

Introduction to the Campusportal for Students

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You can access the Campusportal of TU Dortmund University via the following link:

<https://www.campus.tu-dortmund.de>

Please note that this is not a comprehensive manual for the Campusportal of TU Dortmund University and only explains basic functions. Please also note that the following screenshots were not taken from the TU Dortmund University productive system to which students have access. For example, the pink band with the text “Sie befinden sich im 1-Tagessystem” that you can see in these screenshots is not visible in the system for students. In addition, all personal data has been obscured in the example screenshots.

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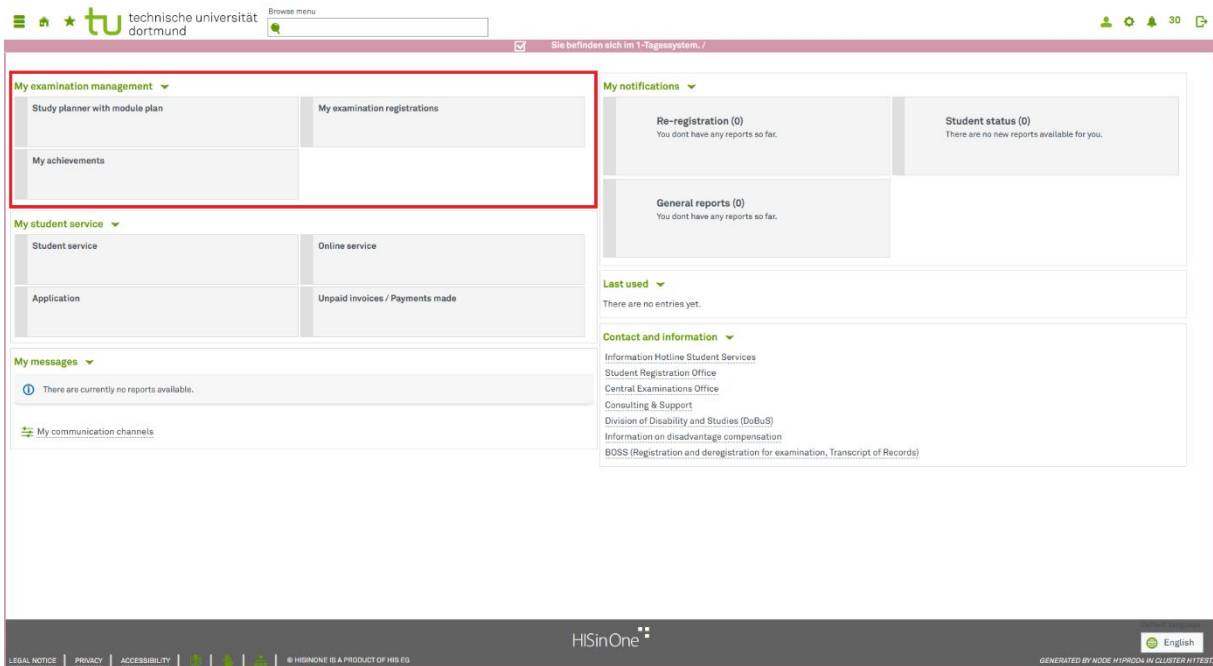
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1. Introduction

The Campusportal of TU Dortmund University unifies most of the information and applications relevant to you as a student. Roughly speaking, three different sections have been connected. These are “[My examination management](#)”, “[My student service](#)” and “[My notifications](#)”. Each section can be accessed over a so-called quick link on the main page. You can use these quick links to access all the relevant user interfaces for each section directly. You can also access relevant user interfaces over the menu at the top left of the screen or by searching with the “Browse menu” search field.

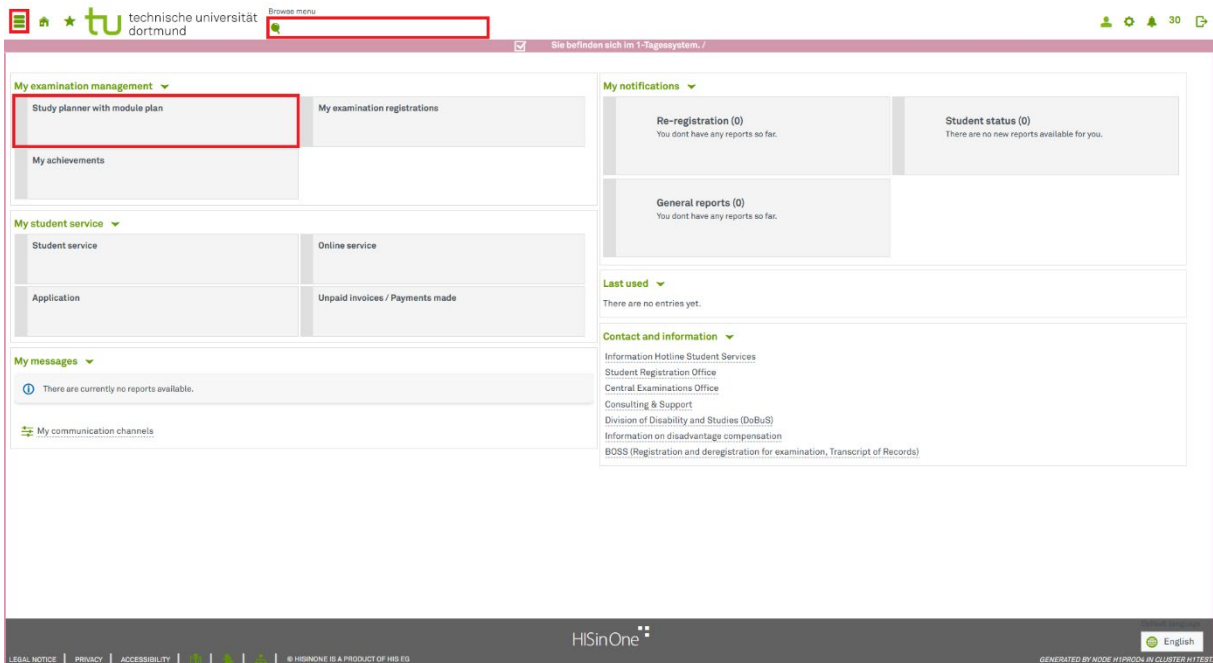
2. My examination management

The quick links “[Study planner with module plan](#)”, “[My examination registrations](#)” and “[My achievements](#)” can be found in this section.



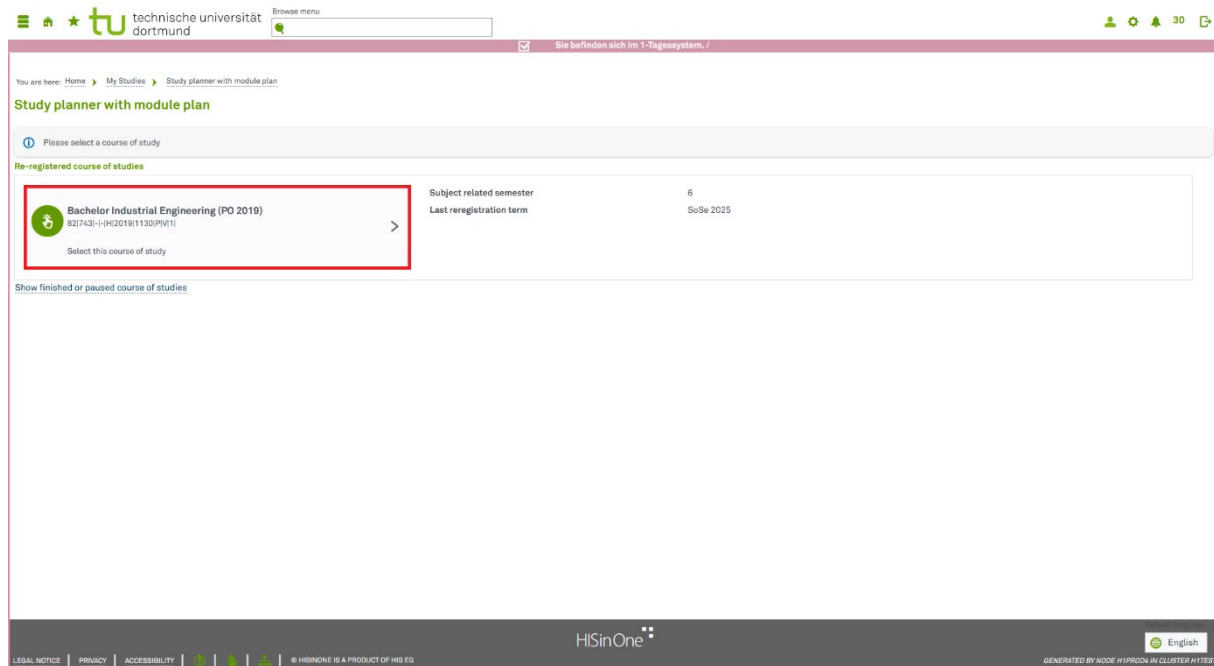
2.1 Study planner with module plan

Click on the quick link “Study planner with module plan” to access the user interface of the same name. You can also access the user interface over the menu at the top left of the screen or by searching in the “Browse menu” search field. All options are outlined in red in the screenshot below.



