

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

LAST UPDATED: 27 SEP 2019

Student Services

Service Centre - Info Point (entrance area of H building)	
Opening hours:	Mon - Fri: 9 a.m. - 1 p.m.
Info Point:	E-Mail: infopoint@hs-flensburg.de T +49 (0) 461 805 1444
<i>☞ entrance area of H building, the main building of FUAS: Get general information and information material and hand in documents of all kind incl. applications.</i>	
Course Guidance	
Course Guidance:	Office hours: Mon, Wed, Thu 9 a.m. - 12 p.m. and Mon 1:30 p.m. - 3:30 p.m., for individual appointments please contact us in advance. E-Mail: studienberatung@hs-flensburg.de
	Michaela Arnold – H building, room H 15a, T +49 (0) 461 805 1215 Course Guidance, non-enrolled guest students, scholastic aptitude test, trial studies
	Marc Laatzke – H building, room H 15 b, T +49 (0) 461 805 1747 Course Guidance, maritime degree programmes
Counselling (Well-being and financial support) and scholarship advisor	You can call or stop by the office to talk to us: Mon - Thu 10 a.m. - 2 p.m., please call or e-mail in advance to make an appointment. Drop-in session: Thu: 10 a.m. - 12 p.m., for additional appointments please contact us
	Tanja Haß – H building, room H 324, T +49 (0) 461 805 1249 E-Mail: tanja.hass@hs-flensburg.de
	Our Counselling (Well-being and financial support) helps you to find solutions to problems you may deal with and to come to decisions you may struggle with; you will find support for anxiety problems and if you're struggling to finish your studies in time; we also offer support for students with children or disabilities and provide scholarship advice.
CampusCareer	Office hours: Mon: 10 a.m. - 12 p.m. and Thu: 11:30 a.m. - 12:30 p.m. for individual appointments please contact us in advance.
	Ellen Kittel – Audimax lecture theatre complex, room HZ 0.06, T +49 (0) 461 805 2569, E-Mail: ellen.kittel@hs-flensburg.de
	CampusCareer supports you with any questions related to internships, starting or planning your career, dropping out of your studies and the job market.
<i>☞ Our Course Guidance was there to advice you on the "right" degree programme for you before you started your studies and we will continue to be there to answer any questions you may have during your studies.</i>	
Student Services – Student Administration	
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.

Heidi Deubach H building, room H 3	T +49 (0) 461 805 1308, E-Mail: studierendensekretariat@hs-flensburg.de Student Administration: General study-related matters, change of health insurance provider, re-registration, de-registration, certificates of all kind, students in higher subject-related semesters, cooperative degree programmes support during the application periods, incl. the enrolment of students in bachelor's and master's degree programmes
Anja Edwards, H building, room H 26	T +49 (0) 461 805 1330, E-Mail: anja.edwards@hs-flensburg.de Graduate support: absolventenbetreuung@hs-flensburg.de , enrolment for bachelor's and master's degree programmes
Maraike Mull, H building, room H 4	T +49 (0) 461 805 1400, E-Mail: maraike.mull@hs-flensburg.de Enrolment for bachelor's and master's degree programmes, HISinOne university software key user, back office for Student Services

☞ *Student Services is there to answer any questions related to your status as a student during your time at FUAS This includes:*

Re-registration:

The re-registration deadline for the summer semester 2020 is 8 January 2020.

In order to maintain your status as student at FUAS, you have to re-register before the start of each new semester. You re-register by paying the semester fee of 240 euros*. (This amount will be introduced from the summer semester 2020.)

At the start of each semester you can print your student ID card at the terminal located right in front of the Student Administration offices. Your student ID card includes information on the bank details and the re-registration deadline for the following semester. An additional fee of 30.00 euros is charged in case late re-registration and will have to be paid to the *Studentenwerk Schleswig-Holstein* (student services organisation).

If you fail to pay the semester fee:

- you will not be able to print your student ID card at the terminal in H building
- you will not be able to register for exams
- you will lose your status as student at FUAS - you will be de-registered

*The Schleswig-Holstein-wide semester ticket will be introduced at FUAS from the summer semester 2020.

Leave of absence:

You can take a leave of absence from your studies for a maximum of two semesters.

If you receive BAföG funding, please contact the Studentenwerk (student services organisation)/BAföG offices beforehand.

As you will continue to be enrolled as a student, you will have to continue to pay the semester fee. Parts of the semester fee amounting to the price for the semester ticket can be re-funded by the General Students Committee (AStA) upon request.

De-registration:

If you wish to dis-continue your studies, please apply for de-registration. The form you have to fill in is available from the Student Administration office, it can also be downloaded on our website.

Student Services

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

☞ *The Head of Student Services will be glad to help with any questions you may have.*