





# Introduction into the Study Organization MSc Politics, Economics and Philosophy

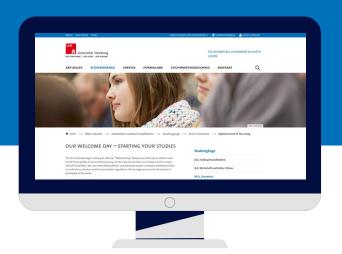
27.09.2024 Academic Office Economics

## Welcome at Universität Hamburg!

You can find this presentation on our website.

or at the OpenOLAT-course of the Welcome Day.







## Agenda

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



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## **Academic Office Economics**





### **Program Director and Academic Office Economics**



#### Prof. Dr. Anke Gerber

Program Director anke.gerber@uni-hamburg.de

#### **Marnie Dragic**

Program Coordination and Subject Advising marnie.dragic@uni-hamburg.de

#### **Julian Subbert**

Course and Examination Management julian.subbert@uni-hamburg.de



# Academic Office **Economics**

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.





#### Website

You find all important information on our website:

www.wiso.uni-hamburg.de/en/studienbuero-vwl





#### ACADEMIC OFFICE ECONOMICS

DEGREE PROGRAMS SERVICES FORMS KEYWORD INDEX **Academic Office Economics** Welcome to the website of the Academic Office Economics! QUICKLINKS

- > DATES AND DEADLINES
- > CAMPUS CENTER (UNIVERSITÄT HAMBURG)
- > STUDY INFORMATION NETWORK (STINE)
- > LIBRARY FOR THE FACULTIES OF BUSINESS, ECONOMICS AND SOCIAL SCIENCES (WISO) AND **BUSINESS ADMINISTRATION**
- > STATE AND UNIVERSITY LIBRARY (SUB)
- > DEPARTMENT OF ECONOMICS

↑ UHH → Faculty of Business, Economics and Social Sciences → Academic Office Economics

### Service-Point Opening hours: First Level support, pick up certifcates



After a long break due to Corona, the Department of

for the Bachelor's programs BSc Economics and BA

grams MSc Economins and MSc Politics...

Economy and Culture of China and the Master's pro-

Economics once again organizes a graduation ceremony

Wir sind für Sie da.

#### Ticket assignment for office hours starts and ends 15 minutes earlier!

#### News a

7 DECEMBER 2023 | STUDIENBÜRO VWL

Subject: Information event Master's Thesis I Friday, 08 December 2023 (Update)

Please notice: The events will take place digitally due to the strike of the public transport on this day. Please have a look at your student mailbox, the details of the Zoom meetings were sent via STINE.

The master's programs MSc PEP/MSc...

Archive of current news

#### 27 OCTOBER 2023 | STUDIENBÜRO VWL 27 SEPTEMBER 2023 | STUDIENBÜRO VWL **Graduation Ceremony 2023**

M.Sc. PEP und M.Sc. Econ: Workshop Research Literature

This is a workshop offer of the WiSo library

You have your topic and want to get a first glimpse on the research literature? You want to access the latest research literature on your topic? Learn a systematic approach where to start your...



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



NEWS **DEGREE PROGRAMS** SERVICES FORMS KEYWORD INDEX CONTACT

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



## Main Page of MSc Politics, Economics and Philosophy

NEWS **DEGREE PROGRAMS** SERVICES FORMS KEYWORD INDEX CONTACT

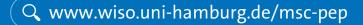




Foto: UHH/K



Do you meet the requirements?

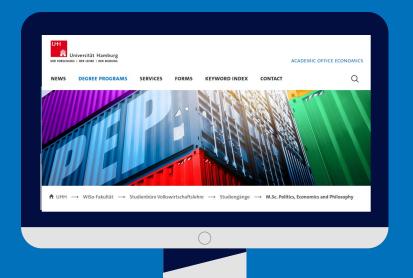
Your route through the program







Questions about the program?





NEWS DEGREE PROGRAMS **SERVICES** FORMS KEYWORD INDEX CONTACT

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



NEWS DEGREE PROGRAMS SERVICES **FORMS** KEYWORD INDEX CONTACT

Important forms and handouts for the different degree programs



NEWS DEGREE PROGRAMS SERVICES FORMS KEYWORD INDEX CONTACT

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



NEWS DEGREE PROGRAMS SERVICES FORMS KEYWORD INDEX 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.







