Welcome to the Faculty of Economics and Management at OVGU!
1. Staff & Offices
2. Academic Dates
3. Study Program ABCs & Study Regulations
4. Service Points & Student Organizations
Faculty

Fakultät für Wirtschaftswissenschaft (FWW)
Faculty of Economics and Management (FEM)
Campus Universitätplatz
Building 22, Parts A – E
Lecture Hall: H2 “Volksbankhörsaal”
• Examination Office (Prüfungsamt), Room B 003
• International Study Program Office (ISP), Room B 006
• SIMP-SON, Room B 006
Find general information about school (faculty), departments, dates, documents, study abroad, news, the Examination Office, student council, news, jobs....
International Study Program

Staff and Student Offices

SS 2020
Dean of the School

Prof. Dr. Andreas Knabe,
Public Economics
Examination Office (Prüfungsamt)

Office: B 003 + 005
Ms. Sandra Lenz, Ms. Karin Henze
pruefungsamt@ww.uni-magdeburg.de
All examination related paperwork (doctors certificate, thesis...), examination registration issues, credit recognition, bachelor’s degree certificate

Head: Mr. Dr. Toni Richter
Academic counseling in difficult cases, study abroad recognition, etc.

Homepage: http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office.html
Email: toni.richter@ovgu.de

SS 2020
Credit Recognition

1. Written application to the Board of Examiners (Prüfungsausschuss, hand in to office B 003)
2. Students must present the necessary original documents or certified copies in English or German.

**Documents:**
Application letter, grade transcript, module description for each module, translations...

**Content of the written application:**
- Purpose + OVGU student data (as ID number, email, study program)
- Overview (table) with: module from home university - module at OVGU - *title, credits, grade*
- Signature, date

**Deadline:** 4 weeks after start of classes. Recognition only possible from a not finished study program.

**Note:** In case of recognition the grade *will be transferred automatically* to the examination administration system.
Office ISP  

Office:  
Exclusively for the English study programs at the faculty 

Service:  
Academic and social counseling, study abroad advising,  
International affairs, SIMP-SON (mentoring program) 

Coordinator:  
Ms. Grit Voigt  
Student Assistant:  
Mr. Ian Averkamp 

Walk-in-Hours:  
Tuesdays 10:00 – 12:00 or email for an appointment  
Email:  
isp@ovgu.de 

Join us for news @ Instagram ispofficeovgu 

Homepage:  
www.isp.ovgu.de  (study documents, dates, FAQs,...)
Staff: Academic Counseling

Which information?
Academic counseling, specialization tracks, seminars

Master’s IMME
Director: Prof. Dr. Karim Sadrieh, E-Business
Advisor: MSc. Sarah-Alena Rössig
Email: sarah-alena.roessig@ovgu.de

Master’s ORBA
Director + Advisor: Prof. Dr. Elmar Lukas,
Financial Management and Innovation Finance
Email: elmar.lukas@ovgu.de

Please email for an appointment!
International Study Program

Academic Dates
Academic Dates

Classes:
20/04/20 - 10/07/20
(12 weeks per semester)

Holidays:
01/05, 21/05 and 01/06/2020
Classes until 1pm: 27/05/20
Academic Dates**

Smartphone Date Alarm:

Registration for:
A. Written Examinations:
04/05 until 17/05/2020** Exclusion Period!

B. Seminars, Projects:
in regard to the chair or study Deans Office of the faculty

Withdrawal/Cancelation Examinations:
04/05 until 14/06/20** Exclusion Period!

Recognition of previous credit points, examinations: until May 17th 2020**

Written Examinations: 13/07 until 01/08/20

Semester break: August – September

Note: Exclusion Period =
If you miss this deadline you are not allowed to take or cancel an examination. Strict regulation!

** SS 2020 dates, deadlines may be subject of changes in regard to the OVGU's administration board and the coronavirus crises. Check news, OVGU student email account on a regular basis.

Note for ORBA Students:
Modules from the Faculty of Computer Science (FIN) - regulations from the faculty (FIN) applies.
**Academic Dates**

**Smartphone Date Alarm:**

**Registration for…**

**A. Written Examinations:**

04/05 until 17/05/2020** Exclusion Period!

**B. Seminars, Projects:**

*in regard to the chair or study Deans Office of the faculty*

**Withdrawal/Cancelation Examinations:**

04/05 until 14/06/20** Exclusion Period!

