FAQs (as of 30.04.2020; 4pm CEST)

Abbreviations:
- BUS: Faculty Business
- SME: Faculty Sports, Media and Events
- A&D: Faculty Art & Design

If not specified, the answer applies to all faculties. All decisions concerning the individual campuses are based on the guidelines issued by local authorities.

**LOAN MODEL BUNDESMINISTERIUM FÜR BILDUNG UND FORSCHUNG**
(FEDERAL MINISTRY OF EDUCATION AND RESEARCH)

The Federal Ministry of Education and Research decided to support students who have run into financial difficulties in the course of the Corona crisis and is providing bridging assistance. These students now have the opportunity to apply for a loan from the Kreditanstalt für Wiederaufbau (KfW), which will be granted interest-free until 31 March 2021 in view of the crisis period, which is expected to last even longer. This applies both to new applicants who join the KfW from 8 May onwards and to students who are granted loans already running between May 2020 and March 2021. For the group of foreign students currently particularly affected, a student loan will also be opened from July 2020 to March 2021.

In addition to the aid provided by the KfW, 100 million euros will be made available to the German Student Union for the emergency aid funds of the local student unions. This money will be used to help those students in demonstrably particularly acute distress who need help very directly and who cannot call on any other support.

You can find more information here:
- [https://www.presseportal.de/pm/67245/4584718](https://www.presseportal.de/pm/67245/4584718)
- [www.kfw.de/studienkredit-coronahilfe](http://www.kfw.de/studienkredit-coronahilfe)
- [https://www.kfw.de/inlandsfoerderung/Privatpersonen/Studieren-Qualifizieren/index-2.html](https://www.kfw.de/inlandsfoerderung/Privatpersonen/Studieren-Qualifizieren/index-2.html)

**SEMESTERSTART / EXAMS**

Is UE postponing the start of the semester?
- **BUS / SME**: No, we will start as scheduled (if you did not hear otherwise from your programme coordinators).
- **A&D**: Yes, online lectures will start 6th April.
  - 06.04. - 23.05. (1st half of the semester) / 25.05. - 10.07. (second half of the semester)
  - 13.07. - 17.07. Project week / block teaching

Examination phase (A&D only)
- BA Theory: **NEW DATE** 25.5.20 (extended by one week)
- BA Process Documentation: 20.07.20
- Master: 17.08.20
- Bachelor’s exams: End of July/ beginning of August (exact dates to follow)
- Master's exams: Mid August (exact dates to follow)
When will the exams take place? (BUS and SME only)

We are currently already conducting third party reviews in online format and are working on further alternatives in order to make replacement appointments possible quickly. We will inform you as soon as alternative dates are found.

When is the next review of exam?

The next viewing is planned for June 2020, before the next regular exam phase.

I am currently writing my Bachelor’s- or Master’s Thesis, libraries are closed – how do I behave? (BUS and SME)

Due to the Corona situation you have the possibility to extend your BT by 2 weeks and your MT by 3 weeks. In addition, the submission of the final theses for the two departments should be done by mail and by e-mail. You have to send your thesis within the deadline by mail to the supervisor and the EO and bring it to the post office within the deadline. It is not necessary to hand them in personally on campus.

I am currently writing my Bachelor Thesis – how do I behave? (A&D)

Regarding the request of the AStA of 03.04.2020, the processing time of the Bachelor Thesis is extended by one week. The new submission deadline is therefore 25.5.2020. The deadline for the practical part and its documentation is not affected by this. The deadline remains unchanged on the 20th of July 2020. The submission of the final theses has to be done by mail (number of printed copies according to your BA registration form, at least one copy for the examination office) and by e-mail (in one e-mail to your supervisors and the examination office). It is not necessary to hand in the copies personally on campus, please bring it to a post office within the deadline.

ONLINE STUDY

Is the UE offering online courses?

BUS / SME / A&D: Yes.

Do I need to be on Campus?

No, for all faculties and all locations.

How does the online course work?

• We will conduct all scheduled classes online, digital, interactive and live. You can participate from anywhere (even if you are not in Germany). There will be no delay in your studies. The classes will be carried out in a video conference as provided in your schedule.

• For this purpose, we will use the software Microsoft Teams (MS Teams). You can download and install this software free of charge. To do so, please go to portal.office.com and register there with your "@ue-germany.de" email address and your password. Then you will have access to the complete office suite and can download and install MS Teams locally.

• During the semester you dial into MS Teams at the scheduled time, open the class (that is set up there as a team) and can then participate (incl. return channel and the possibility to form groups - just like in "real life").
• We will make sure that you will receive all necessary documents for your courses both via CampusNet (Online Campus) and MS Teams and this will be prepared in the best possible way for the exams at the end of the semester.

