



29.09.2023

# 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.unihamburg.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

29.09.2023

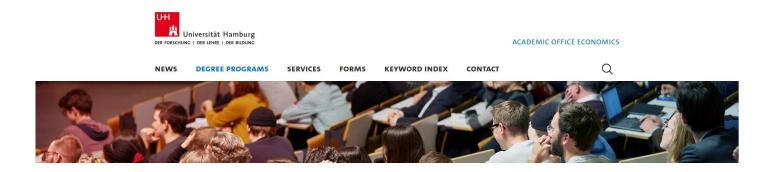
Registration periods





## Tab "Degree programs"

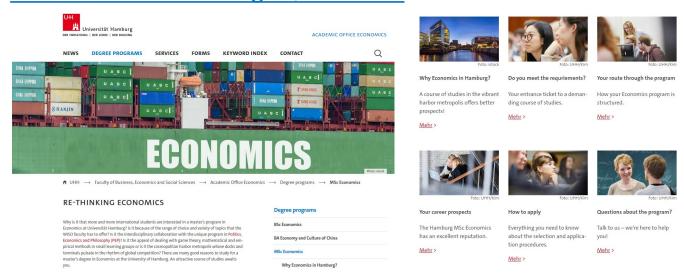
• Information about the degree programs of the Department of Economics: profile, legal framework, contact persons etc.





## **Main Page of MSc Economics**

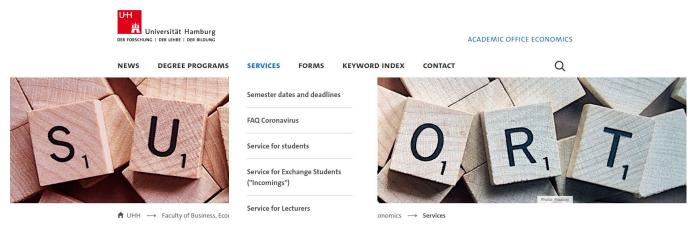
#### www.wiso.uni-hamburg.de/msc-econ





## Tab "Services"

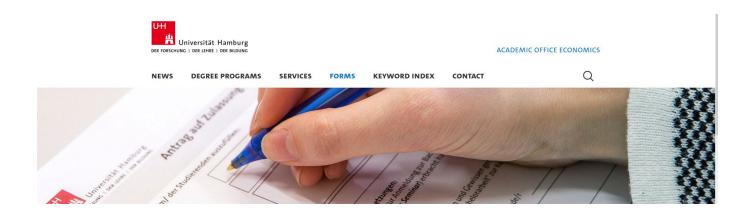
- Service for students: final thesis, recognition, forms etc.
- Semester dates and deadlines





## Tab "Forms"

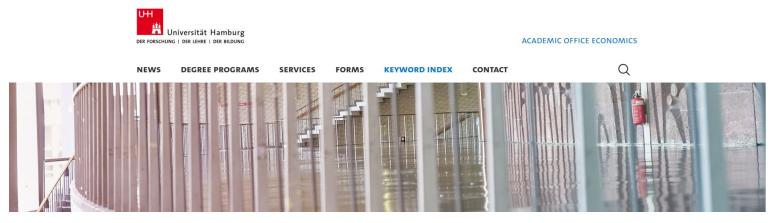
Important forms and handouts for the different degree programs





## Tab "Keyword index"

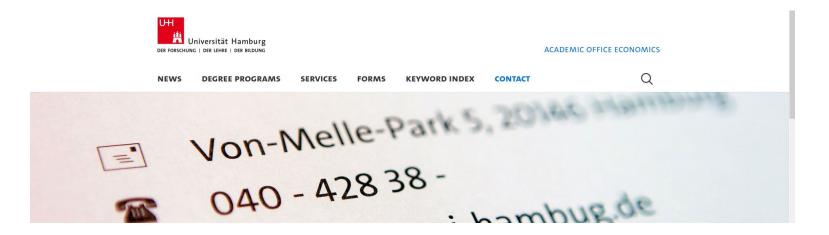
- Important information about study related issues
- If you miss a keyword, please get in contact with us





