



## Information following Enrolment

Dear Student,

You have enrolled at the University of Greifswald - welcome to our University! We are providing you with this set of information to help you find your way.

### **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 on 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.

### **Student ID Number:**

The Student ID Number is a personal identification number which is issued on enrolment and valid for the entire period of study.

### **Semesterblatt:**

When you enrolled, you received a payment request for the payment of the Semester Fee. Payment of the fee must be made immediately after you have received your Enrolment Certificate. After the payment has been acknowledged on the University's account, you will usually receive the Semesterblatt for the current semester (made up of three pages) within two weeks, by post to the postal address you provided. It includes the Student ID Card, several certificates of enrolment, a BAföG certificate, a certificate for public transport and the federal rail network, a student data sheet and a payment slip for the payment of the Semester Fee and the notification of fees for re-registration for the following semester.

The Semesterblatt also provides you with an email address and a login account. The University sends important information to this email address, e.g. regarding re-registration or registration for exams. Please make sure that these notifications get to you. You will need the login account, for example, for using the University PC labs.

Please check if the personal details provided on the Semesterblatt are correct and complete and inform the Students' Registration Office of any mistakes immediately. On the reverse, there is space for you to fill in the courses you visited in the relevant semester; this overview will make it easier to prove you have studied according to the rules, when registering for examinations.

### **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; your Semesterblatt also includes this information.

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.

Please use the payment slip you received with the Semesterblatt for paying the fee, so please look after it until you need to re-register! The payment slip does not state the amount which has to be paid. The cost of the current semester fee will be made public by the University before the start of the re-registration period. When using the payment slip, please note the possible changes due to the SEPA transferral procedure.

**Change of Postal Address:**

If you have a new postal address, please inform the Students' Registration Office immediately. We send our post not only via the Deutsche Post, but also via private post services, please make sure that these also have access to your post box.

**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 ([www.uni-greifswald.de/studieren.html](http://www.uni-greifswald.de/studieren.html)) to print out certificates and change their address. Students can log-in to the system with the account details provided in the first Semesterblatt they received after successful enrolment. Students in Diplom, Bachelor's and Master's degree courses can also electronically register for and withdraw from examinations online. The PIN and TAN numbers needed are first issued by the Central Examinations Office.

**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 and length etc. are defined by 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 examinations office. Repeated changes are only possible if you can provide justified reasons.

**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).

**Students' 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 all of the request forms here: <https://www.uni-greifswald.de/studium/mein-studium/formulare/>. Some of the procedures take place electronically (see Campus Management System).

Visit <https://www.uni-greifswald.de/studium> 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