You can complete all exam registrations, deregistrations and re-registrations yourself via this user interface. As this is one of the essential functions of the Campusportal of TU Dortmund University, we would like to illustrate the exam registration process on the following pages. The walkthrough uses the example of a student enrolled in the Bachelor's degree program "Industrial Engineering" under the 2019 examination regulations.

First select the correct degree program from the following user interface if you are enrolled in several degree programs at the same time.



The study planner with module plan is based on a hierarchy tree in which each examination is assigned to a module, and each module is in turn assigned to an account. Both accounts and modules are collapsed by default.

Using the menu at the top of the screen, you can select the relevant semester, search for specific exam names or restrict whether and which exams should be displayed. In a later stage of the introduction of the Campusportal, it will also be possible to register for courses via the same user interface. Unfortunately, this is not yet the case. Selecting the "Only planned" option (top right) will display only examinations for which scheduling has been entered for the selected semester.

The screenshot shows the 'Study planner with module plan Bachelor Industrial Engineering (PO 2019)'. The interface includes a search bar, filters for 'Courses' and 'Examinations', and a table of modules. The 'Statistical Methods' module (07_BSc_82.743.2019_MB-78_M) is expanded, showing its examination details: 'Your actual status: Coursework submitted/registered', 'Term of the examination: st 2025', and an 'Apply' button.

Now search for the exam you would like to register for in the study planner and open it by clicking on the exam name. In our example, the student is registering for the “Statistical Methods” exam in the “Statistical Methods” module. There is only one examination on 25 September 2025 from 14:00 to 16:00. If there were other dates available for the exam in question, these would also be visible after clicking on the exam name.

You can tell which scheduled examinations are available for registration by whether the “Apply” button is displayed. Please note that this button is context-dependent. If you are already registered for an examination, a “Sign off/Cancel” button will be displayed instead.

If the course in question is a course that, together with its parent module, can be accredited in several accounts as part of your curriculum, you will find additional information [here](#).

Then click on the “Apply” button to start the registration process.

This screenshot shows the detailed view of the 'Statistical Methods' exam. The exam name is 'Statistische Verfahren, Exam period 1'. The exam date and time are 'Thursday, 9/25/25 from 14:00 to 18:00'. The exam form is 'Written test'. The examiners are 'Prüfer/-in: Dr. Bommer, Andrea Martina' and 'Zweitprüfer/-in: Prof. Dr. Pauly, Markus'. The exam status is 'Your actual status: passed'. The exam term is 'Term of the examination: st 2025'. The exam is part of the '07_BSc_82.743.2019_MB-78_M | MB-78: Statistical Methods' module. The exam is a 'Pflichtfach' with 5.0 Credits. The exam is available for registration, as indicated by the 'Apply' button.

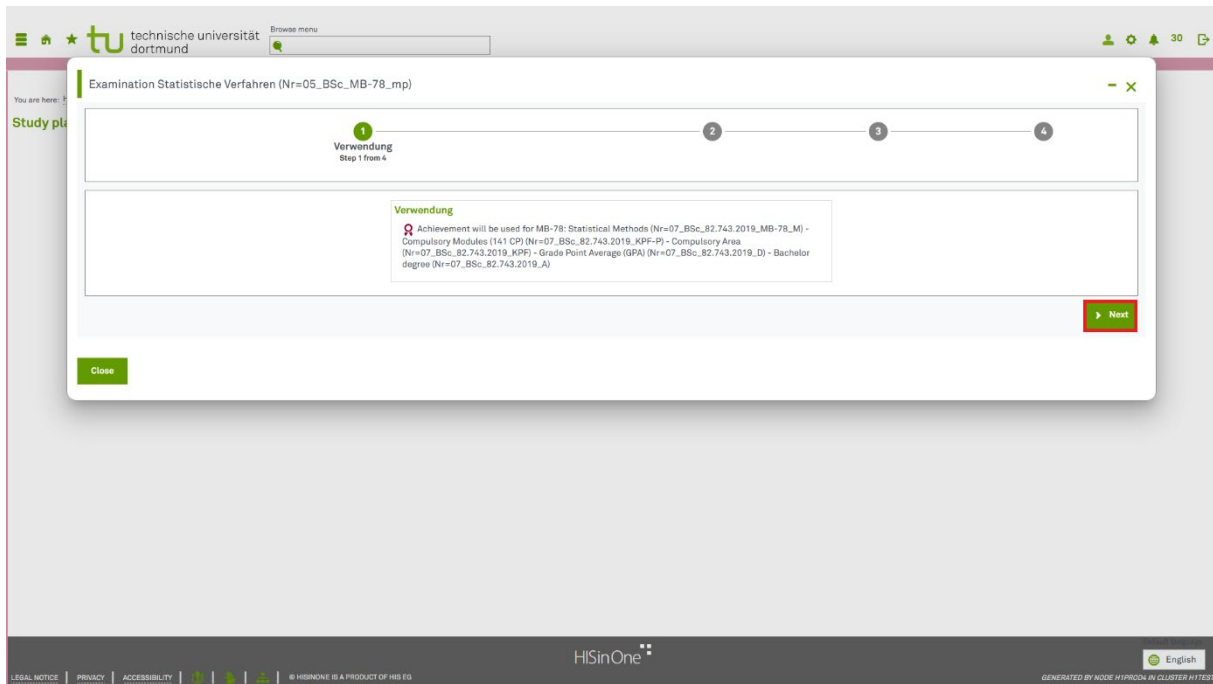
To illustrate, below you can see the study planner with module plan for the same student, with the difference that registration for this examination has already taken place. As you can see, the “Apply” button changes to “Sign off/Cancel” depending on exam registration status.

The screenshot shows the 'Study planner with module plan' for Bachelor Industrial Engineering (PO 2019). The interface includes a search bar, filters for courses and examinations, and a table of modules. The module '05_BSc_MB-78_mp | Statistical Methods' is highlighted, and its status is 'admission'. A red box highlights the 'Sign off/Cancel' button next to this module. Other modules show statuses like 'registered' or 'passed'.

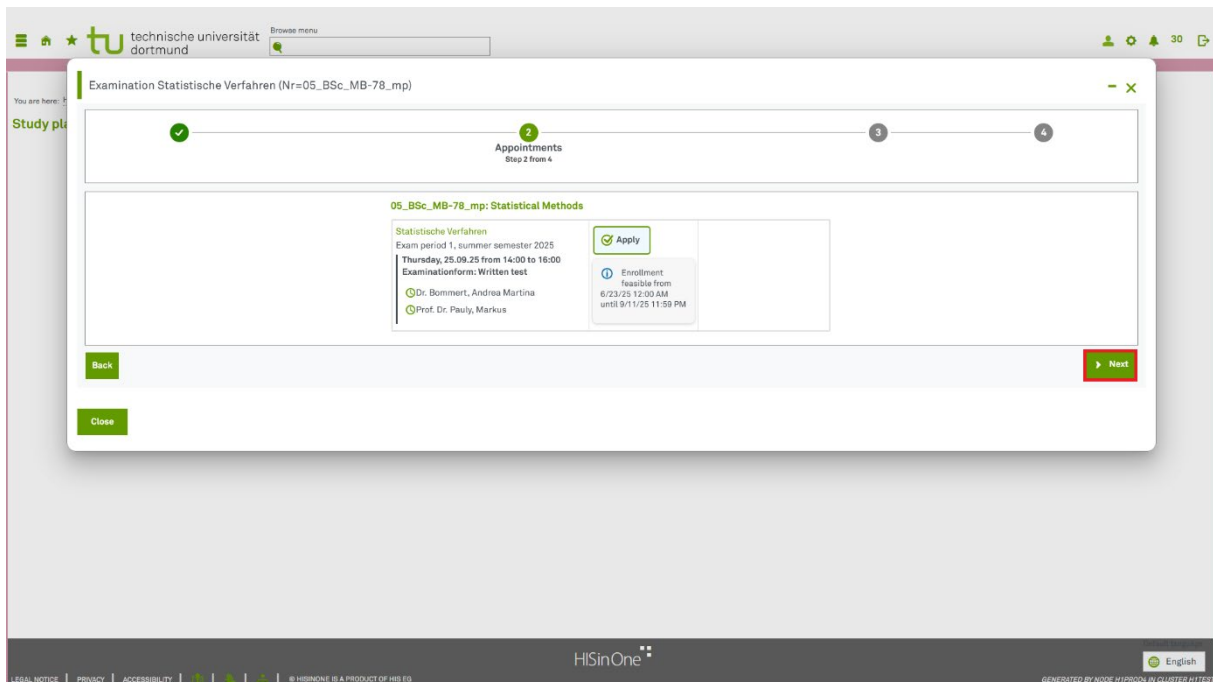
A legal notice you should read carefully will then appear. Please note that this legal notice will only appear once per session. Tick the checkbox below the legal notice and confirm your choice by clicking on “Next”. You will then be guided through the exam registration process.

The screenshot shows a legal notice page for exam registration. The page contains text in English and German regarding registration deadlines and consequences. A red box highlights the text and a checkbox labeled 'I accept'.