## 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 <u>team MSc Economics</u> 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



## **Counseling services Campus Center**

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

- 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, 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 services



#### **Career Center**

The Career Center helps you in preparing and shaping your career entry: <a href="https://www.uni-hamburg.de/en/career-center.html">https://www.uni-hamburg.de/en/career-center.html</a>

- 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: <a href="https://www.asta-uhh.de/0-kontakt/2-was-ist-der-asta.html">https://www.asta-uhh.de/0-kontakt/2-was-ist-der-asta.html</a> [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



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## Curriculum

	1st Semester	2nd Semester	3rd Semester	4th Semester
Module	Compulsory modules:			
	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	
	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



## **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



FAKULTÄT FÜR WIRTSCHAFTS- UND SOZIALWISSENSCHAFTEN

#### <u>Dates and deadlines of the Department of Economics</u> Winter term 23/24

Late registration period via STINE

#### Bachelor's and Master's degree programs

Mon, 4 Sep 2023, 9:00 am to Thu, 21 Sep 2023, 1:00 pm Registration for modules and courses of the 3<sup>rd</sup> and 5<sup>th</sup> semester (bachelor's and master's degree programs) as well as seminars in BSc Economics via STiNE

Mon, 2 Oct 2023, 9:00 am to Thu, 5 Oct 2023, 1:00 pm Mon, 9 Oct 2023, 9:00 am to Thu, 12 Oct 2023, 4:00 pm

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

to Thu, 12 Oct 2023, 4:00 pm Mon, 16 Oct 2023, 9:00 am to Thu, 26 Oct 2023, 1:00 pm

Changes and corrections period for modules and courses via STINE (only leftover spots available)

Mon, 16 Oct 2023

First day of lectures

Sat, 3 Feb 2024

Last day of lectures

Mon, 5 Feb 2024 to Fri, 16 Feb 2024

First period of examinations

Fri, 8 Mar 2024

Publication date of the results for the first period of examinations

Mon, 18 Mar 2024 to Thu, 28 Mar 2024

Second period of examinations

Fri, 3 May 2024

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 <u>ServiceDesk</u> 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.



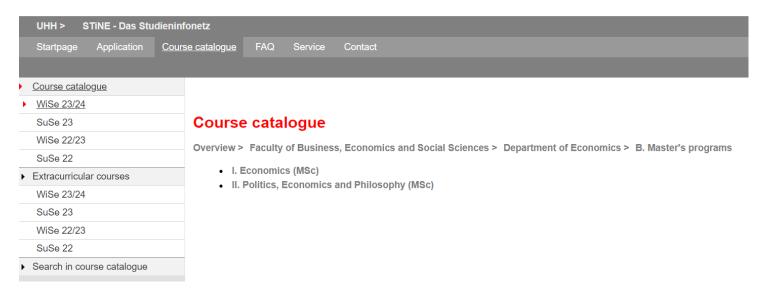
## Before registration: Course catalogue

The <u>course catalogue</u> 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





