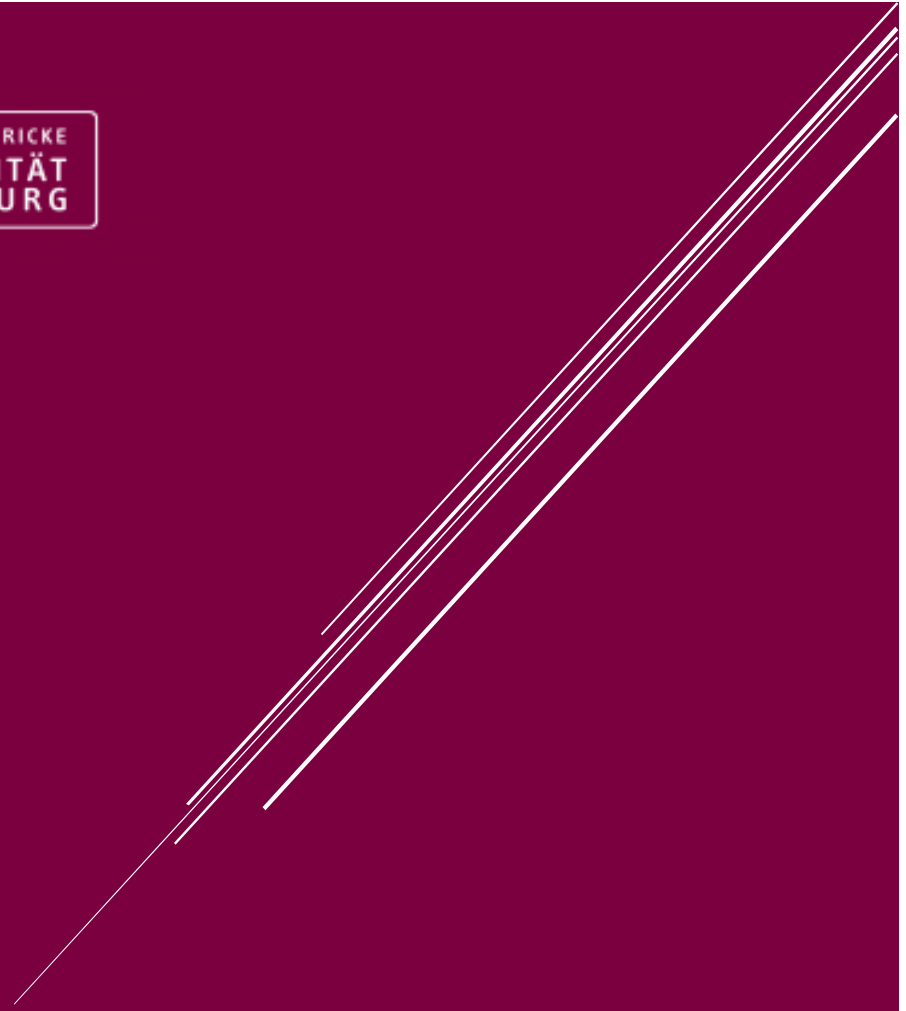




OTTO VON GUERICKE  
UNIVERSITÄT  
MAGDEBURG



# HANDBOOK

Version Summer Term 2022

## Table of contents

Corona Information .....	3
1. Information after enrolment .....	4
1.1 Matriculation number .....	4
1.2 Access data for the activation of the OVGU account .....	4
1.3 Campus Service Centre .....	4
2. first steps .....	5
2.1 OVGU Account .....	5
2.2 myOVGU Student Portal .....	6
2.3 Webmail account .....	8
2.4 LSF .....	8
2.5 E-learning platform .....	10
2.6 UniCard - Student ID .....	10
2.7 Registration at the Language Centre/Sports Centre .....	12
2.8 Library .....	13
3. examination-relevant .....	14
3.1 Academic year schedule .....	14
3.2 Examination offices .....	14
3.3 Examination registration .....	15
3.4 Examination notes .....	16
4. contact person .....	17
4.1 International Office .....	17
4.2 Magdeburg Student Union .....	18
4.3 ISP: SIMP-SON .....	21
4.4 Structures of the University .....	21
4.5 Student Council .....	21
4.6 Student representative councils .....	22
4.7 Other contact persons .....	25
5. organisational matters outside the university .....	26
5.1 Citizens' Advice Bureau .....	26
5.2 Becoming a Magdeburg citizen, studying and cashing in .....	27
5.3 Finances .....	27
5.4 Health insurance .....	29
5.5 Aliens authority .....	30
6. frequently asked questions .....	31

