

30.09.2022

Introduction into the Study Organization MSc Economics



Welcome at Universität Hamburg!

You can find this presentation on our website

https://www.wiso.uni-hamburg.de/studienbuero-volkswirtschaftslehre/studiengaenge/master-econ/mscecon-start-studying-inhalt.html

or at the OpenOLAT-course of the Welcome Day:

https://www.openolat.uni-hamburg.de/auth/RepositoryEntry/117473504



Agenda

- 1. Academic Office Economics / Studienbüro Volkswirtschaftslehre
- 2. Course registration
- 3. Examinations and Regulations
- 4. Compensation for disadvantages
- 5. Questions



Program Director and Academic Office Economics

Prof. Dr. Andreas Lange Program Director

Email: andreas.lange@uni.hamburg.de

Vera Roth

Program coordinator and academic advisor

Email: vera.roth@uni-hamburg.de

Pamela Quade

Course and examination manager

Email: pamela.quade@uni-hamburg.de



Academic Office Economics

The Academic Office is responsible for the organization of your studies:

- We provide you with all program-specific information and services relating to your studies.
- Please contact us immediately, if you face some difficulties or problems. It is our job to help you.



Academic Office Economics

You find all important information on our website:

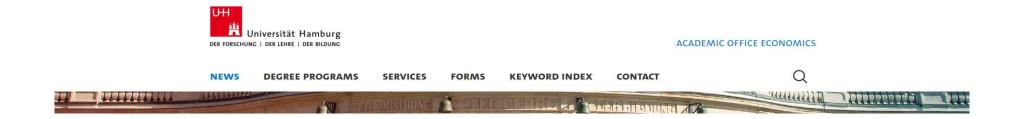
https://www.wiso.uni-hamburg.de/en/studienbuero-volkswirtschaftslehre.html





Tab "News"

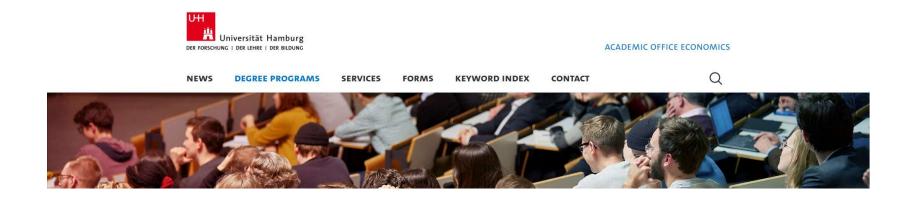
- Short term changed office hours
- Current events
- Registration periods





Tab "Degree programs"

 Information about the degree programs of the Department of Economics: profile, legal framework, contact persons etc.

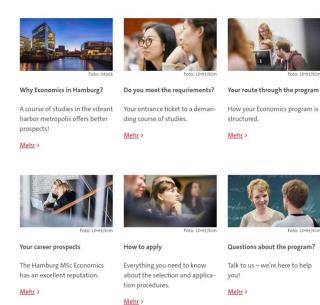




Main Page of MSc Economics

www.wiso.uni-hamburg.de/msc-econ

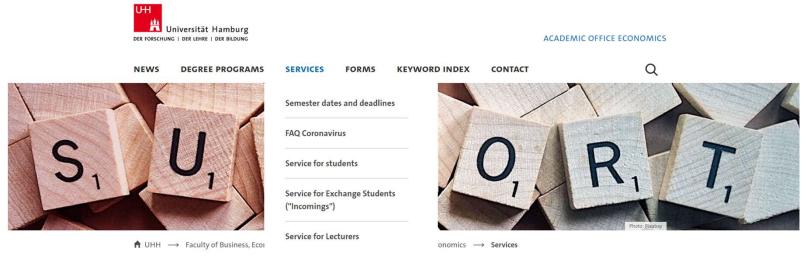






Tab "Services"

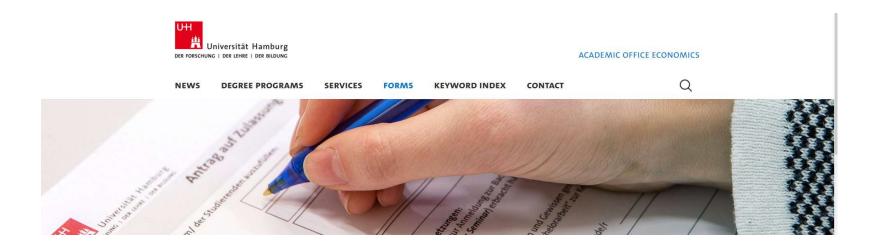
- Semester dates and deadlines
- Service for students: final thesis, recognition, forms etc.