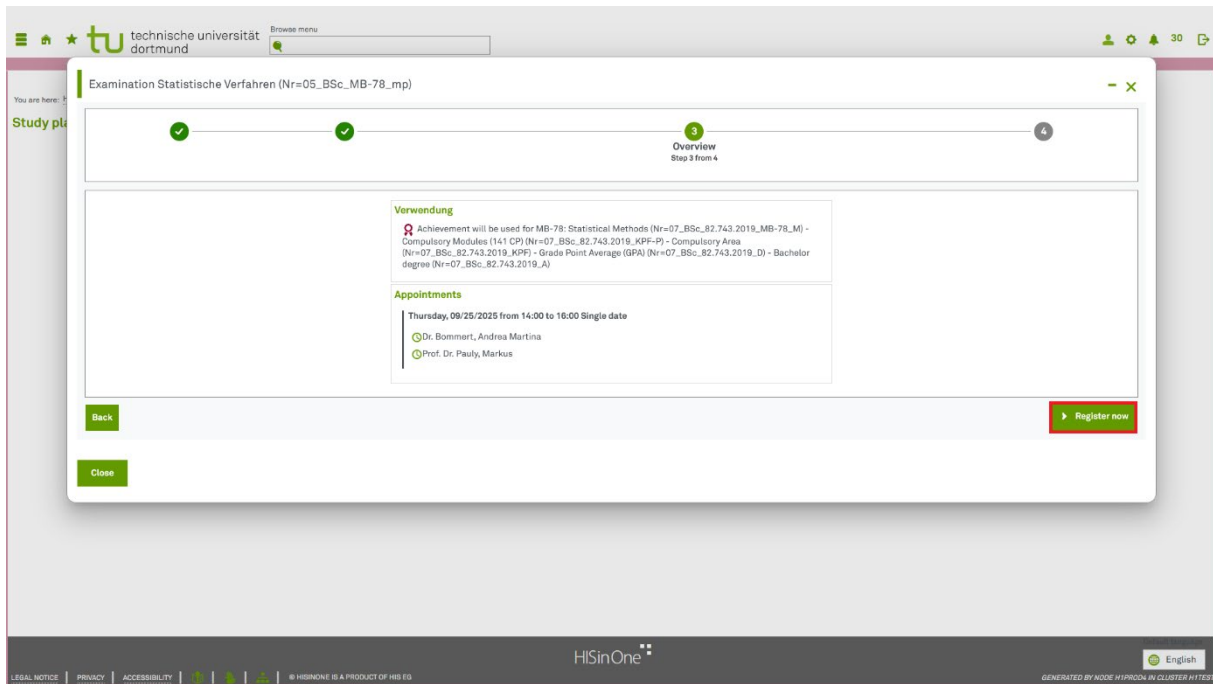
In the first step of the exam registration process, you will be explicitly shown for which module or account the corresponding examination will be credited. Then click on “Next”.



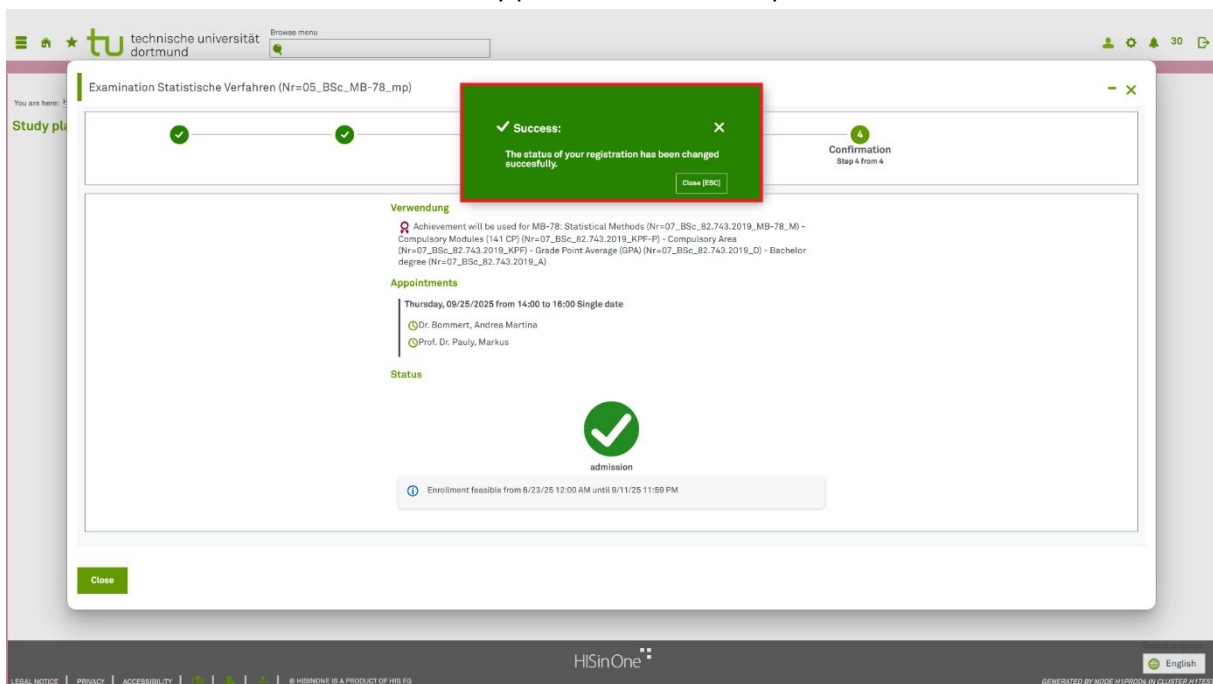
In the second step of exam registration, you can select another date/time for registration if several dates/times for an examination have been scheduled. As there is only one examination in our example, the selection is preset here. Click “Next” to continue.



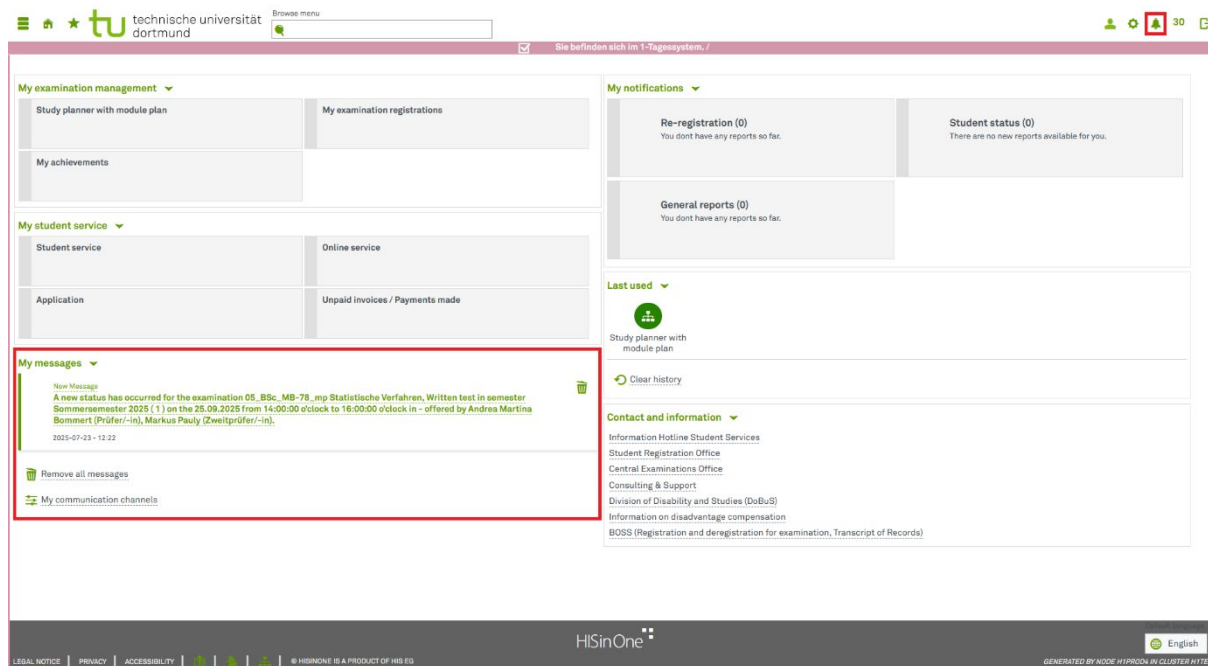
In the third step of the exam registration process, you will see an overview of the choices you have made. Click “Register now” to complete a binding registration. The “Register now” button is also context-dependent. If you are already registered, you can deregister from the examination here.



If your registration has been processed correctly by the system, you will be shown the confirmation below. Click “Close” to return to the study planner with module plan.