**You have been admitted and successfully enrolled? Congratulations!**

Welcome to Otto von Guericke University Magdeburg! In this handbook, we have summarised the most important information for a relaxed start to your studies and your life in Magdeburg. In addition, we also inform you about the facilities and associations at the university as well as initiatives that are happy to support you during your studies.

If you have any questions or encounter difficulties, you are welcome to contact us.

We wish you much joy and success in your studies!

## Corona Information

Against the background of the spread of the SARS-CoV-2 coronavirus, we ask all members of the university to pay special attention, observe hygiene regulations and act responsibly towards each other.

In particular, we ask for your understanding that changes can occur at any time, both in event planning and in the general everyday life of the university. Under these circumstances, the University has decided to offer the majority of events online for the time being. For the latest information on the coronavirus and the university's behaviour, please visit <https://www.uni-magdeburg.de/corona.html>.

Resolutions of the City of Magdeburg and the pandemic containment measures in force can be found at <https://www.magdeburg.de/Start/B%C3%BCrger-Stadt/Aktuelles-Presse/Coronavirus-Covid-19/>.

Please note that due to the pandemic situation, personal consultation hours only take place after providing proof of 3-G status and have been supplemented by telephone consultation hours or e-mail contact.

## 1. Information after enrolment

### 1.1 Matriculation number

In the language of the university, the matriculation number is an individual identification number for students. Upon enrolment, each student is automatically assigned a matriculation number, which must be specified for administrative procedures, examinations, homework and papers.

It can be found on your student ID (UniCard) as well as on all certificates provided by the myOVGU portal or the LSF.

Among other things, it is needed to activate your OVGU account.

### 1.2 Access data for the activation of the OVGU account

In addition to your matriculation number, you will also find the access data to activate your OVGU account in the documents sent to you (see chapter 2a).

### 1.3 Campus Service Centre

The Campus Service Centre is the central point of contact for all questions about studying. The CSC offers prospective students, students of all disciplines and alumni a wide range of services to support you in all matters relating to the organisation of your studies. Among other things, the CSC supports you in clarifying questions regarding your application, change of address, exmatriculation, change of degree programme, leave of absence and student ID.

If information is missing or if you have any questions, please contact the Campus Service Centre (CSC):

Otto von Guericke University Magdeburg  
Campus Service Centre  
Universitätsplatz 2, Building 18  
39106 Magdeburg

You can find more information about the Campus Service Centre here:

<http://www.servicecenter.ovgu.de/>

You can reach the CSC **by e-mail** at: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)

The CSC can be reached by **telephone at the** following times:

Monday - Thursday from 10:00 am to 03:00 pm and

Friday from 10:00 am to 12:00 am.

Tel.: +49 (0)391 67 50000

+49 (0)391 67 50002

+49 (0)391 67 50004 (for exam questions)

**In addition to on-site counselling in the building of the Campus Service Centre, the contact persons are of course also available by telephone and e-mail.**