Tab "Forms"

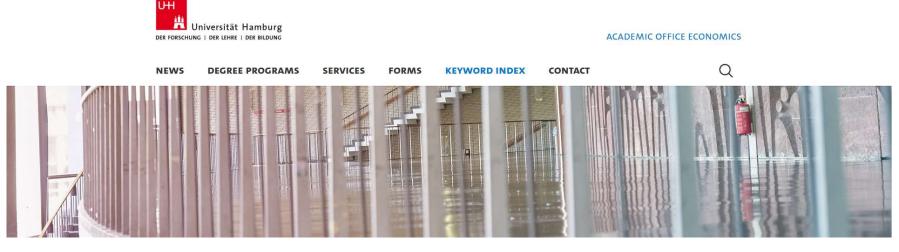
Important forms and handouts for the different degree programs





Tab "Keyword index"

- Important information about study related issues
- If you miss a keyword, please get in contact with us





Tab "Contact "

• Information about office hours and responsibilities





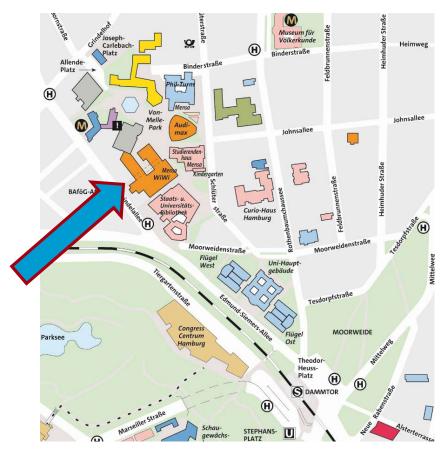
Contact

We are pleased to meet you in person in the Academic Office Economics.

Our address:

Von-Melle-Park 5 Entrance C – Groundfloor 20146 Hamburg

You are welcome to call us outside the office hours.





There are three contact points in the Academic Office:

- 1. Service Point
- 2. Course and examination manager
- 3. Program coordinator and academic advisor



Servicepoint

- It is your first port of call regarding questions related to minor organizational questions and dates and deadlines.
- It points you to the correct contact person during the office hours.



Office hours of the Servicepoint:

Monday and Wednesday to Friday: 11:00 am - 1:00 pm

Tuesday: 11:00 am - 3:00 pm

Please note: Office hours of the <u>team MSc Economics</u> differ from these times.



Course and examination manager

The course and examination manager is responsible for the correctness of your **STINE account**.

Please contact your examination manager,

- if grades in your STiNE account are missing.
- in case of problems with the registration or de-registration of courses and exams.
- if your sick note does not appear in STiNE.



Program coordinator and academic advisor

The program coordinator and academic advisor is responsible for the **coordination of your study**. Please ask your coordinator if you have questions about

- the organization of your studies.
- the recognition of grades from other universities.
- hardship applications and compensation for disadvantages.



Office hours of the team MSc Economics:

Tuesday: 1:00 pm - 3:00 pm

Thursday: 11:00 am - 1:00 pm

You can call us outside the office hours!



Please do not hesitate to contact us during our office hours. It is important to us to help you with your questions and upcoming problems.

If you contact us on time, we will be able to react appropriately and find a solution for your problem.

Please make use of our assistance!



Communication with the Academic Office Economics

- Please check your student uni-email address ("first name.last name@studium.uni-hamburg.de") regularly.
- You should also forward the system messages from STiNE to your private email address or check them regularly (see "<u>To-dos for new students</u>").
- If you want to contact us, please also use your student uni-email address and mention your student ID.