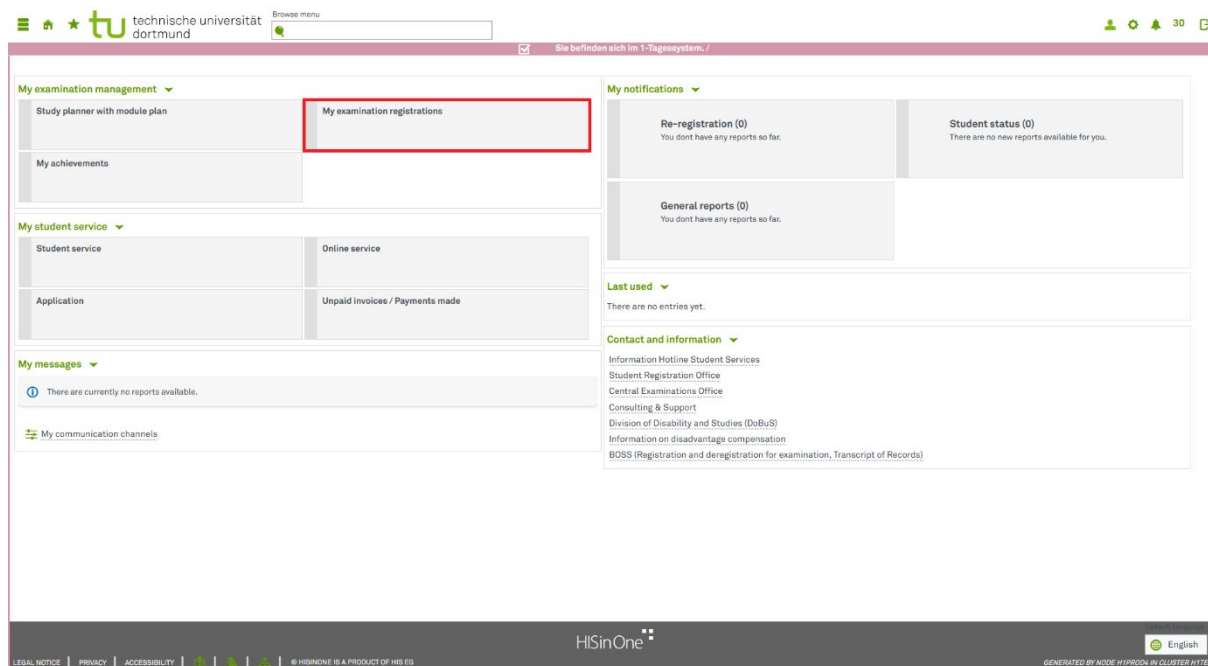


In addition to the confirmation in the study planner with module plan, you will also receive confirmation of your registration or deregistration on the Campusportal of TU Dortmund University home page under “My messages” as well as via the info box at the top right of the screen.

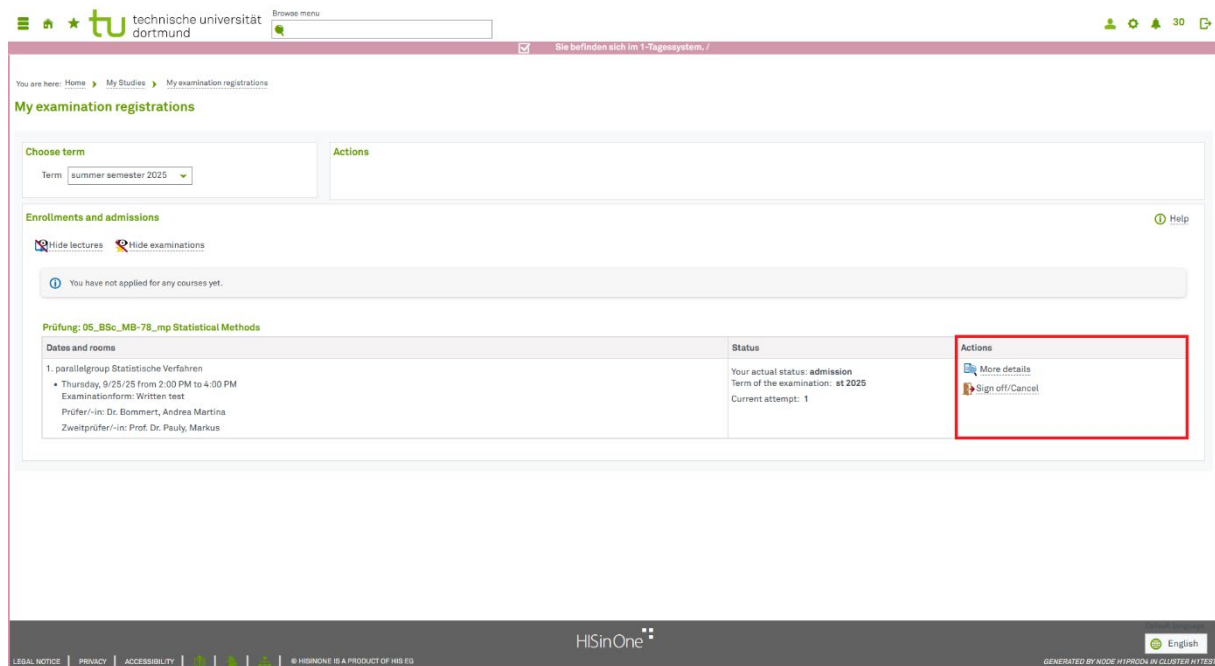


2.2 My examination registrations

If you have registered for several examinations and would like an overview, you can obtain this by clicking on the quick link “My examination registrations” on the Campusportal home page. You can also use the alternative route over the menu at the top left of the screen or over “Browse menu”.

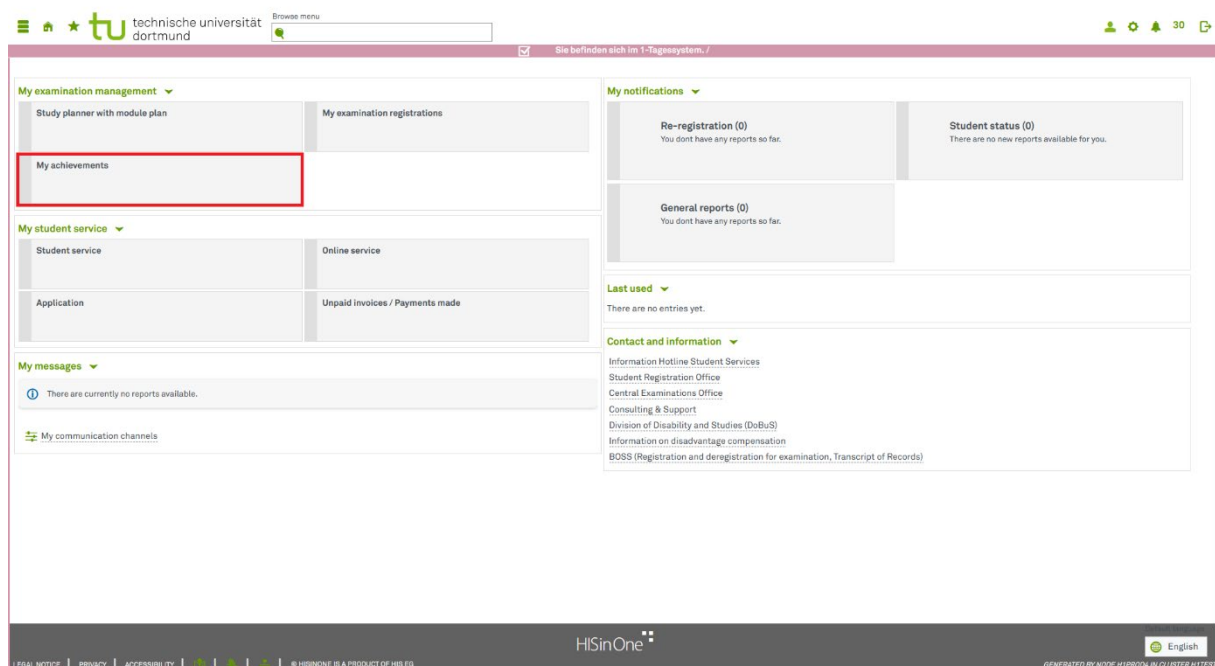


You can find information about all examinations you are currently registered for on the user interface “Show my enrollments”. You can use the “Actions” field to view further details on the respective examination registration or deregister from an examination without having to switch to the study planner with module plan. Please note that the correct semester must be selected under “Choose term” (top left).



2.3 My achievements

In addition to using the quick link, you can select the path over the menu at the top left of the screen or over the text field “Browse menu”.



Unlike the quick link “My examination registrations”, you will find an overview of all the courses you have completed under “My achievements”. These are sorted according to the hierarchy tree on which the study planner with module plan is based. However, registered examinations or examinations for which an assessment is pending are not displayed. This user interface is also collapsed by default. If you only want to view a specific part of the hierarchy tree, you can open it by clicking on the corresponding green arrow. Otherwise click on “Expand all”.

If you studied at TU Dortmund University in a different degree program in a previous semester and would like to view your performance data from that degree program, please select the relevant semester under “Study history” and tick the corresponding checkbox.

The screenshot shows the 'My achievements' page. At the top, there is a navigation bar with the TU Dortmund logo and a search bar. Below the navigation, the page title is 'My achievements'. Underneath, there is a section for 'Achievement Data' with a table. The table has the following columns: Title, Number, Attempt, Cancellation, Grade, Credit points, Malus, Status, Free trial, Annotation, Exception, Additional attribute, Grade release date, and Actions. One row is visible with the title 'B.Sc. Wirtschaftsingenieurwesen 2019'. Below the table, there is a 'Study history' section with a right-pointing arrow. The footer contains the HISinOne logo and a language selector set to 'English'.