## 2. first steps

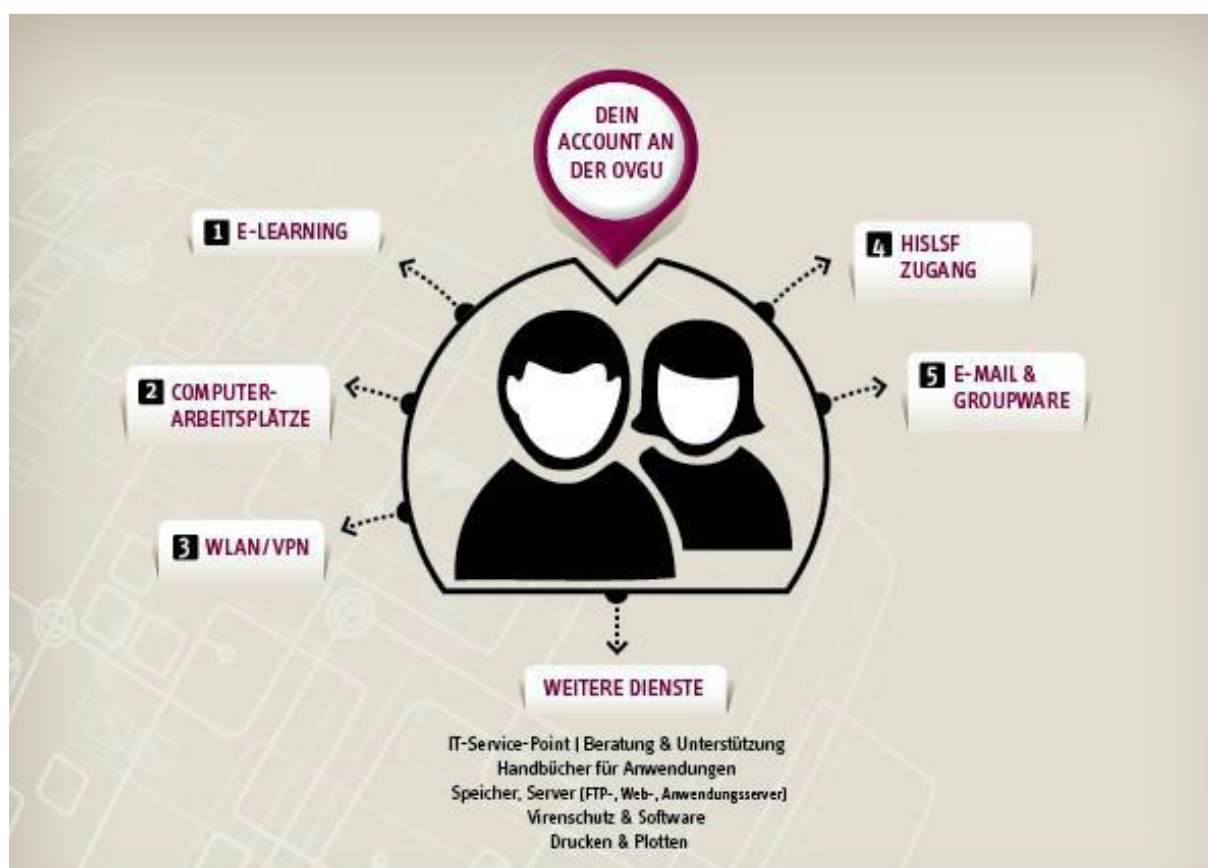
### 2.1 OVGU Account

The OVGU Account is the access to the data network of Otto von Guericke University Magdeburg for students, researchers and staff. You can use it to log on to computers in the URZ labs, the library or the labs of other faculties. It is also necessary for using the WLAN and the LSF system at OVGU. Every student or staff member also receives their own mail address with the OVGU account. If you want to print, scan or copy on campus, you can use your account to top up your credit on site at the appropriate machines.

When you enrolled, an account was automatically generated for you by the URZ. The access data is sent to students before they start their studies.

The account must be activated via the account service portal and can then be managed there.

You can find the Account Service Portal at <https://wext.ovgu.de/selfservice/index.php>



If you click on the link under "New at the university?", you will be redirected to activate your account. To do this successfully, you will need your matriculation number.

If you have any problems, you can contact the IT Service Point: Phone + 49 (0)391 67 58888 or under e-mail: [it-service@ovgu.de](mailto:it-service@ovgu.de).

## 2.2 myOVGU Student Portal <https://myovgu.ovgu.de/>

Central functions can be found in the myOVGU portal for students. Here you can view and change your contact details, as well as your passport photo. It is also possible to print out certificates of enrolment and to re-register for the new semester.

Applications for students who are already enrolled at OVGU as well as changes of degree programme can be made in the myOVGU portal. OVGU students and staff log in with their OVGU account.