### 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 <u>ServiceDesk</u> of the Regional Computing Center.

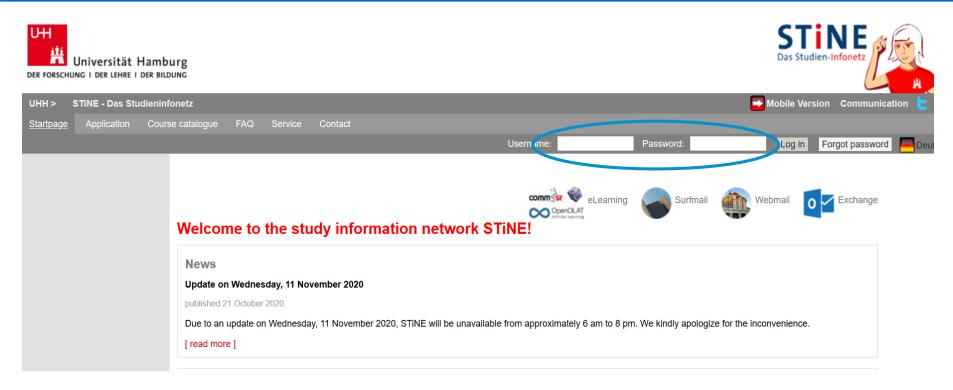


## How to register for courses and exams

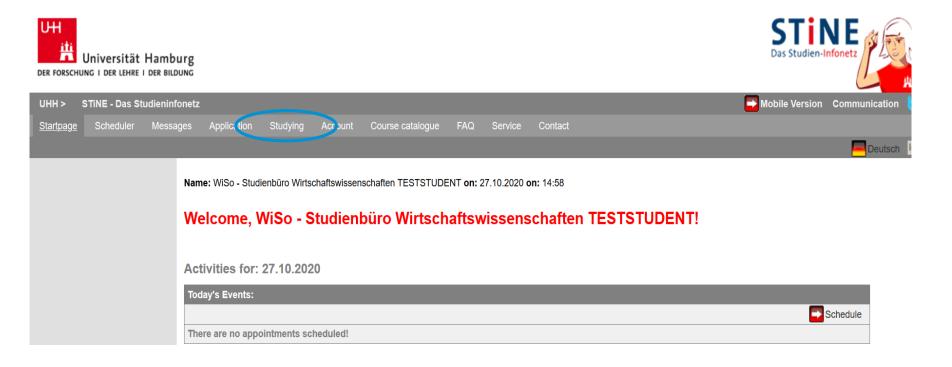
In general you have to

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

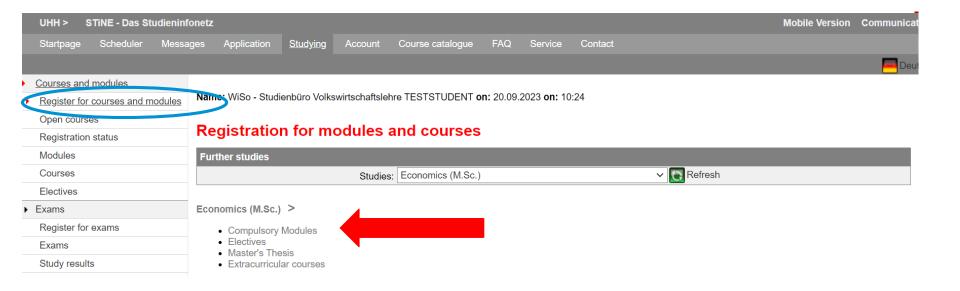














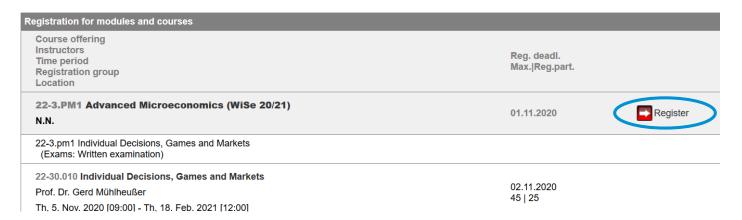
### Registration for modules and courses



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**

	<b>■</b> 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		
	Zeenemee (meer) Thee Three		
No.	Name	Exam (Weighting)	Date
22-3.PM1	Advanced Microeconomics		

# Confirm



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

### Module registration

Note:

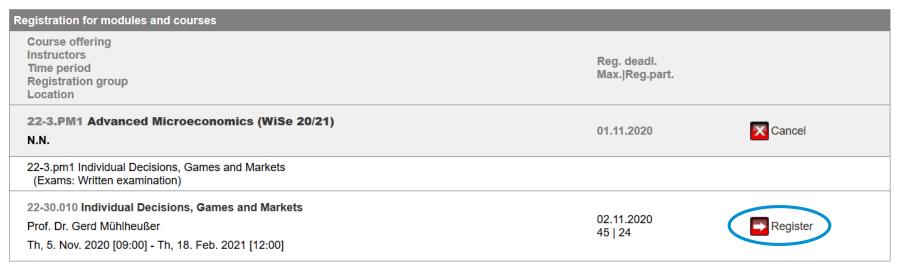
Your registration has been successful.