#### **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 Politics</u>, <u>Economics and Philosophy</u> differ from these times.





### **Course and Examination Management**

- 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 deregistration of courses and exams.
  - if your sick note does not appear in STINE.



### **Program Coordination and Subject Advising**

- 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 Politics, Economics and Philosophy

- Tuesday: 1:00 pm − 3:00 pm
   Thursday: 11:00 am − 1:00 pm
- 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.
- You can call us outside the office hours!
- 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 <u>Regional Computing Center</u> has published info on the use of the e-mail box.
- Please always mention your student ID number when making enquiries.
- STINE forwarding: You can also forward direct messages from the Study Information Net STINE to your student e-mail address.





### 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



### **Counselling services Campus Center**

The Campus Center offers a variety of counselling opportunities.

- The Center for Academic Advising advises secondary-school, prospective and enrolled students on all matters related to studying at University of 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 <u>psychological counselling services</u>.



### **Counselling services Campus Center**

- 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.
- 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.



### **Counselling services Studierendenwerk**

The Studierendenwerk Hamburg offers various 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 <u>Career Center</u> helps you in preparing and shaping your career entry:

- 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 counselling services

The AStA of University of Hamburg is the general student committee:

- 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 counselling services on student issues.



### **First Semester Information**

The University of Hamburg offers an <u>overview over all relevant</u> information for new students:

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



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# **Course registration**





### Curriculum

#### Politics, Economics and Philosophy (M.Sc.)

	Preparatory Course	Semester 1	Semester 2	Semester 3	Semester 4
Preparatory Course	Intermediate Microeconomics				
Required Elective Module		Elective (6 CP)	Elective (6 CP)		
Required Module		History of Economic Thought (6 CP)			
		Epistemology of Social Sciences (6 CP)	Public Choice (6 CP)	Behavioral Economics (6 CP)	
		Social Choice and Welfare (6 CP)	International Political Economy (6 CP)	Economics and Politics of Institutions (6 CP)	
		Ethics (6 CP)		Political Theory (6 CP)	Master's Thesis (30 CP)
Interdisciplinary Seminars			Interdisciplinary Seminar I (12 CP)  2 out of 3: Interdisciplinary Seminar in Po Seminar in Philosophy and Economics, In and Pol	terdisciplinary Seminar in Philosophy	

Intermediate Microeconomics	(Preparatory Course)		
Module		Courses	Total CP
Required Module 1:	Epistemology and History of Ideas	2	12
Required Module 2:	Philosophy and Economics of Individual and Social Choice	2	12
Required Module 3:	Individual and Collective Decisions	2	12
Required Module 4:	Institutions in Economic and Political Perspective	3	18
Required Module 5:	Interdisciplinary Seminars	2	24
Required Elective Module:	*The courses in the required elective module can be chosen from a list of open courses offered by the Faculty of Business, Economics and Social Sciences and the Faculty of Humanities.		12
Master's Thesis	Master's Thesis		30



### **Elective Module**

- The module comprises a total of 12 CP.
- There are two courses listed in the curriculum with 6 CP, which can also be offered with less or more than 6 CP.
- Types of instruction: Lecture, seminar or interactive course.
- Type of examination: Module component examinations will be held pursuant to Section 13 subsection 4 of the Examination Regulations. The exact type of examination shall be announced before the beginning of each course.



#### **Elective Module**

- The courses can be chosen from a list of open courses offered by the Faculty of Business, Economics and Social Sciences and the Faculty of Humanities and can be taught in either German or English.
- Students must register for courses within the regular registration periods of the respective departments. Please note: Registration periods may vary depending on the department.
- Admission is handled by the departments as well, so PEP-students have no guaranteed place.
- Credits from a semester abroad can also be recognized in the elective module or in the extracurricular area. The minimum requirement is that the course must be at master's level.