• We will provide you with more information on how to work with MS Teams on CampusNet: 
  https://onlinecampus.btk-fh.de
  https://onlinecampus.bits-hochschule.de

• When you start your final thesis this semester the reviewers are available to you as usual - just not face-to-face, but camera-to-camera.

I am a new student and have not been on Campus yet. How do I get access to the Online Campus and virtual teaching?

All new students will receive the login data to the online campus via email and you will be informed on how to access the virtual classes.

Free software and platform access for all:
• Adobe Creative Suite
• IBM Enterprise Design Thinking: Team Essentials for AI badge (registration with @gusgermany.de + @ue-germany.de)
• Movie streaming MUBI (registration with @ue-germany.de)
• MIRO - digital Whiteboard (under approval for UE)

SERVICES
Will the University and offices remain open?
No, all campuses will be closed to all students until further notice (based on the guidelines issued by local authorities). Special regulations for arsenal / rent are in place (see question below).

Students for students (1st Semester A&D only)
Join the Teams Group: Students for Students Q&A

Consultations in english:                   Consultations in german:
Monday 2pm–6pm                             Monday 2pm–6pm
Wednesday 10am–12pm                        Tuesday 4pm–8pm

How can I arrange appointments with Student Services, International Office, Examination Office, Examination Office and Career Center?
You can reach all the Student Services offices by email and telephone during normal opening hours. Special Career Center events can be found on our website.

How can personal advisory services with lecturers be used?
You are welcome to contact your lecturer by e-mail at any time and make an appointment via Skype, Zoom or by phone.

What services does the UE Library offer?
The UE Library page in the Online Campus lists the online databases available for UE Library patrons. Moreover, there is a link to an overview of the most important tools for online literature search.

For detailed information on the services please refer to the UE Library website. Consultation appointments may be arranged by e-mail or MS Teams.

This semester the UE Library offers several courses on the topic “Scientific Work”. These are open to all students of the UE.

Online literature search
Mo., May 11, 2:00 p.m. / 3:45 p.m.
Mo., May 25, 5:30 p.m.

Correct citation & literature management software
Wednesday, June 3, 5:30 pm

Duration: approx. 60 minutes / Venue: MS Teams
For registration please send a short e-mail to: library.hamburg@ue-germany.de

Can I still borrow equipment from arsenal / rent?
Yes, please make reservations in advance by phone or mail.
Please call us, we will explain the procedure to you by phone.
Mo-Fr between 12:00 to 2:00.

I am currently doing my semester abroad. Who do I contact, if Corona affects my University abroad?
Please contact the International Office directly.

How can you currently get involved in Ressorts?
Since the Ressorts are student initiatives, please contact your Ressort head directly to discuss possible opportunities for online meetings. If additional tools for digital meetings are needed, please contact the UE directly. We will be happy to support you in this matter.

Internships

current internships:
Students who are currently in a (compulsory) practical phase which has to be interrupted, shortened or postponed due to corona, please submit a corresponding certificate from the respective practice partner to the Examination Office. Students will receive a template for this certificate from their Career Center/EO.
Important: This is an exception due to the corona situation. The missed internship period can be credited if the certificate shows that the change in the course of the internship is due to the corona situation.
The writing of the internship report and any necessary presentations are not affected by the exception and are completed regularly.

planned internships:
A&D as well as the study courses Psychology and Business Psychology
If students are not able to start their planned internship semester or cannot find an internship place despite applications (support is offered by the Career Center), the Examination Office must first check a change in the course of studies. A change in the course of studies can only be applied for if you
1. can provide evidence of an unsuccessful search for an internship placement, and
2. have taken advantage of a consultation at our Career Center.
If a postponement of the practical phase is possible, an application for a change in the course of studies must be submitted.
Only in exceptional cases where a change in the course of studies is not possible can a practical project be applied for instead of an internship. The scope and type of activity must correspond to an internship semester (such as the (fictitious) founding of a company). This project has to be closely coordinated with the study program leader or a supervising professor and registered with the Examination Office with topic and supervisor by e-mail. If the academic supervisor agrees, a project together with a practice partner can also be chosen here, please contact the Career Center.
If none of the options listed is possible, please contact your Examination Office directly so that we can find a solution.

BUS (except PSY and BP) and SME
In these courses of study, the dates of the compulsory internships can be freely chosen within the lecture-free period. Planned compulsory internships can, therefore, be carried out at a later date. Students who are already at the end of their studies but still have to complete compulsory internships should contact the Examination Office.

How do I submit forms when the campus is closed?
In the up-coming weeks it will be sufficient that all forms are submitted as a scan by e-mail.

CORONA INFORMATION
Public-Health-Institute for Germany
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV.html
https://www.rki.de/EN/Home/homepage_node.html

Stay healthy!
Your UE Team