



**QUEEN'S
UNIVERSITY
BELFAST**

Enrolment and Registration

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Careers, Employability and Skills

January 2023



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Greece



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?



Where are you from?

18 countries



Enrolment and Registration



QUEEN'S
UNIVERSITY
BELFAST

Enrolment and Registration

- See your enrolment email
- Sent on 4 January 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:	xxx 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 5 January
 - As soon as possible



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/VisasImmigration/IDC/

Enrolment

Stage 2 – Modules and Induction

- See enrolment email for appointment details
- Meeting with Adviser of Studies or Erasmus Programme Director
- Most Appointments will take place from 9 to 12 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?**
Student Information Desk, Level 1
Student Centre, One Elmwood
- **When?**
Mainly Thursday 12 or Friday 13 January
- timeslot on enrolment email

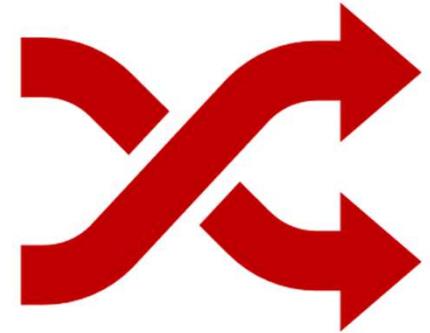


Student Centre, One Elmwood



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: 2 – 20 May 2023
- Examination timetable published: Late March



Semester 2 Examinations - Concessions

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

- Most Erasmus Students

- 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 10 February
 - Students taking modules in English Studies must complete form by end of week 3 – Friday 27 January
- DOES NOT ENTITLE YOU TO SHORTER ACCOMMODATION CONTRACT!



Transcripts

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

Publication dates – Mid June for Semester 2

Erasmus students – transcripts will go to your home university

Study Abroad via an agency – to agency

Other Study Abroad – to home university



Global Opportunities Team

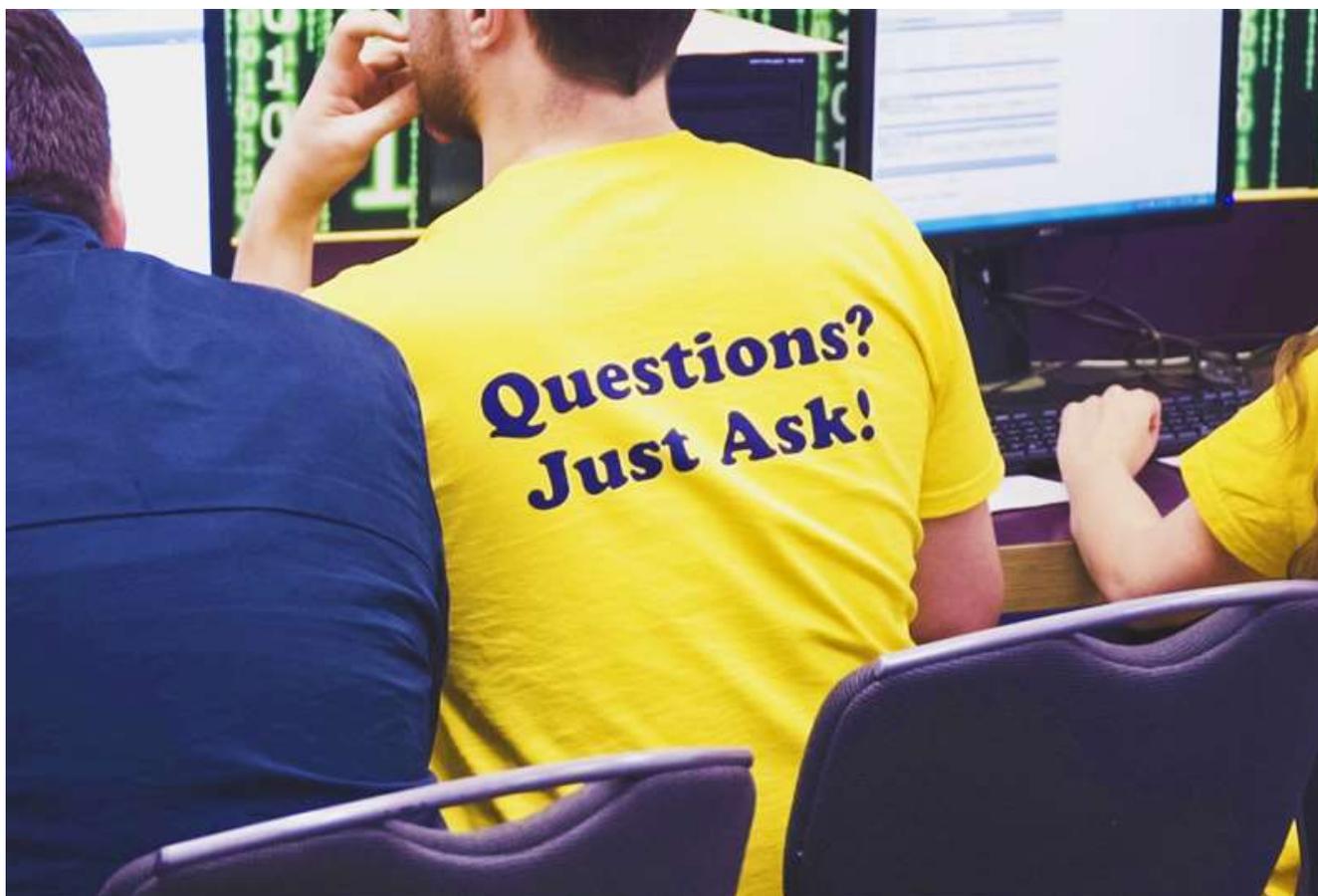
- Co-ordinates Erasmus, Study Abroad and Exchange Programmes
- Part of Careers, Employability and Skills
- Help you with questions about
 - Enrolment
 - Tuition Fees
 - Credit Transfer
 - Extending your Erasmus or Study Abroad Placement
 - Correspondence with your home university



Global Opportunities Team

- **Complete the following documents for Erasmus Students**
 - Certificate of Arrival
 - Certificate of Attendance
 - Email your forms to erasmusincoming@qub.ac.uk
- **Provide the following documents**
 - Letter for extra time in examinations
 - Change of Assessment Form
 - Email erasmusincoming@qub.ac.uk
- **Learning Agreements**
 - Please send to your Erasmus Programme Director





Global Opportunities Team
c/o Student Information Point (Level 1)
Student Centre, One Elmwood

Tel: 028 9097 5255
erasmusincoming@qub.ac.uk
studyabroad@qub.ac.uk