

Information for new students

Welcome to Flensburg University of Applied Sciences!

*Overview of your contact persons in student administration
and important dates:*



Hochschule
Flensburg
University of
Applied Sciences

Examinations Office:

Examinations Office	
Head of Unit	Lars Struwe, H building, room H7, T +49 (0) 461 805 1292 E -Mail: lars.struwe@hs-flensburg.de
Deputy:	Sylvia Rußbüldt, H building, room H 2, T +49 (0) 461 805 1307, E-Mail: sylvia.russbueldt@hs-flensburg.de

Examinations Office	
Opening hours: Mon, Wed & Thu. 9 a.m. - 12 p.m., Mon.: 1:30 p.m. - 3:30 p.m., for individual appointments please contact us in advance.	
Inge Cordes, H building, room H 8 T +49 (0) 461 805 1305 E-Mail: inge.cordes@hs-flensburg.de	<ul style="list-style-type: none">- Marine Engineering (bachelor's)- Maritime Transport, Nautical Sciences and Logistics (bachelor's)
Gudrun Dix, H building, room H 9 T +49 (0) 461 805 1303 E-Mail: gudrun.dix@hs-flensburg.de	<ul style="list-style-type: none">- Business Administration (bachelor's)- Business Informatics (bachelor's)- Business Management (master's)- eHealth (master's)
Carolin Jürgensen, H building, room H8a T +49 (0) 461 805 1793 E-Mail: carolin.juergensen@hs-flensburg.de	<ul style="list-style-type: none">- Energy Engineering (bachelor's)- Mechanical Engineering (bachelor's)- International Technical Communication (bachelor's and master's)- Systems Engineering (master's)- Automation Technology (master's)
Torsten Mielke, H building, room H 6 T +49 (0) 461 805 1306 E-Mail: torsten.mielke@hs-flensburg.de	<ul style="list-style-type: none">- Applied Computer Science (bachelor's and master's)- Bio, Food and Process Technology (bachelor's)- Applied Bio and Food Sciences (master's)- Media Informatics (bachelor's)- Intermedia & Marketing (master's)
Lars Struwe, H building, room H7 T +49 (0) 461 805 1292 E-Mail: lars.struwe@hs-flensburg.de	<ul style="list-style-type: none">- Wind Engineering (master's)
Katja Richter, H building, room H 5 T +49 (0) 461 805 1327 E-Mail: katja.richter@hs-flensburg.de	<ul style="list-style-type: none">- Support at the Examinations Office
<i>The Examinations Office organises examinations and supports you in the organisation of your exams during your studies. This includes certificates necessary for BaföG funding and similar proofs of enrolment etc. as well as:</i>	

Examination schedule:

Please note! The examination schedule issued by the Examinations Office is your guiding line through each semester. You can find the schedule on the website of the Examinations Office.

Homepage des Examinations Offices:

<https://hs-flensburg.de/en/student-matters/dates-lists-examinations>

Register for your exams:

Next registration period: 9 Dec 2019 - 17 Dec 2019, 12 p.m.

You can register for your exams online. During the registration period you can register and de-register for exams 24/7. Any registrations you made during this period will be binding after the end of this period.

De-register from exams:

Once the registration period has ended you can only de-register from exams on the basis of clear grounds. Whether or not these grounds are acceptable is decided by the Examinations Board.

If you are unable to attend an exam, you have to provide a doctor's note. If you fail to do so, the exam will count as failed.

The doctor's note has to be handed in to the Examinations Office immediately - within three working days of the exam (including Saturdays) at the latest. The deadline is deemed as met when the Examinations Office receives the doctor's note in time. Posting the note on the third day is not sufficient, i.e. the date on the postal stamp is not relevant. The doctor's note can be handed in to the member of staff in charge of your degree programme at the Examinations Office during opening hours.

Last updated: 1 Oct 2019