### **Semester fee**

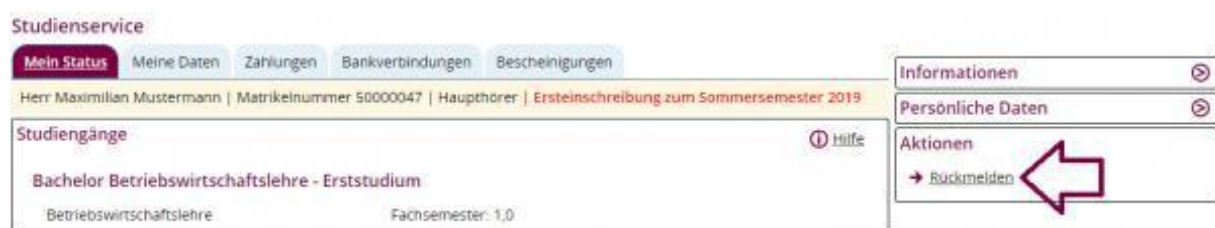
The semester fee must be paid for each semester, the amount varies slightly and is paid by the student upon re-registration. It is made up as follows: Student Union fee, the semester ticket of the MVB (Magdeburger Verkehrsbetriebe) and a student body fee.

### **Feedback by direct debit**

At the end of each semester, you must re-register as a student in order to continue your studies in the next semester. The period for re-registration for the summer semester is between the beginning of January and the beginning of February; re-registration for the winter semester can only take place between June and July. Exact time periods can be found on the OVGU website under "Re-registration". In addition, this information will also be sent by mail to your student mail address.

Re-registration is only effective if the full semester fee and any fees payable have been credited to the University of Magdeburg's account by the end of the deadline. For the SEPA direct debit, the date of issue counts. However, please take into account the corresponding processing periods when transferring the fee!

After registering on the myOVGU portal, you will be redirected to your account and can view the various functions of the portal under the "Quicklinks" tab. Under "Study Service" you can re-register, print out certificates and view personal data. Under Actions, you can click on the button "Rückmelden".



In order for the university to collect your semester fee, you must issue an individual mandate. You must do this every semester. To pay your semester fee by direct debit, click on "Enter direct debit order for unpaid invoice(s)" on the bottom right-hand side.

Enter the IBAN of your account in the field and click on "Create individual mandate".

You can now download the confirmation of the individual mandate. This letter is for you and does not need to be handed in.

**ATTENTION**, you are NOT finished yet!

If you click on "back", you will be redirected to the Student Services and have to click again on "Enter direct debit order for unpaid invoice(s)".

Studienservice

The screenshot shows the 'Studienservice' interface. On the left, there are general information fields for the current reporting period (Wintersemester 2018) and a note that the user is reporting for the Summer semester 2018. On the right, a table titled 'Rechnungen - Wintersemester 2018/19' lists an invoice with number 'stu\_50695283', due date '06.09.2018', and amount '116,00 €'. Below the table, a summary shows 'Zu zahlen: 116,00 €' and 'Bereits gezahlt: 0,00 €'. A red arrow points from the 'Hinweis' section to a link: '→ Lastschriftauftrag für noch nicht bezahlte Rechnung(en) eingeben'.

Rechnungsnummer	Fälligkeit	Soll	Ist	Lastschrift vorhanden	Positionen
stu_50695283	06.09.2018	116,00 €	0,00 €		
<b>Summe</b>					
		Zu zahlen: 116,00 €	Bereits gezahlt: 0,00 €		

You will see the amount to be paid under Debit. To carry out the direct debit order, click on Direct debit order "Enter for unpaid invoice(s)". Click on "Apply" to pay the selected invoice by direct debit using the bank details provided. In the advance notice you can see when the amount will be debited from your account. Confirm that you have read the advance notice by ticking the box and clicking "Confirm". When everything has been confirmed, you will be asked if you would like to sign back directly. This question should be confirmed with "Yes".

If you have any questions, please contact the Campus Service Centre at

<http://servicecenter.ovgu.de/> or:

Tel.: +49 (0)391 67 50000

E-mail: [servicecenter@ovgu.de](mailto:servicecenter@ovgu.de)

### **Certificate of enrolment**

The matriculation certificate or certificate of study serves as proof of enrolment (matriculation) at the university.

There are certain deadlines for enrolment that must be met. You can find information on this at: <https://www.ovgu.de/-p-67534.html>

You can download and print out the certificate of enrolment in the student portal myOVGU. Among other things, it is required for presentation to the health insurance company or landlord to prove the status of a "regular student".