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Academic Dates

OVGU Smartphone Dates:

Re-Registration (*Rückmeldung*)
OVGU Student Registration for the upcoming semester

WS 2020/21: 08/06/20 - 07/07/20
SS 2019:

Registration Language Center/ Sprachenzentrum:
30/03, 9 am until 19/04/2020

Registration Sport Center: Will be announced: https://spoz.ovgu.de/
Study Program ABCs & Study Regulations
International Study Program

Master of Science (M. Sc.)
Analytically, theoretically, international orientated
✓ Study time: 4 semesters
✓ 120 ECTS
✓ including thesis + final seminar
<table>
<thead>
<tr>
<th>Semester</th>
<th>Master of Science/ M.Sc. in International Management, Marketing, Entrepreneurship</th>
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<tbody>
<tr>
<td>1.</td>
<td>Marketing Methods and Analysis (Specialization A) 5 CP</td>
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<td>Compulsory Elective (Specialization A) 5 CP</td>
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<td>Compulsory Elective Module (Specialization B) 5 CP</td>
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<td>International Corporate Strategy (Specialization A) 5 CP</td>
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<td>Business Decision Making 5 CP</td>
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<td>Master Thesis Seminar + Written Paper 30 CP</td>
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**SS 2020**
# International Study Program

## Master of Science in Operations Research and Business Analytics

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**Start:** SS 2020
A. What is a “Module”?

✓ Teaching unit with a certain amount of credit points which students will earn after a successfully completing the examination

✓ Compromises of several forms of instructions/teaching, for example: 1 lecture + 1 tutorial

Modules are offered only winter or summer semester as a rule!
A.1. What is a „Compulsory Module“?

✓ Basic courses that must be taken by all students
✓ 1\textsuperscript{st} and 2\textsuperscript{nd} semester
✓ Modules are offered only summer or winter term

(see module handbook for details)
A.2. “Compulsory Elective Modules + Electives”?  
Wahlpflichtmodule + Wahlmodule

✓ Modules of the faculty which are chosen by students
✓ Specialization tracks
✓ Seminar + Project
✓ Foreign language classes **can not be recognized** (not part of the study program)
✓ Thesis + seminar

**Note for ORBA Students:**
Modules from the faculty of Computer Science, Mathematics - regulations from this faculty applies;

**Note for IMME Students:**
If you like to take modules from another faculty you need to apply for it an the Examination Office in written form until a certain deadline.
B. What is a Module Handbook? 

- Contains a detailed list of all modules of the study program
- Updated each semester
- Published by the Study Dean’s Office / Studiendekanat (end of September + end of March)

Content:
Title of the module, teaching language, hours/ SWS, timeframe of the module, teaching goals, pre-requirements for the module, type and length of the examination (written, oral, paper,..), credit points (ECTS), winter or summer term

LSF = online OVGU information portal
Study Program ABCs

What types of “Teaching Units” exist?

- **Lectures** [Vorlesung, V]
  academic presentation by a professor,

- **Tutorials** [Übung, Ü]
  practicing, discussions about the content of the lecture;
  held by senior students,

- **Seminar** [Seminar, S]
  active participation required; presentations, writing academic papers;
  project team work possible, small groups.

- **Scientific Project** (SP)
  working on a joint academic project, independently scientific work, may
  include team work.

1 lecture/seminar/tutorial usually 2x 45min = 2 SWS (semester week hours)

Participation is always strongly recommended!
Study Program ABCs

Do I have to **sign up for classes**?

- Lectures/ Vorlesungen:  **NO**
- Tutorials/ Übungen:  **NO**
- Language classes/academic skills:  **YES**
- Seminars:  **YES**
  Small groups with 10 - 15 students;
  *Registration is required* and can start already in January or September. Check the regarding professors homepage for details and pre-requisites, registration/application information or the Deans Office for Study Affairs.
Regulations for Seminar + Scientific Project (only):

* Registration and application required: **YES**
* Small groups with 10 - 15 students;

Note:
* **Registration is required** and can start already in January or September. Check the regarding professors homepage, Study Deans Office for details about registration, application, deadlines.

Withdrawal: until 2 weeks after the registration

Retake of failed...S + SP: no more than maximum of 2 retakes is allowed.

Seminars and scientific projects can be taken only in the regarding semester (2nd/3rd) and not in advance.
Study Program ABCs

What are “Credit Points” for?

Credit points for the workload = quantitative
Grades = knowledge acquired

Workload includes: lectures, tutorials, homework, exam preparation,..
  1 ECTS = 30h workload
  5 ECTS = 150h
  10 ECTS = 300h

Example:
15 lectures 2x 15h = 30h plus
15 tutorials 2x 15h = 30h → 90h for independent studying, preparations, etc.