Responsibilities: Academic Office – Campus Center

Academic Office

- Individual, program related advice on your studies
- STiNE account, transcript of records
- Module and exam registration
- Certificates and attestations
- Graduation documents

CampusCenter

- Responsible for all students
- Issues semester documents
- Changes of address and contact details
- Part time study and academic leaves
- Enrollment and withdrawal



Counseling services Campus Center

The Campus Center offers a variety of counseling opportunities: https://www.uni-hamburg.de/en/campuscenter/beratung/beratungsangebote.html

- The Center for Academic Advising advises secondary-school, prospective and enrolled students on all matters related to studying at Universität Hamburg.
- Students with problems in their academic or personal lives which are negatively affecting their ability to learn, work, write, speak or take exams, or students struggling with loneliness, depression and anxiety can turn to our psychological counselling services.
- The **supplementary seminars** are based on the needs of students and arise from the day-to-day work of the Center for Academic Advising and Psychological Counselling.



Counseling services Campus Center

- Hilfe und Orientierung für psychisch erkrankte Studierende (HOPES): Support for students with psychological disorders
- The **Office of Affairs for Students with Disabilities or Chronic Diseases** can advice and support you in all matters related to preparing to study, applying and studying.
- The Lecture series: querab Rückenwind für Ihr Studium provides information on various topics such as dealing with stress, text anxiety, effective studying and more.



Counseling services Studierendenwerk

The Studierendenwerk Hamburg offers various counseling services: https://www.stwhh.de/en/our-counselling-services

- BeSt: Counselling for study financing
- BeWo: Counselling centre for accommodation
- BeSi: Counselling centre for social and international affairs
- Counselling for international students, students with disabilities and students with a child
- External counselling servies



Further counseling services

The AStA of Universität Hamburg is the general student committee: https://www.asta-uhh.de/0-kontakt/2-was-ist-der-asta.html [German only]

- Once a year, the student parliament is elected by students, and constitutes the general student committee (AStA).
- It is the direct contact for students towards politics, administration, the public and the city.
- The AStA offers support for all students with problems in everyday university life and a comprehensive range of counseling services on student issues.



Coronavirus

Universität Hamburg publishes up-to-date information about the virus' impacts on the university in the <u>newsroom "Corona Virus FAQ</u>". The general situation may change anytime and this may have impacts on previous decisions, as well.

Please check not only the website of the Universität Hamburg, but also check your STiNE account and your uni-email address account for updated information.



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Course and exam registration

- Course and exam registration via STiNE is mandatory.
- Registration and de-registration is only possible during the registration periods.
- Please go to "<u>Semester dates and deadlines</u>" on our website for information on current registration periods.



Semester dates and deadlines

↑ UHH → Faculty of Business, Economics and Social Sciences → Academic Office Economics → Services → Semester dates and deadlines

SEMESTER DATES AND DEADLINES

Registering for and withdrawing from courses, seminars, and examinations

Semester dates and deadlines	
semester dates and dedamies	
FAQ Coronavirus	
Service for students	
Service for Exchange Students ("Incomings")	
Service for Lecturers	



Semester dates and deadlines



FAKULTÄT FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN

<u>Dates and deadlines of the Department of Economics</u> Winter term 22/23

Bachelor's and Master's degree programs

Thu, 1 Sep 2022, 9:00 am to Thu, 22 Sep 2022, 1:00 pm Registration for modules and courses of the 3rd and 5th semester (bachelor's and master's degree programs) as well as seminars in BSC Economics via STINE

Tue, 4 Oct 2022, 9:00 am to Thu, 6 Oct 2022, 1:00 pm

Late registration period via STINE

Mon, 10 Oct 2022, 9:00 am to Thu, 13 Oct 2022, 4:00 pm

Registration for modules and courses of the 1st semester via STINE

Mon, 17 Oct 2022, 9:00 am to Thu, 27 Oct 2022, 1:00 pm Changes and corrections period for modules and courses via STiNE (only leftover spots available)

