enrolment and Registration

- See your enrolment email
- Sent from reghelp@qub.ac.uk
- Enrolment has **three** stages



Dear xxx

Welcome to Queen's! We hope you enjoy your time at the [University](#) and we look forward to assisting you in any way we can. Please read this email carefully as it contains important information about your enrolment and registration.

There are 3 stages to be completed:

Stage 1 – Online Enrolment & Registration on Qsis (<https://qsis.qub.ac.uk>)

Stage 2 – Modules and Induction

Stage 3 – Matriculation

Stage 1 – Online Registration on Qsis

Online Registration in our Student Information System, Qsis, is the first part of confirming the details of your Programme of Study with us. We recommend that you use Google Chrome, or Firefox browsers for this stage.

**** Please complete your online registration from 5 January 2023 onwards ****

Please note that Qsis might not be accessible from 5.00 pm on Friday 6 January to 10.00 am on Monday 9 January, due to scheduled maintenance.

To register you will need your Queen's username and password, you can find your details below:

Name:	xxxx xxx
Email Address:	xxx01@qub.ac.uk
Student No (username):	40000000
Password:	xxxxxxxxxxxx
Programme:	xxx
School:	xxx

We recommend you change the password to something more memorable as soon as possible. Instructions on how to change your password via Queen's Online can be found at www.qub.ac.uk/sites/my-queens/enrolment-and-registration/ under the FAQs section. If the password field above contains *****, then you should use the student number and the password you last used at Queen's. If you cannot remember your [password](#) please call the Student Helpline on 028 9097 3223.

Queen's uses multi-factor authentication as an additional security measure to protect your Office 365 account. The first time you sign [in to](#) email or other Office 365 services, you will be prompted to set up MFA on your account.

You can use either a mobile authenticator app, SMS text message or phone call to authenticate. [Queen's](#) recommends the use of the Microsoft Authenticator app as the primary authentication method as you can use it even when you don't have a mobile phone signal or [WiFi](#).

If you would like to change your MFA authentication methods, you can do so at any time by visiting <https://aka.ms/mfasetup>

Enrolment Stage 1

Online Registration using the Registration Portal

- Log on to Qsis at <https://qsis.qub.ac.uk>
- Login username, password and Queen's email address in welcome email
- **When?**
 - Registration Portal opened on 18 December
 - As soon as possible

Further guidance at www.qub.ac.uk/sites/my-queens/enrolment-and-registration/



Immigration Document Check

- Upload your immigration document in the registration portal.
- Documentation checked by International Student Support team
- Confirmation email sent to your Queen's email address
- www.qub.ac.uk/sites/iss/WhileYoureHere/IDC/

Enrolment

Stage 2 – Modules and Induction

- See enrolment email for appointment details
- Meeting with Adviser of Studies or International Exchange Adviser
- Most Appointments will take place on 10 or 11 January
 - some virtual appointments last week
- You will select 60 CATS points or units per semester (full-time workload)
 - three full modules (courses)
 - half or double modules offered by some Schools



**** Important ****

Enrolment Stage 1
(Online Registration, including Immigration Document Check)

And

Enrolment Stage 2
(Module/Induction Meeting)

must be completed before moving on to Stage 3



Enrolment Stage 3

On-site Registration and ID Check



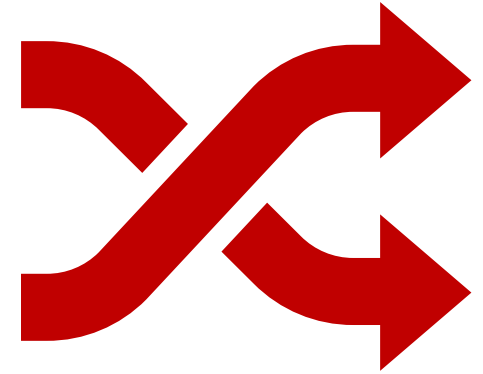
- Collection of student card and verification of identity
- Passport required
- **Where?**
Room 1, Level 1
Student Centre, One Elmwood
- **When?**
Mainly Friday 12 January
- timeslot on enrolment email

Student Centre, One Elmwood



Changes in Enrolment – add or drop modules

- Changes must be made **as soon as possible**
- Contact School/module convener of the new module you want to take
- Then contact your Adviser to formally register for new module
- If you wish to withdraw from a course, make sure it is deleted from your record



Assessment

- Follow normal method of assessment
- Semester 1 – continuous assessment
- Semester 2 – continuous assessment and/or end-of-semester examination
- Examination Period:
 - 29 April – 18 May 2024 (UG)
 - 29 April – 31 May 2024 (PG)
- Examination timetable published: Late March



Semester 2 Examinations - Concessions

Special arrangements for non-graduating, non-native English speakers for Semester 2 examinations:

- most Exchange Students from Europe

- may have 10 minutes per hour extra in formal examinations – letter available from Global Opportunities Team
- may apply to submit essay instead of sitting examination – *Humanities subjects only*
 - Letter of Support required from home university
 - Request Change of Assessment form from Global Opportunities Team
 - Change of Assessment Form must be completed by end of week 5 – Friday 9 February
 - Students taking modules in English Studies must complete form by end of week 3 – Friday 26 January
- DOES NOT ENTITLE YOU TO SHORTER ACCOMMODATION CONTRACT!

Transcripts

Issued by Global Opportunities Team or Study Abroad Team - normally within one month of publication of results

Result publication dates – Mid-June for Semester 2

Exchange students – transcripts will go to your home university

Study Abroad via an agency – to agency

Other Study Abroad – to home university



STUDENT SUPPORT

Help you with questions about

- Enrolment
- Tuition Fees
- Credit Transfer
- Extending your Exchange or Study Abroad programme
- Correspondence with your home university



Study Abroad Team – for Study Abroad Students

- Co-ordinates Study Abroad programme at Queen's
- Part of Global Student Recruitment
- Email studyabroadapps@qub.ac.uk

Global Opportunities Team – for Exchange Students

- Co-ordinates Exchange Programmes at Queen's
- Part of Careers, Employability and Skills
- Email incoming-exchange@qub.ac.uk

Global Opportunities Team

- **Complete the following documents for Exchange Students**
 - Certificate of Arrival
 - Certificate of Attendance
 - Email your forms to incoming-exchange@qub.ac.uk
- **Provide the following documents**
 - Letter for extra time in examinations
 - Change of Assessment Form
 - Email incoming-exchange@qub.ac.uk
- **Learning Agreements**
 - Please send to your International Exchange Adviser



Questions



Campus Map



Global Opportunities Team
incoming-exchange@qub.ac.uk

Study Abroad Team
studyabroadapps@qub.ac.uk