### 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

### <u>Dates and deadlines of the Department of Economics</u> Winter semester 2024/25

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

Mon, 2 Sep 2024, 9:00 am to Thu, 19 Sep 2024, 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) via STINE

Mon, 30 Sep 2024, 9:00 am to Wed, 2 Oct 2024, 1:00 pm

Late registration period via STINE

Mon, 7 Oct 2024, 9:00 am to Thu, 10 Oct 2024, 4:00 pm

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

Mon, 14 Oct 2024, 9:00 am to Thu, 24 Oct 2024, 1:00 pm Changes and corrections period for modules and courses via STINE (only leftover spots available)

Mon, 14 Oct 2024

First day of lectures

Sat, 1 Feb 2025

Last day of lectures

Mon, 3 Feb 2025 to Fri. 14 Feb 2025

First period of examinations

Fri. 14 Mar 2025

Publication date of the results for the first period of examinations

Mon, 24 Mar 2025 to Fri, 4 Apr 2025

Second period of examinations

Fri, 2 May 2025

Publication date of the results for the second period of examina-

tions

- 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)

#### 1. 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.

#### 2. Changes and corrections period

- Remaining place allocation
- Allocation on a first-come, first-serve principle.

It is strongly recommended to always use the first registration period, as PEP-students have guaranteed places for mandatory PEP-courses.



### Registration periods (for students of higher subject semester)

#### 1. 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.

#### 2. Late registration period

 Remaining place allocation

#### 3. Changes and corrections period

- Remaining place allocation
- Allocation on a first-come, first-serve principle.

It is strongly recommended to always use the first registration period, as PEP-students have guaranteed places for mandatory PEP-courses.



### 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



### **Course catalogue**

- How to find courses of MSc Politics, Economics and Philosophy:
  - Overview > Faculty of Business, Economic and Social Sciences > Department of Economics > B. Master's programs > II. Politics, Economics and Philosophy (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. 55). If you lost your iTAN list, please contact the <u>ServiceDesk of the</u> <u>Regional Computing Center</u>.



