



## Information following Enrolment

Dear Student,

You have enrolled at the University of Greifswald - welcome to our University! This set of information provides you with some further tips for studying at the University of Greifswald.

### Enrolment Certificate:

Following enrolment, you will immediately receive your Enrolment Certificate. This certificate also contains your login details for central services. Therefore, please keep hold of the certificate.

### Login Details:

On enrolment you receive your personal login details for using central services (email, Wi-Fi, course registration or printing of certificate of enrolment). You can use your login details approximately one week after transferring the semester fee. Before you can use these services, you must change your initial password in the account management (<https://ums.uni-greifswal.de>). That will activate your account.

### Printing Certificates of Enrolment (in the Self-Service Portal):

After activating your login details, you can print out certificates of enrolment using the self-service portal, under 'Meine Funktionen'. You will need these, for example, for your health insurance, as proof for your parents for children's allowance and more.

Students enrolled for Diplom, bachelor's and master's degree courses can also register for and withdraw from examinations electronically. The required Pin and TAN numbers for doing so are first issued by the Central Examination Office.

### Student ID Number:

The Student ID Number is a personal identification number that is issued on enrolment and is valid for your entire study period.

### Student ID Card (Chip Card)

You will receive your Student ID Card approximately 1 week prior to the start of semester, at the address you noted as the address for postal documents on the Application for Enrolment. The Student ID Card has several functions:

1. Identification; provides third-parties with proof that you are a student.
2. Mensa (cafeteria); serves as proof that you are a student and at the same time allows you to pay without cash
3. Library; it is also your library ID for all of the University's libraries
4. Printing and Copying; the ID card allows you to print and copy at different multifunction printers at various locations and to pay for these services without cash
5. Access control; after activation, the ID card can be used to access various rooms at the University (labs, PC labs etc.)

### Freshers' Week:

The Freshers' Week is organised by the Students' Union (AstA) and is a greeting for university entrants and includes the introduction to studying through tutors, presentation of the University and the degree courses, tours through the University and town, excursions to the surrounding area and get-together parties. The Freshers' Week usually takes place the week before the start of lectures.

### Introductory Events:

Introductory events usually take place before or at the beginning of the lecture period in the individual subject areas/institutes and are used to pass on information to freshers.

### Re-Registration:

Every student who would like to continue his/her course of studies at our University in the next semester, has to re-register within the re-registration period, the dates are published on noticeboards and on the University's homepage. You can re-register by paying the current semester fee within the stated deadline; it is not the payment date which counts as keeping to the deadline, but the day on which the fee arrives in our account (please note bank processing periods). A late receipt of payment counts as late re-registration and is subject to a fee. If you fail to pay the entire or part of the fee after receiving a reminder, it will lead to deregistration. The cost of the current semester fee will be made public by the University before the start of the re-registration

period. After payment has been received and registered by the Students' Registration Office (approximately one week after transferral), you will need to update your ID card at one of the validation stations.

#### **Change of Postal Address:**

If you have a new postal address, please inform the Students' Registration Office immediately. This can also be done on the self-service portal. We send our post not only via Deutsche Post, but also via private post services, please make sure that these also have access to your postbox.

#### **Regulations and Statutes:**

The Examination and Study Regulations (*Prüfungs- und Studienordnungen*), the *Immatrikulationsordnung* (Enrolment Regulations) and other statutes can be found at: <https://www.uni-greifswald.de/universitaet/organisation/satzungen-formulare/satzungen/>

#### **Examination Regulations:**

The Examination Regulations (*Prüfungsordnung*) define the general length of studies for each degree course, the deadlines for registration for examinations, the requirements for admission to examinations, the length of time allowed for writing dissertations, the examination requirements and the examination procedure.

#### **Campus Management System (Self-Service Functions):**

Students can use the online portal in the Campus Management System (<https://his.uni-greifswald.de/>) to print out certificates and change their address. Students can login to the system with the login details provided on the Enrolment Certificate they received after successful enrolment.

#### **Leaves of Absence:**

If you have an important reason forcing you to interrupt your studies, you can apply for a leave of absence from the Students' Registration Office. The request form must usually be submitted during the re-registration period after payment of the Semester Fee, otherwise it must be submitted immediately after the reason for interruption has arisen, at the latest by the end of the lecture period. The requirements, length etc. are defined by § 20 of the *Immatrikulationsordnung* (Enrolment Regulations); leaves of absence cannot be granted for semesters which have already finished.

#### **Change of Subject/Change of Course:**

Changes of subject or type of degree must usually be requested during re-registration at the Students' Registration Office, but at the latest by the end of the enrolment period for the relevant semester. Questions concerning transferral of credit for existing credits should be clarified with the relevant examination office. Repeated changes are only possible if you can provide justified reasons, which you must explain in writing.

#### **Deregistration:**

You can request deregistration at any time, it is valid, at the earliest, from the date on which you submitted the request. If you fail to re-register or fail your examinations definitively, you will be deregistered by the University's administration. If you successfully complete your degree, your enrolment ends when you are presented with your certificate. You will only receive a certificate of deregistration and certificates for your pension insurance, if you request this individually, by submitting a deregistration request (form).

#### **Student's Registration Office:**

The *Immatrikulationsordnung* (Enrolment Regulations) (see Regulations and Statutes above) builds the foundation for the administrative function of the Students' Registration Office. You can download request forms here: <https://www.uni-greifswald.de/en/study/study-in-greifswald/important-forms/>.

Some of the procedures take place electronically (see Campus Management System).

Visit <https://www.uni-greifswald.de/en/study> to find further information on other important offices in the University's administration, such as the Department of Academic Counselling and Course Enquiries, the Central Examination Office and International Office with a presentation of their tasks and responsibilities, as well as the respective contact persons.

We wish you a good start to your studies!

Your Students' Registration Office