11 OCTOBER 2019

WELCOME DAY

MSC POLITICS, ECONOMICS PHILOSOPHY
WELCOME AT UNIVERSITÄT HAMBURG!

You can find this presentation on our Website

www.wiso.uni-hamburg.de/master-pep
AGENDA

1. Academic Office Economics / Studienbüro Volkswirtschaftslehre
2. Course registration
3. Examinations and Regulations
   3.1 Exams
   3.2 Registration
   3.3 Being ill at the day of an exam
4. Compensation for Disadvantages
5. Questions
The Academic Office Economics is in charge of 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.
You find all important information on our Website:

www.wiso.uni-hamburg.de/studienbuero-vwl
“NEWS“

- Information about office hours
- Current events
- registration periods
- Notifications via STiNE
„DEGREE PROGRAMS“

- Information about the degree programs of the Department of Economics: Academic profile, legal framework and contact persons

- www.wiso.uni-hamburg.de/msc-pep
„SERVICE“

- Service for students: recognition, sick notes, forms
- Semester dates and deadlines: deadlines for course registration and de-registration, exam dates
"FORMS"

„KEYWORD INDEX“

- Important information about study related issues
- In case of missing keywords, please contact us
„CONTACT“

- Information about office hours and responsibilities
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:

- Service Point
- Examination Managers
- Program Coordinators
SERVICE POINT

- Is your first point of contact for all questions related to minor organizational issues, dates and deadlines
- You can submit sick notes and pick up forms
- Points you to the correct contact person during the office hours

Office Hours:
Monday to Friday: 11 am – 3 pm
EXAMINATION MANAGERS

Are in charge of your STiNE account.

Please contact your examination managers

- 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 COORDINATORS

Are responsible for the coordination of your study.

Please ask your coordinator if you have questions about

- the organization of your studies or
- the recognition of grades from other universities
- hardship applications and compensation for disadvantages
Office hours of examination managers and program coordinators:

Tuesday: 1 pm – 3 pm
Thursday: 11 am - 1 pm
Please do not hesitate to come to 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 to find a solution for your problem.

Please make use of our assistance!
RESPONSIBILITIES: ACADEMIC OFFICE - CAMPUSCENTER

**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
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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 „Service-> Dates and Deadlines“ on our web site for information on current registration periods
DATES AND DEADLINES

SEMESTER DATES AND DEADLINES

Registering for and withdrawing from courses, seminars, and examinations

Services

- Service for students
- Service for incoming students
- Service for Lecturers
- Semester dates and deadlines
**SEMESTER DATES AND DEADLINES**

- The important dates are published every term.
- Deadlines are binding and registration or withdrawal outside the deadlines is only allowed in exceptional cases.
- In such cases, please contact your program coordinator.
- Please note that these dates are only valid for the exams and classes of the department of economics.

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### Winter term 19/20

**Bachelor's and Master's degree programs**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon, 2 Sep 2019, 9:30 am to Thu, 19 Sep 2019, 4:00 pm</td>
<td>Registration for modules and courses of the 1st and 2nd semester (Bachelor's and master's degree programs) as well as seminars in BSc Economics via STINE</td>
</tr>
<tr>
<td>Mon, 7 Oct 2019, 9:00 am to Thu, 10 Oct 2019, 4:00 pm</td>
<td>Re-election for modules and courses of the 1st semester via STINE</td>
</tr>
<tr>
<td>Mon, 7 Oct 2019, 9:00 am to Sun, 13 Oct 2019, 15:30 pm</td>
<td>Master Registration for modules and courses of the 1st semester via STINE</td>
</tr>
<tr>
<td>Mon, 14 Oct 2019, 9:00 am to Thu, 24 Oct 2019, 4:00 pm</td>
<td>Re-registration for modules and courses via STINE</td>
</tr>
<tr>
<td>Mon, 14 Oct 2019</td>
<td>First day of lectures</td>
</tr>
<tr>
<td>Sat, 11 Nov 2019</td>
<td>Last day of lectures</td>
</tr>
<tr>
<td>Mon, 3 Nov 2019 to Fri, 15 Nov 2019</td>
<td>First period of examinations</td>
</tr>
<tr>
<td>Fri, 6 Mar 2020</td>
<td>Publication date of the results for the first period of examinations</td>
</tr>
<tr>
<td>Mon, 16 Mar 2020 to Fri, 27 Mar 2020</td>
<td>Second period of examinations</td>
</tr>
<tr>
<td>Fri, 24 Apr 2020</td>
<td>Publication date of the results for the second period of examinations</td>
</tr>
</tbody>
</table>

**Registration for examinations**

Registration for written examinations is possible via STINE up to three days before the examination. **Please note:** if the date of examination is 1 July, you can only register for the exam up to 4 July, 11:00 pm.

*Please note:* Dates and deadlines are only valid for the Department of Economics of the Faculty. Other faculties may have different periods of examination, registration periods for courses and examinations, and publication dates of results. Please take this into consideration.
REGISTRATION PERIODS

- First registration period
  - During the first registration period, PEP students have guaranteed places for mandatory PEP courses.
  - During the second registration period there is „First come, first serve“.
  - Please register during the first registration period for mandatory courses!

Seminar registrations are only possible during the first registration period!
# Politics, Economics and Philosophy (M.Sc.)

