

## Information for new students (summer semester 2021)

**Welcome to Flensburg University of Applied Sciences!**  
**Overview of your contact persons in student administration and important dates:**



Hochschule  
Flensburg  
University of  
Applied Sciences

### Student Services

last updated: 27 Jan 2021

*Due to the Covid-19 pandemic FUAS buildings are closed currently. Most classes will be taught online; exceptions will be made with classes taught on campus for new students and a limited number of other student groups. For an up-to-date overview please also refer to FUAS' website.*

Info Point (entrance area of H building)	
<b>Opening hours:</b>	<b>Mon - Fri: 9 a.m. - 1 p.m.</b>
<b>Info Point</b>	<b>E-Mail: <a href="mailto:infopoint@hs-flensburg.de">infopoint@hs-flensburg.de</a></b>
	<b>Susanne Kitzig – H building, room H 24, T +49 (0) 461 805 1444</b>
	<b>Katja Richter – H building, room H 25, T +49 (0) 461 805 1395</b>
<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	
<b>Course Guidance</b>	<b>Contact hours (via phone): Mon, Wed, Thu 9 a.m. - 12 noon and Mon 1:30 p.m. - 3:30 p.m.</b> For individual appointments please contact us in advance.
	<b>E-Mail: <a href="mailto:studienberatung@hs-flensburg.de">studienberatung@hs-flensburg.de</a></b>
	<b>Michaela Arnold – H building, room H 15 a, T +49 (0) 461 805 1215</b> Course Guidance, non-enrolled guest students, scholastic aptitude test, trial studies
	<b>Marc Laatzke – H building, room H 15 b, T +49 (0) 461 805 1747</b> Course Guidance, maritime degree programmes
<b>Counselling (Well-being and financial support) and scholarship advisor</b>	At Course Guidance we will be glad to support you in finding the right people and resources if you require counselling. Contact us if you are struggling with problems in your studies or if there are decisions you would like support with; we will help you to 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.
<b>CampusCareer</b>	CampusCareer supports you with any questions related to internships, starting or planning your career, dropping out of your studies and the job market.
	Contact: Campus Career, Thomas-Fincke-Straße 4, Audimax / lecture theatre complex, room HZ 0.06, 24943 Flensburg E- E-Mail: <a href="mailto:tim.janssen@uni-flensburg.de">tim.janssen@uni-flensburg.de</a> Website: <a href="https://campuscareer.de/">https://campuscareer.de/</a>  Job vacancies, student jobs and internships are published on this website regularly: <a href="https://flensburg.stujo.net/">https://flensburg.stujo.net/</a>
<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>	

<b>Student Services – Student Administration</b>	
<b>Contact hours (via phone):</b>	<b><i>Due to the Covid-19 pandemic contact hours are held via phone: Mon, Wed, Thu 9 a.m. - 3 p.m.</i></b>
<b>Student Administration</b>	<p><b>Lisa Nissen - H building, room H 3, T +49 (0) 461 805 1308, E-Mail: <a href="mailto:studierendensekretariat@hs-flensburg.de">studierendensekretariat@hs-flensburg.de</a></b></p> <p>General study-related matters, change of health insurance provider, re-registration, de-registration, registration of student pregnancies, students particularly at risk of Covid-19, 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</p>
<b>Student Services</b>	<p><b>Anja Edwards - H building, room H 26, T +49 (0) 461 805 1330, E-Mail: <a href="mailto:anja.edwards@hs-flensburg.de">anja.edwards@hs-flensburg.de</a></b></p> <p>Graduate support: <a href="mailto:absolventenbetreuung@hs-flensburg.de">absolventenbetreuung@hs-flensburg.de</a>, enrolment for bachelor's and master's degree programmes</p>
	<p><b>Lone Rühmann - H building, room H 4, T +49 (0) 461 805 1400, E-Mail: <a href="mailto:lone.ruehmann@hs-flensburg.de">lone.ruehmann@hs-flensburg.de</a></b></p> <p>Enrolment for bachelor's and master's degree programmes, HISinOne university software key user, back office for Student Services</p>
	<p><b>Maika Worm – H building, room H 27, T +49 (0) 461 805 1226, E-Mail: <a href="mailto:maika.worm@hs-flensburg.de">maika.worm@hs-flensburg.de</a>, Student marketing, back office</b></p>
☞ <i>Student Services is there to answer any questions related to your status as a student during your time at FUAS This includes:</i>	
<b>Re-registration:</b>	
<b>The re-registration deadline for the winter semester 2021/22 is 17 June 2021.</b>	
<p>In order to maintain your status as student at FUAS, you have to re-register before the start of each new semester. For the winter semester 2021/22 you re-register by paying the semester fee of 250 euros. After you have re-registered successfully, you can print out your student ID card from home via the HISinOne platform at the beginning of the semester. The sheet with 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).</p> <p><b>If you fail to pay the semester fee:</b></p> <ul style="list-style-type: none"> <li>○ you will not be able to print your student ID card</li> <li>○ you will not be able to register for exams</li> <li>○ you will lose your status as student at FUAS - you will be de-registered</li> </ul>	
<b>Leave of absence:</b>	
<p><b>You can take a leave of absence from your studies for a maximum of two semesters.</b></p> <p>If you receive BAföG funding, please contact the Studentenwerk/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.</p>	
<b>De-registration:</b>	
<p>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.</p>	
<b>Student Services</b>	
<b>Head of Unit:</b>	<b>Sylvia Rußbüldt, H building, room H 2, T +49 (0) 461 805 1307 E-Mail: <a href="mailto:sylvia.russbueldt@hs-flensburg.de">sylvia.russbueldt@hs-flensburg.de</a></b>
<b>Deputy:</b>	<b>Lars Struwe, H building, room H 7, T +49 (0) 461 805 1292 E-Mail: <a href="mailto:lars.struwe@hs-flensburg.de">lars.struwe@hs-flensburg.de</a></b>
☞ <i>The Head of Student Services will be glad to help with any questions you may have.</i>	