Mon, 17 Oct 2022

First day of lectures

Sat, 4 Feb 2023

Last day of lectures

Mon, 6 Feb 2023 to Fri, 17 Feb 2023

First period of examinations

Fri, 10 Mar 2023

Publication date of the results for the first period of examinations

Mon, 20 Mar 2023 to Fri, 31 Mar 2023

Second period of examinations

Tue, 2 May 2023

Publication date of the results for the second period of examinations

- The important dates get published every semester.
- Deadlines are binding and registration or withdrawal outside the deadlines is only allowed in exceptional cases.
- In case of login problems, please contact the RRZ-ServiceDesk
- Please note that these dates are only valid for the exams and classes of the department of economics.



Registration periods (for first-semester students)

- Registration period for first-semester students:
 - Pending registration until the end of the registration period.
 - Time of registration within the registration period has no effect on the place allocation.
- Changes and corrections period (remaining place allocation):
 - Allocation on a first-come, first-serve principle.

It is strongly recommended to use the registration period for first-semester students, as students of MSc Economics have guaranteed places for the Compulsory Modules.



Registration periods (for students of higher subject semester)

- General registration period:
 - Pending registration until the end of the registration period.
 - Time of registration within the registration period has no effect on the place allocation.
- Late registration period (remaining place allocation)
- Changes and corrections period (remaining place allocation):
 - Allocation on a first-come, first-serve principle.

It is strongly recommended to use the general registration period, as students of MSc Economics have guaranteed places for Elective Modules.



Curriculum

	1st Semester	2nd Semester	3rd Semester	4th Semester
	Compulsory modules:			
Module	Advanced Microeconomics			
	10 credit points 5 contact hours per week	5 Elective modules	5 Elective modules	Master Thesis
	Advanced Macroeconomics	6 credit points each	6 credit points each	30 credit points
	10 credit points 5 contact hours per week	3 contact hours per week	3 contact hours per week	so credit points
	Advanced Econometrics 10 credit points 5 contact hours per week	each Free choice from the courses offered	each Free choice from the courses offered	6 months writing period
Σ	30 credit points	30 credit points	30 credit points	30 credit points



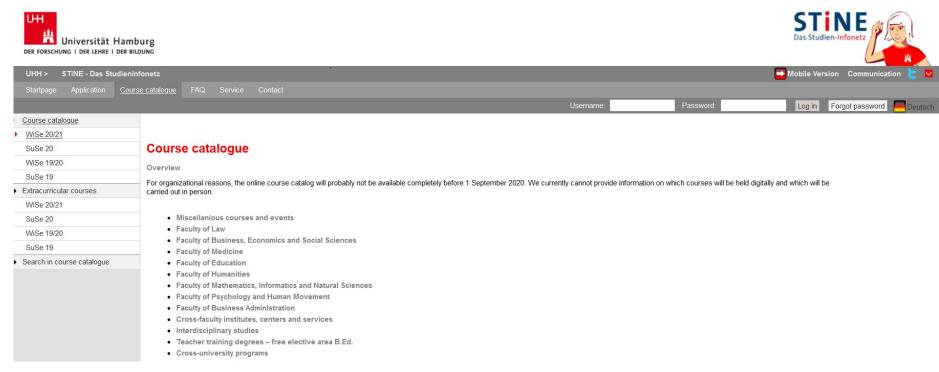
Before registration: Course catalogue

Overview of all courses of the semester and information on

- Course schedules
- Rooms or online-meeting login data
- Contents and prerequisites
- Exam dates



Before registration: Course catalogue



30.09.2022



Before registration: Course catalogue

Publication one month before the first registration period:

- For winter semesters on 1 August
- For summer semesters on 1 February

How to find Econ courses:

Overview > Faculty of Business, Economic and Social Sciences > Department of Economics > B. Master's programs > I. Economics (M.Sc.)



How to register for classes and exams?

- Via STiNE
- You need
 - your STiNE ID,
 - your password and
 - your iTAN list for confirming your registration.
- New iTAN lists can be generated in the iTAN manager (see p. 52). If you lost your iTAN list, please contact the RRZ-ServiceDesk.