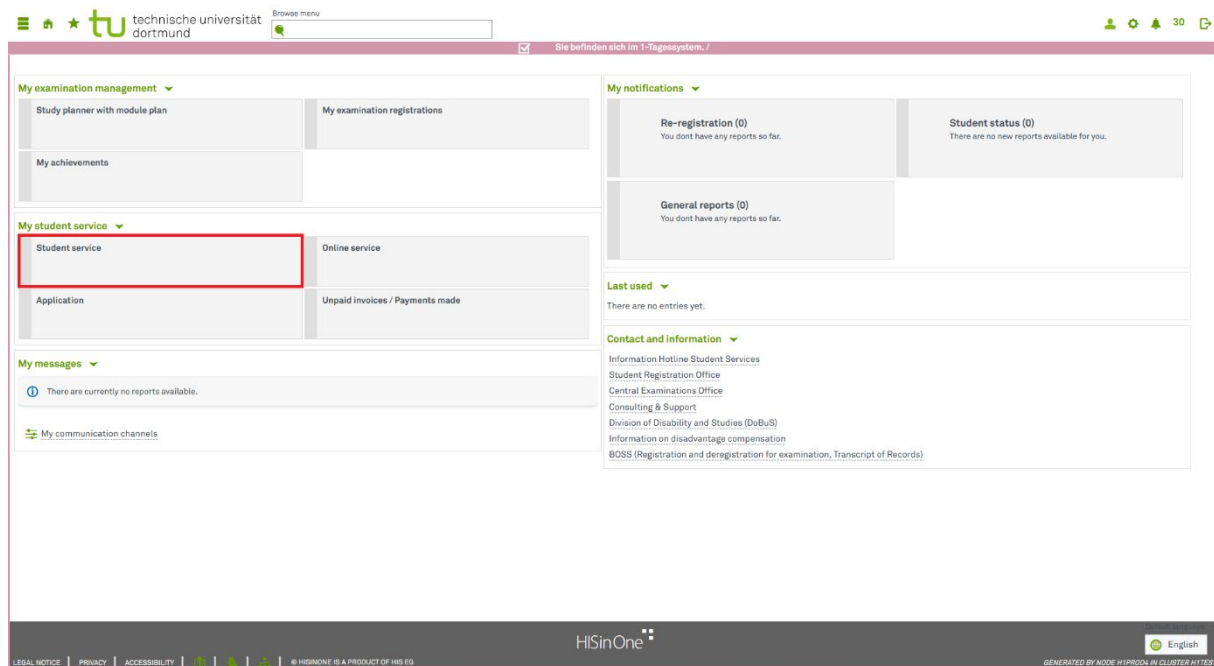
3. My student service

The quick links “[Student service](#)”, “[Online service](#)”, “[Application](#)” and “[Unpaid invoices / Payments made](#)” are in this section.

The screenshot shows the 'My student service' section, which is highlighted with a red border. This section contains four quick links: 'Student service', 'Online service', 'Application', and 'Unpaid invoices / Payments made'. The page also shows other sections like 'My examination management', 'My notifications', 'My messages', and 'Contact and information'. The footer contains the HISinOne logo and a language selector set to 'English'.

3.1 Student service

You can access the user interface of the same name over the “Student service” quick link. You can also use one of the previously mentioned alternative paths.



In the upper part of the user interface, you will see a summary of your personal data in the form in which it is currently on file at TU Dortmund University. You can use the “Change personal data” button to submit an application to change your personal data. To do this, please click on “Create new application” in the following user interface and then select a reason for the requested change from the drop-down menu. You must then attach suitable proof of the change. The university will then check your application and, if all the necessary evidence is sufficient, will initiate the corresponding change. Any changes that have been made can then be viewed under your personal details.

Below your personal data, you will find several tabs that provide you with additional information about your studies at TU Dortmund University.

Under “**My courses of study**” you will find an overview of all degree programs you are currently enrolled in at TU Dortmund University, including degree, type of study and other relevant data.

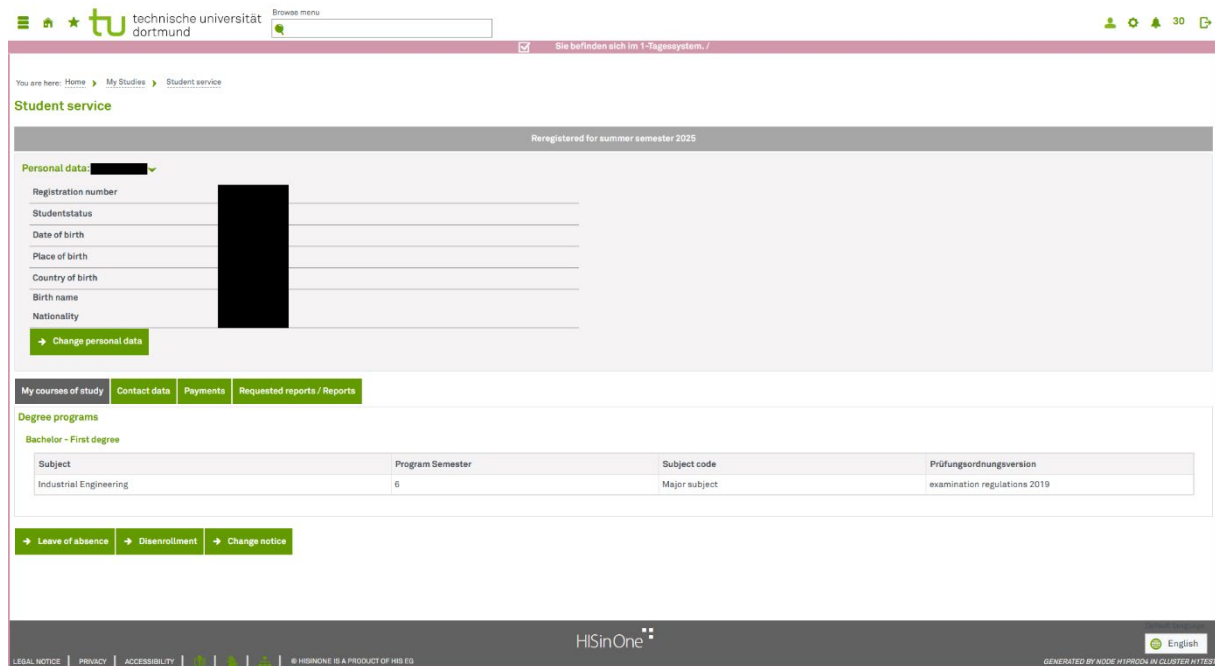
Under “**Contact data**” you will find an overview of your contact details on file at TU Dortmund University. You can also change your address here. You have the option of entering both a home address and a semester address. Please always make sure that the contact details you enter here are up to date and complete, as they will be used by TU Dortmund University to contact you.

Under “**Payments**” you will find an overview of all payments that have been received by TU Dortmund University in your name. Further information can be found under “[Unpaid invoices / Payments made](#)”.

Under “**Requested reports / Reports**” you will find an overview of all notifications and certificates that have been issued to you. You can find further information on this under “[My notifications](#)”.

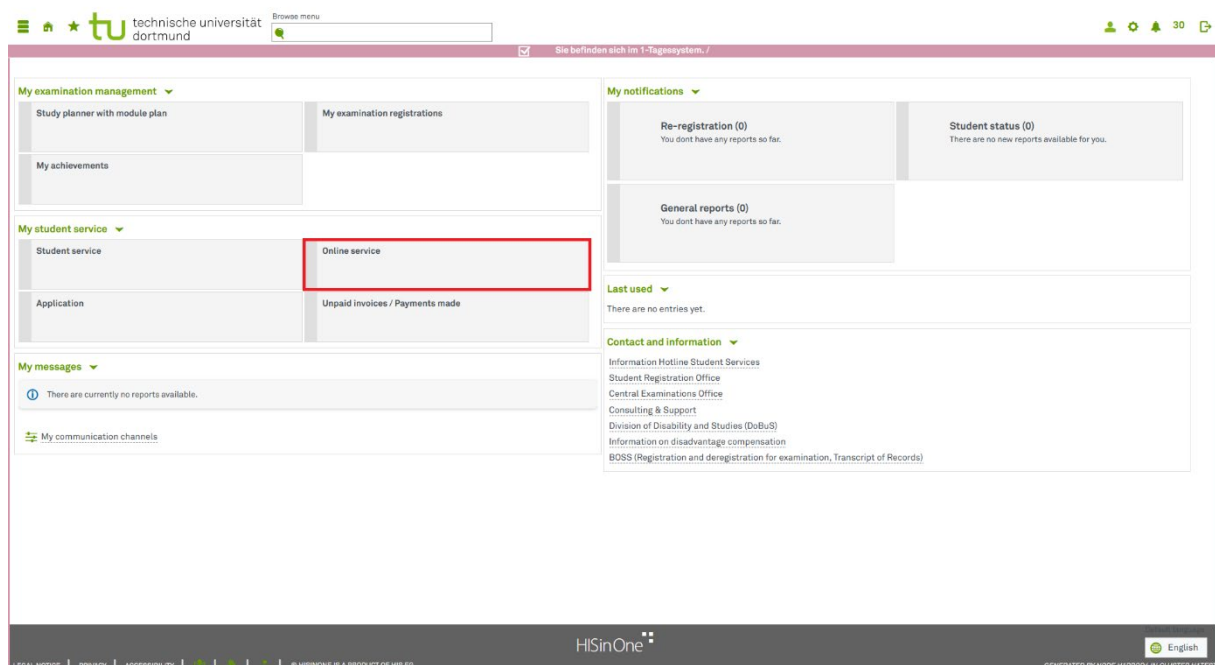
Further functions are available over the buttons at the bottom of the page. You can use the corresponding buttons to apply for a leave of absence or disenrollment. By clicking on the “Change notice” button, you can change your university voting eligibility if you are simultaneously enrolled at several departments at TU Dortmund University. Here you can also change your student status from full-time to cross-registered student or from cross-registered to full-time student. For any of those

cases, please click on “Create new application” in the following user interface, then select a reason and attach the required documents.



