



## Quick Guide for Economics & Management Students

### Attention: Dates and office hours can be subject to changes (COVID-19)

**ISP/ International Study Program Office:** building 22, part B, room 006

Social and academic counseling, etc. for all students of the English taught study programs; ERASMUS

Ms. Grit Voigt: Zoom meetings Tuesdays 2pm, Link @ [www.isp.ovgu.de](http://www.isp.ovgu.de) or email: [isp@ovgu.de](mailto:isp@ovgu.de)

**SIMP-SON:** ISP buddy program; [simpson.isp@ovgu.de](mailto:simpson.isp@ovgu.de) or on Instagram: ispoofficeovgu

**Examination Office/ Prüfungsamt:** building 22, part B, room 003-5

recognition of credit points of the previous (written application latest until 22/11) and current study programs; official transcript of records; exam organization and related issues; forms: sickness, examination etc.; personal study counseling German taught study programs

Head: Mr. Dr. T. Richter, Email: [toni.richter@ovgu.de](mailto:toni.richter@ovgu.de)

Assistants: Ms. Henze, Ms. Lenz: Email: [pruefungsamt@ovgu.de](mailto:pruefungsamt@ovgu.de)

**Campus Service Center:** building 1

certified grade transcripts; application advice; personal data change; enrollment procedure; student ID cards; TAN numbers and self service center; OVGU student counseling; city registration (semester start only), etc.; google office hours; email: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)

**International Office:** building 18, room 149/150 (digital registration required)

Consultation for visa, registration, DAAD, studies abroad, internships, Erasmus, and etc.

Ms. Behnert (exchange in-comings): [anne-katrin.behnert@ovgu.de](mailto:anne-katrin.behnert@ovgu.de)

Ms Böhning (international full time students): [eva.boehning@ovgu.de](mailto:eva.boehning@ovgu.de);

Ms Seela (exchange out-goings): [sylvia.zabel@ovgu.de](mailto:sylvia.zabel@ovgu.de)

<http://www.uni-magdeburg.de/unimagdeburg/en/International.html>

**Language Center/ Sprachenzentrum:** building 40

Registration: 19/10/20, 9 am; **be informed!** Students OVGU email account is required and places are taken very fast! <http://www.sprz.ovgu.de/sprz.html>

**Sport Center/ Sportzentrum:** sport classes + courses;

Registration: 22/10/20 Student OVGU email account is required!

<http://www.spoz.ovgu.de/spoz/en/home/Welcome+to+University+Sports+Centre+SPOZ.html>

**Schedules:** <http://www.fww.ovgu.de/fww/en/Teaching/Timetables.html>

**LSF:** <https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y>

**E-Learning portal:** <https://elearning.ovgu.de/> (password: FWW2021)

**Classes WS 2020/21:** 26/10 – 06/02/2021

**Holidays/breaks:** 24/12 – 01.01.2021, 06/01/2021

**Examination registration:** 09/11 – 22/11/2020 (*very strict date and no exceptions*)

**Withdrawal from examination:** until 03/01/2021

**Examinations:** 08/02 – 27/02/2021

**Seminar registration:** different - > check LSF, the professor's homepage