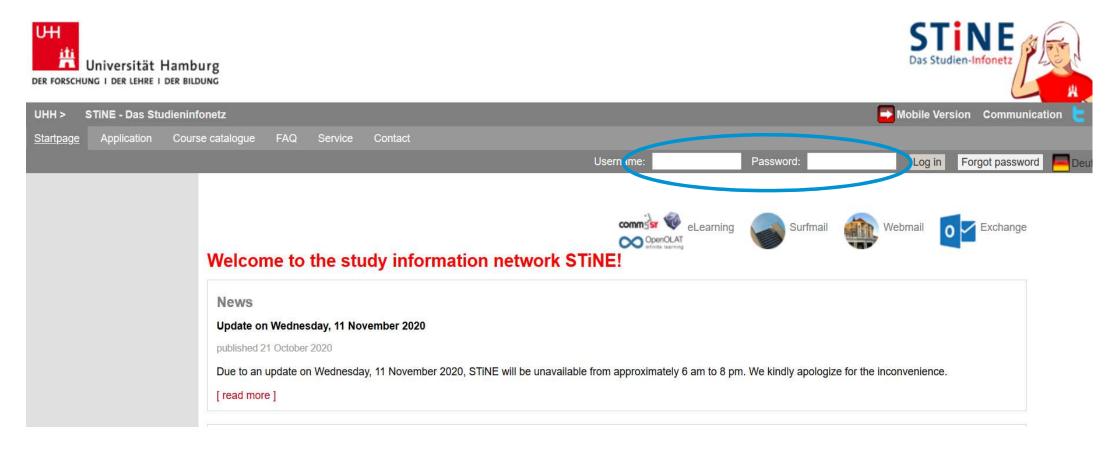


How to register for classes and exams

Please have a look at the <u>STiNE-Manual</u> by Academic Office Economics to register for classes and exams. In general you have to

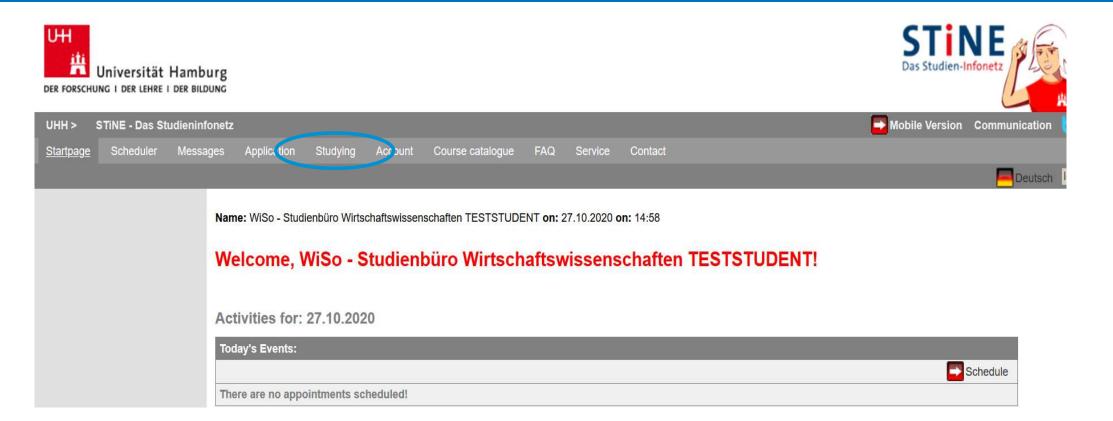
- 1. register for a module,
- 2. register for its' course,
- 3. register for its' exam and
- 4. authenticate your exam date with an iTAN.



