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/url/RepositoryEntry/117473504?guest=true&lang=de
Agenda

1. Academic Office Economics
2. Course registration
3. Examinations and regulations
4. Compensation for disadvantages
5. Questions
Program Director and Academic Office Economics

Prof. Dr. Olaf Posch
Program Director
Email: olaf.posch@uni.hamburg.de

Vera Roth
Program Coordination and Subject Advising
Email: vera.roth@uni-hamburg.de

Pamela Quade
Course and Examination Management
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“

- Service for students: final thesis, recognition, forms etc.
- Semester dates and deadlines
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 Coordination and Subject Advising
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 team MSc Economics differ from these times.
Course and Examination Management

The Course and Examination Manager is responsible for the correctness of your STiNE account.

Please contact your Course and 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 Coordination and Subject Advising

The Program Coordinator and Subject 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 in time, we will be able to react appropriately and find a solution for your problem.

Please make use of our assistance!
E-Mail for students

- Use your student e-mail box to communicate with all employees of the university.
- Check your e-mail box regularly.
- The Regional Computing Center has published info on the use of the e-mail box.
- Please also always mention your student ID number when making enquiries.
Responsibilities: Academic Office – Campus Center

Academic Office
- Individual, program related advice on your studies
- STiNE account, transcript of records
- Module and exam registration
- Sick note for examinations
- Certifications
- Graduation documents

Campus Center
- Responsible for all students
- Semester documents and contribution, public transport pass
- Changes of address and contact details
- Part time study and academic leaves
- Enrollment and withdrawal
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 for students with disabilities 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, test 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 services
The Career Center helps you in preparing and shaping your career entry: https://www.uni-hamburg.de/en/career-center.html

- The offer supports you in broadening your perspectives, making your potential more visible, applying networking as a principle and developing methodological and organizational skills.
- Services are Consultation, Events and Workshops, Cooperations and the Mentoring-Program
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.
First Semester Information

Universität Hamburg offers an overview over all relevant information for new students: https://www.uni-hamburg.de/en/campuscenter/studienorganisation/erstsemester.html

- General events before your studies begin
- Checklist
- Important documents
- Getting set up digitally
- Accommodation, finances, and leisure time
Agenda

1. Academic Office Economics
2. Course registration
3. Examinations and regulations
4. Compensation for disadvantages
5. Questions
## Curriculum

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<thead>
<tr>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>3rd Semester</th>
<th>4th Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Compulsory modules:</strong></td>
<td><strong>5 Elective modules</strong></td>
<td><strong>5 Elective modules</strong></td>
<td><strong>Master Thesis</strong></td>
</tr>
<tr>
<td>Advanced Microeconomics</td>
<td>10 credit points</td>
<td>6 credit points each</td>
<td>30 credit points</td>
</tr>
<tr>
<td>5 contact hours per week</td>
<td></td>
<td>3 contact hours per week each</td>
<td></td>
</tr>
<tr>
<td>Advanced Macroeconomics</td>
<td></td>
<td></td>
<td>6 months writing period</td>
</tr>
<tr>
<td>10 credit points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 contact hours per week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Econometrics</td>
<td>Free choice from the courses offered</td>
<td>Free choice from the courses offered</td>
<td></td>
</tr>
<tr>
<td>10 credit points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 contact hours per week</td>
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</tr>
<tr>
<td><strong>∑</strong></td>
<td>30 credit points</td>
<td>30 credit points</td>
<td>30 credit points</td>
</tr>
</tbody>
</table>
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 „Semester dates and deadlines“ on our website for information on current registration periods.
Semester dates and deadlines

- 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 ServiceDesk of the Regional Computing Center.
- 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 in 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 in Elective Modules.
Before registration: Course catalogue

The course catalogue is an 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

Course catalogue

Overview > Faculty of Business, Economics and Social Sciences > Department of Economics > B. Master's programs
- I. Economics (MSc)
- II. Politics, Economics and Philosophy (MSc)
Before registration: Course catalogue

How to find courses of MSc Economics:
Overview > Faculty of Business, Economic and Social Sciences > Department of Economics > B. Master‘s programs > I. Economics (M.Sc.)