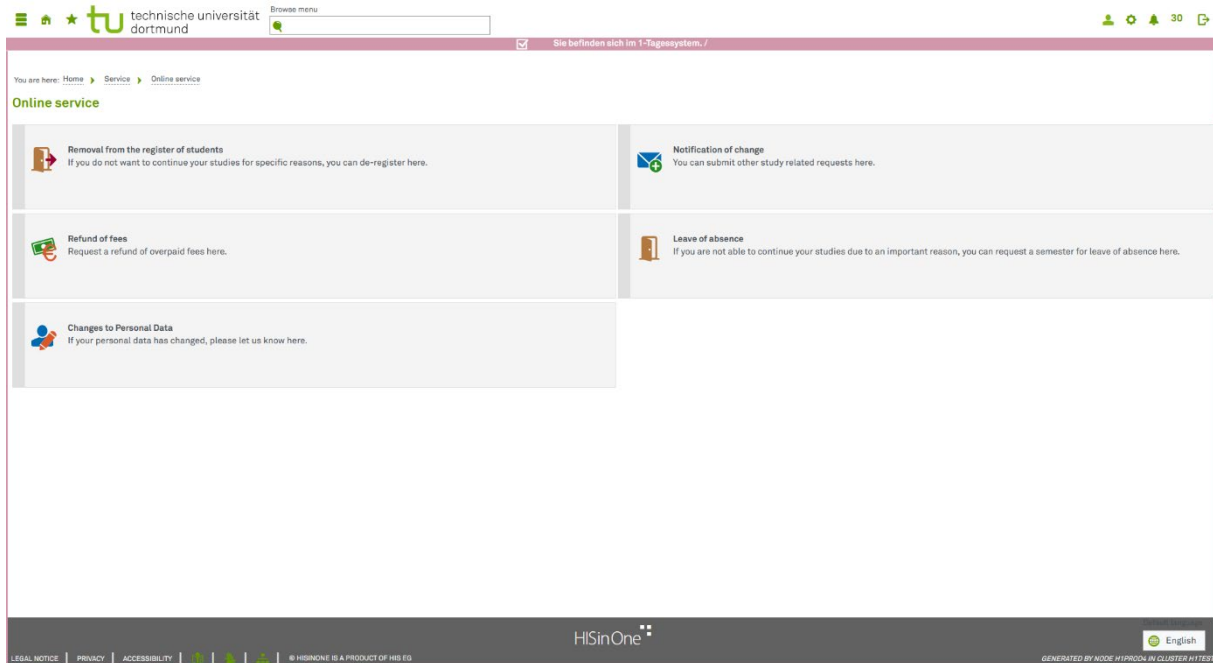
3.2 Online service

The “Online service” quick link takes you to a user interface where you can submit applications for a wide range of issues.



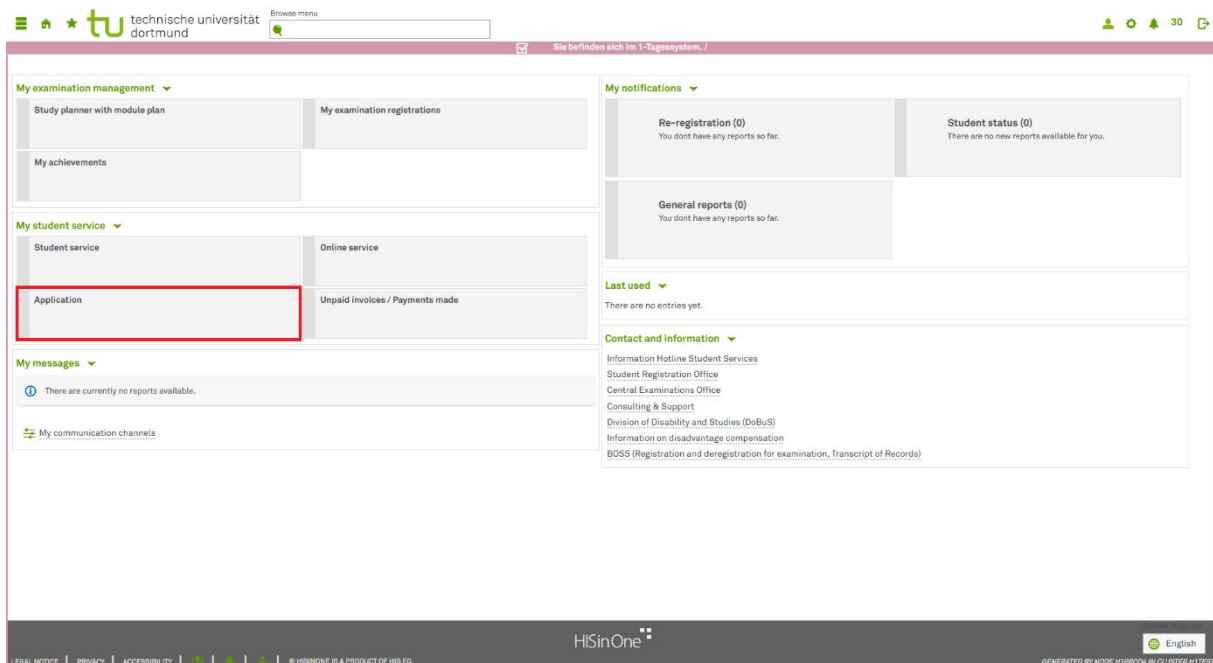
This includes applications for disenrollment, refund of fees, leave of absence, change of personal data and notifications of other changes. If a change of name results in a change of your TU e-mail address or if you wish to change it, please contact the ITMC Service Desk: <https://itmc.tu-dortmund.de/en/the-itmc/contact-us/service-desk/>

After selecting the correct application, click on “Create new application”, then select a reason and attach the required documents. The Student Registration Office will then check your application and, if you have provided all necessary evidence, will arrange the corresponding change. If your proof is not sufficient or if further questions arise, the Student Registration Office will contact you via the Campusportal of TU Dortmund University.



3.3 Application

If you are currently enrolled at TU Dortmund University and would like to apply for a different degree program, you can do this easily from the Campusportal. To do this, select the corresponding quick link labeled “Application”.



You will then be asked whether you would like to receive e-mail notifications as part of your application for another degree program at TU Dortmund University. TU Dortmund University expressly advises students to activate these e-mail notifications.

Make your choice and confirm it by clicking on “Save selection”.

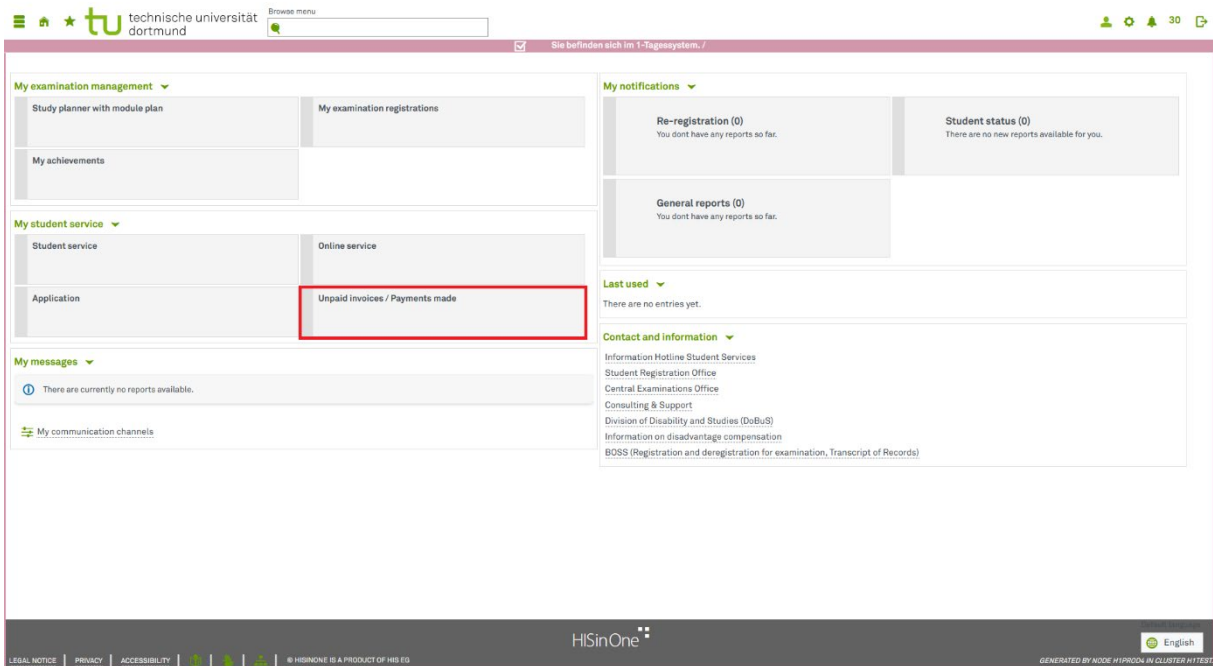
The screenshot shows a web browser window with the TU Dortmund logo and navigation menu. The page title is "Application : e-mail notifications and consents". Below the title, there is a section titled "Enable e-mail notifications?". The text explains that users can choose to receive email notifications about status changes and document availability. A note states that if a user does not agree, they will not receive emails and must track their application status themselves. There are two radio button options: "Yes, enable e-mail notifications" (which is selected) and "No, I will inform myself on my own". A "Save selection" button is located at the bottom of the form area. The footer contains "LEGAL NOTICE | PRIVACY | ACCESSIBILITY" and "HISinOne" branding.