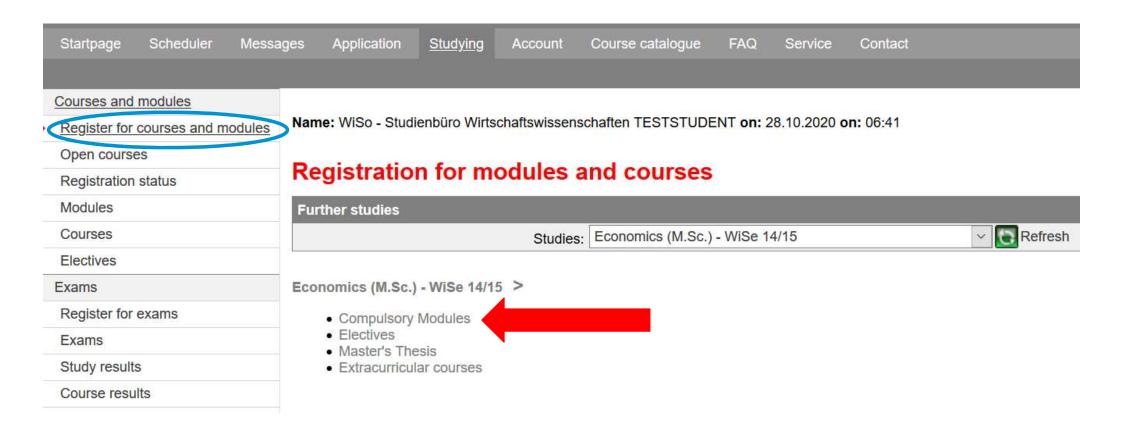




FAKULTÄT FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN









Registration for modules and courses



Economics (M.Sc.) - WiSe 14/15 > Compulsory Modules

Allgemeine Hinweise:

Please note that registration to the compulsory courses "Advanced Microeconomics", "Advanced Macroeconomics" and "Advanced Econometrics" is possible during the registration period for the first semester at the earliest: 26 October 2020, 9 am, until 1 November 2020, 23:59.





Module registration

		Next
No.	22-3.PM1	
Name	Advanced Microeconomics	
Studies	Economics (M.Sc.) - WiSe 14/15	
No.	Name	
22-3.PM1	Advanced Microeconomics	



Module registration

Note:

Please check the registration data below. Confirm to register.

No.	22-3.PM1		
Name	Advanced Microeconomics		
Studies	Economics (M.Sc.) - WiSe 14/15		
No.	Name	Exam (Weighting)	Date
22-3.PM1	Advanced Microeconomics		

Confirm Submit



Name: WiSo - Studienbüro Wirtschaftswissenschaften TESTSTUDENT on: 27.10.2020 on: 14:58

Module registration

Note:

Your registration has been successful.

		Desistant for accordant designs of finish	Paralla to investigator time
		Register for associated course offering	Back to registration
No.	22-3.PM1		
Name	Advanced Microeconomics		
Studies	Economics (M.Sc.) - WiSe 14/15		
No.	Name	Exam (Weighting)	Date
22-3.PM1	Advanced Microeconomics		3



Name: WiSo - Studienbüro Wirtschaftswissenschaften TESTSTUDENT on: 27.10.2020 on: 14:58

Registration for modules and courses

Course offering		
Instructors Time period Registration group Location	Reg. deadl. Max. Reg.part.	
22-3.PM1 Advanced Microeconomics (WiSe 20/21) N.N.	01.11.2020	ancel
22-3.pm1 Individual Decisions, Games and Markets (Exams: Written examination)		
22-30.010 Individual Decisions, Games and Markets Prof. Dr. Gerd Mühlheußer Th, 5. Nov. 2020 [09:00] - Th, 18. Feb. 2021 [12:00]	02.11.2020 45 24	egister



Note: You can only register for the selected course in combination with the courses and/or small groups below.