# How to register for courses and exams?

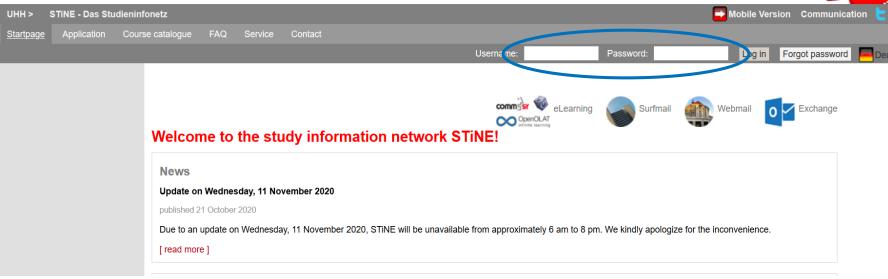
In general you have to

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



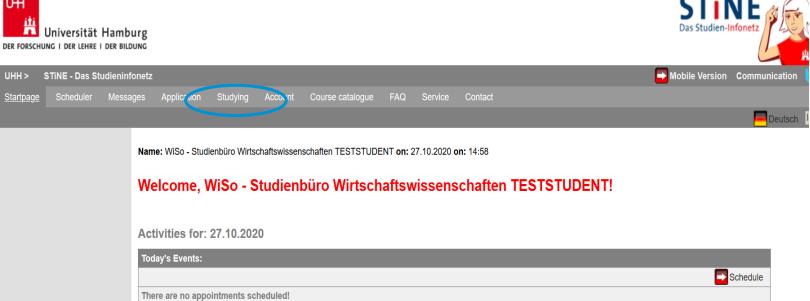






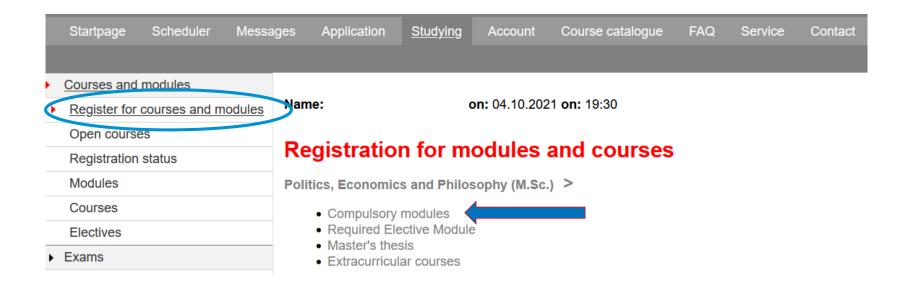




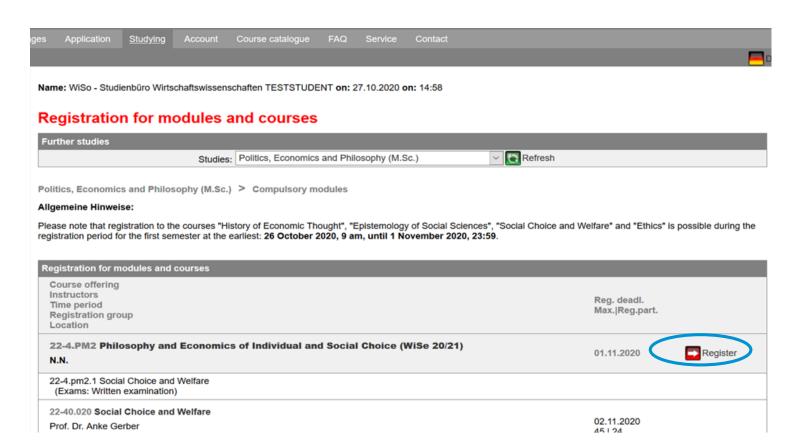




# Registration for Modules and courses









### **Module registration**

	Next
No.	22-4.PM2
Name	Philosophy and Economics of Individual and Social Choice
Studies	Politics, Economics and Philosophy (M.Sc.)
No.	Name
22-4.PM2	Philosophy and Economics of Individual and Social Choice



### **Module registration**

#### Note:

Please check the registration data below. Confirm to register.

No.	22-4.PM2		
Name	Philosophy and Economics of Individual and Social Choice		
Studies	Politics, Economics and Philosophy (M.Sc.)		
No.	Name	Exam (Weighting)	Date
22-4.PM2	Philosophy and Economics of Individual and Social Choice		

# Confirm



### **Module registration**

Note:

Your registration has been successful.

		Register for associated course offerings	Back to registration
No.	22-4.PM2		
Name	Philosophy and Economics of Individual and Social Choice		
Studies	Politics, Economics and Philosophy (M.Sc.)		
No.	Name	Exam (Weighting)	Date
22-4.PM2	Philosophy and Economics of Individual and Social Choice		



### Registration for modules and courses

Registration for modules and courses		
Course offering Instructors Time period Registration group Location	Reg. deadl. Max. Reg.part.	
22-4.PM2 Philosophy and Economics of Individual and Social Choice (WiSe 20/21) N.N.	01.11.2020	Cancel
22-4.pm2.1 Social Choice and Welfare (Exams: Written examination)		
22-40.020 Social Choice and Welfare  Prof. Dr. Anke Gerber  Tue, 3. Nov. 2020 [10:00] - Tue, 16. Feb. 2021 [12:00]	02.11.2020 45   24	Register
22-4.pm2.2 Ethics (Exams: Written examination)		
22-40.025 Ethics  Prof. Dr. Matthew Braham  Fri, 6. Nov. 2020 [10:00] - Fri, 19. Feb. 2021 [12:00]	02.11.2020 45   18	Register



### **Course registration**

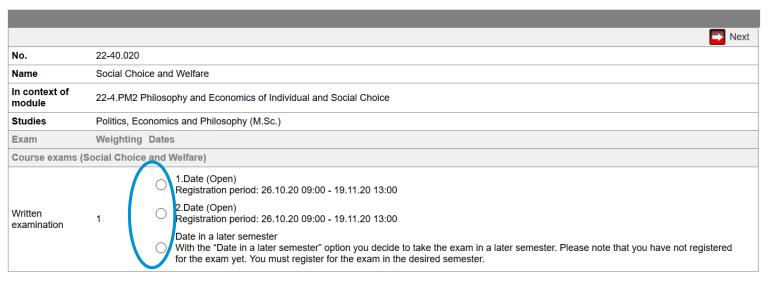
			Next
No.	22-40.020		
Name	Social Choice and Welfare		
In context of module	22-4.PM2 Philosophy and Economics of Individual and Social Choice		
Studies	Politics, Economics and Philosophy (M.Sc.)		
No.	Name Time period	Max. Reg.part.	
22-40.020	Social Choice and Welfare Tue, 3. Nov. 2020 [10:00] - Tue, 16. Feb. 2021 [12:00]	45   24	