Publication one month before the first registration period:
- For winter semesters on 1 August
- For summer semesters on 1 February
How to register for courses 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. 54). If you lost your iTAN list, please contact the ServiceDesk of the Regional Computing Center.
How to register for courses 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.
Welcome to the study information network STiNE!

News
Update on Wednesday, 11 November 2020
published 21 October 2020
Due to an update on Wednesday, 11 November 2020, STiNE will be unavailable from approximately 6 am to 8 pm. We kindly apologize for the inconvenience.
[ read more ]
Welcome, WiSo - Studienbüro Wirtschaftswissenschaften TESTSTUDENT!

Activities for: 27.10.2020

Today's Events:

There are no appointments scheduled!
Registration for modules and courses

<table>
<thead>
<tr>
<th>Courses and modules</th>
<th>Further studies</th>
<th>Economics (M.Sc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open courses</td>
<td>Studies:</td>
<td></td>
</tr>
<tr>
<td>Registration status</td>
<td>Economics (M.Sc.)</td>
<td></td>
</tr>
<tr>
<td>Modules</td>
<td>Modules:</td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>Electives:</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>Master's Thesis:</td>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td>Extracurricular courses:</td>
<td></td>
</tr>
</tbody>
</table>

- Compulsory Modules
- Electives
- Master's Thesis
- Extracurricular courses
Registration for modules and courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Instructor</th>
<th>Time Period</th>
<th>Registration Group</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-3.PM1</td>
<td>Advanced Microeconomics (WiSe 20/21)</td>
<td>N.N.</td>
<td>01.11.2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-3.pm1</td>
<td>Individual Decisions, Games and Markets (Exams: Written examination)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-30.010</td>
<td>Individual Decisions, Games and Markets</td>
<td>Prof. Dr. Gerd Mühlheußer</td>
<td>02.11.2020</td>
<td>48</td>
<td>25</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-3.PM1</td>
<td>Advanced Microeconomics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studies</th>
<th>Economics (M.Sc.) - WiSe 14/15</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-3.PM1</td>
<td>Advanced Microeconomics</td>
</tr>
</tbody>
</table>
# Module registration

**Note:** Please check the registration data below. Confirm to register.

<table>
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</tr>
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<tbody>
<tr>
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<tbody>
<tr>
<td>22-3.PM1</td>
<td>Advanced Microeconomics</td>
</tr>
</tbody>
</table>

[Submit]

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29.09.2023

MSc Economics I Study Organization 2023
Name: WiSo - Studienbüro Wirtschaftswissenschaften TESTSTUDENT on: 27.10.2020 on: 14:58

Module registration

Note:
Your registration has been successful.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-3.PM1</td>
<td>Advanced Microeconomics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studies</th>
<th>Exam (Weighting)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics (M.Sc.) - WiSe 14/15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Register for associated course offerings  Back to registration

29.09.2023 MSc Economics I Study Organization 2023 47
### Registration for modules and courses

<table>
<thead>
<tr>
<th>Course offering</th>
<th>Instructors</th>
<th>Time period</th>
<th>Registration group</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>22-3. PM1 Advanced Microeconomics (WiSe 20/21)</strong></td>
<td>N.N.</td>
<td>01.11.2020</td>
<td></td>
<td>[×] Cancel</td>
</tr>
<tr>
<td>22-3. pm1 Individual Decisions, Games and Markets</td>
<td>Prof. Dr. Gerd Mühleußer</td>
<td>02.11.2020</td>
<td>[Register]</td>
<td></td>
</tr>
<tr>
<td>(Exams: Written examination)</td>
<td></td>
<td>45</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td><strong>22-30.010 Individual Decisions, Games and Markets</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## Course registration