Bachelor of Science: 180 ECTS
Master of Science: 120 ECTS

ECTS = European Credit Transfer System (Bologna 1999)
Study Program ABCs

Can I find a list of modules, rooms, staff and lectures online?

Go to LSF (Lehre, Studium, Forschung/LSF), the OVGU online portal for teaching, study, research

✓ Course, study program overview
✓ Personal schedules
✓ Chairs
✓ Teachers (email, phone, location)
✓ Lectures, modules, CP
✓ Rooms at the OVGU
✓ Announcement of grades
✓ Grade transcript print outs
✓ Exam registration

https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y
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<td>19:00</td>
<td>Blockseminare:</td>
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<td>International Entrepreneurship (22889) 4 SWS, Bendig</td>
<td>17:00-18:30, mit. W.</td>
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<td>Negotiations in International Business (2274) 2 SWS, Wohlgemuth</td>
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<td>Secrets of Innovation in Multinational Companies (22038) 2 SWS, Krehl</td>
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<td>Scientific Project: Current Issues in Social and Sustainable Entrepreneurship Research (22227) 4 SWS, Siebold</td>
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<td>Data Mining (50610)</td>
<td>Business Forecasting (20005)</td>
<td>Introduction to Software Engineering for Engineers</td>
<td>Financial Engineering (50708)</td>
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<td>Project in FinTech and Blockchain Innovation (22228)</td>
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<td>13:00-15:00, M. 12:45-14:15, w. 15:30-17:00, M. 14:15-15:45, w. 18:00-20:00, M. 16:45-19:15</td>
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<tr>
<td>15:00</td>
<td>Data Mining (50610)</td>
<td>Database Concepts (50610)</td>
<td>Database Concepts (50610)</td>
<td>Data Mining (50610)</td>
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<td>15:00-17:00, M. 14:45-16:15, w. 17:30-19:00, M. 16:15-17:45, w. 20:00-21:30, M. 19:00-20:30</td>
<td>15:00-17:00, M. 14:45-16:15, w. 17:30-19:00, M. 16:15-17:45, w. 20:00-21:30, M. 19:00-20:30</td>
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<td>15:00-17:00, M. 14:45-16:15, w. 17:30-19:00, M. 16:15-17:45, w. 20:00-21:30, M. 19:00-20:30</td>
</tr>
<tr>
<td>17:00</td>
<td>Projektskript: Do employees benefit from lower corporate income taxes? Evidence on the incidence of the corporate income tax (22728)</td>
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<td>19:00</td>
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<td>21:00</td>
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</tbody>
</table>
Study Program ABCs

How to understand and read the schedule:

**ukw** = *ungerade Woche*/ odd week / 17. KW e.g. 20/04/20;
**gkw** = *Gerade Woche*/ even week / 18. KW e.g. 27/04/20
**wöch**=  *wöchentlich*/each week

*There are so many tutorials, should I attend them all? NO*
Please pick the one which best fits your schedule.
Tutorials will start 2\textsuperscript{nd} or 3\textsuperscript{rd} week after the begin of classes.

Please follow the instructions of the professor.
Study Program ABCs

Do I receive my schedule each semester from the ISP Office?
No, only for the 1st semester.

FWW Homepage:
http://www.fww.ovgu.de/fww/en/Teaching.html

ISP Homepage:
http://www.isp.ovgu.de/Documents+_+Forms.html

Note!
The postponing of courses into a higher semester is not recommended because of possible time conflicts with the higher semester schedules.
Study Program ABCs

OVGU’s Important Study Portals:

LSF Portal: *(schedules, lecturers, rooms,...)*  
https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y

My OVGU Portal: *(grades, etc.)*  

E-Learning Portal: *(registration to modules, literatures for classes, contact to lecturers,...)*  
https://elearning.ovgu.de/?lang=en

Instructions “How to use?”: isp homepage → Welcome hall + SIMP-SON  
(www.isp.ovgu.de)
Study and Examination Regulations
(SPO)
Master’s Documents & Regulations

Here you can find documents for the current offered master programs:
Financial Economics (FINEC),
International Management, Marketing and Entrepreneurship (IMME),
Operations Research and Business Analytics (ORBA),
Economics Policy Analysis (EPA).
Program overview, and structure of IMME and ORBA are different for students starting in the winter term (WS) or respectively in the summer term (SS).