### **Course registration**

#### Note:

Please select exam dates.





### **Course registration**

#### Note:

Please check the registration data below. Confirm to register.

No.	22-40.020			
Name	Social Choice and Welfare			
In context of module	22-4.PM2 Philosophy and Economics of Individual and Social Choice			
Studies	Politics, Economics and Philosophy (M.Sc.)			
No.	Name Time period	Max. Reg.part.	Exam (Weighting)	Date
22-40.020	Social Choice and Welfare Tue, 3. Nov. 2020 [10:00] - Tue, 16. Feb. 2021 [12:00]	45   -	Written examination (1)	1.Date (Open)

Confirm	
	Submit
Please enter from your iTAN list the iTAN with the following numler: 24	



# **iTAN List**

Index	iTAN	
1	757747	
2	452327	
3	322751	
4	550926	



### **Course registration**

Note:

Your registration has been successful.

		Register f	or associated course offerings	Back to registration
No.	22-40.020			
Name	Social Choice and Welfare			
In context of module	22-4.PM2 Philosophy and Economics of Individual and Socia	l Choice		
Studies	Politics, Economics and Philosophy (M.Sc.)			
No.	Name Time period	Max. Reg.part.	Exam (Weighting)	Date
22-40.020	Social Choice and Welfare Tue, 3. Nov. 2020 [10:00] - Tue, 16. Feb. 2021 [12:00]	45   -	Written examination (1)	1.Date (Open)



Courses and modules

Register for courses and modules

Open courses

Registration status

Modules

Courses

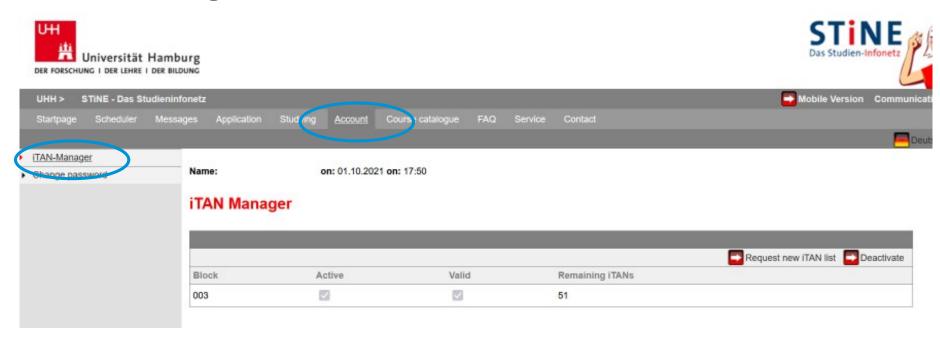
Name: WiSo - Studienbüro Wirtschaftswissenschaften TESTSTUDENT on: 27.10.2020 on: 14:58

### My registrations

Pending registrations



# iTAN Manager





# 3

# **Examinations and regulations**





### **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 the form "Proof of Inability to Take Examinations"
- 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.



# 5

# Compensation for disadvantages





# **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. The letter of recommendation must be in Englisch.
- Please submit your request 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 request.



### Office for students with disabilities

- Individual adjustments to study and examination conditions.
- 11 October 2024, 4:00 pm 5:00 pm: Tips and information regarding compensating for disabilities [german only]
- You can register for the webinars on the <u>website</u> (german only).



### **Further Questions**

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

### **Marnie Dragic**

Program Coordination and Subject Advising marnie.dragic@uni-hamburg.de

### **Julian Subbert**

Course and Examination Management julian.subbert@uni-hamburg.de