**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.

### Course Details

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Time period</th>
<th>Max.</th>
<th>Reg.part.</th>
<th>Prio. (1</th>
<th>2</th>
<th>3</th>
<th>4)</th>
<th>Small group priority</th>
</tr>
</thead>
</table>
# Course registration

**Note:**
Please select exam dates.

<table>
<thead>
<tr>
<th>No.</th>
<th>22-30.010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Individual Decisions, Games and Markets</td>
</tr>
<tr>
<td>In context of module</td>
<td>22-3 PM1 Advanced Microeconomics</td>
</tr>
<tr>
<td>Studies</td>
<td>Economics (M.Sc.) - WiSe 14/15</td>
</tr>
</tbody>
</table>

### Exam

<table>
<thead>
<tr>
<th>Course exams (Individual Decisions, Games and Markets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written examination</td>
</tr>
</tbody>
</table>

- **Date (Open)**
  - Registration period: 26.10.20 09:00 - 19.11.20 13:00

- **Date (Open)**
  - Registration period: 26.10.20 09:00 - 19.11.20 13:00

- **Date in a later semester**

- **With the “Date in a later semester” option you decide to take the exam in a later semester. Please note that you have not registered for the exam yet. You must register for the exam in the desired semester.**
Course registration

Note:
Please check the registration data below. Confirm to register.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>In context of module</th>
<th>Studies</th>
<th>Max.</th>
<th>Reg. part. Prio.</th>
<th>Small group priority</th>
<th>Exam (Weighting)</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
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<td>Economics (M.Sc.) - WiSe 14/15</td>
<td>45</td>
<td>1</td>
<td>1</td>
<td>Written examination (10)</td>
<td>1 Date (Open)</td>
</tr>
</tbody>
</table>

Confirm

Please enter from your ITAN list the ITAN with the following number: 22
### iTAN List

<table>
<thead>
<tr>
<th>Index</th>
<th>iTAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>757747</td>
</tr>
<tr>
<td>2</td>
<td>452327</td>
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<tr>
<td>3</td>
<td>322751</td>
</tr>
<tr>
<td>4</td>
<td>550926</td>
</tr>
</tbody>
</table>
Course registration

Note:
Your registration has been successful.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>In context of module</th>
<th>Studies</th>
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<tr>
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<th>Name</th>
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<th>Max.</th>
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<th>2</th>
<th>3</th>
<th>4)</th>
<th>Small group priority</th>
<th>Exam (Weighting)</th>
<th>Date</th>
</tr>
</thead>
</table>
iTAN Manager
Agenda

1. Academic Office Economics
2. Course registration
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.
- In some course, prerequisite for an exam are contributions sufficient in quantity and quality.
- 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 second attempt takes place only one year later.
Exam de-registration

- You can de-register from written exams until **72 hours** before the date of the exam in 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.
Regular Period of Study

- The regular period of study is four semesters.
- Students who have exceeded the regular period of study are invited to meet with the Program Coordinator within two semesters after the end of the regular period of study.
- Students who do not meet with the Program Coordinator will be withdrawn as a student.
- These rules are not currently implemented.
Agenda

1. 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 Program Coordinator who gives you an overview about the application process.
Compensation for disadvantages

- You can apply for the compensation of disadvantages.
- You need a letter of recommendation by the Office for students with disabilities.
- Please submit your application and the letter of recommendation by e-mail to the Program Coordinator responsible for you.
- Deadlines: 31 May (summer semester) and 15 December (winter semester).
- The Chair of the examinations board decides on your application.
Office for students with disabilities

Individual adjustments to study and examination conditions:

- 23 October 2023, 6:00 pm – 7:00 pm: Tips and information regarding compensating for disabilities [german only]

- 13 November 2023, 6:00 pm – 7:00 pm: Tips and information regarding compensating for disabilities [repetition, german only]

- A registration is not required, you can join the webinar directly via the link on the website.
Agenda

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

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

Vera Roth (Program Coordinator and Subject 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