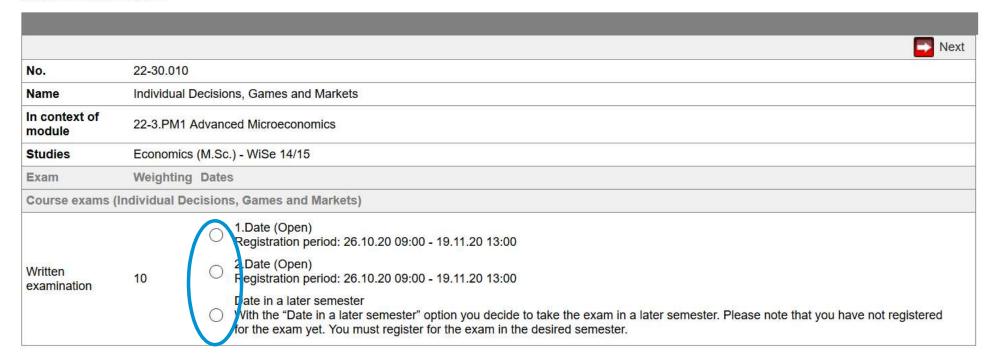
You can either select a preference in combo boxes or you can select one of several radio buttons.

			Nex
No.	22-30.010		
Name	Individual Decisions, Games and Markets		
In context of module	22-3.PM1 Advanced Microeconomics		
Studies	Economics (M.Sc.) - WiSe 14/15		
No.	Name Time period	Max. Reg.part. Prio. (1 2 3 4)	Small group priority
22-30.010	Individual Decisions, Games and Markets Th, 5. Nov. 2020 [09:00] - Th, 18. Feb. 2021 [12:00]	45 24	
	Individual Decisions, Comes and Markets	45 48	
	Individual Decisions, Games and Markets Fri, 6. Nov. 2020 [08:00] - Fri, 19. Feb. 2021 [10:00]	15 0 0 0	No preference ~



Note:

Please select exam dates.





Note:

Please check the registration data below. Confirm to register.

No.	22-30.010				
Name	Individual Decisions, Games and Markets				
In context of module	22-3.PM1 Advanced Microeconomics				
Studies	Economics (M.Sc.) - WiSe 14/15				
No.	Name Time period	Max. Reg.part. Prio. (1 2 3 4)	Small group priority	Exam (Weighting)	Date
22-30.010	Individual Decisions, Games and Markets Th, 5. Nov. 2020 [09:00] - Th, 18. Feb. 2021 [12:00]	45 -		Written examination (10)	1.Date (Open)
	Individual Decisions, Games and Markets Fri, 6. Nov. 2020 [08:00] - Fri, 19. Feb. 2021 [10:00]	45 24 15 0 0 0	1		





iTAN List

Index	iTAN	
1	757747	
2	452327	
3	322751	
4	550926	

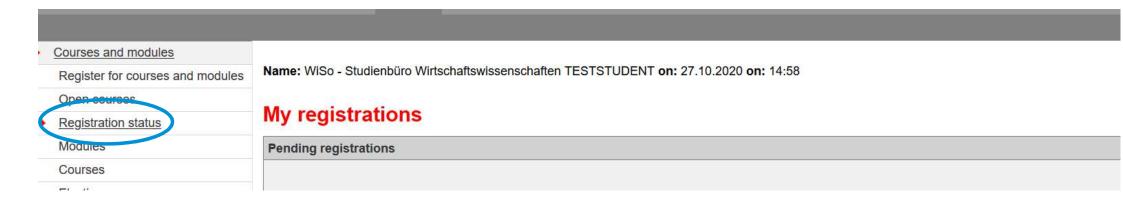


Note:

Your registration has been successful.