		Register for associated course offerings	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		



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

### Registration for modules and courses





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

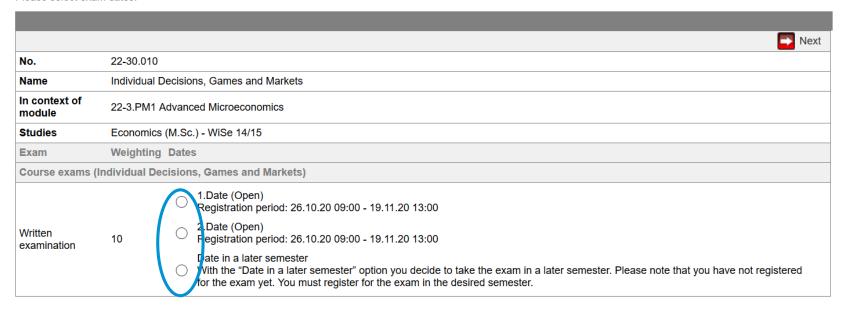
You can either select a preference in combo boxes or you can select one of several radio buttons.

			Next
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 V



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		

Confirm		
		Submit
Please enter from your iTAN list the iTAN with the following number:	22	



### **iTAN List**

Index	iTAN
1	757747
2	452327
3	322751
4	550926

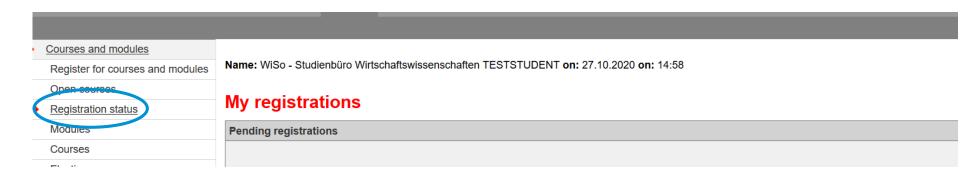


#### Note:

Your registration has been successful.

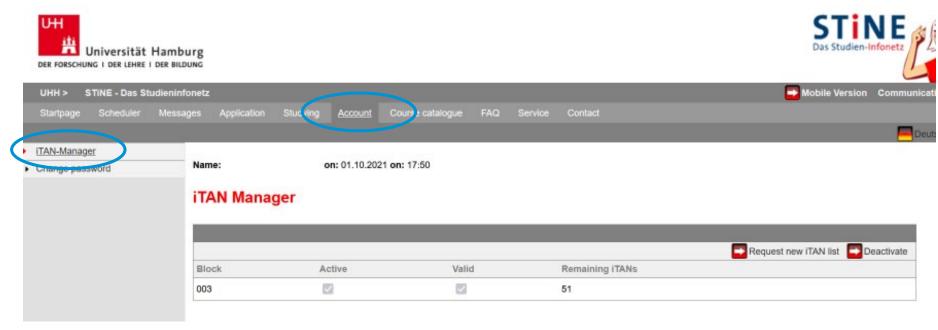
				<b>₹</b> B	ack to registration
No.	22-30.010				
Name	Individual Decisions, Games and Markets				
In context of module	22-3.PM1 Advanced Microeconomics				
Studies	Economics (M.Sc.) - WiSe 14/15				
No.	Name Time period	Max. Reg.part. Prio. (1   2   3   4)	Small group priority	Exam (Weighting)	Date
22-30.010	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**





## 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 aktualisieren
- 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.



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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 disabilites

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