<table>
<thead>
<tr>
<th>Module</th>
<th>Courses</th>
<th>Total CP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intermediate Microeconomics (Preparatory Course)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Module 1: Epistemology and History of Ideas</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Required Module 2: Philosophy and Economics of Individual and Social Choice</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Required Module 3: Individual and Collective Decisions</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Required Module 4: Institutions in Economic and Political Perspective</td>
<td>3</td>
<td>18</td>
</tr>
<tr>
<td>Required Module 5: Interdisciplinary Seminars</td>
<td>2</td>
<td>24</td>
</tr>
<tr>
<td>Required Elective Module: <em>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.</em></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Master’s Thesis</td>
<td>Master’s Thesis</td>
<td>30</td>
</tr>
</tbody>
</table>
BEFORE REGISTRATION: COURSE CATALOG

Overview of all courses of the semester

- Information on
  - Course schedules
  - Rooms
  - Contents and prerequisites
  - Exam dates
BEFORE REGISTRATION: COURSE CATALOG

Course catalog
These pages contain the public course catalog of Universität Hamburg. You can see all publicly viewable courses and events offered by the faculties and other University institutions. The course catalog is continually updated to keep you abreast of new offers and changes.

Please note: The new course catalogs are released annually on 1 February for the summer semester and on 1 August for the winter semester. If these dates fall on a weekend, publication may be delayed until the following working day.

www.stine.uni-hamburg.de
BEFORE REGISTRATION: COURSE CATALOG

Publication one month before the first registration period

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

How to find PEP courses:

Overview > Faculty of Business, Economic and Social Sciences > Department of Economics > B. Master‘s programs > II. Politics, Economics and Philosophy (M.Sc.)
COURSE REGISTRATION

- Via STiNE

- You need
  - Your STiNE ID
  - Your password
  - Your iTAN list for confirming your registration

- For new iTANs, please contact:
  Regionales Rechenzentrum
  Schlüterstraße 70
  20146 Hamburg
  www.rrz.uni-hamburg.de
HOW TO REGISTER FOR CLASSES AND EXAMS

Step 1: Module registration
Step 2: Course registration
Step 3: Exam registration
Step 4: Authenticate your registration with an iTAN
Welcome to the study information network STiNE!

News
STiNE-Portal in English
published 1 September 2016
The STiNE portal is now available in English for the desktop and mobile version.
STiNE Android and iOS App
published 1 September 2016
The Dateninformationssysteme GmbH developed Android and iOS app. For Universität Hamburg the apps named ‘STiNE’ and are provided in the app stores for free download. Please note: only teaching staff and students can use the app and it is available in German only.

Next registration period
Registration period for first-semester students
Mon. 10 October 2019, 9 am to Thu. 13 October 2019, 4 pm
Please always check important notes and deviating registration periods here: Registration periods for 2019 winter semester
Registration for modules and courses
# Registration for modules and courses

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Methodology and History of Ideas (WiSe 16/17)</td>
<td>16.10.2016</td>
<td>45</td>
<td>1</td>
</tr>
<tr>
<td>Epistemology/Methodology of Social Sciences (Exams: Written examination)</td>
<td>16.10.2016</td>
<td>45</td>
<td>1</td>
</tr>
<tr>
<td>History of Economic Thought (Exams: Written examination)</td>
<td>16.10.2016</td>
<td>45</td>
<td>4</td>
</tr>
</tbody>
</table>
### Module registration

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-4.PM1</td>
<td>Methodology and History of Ideas</td>
</tr>
</tbody>
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<td>No.</td>
<td>Name</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>22-V2</td>
<td>Methodology and History of Ideas</td>
</tr>
</tbody>
</table>

**Module registration**

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

**Confirm**

[Submit]
### Module registration

**Note:**
Your registration has been successful.

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>22-4 PM1</td>
<td>Methodology and History of ideas</td>
<td></td>
</tr>
</tbody>
</table>
Registration for modules and courses

- Methodology and History of Ideas (WiSe 16/17)
  - Lecture
  - Registration required

- History of Economic Thought (Exams: Written examination)
  - Contributors: Prof. Dr. Elisabeth Mjölle
  - Time: 16.10.2015
  - Registration required
### Course registration

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Time period</th>
<th>Max. jörg. part.</th>
</tr>
</thead>
</table>
| 22-40 010 | Epistemology/Methodology of Social Sciences | Th. 29. Oct. 2016 (10:00) – Th. 2. Feb. 2017 (12:00) | 45 | 1
Welcome Day M.Sc. Politics, Economics, Philosophy
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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.
EXAM DE-REGISTRATION

- You can de-register from written exams until three 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 (1/2)

You need

- an unqualified medical certificate stating that you are not fit for work (Arbeitsunfähigkeitsbescheinigung).

- an informal letter
BEING ILL AT THE DATE OF AN EXAM (2/2)

- The documents must contain the following information:
  - Your name
  - Your full address
  - Your telephone number and email address
  - Your student ID number
  - In detail which exam or exams you will be unable to attend to (exam, professor in charge, date of exam).

- both must be submitted within seven days after being issued by a doctor (including holidays and weekends)
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COMPENSATION FOR DISADVANTAGES

Compensation for disadvantages ...

- ...is addressed to students with disabilities or chronic diseases (z.B. mental disorders, motoric, auditive, visual or speech impairments)
- ...is intended to implement appropriate measures in order to compensate impairments during exams
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FURTHER QUESTIONS?

The MSc PEP team will be happy to assist you:

Tanja Goldberg, program coordinator
040 42838-8293
tanja.goldberg@uni-hamburg.de

Andrea Gnaida, course and examination manager
040 42838-4093
andrea.gnaida@uni-hamburg.de