



Academic Office Economics

Welcome to the Study Orientation



- 1. Contact details for the Academic Office
- 2. Your Course Application
- 3. Your Examination
- 4. Your Certificate The Transcript of Records



Academic Office Economics

You find all the important information on our website:

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





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.





Your contact person

Andrea Gnaida

Tel: +49 40 42838-4093

Email: andrea.gnaida@uni-hamburg.de

Office hours

Tuesday: 01:00 pm – 03:00 pm

■ Thursday: 11:00 am — 01:00 pm

Academic Office Economics
Von-Melle-Park 5, Entrance C
20146 Hamburg
Room C0023



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 deregistration of courses, exams and your transcript of records.
- if your sick note does not appear in STiNE.

Your course and examination manager is **Andrea Gnaida**.



- 1. Contact details for the Academic Office
- 2. Your Course Application
- 3. Your Examination
- 4. Your Certificate The Transcript of Records



Your course application

Via online form:

www.wiso.uni-hamburg.de/internationales/international-office/study-with-us/study-at-hh/course-registration/vwl

To fill in:

- Course title
- Course number / Number of tutorial group / time when tutorial group takes place
- Lecturer (optional)



Registration periods

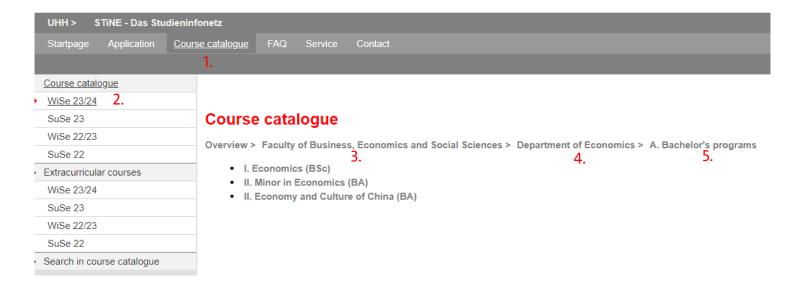
- First registration period:
 - 2 October 2023, 09:00 am − 5 October 2023, 01:00 pm
 - Time of registration within the registration period has no effect on the place allocation.
- Second registration period (remaining place allocation):
 - 16 October 2023, 09:00 am − 26 October 2023, 01:00 pm
 - Allocation on a first-come, first-serve principle.

www.wiso.uni-hamburg.de/internationales/international-office/study-with-us/study-at-hh/course-registration/vwl

04.09.2023 Academic Office Economics 9



Course catalogue





- 1. Contact details for the Academic Office
- 2. Your Course Application
- 3. Your Examination
- 4. Your Certificate The Transcript of Records



Exam 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 or you get in contact with your administration officer
- Please note: Every faculty has it's own examination dates! You can find information in this regard on the website of the corresponding faculty.



Exam deregistration

- You can deregister from written exams until 72 hours before the date of the exam via STiNE.
- This does not apply for presentations and term papers!
- 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.



- 1. Contact details for the Academic Office
- 2. Your Course Application
- 3. Your Examination
- 4. Your Certificate The Transcript of Records



Your certificate – the Transcript of Records

Application via online form:

www.wiso.uni-hamburg.de/internationales/international-office/study-with-us/study-at-hh/tor-application/tor-application-economics

To fill in:

- Course title
- Course number
- Lecturer
- Number of ECTS



Your certificate – the Transcript of Records

- Courses you passed at another institution (e.g. language courses at the Volkshochschule) can either also be registered via STiNE or shown on a certificate (the certificate must contain the title, the grade and the number of credits). Please attach the certificate in the online form.
- The Transcript will be uploaded in your document folder in STINE.
- If your STiNE account doesn't exist any longer, please send an e-mail to andrea.gnaida@uni-hamburg.de



Thank you for your attention!

You can find a summary of all important information here:

www.wiso.uni-hamburg.de/en/studienbuero-volkswirtschaftslehre/service/service-fuer-incomings

04.09.2023 Academic Office Economics 17