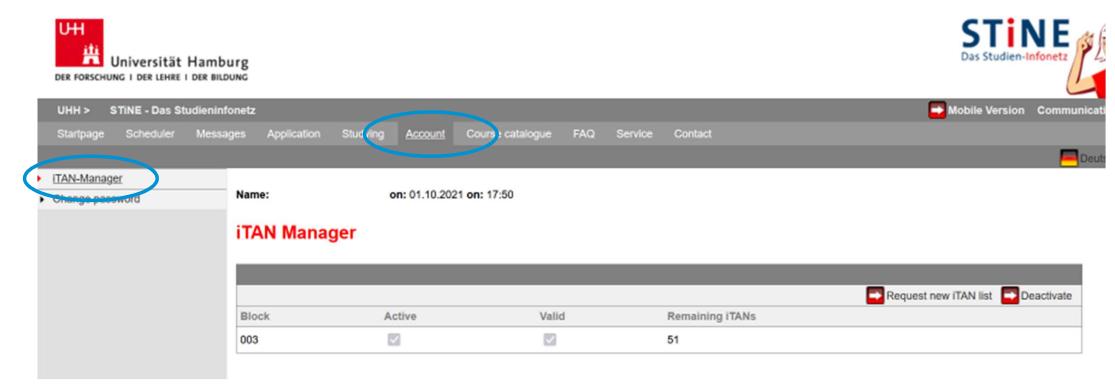
				□ B	ack to registration
No.	22-30.010				
Name	Individual Decisions, Games and Markets				
In context of module	22-3.PM1 Advanced Microeconomics				
Studies	Economics (M.Sc.) - WiSe 14/15				
No.	Name Time period	Max. Reg.part. Prio. (1 2 3 4)	Small group priority	Exam (Weighting)	Date
22-30.010	Individual Decisions, Games and Markets Th, 5. Nov. 2020 [09:00] - Th, 18. Feb. 2021 [12:00]	45 -		Written examination (10)	1.Date (Open)
	Individual Decisions, Games and Markets Fri, 6. Nov. 2020 [08:00] - Fri, 19. Feb. 2021 [10:00]	45 25 16 0 0 0	1		







iTAN Manager





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- 1. Academic Office Economics / Studienbüro Volkswirtschaftslehre
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- 3. Examinations and Regulations
 - 3.1 Exams
 - 3.2 Registration
 - 3.3 Being ill at the day of an exam



Exams

- You have three attempts to pass an exam (except the master's thesis).
- You have to register for exams via STiNE.
- You are not allowed to take exams without registration.
- You cannot re-take exams you have already passed.
- If you have been registered for an exam and stayed absent without a medical certificate, you will get a failing grade.



Registration

- You register for exams together with the registration of courses.
- For written exams, you can choose between two dates for each semester: one after the end of the lecture period and one before the start of the next lecture period.
- If you fail the first examination attempt, you have to register for the second attempt by yourself.
- Please note: If you choose the second date for the first examination attempt and fail, then the next possible date for the second attempt is not until a year later.



Exam de-registration

- You can de-register from written exams until seven days before the date of the exam via STiNE.
- This does not apply for presentations and term papers! Please use the registration periods for de-registering from courses where presentations/term papers are required.
- If you are registered for an exam and stay absent (or do not hand in your paper on time) without a medical certificate, you will get a failing grade.



Being ill at the date of an exam

You need

- an unqualified medical certificate stating that you are not fit for work (Arbeitsunfähigkeitsbescheinigung) and
- fill out form: "Proof of Inability to Take Examinations" Form (Written or oral examination)
- Both must be submitted to your course and examination manager within seven days of being issued by a doctor (including holidays and weekends). Please keep yourself informed about current changes at the website of the Academic Office Economics.



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Compensation for disadvantages

Compensation for disadvantages ...

- ...is addressed to students with disabilities or chronic diseases (for example mental disorders, motoric, auditive, visual or speech impairments).
- ...is intended to implement appropriate measures in order to compensate impairments during exams.
- Please contact your academic advisor who gives you an overview about the application process.



Start @ UHH - informations for students with disabilities

- 13 October 2022, 6:00 pm − 7:00 pm: Individual adaptations of course and examination conditions for students with disabilities (compensation for disadvantages) [german only]
- 20 October 2022, 6:00 pm 7:00 pm: Study financing (BeSI) tips for students with disabilities [german only]
- 27 October 2022, 6:00 pm 7:00 pm: Do I say something... and if so to whom? Dealing with your own impairment in your studies [german only]

A registration is not required, you can join the webinar directly via the link on the website: www.uni-hamburg.de/studieren-mit-behinderung/ueber-uns/veranstaltungen.html



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Further Questions?

The team MSc Economics at the Academic Office Economics will be happy to assist you:

Vera Roth (program coordinator and academic advisor)

Tel: +49 40 42838-7450

Email: vera.roth@uni-hamburg.de

Pamela Quade (course and examination manager)

Tel: +49 40 42838-5617

Email: pamela.quade@uni-hamburg.de