Please note the following rule for presentation downloads and translations:
No guarantee taken for any mistakes or changes. The German version of the study documents is always legally binding. All study documents are available at the OVGU website:
http://www.bekanntmachungen.ovgu.de/HKC3N66A+TeilIV1_05+Studienordnungen-media_id-14-p-26.html

PLEASE STUDY OUR IMPORTANT: FACULTY INTRODUCTION LECTURE SS 2020 (FOR ALL STUDY PROGRAMS)

http://www.isp.ovgu.de/Study+Documents/Master.html
International Management, Marketing, Entrepreneurship

Academic Introduction from WS 2019/20

Module Handbooks
Class Schedules

Winter Semester:
Program Overview: WS 2019/20
Program Structure: WS 2019/20

Sommer Semester:
Program Overview: SS 2020
Program Structure: SS 2020

Enrollment - SPO 2019:
Studien- und Prüfungsordnung / Study and Exam Regulation, English
Enrollment - SPO 2018:
Studien- und Prüfungsordnung 04/2018 / Study and Exam Regulation, English
Enrollment - SPO 2017:
Studien- und Prüfungsordnung / Study and Exam Regulation, English

Further Documents:
Auswahlordnung / Selection Procedure IMME for all SPO’s

Expired study program: Management (MAN):
Module Handbook
Program Structure
Studienordnung / Study Regulations
Prüfungsordnung / Exam Regulations
Praktikumsordnung / Internship Regulations / Internship Application

SS 2020
Study Regulation (SPO 2019)

The regulations of the examinations and the study program are legally binding. There you will find:

- admission requirements, registration, withdrawal & process of exams, program structure, semester break, study abroad, degree requirements, module explanations, internship and thesis requirements, retake of exams, foreign language studies, etc.

- SPO 2019 (ORBA + IMME)
Examination Regulation (SPO)

Types of Examinations:

✓ Written examination (usually only final)
✓ Electronic examination
✓ Oral presentations
✓ Term paper, seminar paper, or other written paper
✓ Presentation
✓ Discussion
✓ Case studies
✓ Exercises etc.
<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 to 1.5</td>
<td>A, Very Good</td>
</tr>
<tr>
<td>1.6 to 2.5</td>
<td>B, Good</td>
</tr>
<tr>
<td>2.6 to 3.5</td>
<td>C, Satisfactory</td>
</tr>
<tr>
<td>3.6 to 4.0</td>
<td>D, Sufficient</td>
</tr>
<tr>
<td>5.0</td>
<td>F, Not Sufficient (failed)</td>
</tr>
</tbody>
</table>

**Can I retake an exam passed with 3.3? ** **NO**

**I failed an exam, is the retake 2 weeks later? ** **NO,** all retakes occur during the next exam period (ca. 6 months later).

**I received a 5.0 and it was my last compulsory exam try. May I retake the exam another time?** **NO,** only one retake is possible for compulsory modules from the master’s programs.

**All students received a bad grade for the exam. Does the lecturer change the grading?** **NO,** the grading procedure is determined before the beginning of the examination period as a strict rule.
Examination Regulation (SPO)

**Grade 5.0 = F = Not Sufficient (failed) for ....**

- any **fraudulent behavior** or disorderly interference: *cheating, plagiarism, talking during the exam* -> very strict, no excuses
- not taking part or missing the exam
- **Plagiarism** (very strict!)

No retake of already passed examinations will be possible.
Examination Regulation (SPO)

- For each **Exam** → Credit Points (ECTS) earned
  Durations: 60 min up to 5 credits and 120 min up to 10 credits

- Winter or summer term

- Two retakes of failed compulsory module examinations are allowed!

**Electives and Compulsory Electives?**
There is **no counting** of failed module examinations. Just chose another elective module and pass 😊
Examination Regulation (SPO)

I would like to take an exam at the end of the winter term. What do I have to do?

1. Go to the lectures and choose the subjects for examination.
2. Check out the examination and registration dates.
   http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office-p-7422.html#

   Registration written EXAM Registration: 04/05 - 17/05/2020

3. Register online for examinations @ LSF before 17/05/20:
   https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y

4. You would like to reduce the number of exams which you already registered?

   Withdrawal /cancelation until: 14/06/2020
Examination Regulation (SPO)

**Online Registration** for an exam. What do I need?

- **Activated OVGU student email account**:
  [https://wext.ovgu.de/selfservice/terminal/user_anm.php](https://wext.ovgu.de/selfservice/terminal/user_anm.php)

- **TAN numbers**:
  
  first list (20 TAN’s) you receive with the student OVGU card
  always keep 2 tan’s left over for booking a new list via LSF;
  cross used TAN’s for a better overview;
  order a new list of TANs before the examination registration
  starts, to make sure you keep enough.