The system will then guide you through the application process. Start the process by clicking on “Start application” and follow the instructions.

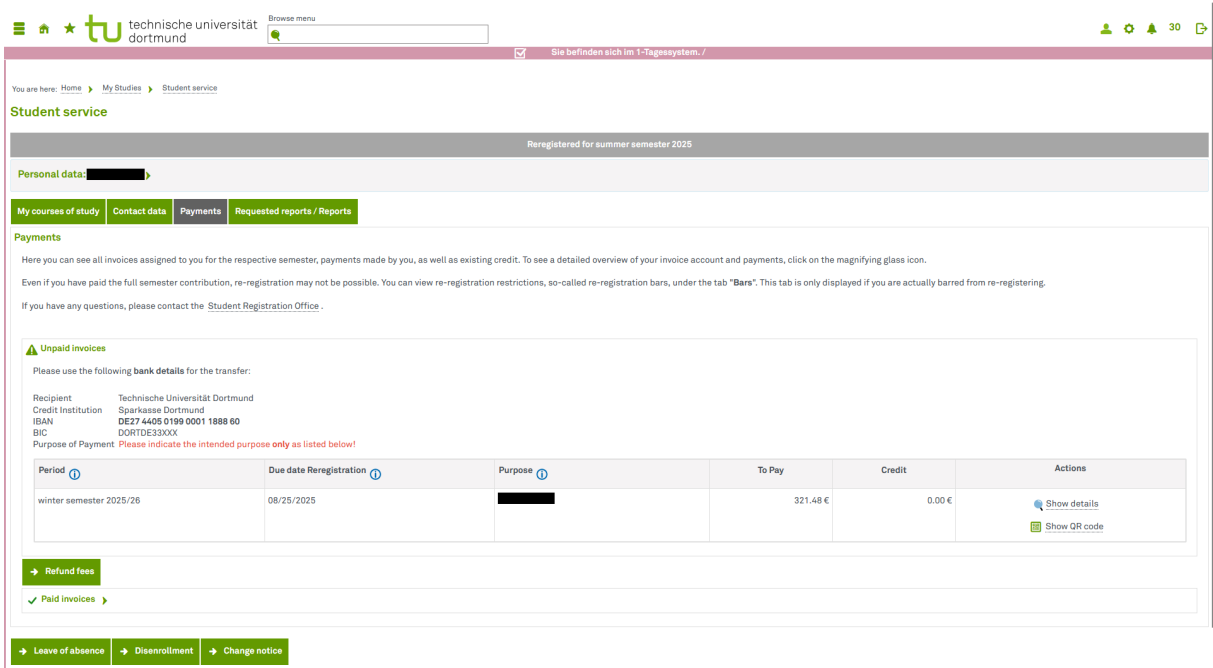
The screenshot shows the next step in the application process, titled "Application". The section is "Semester applied for". It asks the user "When would you like to begin your studies?" and provides a dropdown menu for "Semester" with the option "winter semester 2025/26" selected. A red "Start application" button is prominently displayed. The footer is identical to the previous screenshot, showing "LEGAL NOTICE | PRIVACY | ACCESSIBILITY" and "HISinOne" branding.

3.4 Unpaid invoices / Payments made

This quick link will take you to an overview of all payments that have been received by TU Dortmund University in your name.



At the same time, you can see here whether you have any outstanding payments. You can also request a refund of payments you have already made by clicking on the “Refund fees” button. To do this, click on “Create new application” in the following user interface and then select a reason for the requested refund from the drop-down menu. If there is a reason for reimbursement, a refund will then be issued by the Student Registration Office. This user interface also shows you directly whether you currently have any outstanding payments.



4. My notifications

The quick links [“Re-registration”](#), [“Student status”](#) and [“General reports”](#) are in this section. The quick links provide access to all notifications and certificates issued to you in electronic form by TU Dortmund University. In addition to the notifications and certificates that can be accessed directly over the quick links, here you will also find data check lists, study progress certificates and grade certificates under “My notifications”, both in German and English. To access these documents, please use the menu at the top left of the screen, by searching in the “Browse menu” search field or click on one of the quick links and then close the window.

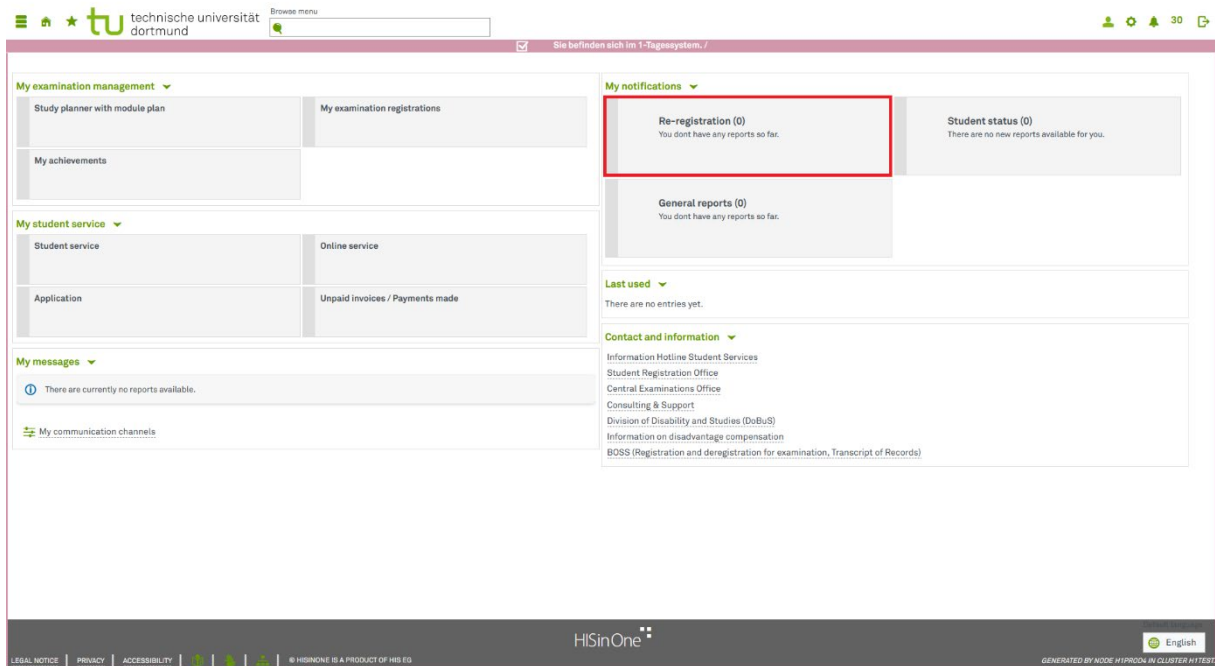
The screenshot shows the TU Dortmund student portal interface. At the top, there is a navigation bar with the TU Dortmund logo, a search field labeled 'Browse menu', and user information including 'Sie befinden sich im 1-Tagessystem.' and a notification icon showing '30'. The main content area is divided into several sections:

- My examination management:** Includes 'Study planner with module plan', 'My examination registrations', and 'My achievements'.
- My student service:** Includes 'Student service', 'Online service', 'Application', and 'Unpaid invoices / Payments made'.
- My messages:** Shows a message: 'There are currently no reports available.' and a link for 'My communication channels'.
- My notifications (highlighted in red):** Contains three items:
 - Re-registration (0):** You dont have any reports so far.
 - Student status (0):** There are no new reports available for you.
 - General reports (0):** You dont have any reports so far.
- Last used:** Shows 'There are no entries yet.'
- Contact and information:** Lists various support services like 'Information Hotline Student Services', 'Student Registration Office', 'Central Examinations Office', 'Consulting & Support', 'Division of Disability and Studies (DoBuS)', 'Information on disadvantage compensation', and 'BOSS (Registration and deregistration for examination, Transcript of Records)'.

At the bottom of the page, there is a footer with 'LEGAL NOTICE | PRIVACY | ACCESSIBILITY', the 'HISinOne' logo, and a language selector set to 'English'. A small note at the bottom right says 'GENERATED BY NODE H1PRODA IN CLUSTER H1TEST'.