**Advice:**

Please keep in mind that you need TAN’s for any personal action at
the LSF portal as changing addresses, names, etc.
HOW DO I REGISTER FOR EXAMS?

• Go the LSF: www.lsf.ovgu.de
• Log in
• Click on Administration for exam
• Click on Apply for exam
• Click on Accept
• Click on course of study
• Enter your TAN number
• Verify with yes!

You will receive a verification of all registrations you have done. Make sure that you register for every exam separately.

Strict deadline for exam registration: 17/05/20!
Exam Day Checklist:

- Passport & student ID must be presented at the entrance
- Mind the requirements on allowed aids (e.g. pocket calculators). Check the Examination Office homepage for aids allowed: http://www.fww.ovgu.de/fww/en/Faculty/Academic+Records+Office/Information/General+Information/about+the+Tests.html

- Sick on the examination day?
  See a doctor and bring a doctor’s certificate (the one from the faculty).
  Complaints on a later day regarding sickness on the exam day cannot be accepted

Submit the medical certificate (the one from the FEM and filled in from the doctor) for recognition to the Examination Office. (2-3 days)
Examination Regulation (SPO)

Results/ Grades of examinations are online:

http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office/Program_specific+Examination+Issues-p-3492.html

Exam Inspection:
start of the following semester (professor’s homepage, info boards)

Attention:
Any objection to the grading must be submitted in written form to the examiners.

SIMP-SON presentation “Examinations” online (isp.ovgu.de @ SIMP-SON section).
Service Points at OVGU
Service Points/ Map

- Campus Service Center  Building 01
- International Admission Office  Building 06 (intern. students)
- International Office  Building 18
- Studentenwerk  WH 7, behind the tennis courts
- Computer Lab/URZ  Building 26
- Library  Building 30
Service Points

Campus Service Center

Official print out of grade transcripts, application advice, changes of personal data, enrollment/ cancelling of enrollment, application of semester breaks, student ID cards, TANs, self-service terminals, certification of documents, form papers, special service points – International Office (study abroad counseling), Admission Office, etc.

Hours:
Monday-Thursday  9:00 – 17:00
Friday            9:00 - 14:00

Special in October:
Resident registration/Bürgerbüro,
Insurance + accommodation companies with special student offers

www.servicecenter.ovgu.de
Service Points

International Admission Office
http://www.uni-magdeburg.de/unimagdeburg/en/Education/Students/Students%E2%80%99+Office.html

Application, Enrollment, Study Change Advice

Ms. Ulrike Schmidt
Building 06, Room 009

Hours:
Monday, Tuesday, Thursday 10:00 – 12:00

International Office

Services:
foreigner law, visa, registration, scholarships; cooperation with German academic organizations: IKUS, MIPS, DAAD

Ms. Böhning
Building 18, Room 150
Service Points

University Library/ Uni-Bibo
Books, journals, study desk+ 60 cabins; 150 PCs with internet;
Building 30
Open:
Monday – Friday 08:00-23:00
Saturday 10:00-18:00

Computer Centre/ URZ
Student email account, print, copy service, scans, computers, diverse research software, internet
Building 26.1.
Open:
Monday - Friday 08:00-23:00
Saturday 10:00-18:00
Service Points

Sport Center/ Sportzentrum

Wide range of sport classes & seasonal courses: tennis, horse riding, surfing, skiing, dance, rowing, climbing, swimming, etc.

Registration starts: check the homepage for dates

www.spoz.ovgu.de
Service Points

Student Union

Studentenwerk Magdeburg

... Your partner in everything all around studies! The Studentenwerk Magdeburg will guide you through life on campus and at the study sites of Magdeburg. Whether it is dining in our canteens and cafeterias, a home in our student halls, advice & forms for financing your studies, help with stress and problems, promotion of student cultural projects or taking care of your children .... the Studentenwerk is there for you.

Service:
Dormitories, Counseling, Canteen, Cafeteria, Art Workshops, Day Care for families, Student Events, Bafög

http://www.studentenwerk-magdeburg.de/en/

SS 2020
Language Studies

Sprachenzentrum, Building 40
www.sprz.ovgu.de

DAF, German as a foreign language and much more (not included in the study program; fee will apply, ca. 80€ per semester)
Course Enrollment via Moodle

1. Go to home page of Language Center
2. Click on MOODLE

www.sprz.ovgu.de
Course Enrollment via Moodle

Option to change language

Enter username & password to get registered

Read FAQs first
Course Enrollment via Moodle

Registration with valid university account only/student email. Activate your account in time!

Register for: ............ (choose your class)

Registration: 30/03 from 9am - 20/04/2020
Classes start: 20/04/2020 – online teaching SS 2020

If you cannot attend the first lesson, contact the teacher prior to your course!

Contact: head of the department
Technical support: sprz-msupport@ovgu.de
German department: juliane.pomraenke@ovgu.de
I can not register because I am not enrolled yet, but classes will start tomorrow. What should I do?
Go to the first class and talk to the teacher.

What if the class is full?
Put your name on the waiting list, but only on one waiting list!

I can not attend the first class, because...
Write the teacher an email and explain your absence.

I don’t know which level I should register for.
Register for the one you think you belong and go to the first class. The teacher will advise you. The Language Center also offers a placement test.

In the master’s program language studies are not included: a student fee per semester will apply and credit points are not recognized for your master’s.
Study Abroad Stay

"Go Abroad for a semester"

Campus Service Center, Building 1
Initial counseling on Wednesdays
Ms. Sylvia Zabel, Anne Schulze

Ms. Grit Voigt FEM, ISP Office
General counseling @ FEM
Study Abroad Stay

Go (best): 3rd semester (master)

Worldwide, ERASMUS, Leonardo, or free mover
http://www.ovgu.de/International/Wege+ins+Ausland.html

International Office Contact:
Ms. Sylvia Zabel (study abroad)
Ms. Angela Wittkamp (internship)

Faculty’s Cooperation & Partner Universities:
https://ovgu.moveon4.de/publisher/1/deu

FEM Recognition of study abroad credit points:
✓ Mr. Dr. T. Richter; Email: toni.richter@ovgu.de
Student Organizations
Mentoring Program – SIMP-SON

Networking, social + academic assistance, study groups, events...

Coordination team:
Rufiz, Ian
Instagram: ispofficeovgu
Whatsapp: talk to Rufiz

Photo Exhibition;
Currently we are looking for pictures from ISP students

Topic:
“Magdeburg from the international perspective”

Send pics via email to: isp@ovgu.de

http://www.isp.ovgu.de/en/SIMP_SON.html
Faculty’s Student Organizations

Student Council of the Faculty

What?
Student assistance + events, evaluations, previous examinations, representation of students, etc.

More?
AIESEC, STORM, Studentischer Börsenverein, MARKET TEAM, SIFE, .... FINTEC, Enactus, Xplor e.V. (for ORBA students highly recommended), etc.
OVGU Assistance, Counseling, & Advice
Service Points

Career Service

Job Fair/
Firmenkontaktmesse in
October 2020

Career Service Center:
building 18, room 140

✔ Workshops
✔ Job, internship offers

https://www.ovgu.de/unimagdeburg/en/career.html
Service Points

Families

- Child care
- Family scholarship
- Welcome box
- Summer break
- Baby changing rooms
- Studying abroad with kids
- Family events

- Contact: Ms. Dr. D. Leske
- Email: Doreen.leske@ovgu.de
For talented students with very good grades and social, political engagement.

- Deutschlandstipendium
- Families
- Otto-von-Guericke
- DAAD and more

- Read the announcements, emails, ...
- Prove stated involvements

http://www.ovgu.de/stipendien.html
Student Counselling

http://www.uni-magdeburg.de/unimagdeburg/en/Study/Advice+and+support-p-46794.html

Psychosocial Student Counselling
Achtsamkeitskurse
Workshops

...... available in English and German 😊
Don’t forget!

SS 2020
Important deadlines and offices!

1. Registration to examinations: 04/05 - 17/05/20

2. FEM Examination Office: B 003, waiting area
   examination rules, dates, grades:
   http://www.fww.ovgu.de/fww/en/Faculty/Examination+Office.html

3. International Study Program Office/ ISP: advising for all students, all issues
   B 006 (www.isp.ovgu.de)

   Ask for help: The OVGU offers several counselling opportunities and workshops, in English and in German.
Keep in mind!

- Strict rule: Use student email to contact OvGU staff!!!!
- Check the OvGU student email account daily!!!!
- Keep your student account updated (address, phone, name).

maxi.mustermann@st.ovgu.de
Enjoy your masters' at the Faculty of Economics and Management!