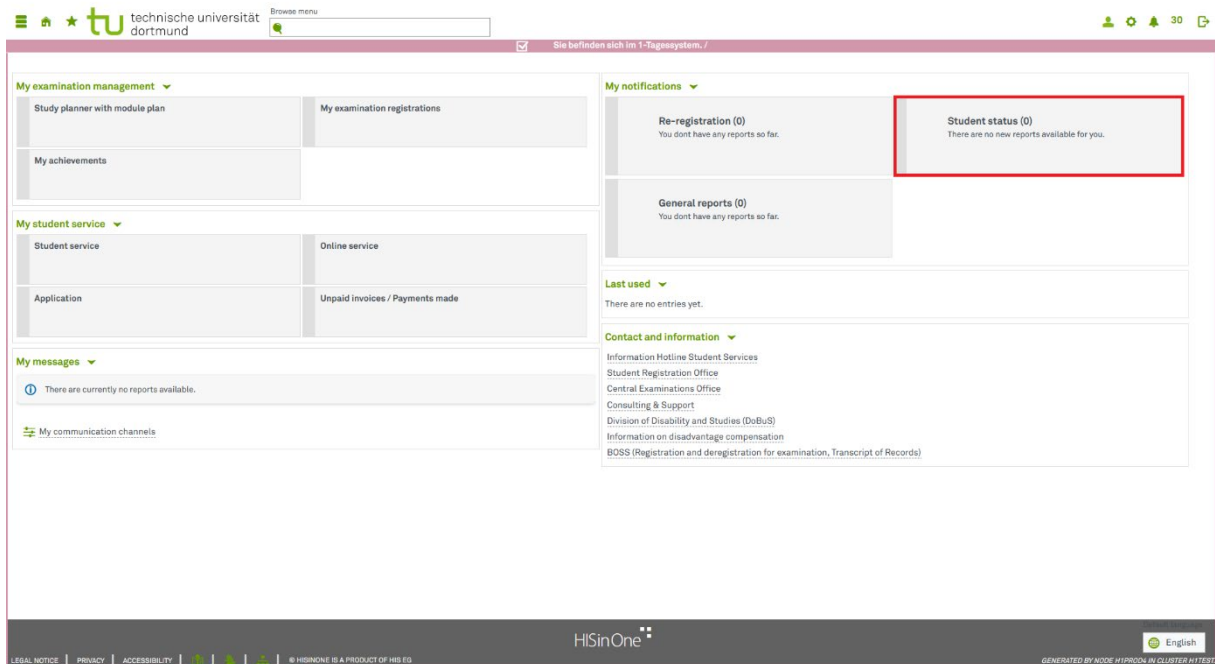
4.1 Re-registration

Over this quick link you will find an overview of all “Call to re-register for the coming semester (Aufforderung zur Rückmeldung für das kommende Semester)”.



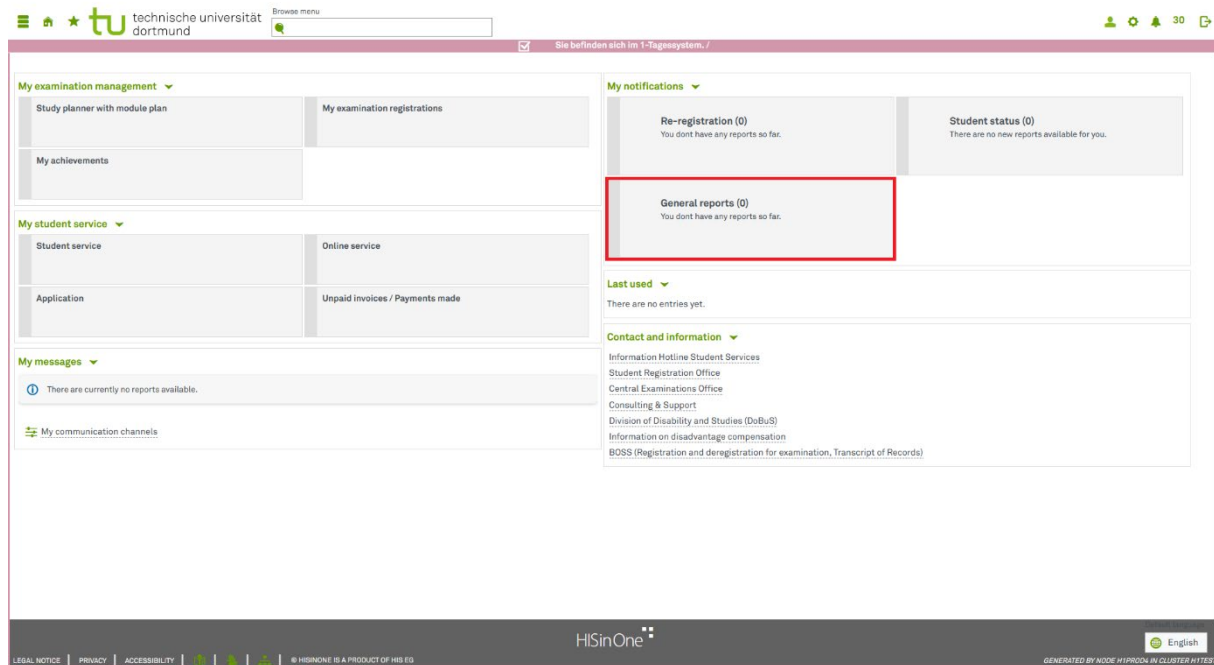
4.2 Student status

Here you will find both the “Certificate of Enrollment” and the “Certificate according to §9 BAföG (Bescheinigung nach §9 BAföG)”. You can also use the drop-down menu at the top to restrict the overview to a specific semester.



4.3 General reports

Here you will find all other notifications and certificates that do not fall under any of the other sections. As a rule, you will find the “Additional information on enrollment (Ergänzende Informationen zur Einschreibung)” and your “Account certificate (Account-Bescheinigung)” for the initial activation of your UniAccount here.



5. Polyvalent examinations

An exam which, together with its parent module, can be credited to several accounts as part of a curriculum, is referred to as a **polyvalent** exam. If you would like to register for a polyvalent exam, you need to specify for which account you would like to have the exam accredited (That is, unless the polyvalent exam is already assigned to the correct account).

Here is an example: the exam “Business cycle analysis and forecasting” from the English-language Master's degree program “Econometrics” can be credited to both the “Economics” and “Applied Econometrics” accounts.



By default the exam in question, including the associated module, is assigned to the “Economics” account, as this account is located above the “Applied Econometrics” account in the degree program hierarchy tree. However, you would now like this course to be credited to the “Applied Econometrics” account.

To do this, proceed as follows: scroll to the “Applied Econometrics” account in your module planner and click on the “Show multi-connected Element in this place: 05_MSc_88.110.2019_MEE.038_M | Business cycle analysis and forecasting” button under “Multi-connected Elements”.

| Multi-connected Elements: | |
|---------------------------|--|
| | 05_MSc_88.110.2019_MEE.005_M Advanced Forecasting in Energy Markets Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.020_M Empirics of International Money and Financial Markets Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.033_M Financial Risk Management Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.034_M Inequality in Health Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.035_M Quantitative Analyses in International Economics Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.037_M Financial Mathematics Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.038_M Business cycle analysis and forecasting Core elective 10.0 Credits |
| | 05_MSc_88.110.2019_MEE.039_M Introduction to Empirical Macroeconomics Core elective 10.0 Credits |
| | 05_MSc_88.110.2019_MEE.040_M Energy Markets and Price Formation Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.041_M Finance I Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.042_M Economic Policy IV Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.049_M Microeconomics I Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.052_M Macroeconomics III Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.055_M Applied Economics I Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.056_M Finance V Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.901_M Platzhalter Core elective |
| | 05_MSc_88.110.2019_MEE.902_M Platzhalter Core elective |
| | 05_MSc_88.110.2019_MEE.903_M Platzhalter Core elective |
| | 05_MSc_88.110.2019_MEE.059_M Applied Time Series Analysis Core elective 10.0 Credits |
| | 05_MSc_88.110.2019_MEE.060_M Data Analysis Using Stata Core elective 5.0 Credits |

The exam, including the parent module, is then assigned to the selected account and can now be found below the list of all multi-connected elements of the same account. Please note that you will not receive a confirmation message from the system. You can then register for the exam in question. Follow the instructions under [“Study planner with module plan”](#).

| Multi-connected Elements: | |
|---------------------------|--|
| | 05_MSc_88.110.2019_MEE.005_M Advanced Forecasting in Energy Markets Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.020_M Empirics of International Money and Financial Markets Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.033_M Financial Risk Management Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.034_M Inequality in Health Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.035_M Quantitative Analyses in International Economics Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.037_M Financial Mathematics Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.039_M Introduction to Empirical Macroeconomics Core elective 10.0 Credits |
| | 05_MSc_88.110.2019_MEE.040_M Energy Markets and Price Formation Core elective 6.0 Credits |
| | 05_MSc_88.110.2019_MEE.041_M Finance I Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.042_M Economic Policy IV Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.049_M Microeconomics I Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.052_M Macroeconomics III Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.055_M Applied Economics I Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.056_M Finance V Core elective 7.5 Credits |
| | 05_MSc_88.110.2019_MEE.901_M Platzhalter Core elective |
| | 05_MSc_88.110.2019_MEE.902_M Platzhalter Core elective |
| | 05_MSc_88.110.2019_MEE.903_M Platzhalter Core elective |
| | 05_MSc_88.110.2019_MEE.038_M Business cycle analysis and forecasting Core elective 10.0 Credits |
| | 05_MSc_88.110.2019_MEE.059_M Applied Time Series Analysis Core elective 10.0 Credits |
| | 05_MSc_88.110.2019_MEE.060_M Data Analysis Using Stata Core elective 5.0 Credits |