In addition, the certificates are required for the aliens' registration office or for presentation at the bank.

The matriculation certificate can be downloaded via the myOVGU portal after successful registration or re-registration.

Log in with your OVGU account, then navigate under "Quicklinks" on the first page to "Studienservice" and then click on the button "Bescheinigungen". You will find the matriculation certificate here in 5th place.

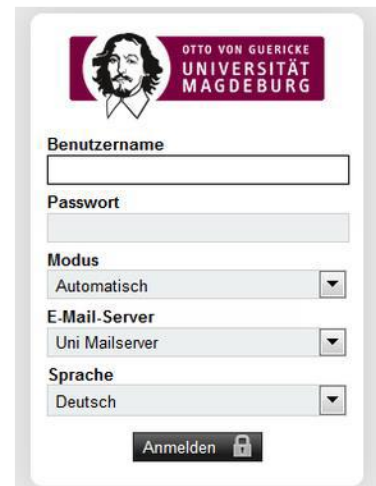


### 2.3 Webmail account <https://webmailer.ovgu.de/login.php>

The webmail server can be reached at <https://webmail.ovgu.de>. All students have browser-based access to their managed e-mail box with the help of the webmail system. You only have an Exchange mailbox if you work at the university as a student assistant or as a member of staff. You should check your mailbox regularly, as it is used for all official university e-mails, contact with professors and exercise instructors or contact for the Examinations Office. For communication at the university, it is necessary that you only use your student e-mail address when contacting the university.

To log in, you are expected to enter your user name (account) and password (password). These are the same as your login details for the LSF and the myOVGU portal.

Your webmail generally has the structure *vorname.nachname@st.ovgu.de*.



The screenshot shows the login interface for the webmail system. At the top left is the logo of Otto von Guericke University Magdeburg, featuring a portrait of Otto von Guericke. Below the logo are the following fields and options:

- Benutzername**: A text input field.
- Passwort**: A password input field.
- Modus**: A dropdown menu with "Automatisch" selected.
- E-Mail-Server**: A dropdown menu with "Uni Mailserver" selected.
- Sprache**: A dropdown menu with "Deutsch" selected.
- Anmelden**: A button with a lock icon.

### 2.4 LSF <https://lsf.ovgu.de/>

With the LSF, Otto von Guericke University Magdeburg has a comprehensive portal for all members of the university. On the website, students and staff can find all important information about courses, exams, grades, facilities, people, rooms and buildings.

#### **Registration in the LSF**

In general, the LSF system can also be used without registration. Users then have access to many functions that are useful even before they start their studies: Insight into the course catalogue, search for rooms and buildings or a faculty list.

However, users can only access the full range of functions by registering. Students can log in to the LSF with their university account data and are logged in for 60 minutes. After that, they are automatically logged out for security reasons.

#### **Events and timetable**

The "Events" category is particularly important for students at the start of a new semester. Here you can find the course catalogue, degree programme plans or search for courses. Click on the event to open further information. There, students can find out the course times, room information and details about the schedule. It is also possible to put together your own individual timetable in the LSF. To do this, students must search for and mark courses in the "Course schedules" tab. Once these have been saved, they are available in the personal timetable.

#### **My study plan**

This button provides you with a view of all events that are assigned to your own degree programme. In this weekly view, dates can also be marked with a tick and earmarked using the above button. The events selected in this way also end up in your personal timetable.

## **Course allocation**

There are courses that must be taken with LSF. These courses have an enrolment period. You can register for the courses within this period. In the case of courses that require enrolment, there is also a link to enrolment in addition to the possibility of making a reservation. Here you can register bindingly for dates. You can register for up to three parallel groups of a course (if parallel groups are available). These three requests can each be assigned a priority (high/medium/low), whereby each priority can only be assigned once (starting with the highest priority). An attempt will be made to take this into account in the automatic allocation of places. Successful registration does not yet constitute admission. Only an entry in the waiting list is made. The actual allocation of places will only take place after the deadline has expired. The current status of occupancy, e.g. registered or admitted, is displayed in your own timetable on the date.

Deregistration is possible within the registration period by the student. To do this, you can use the corresponding button in your own timetable. Outside the deadline, lecturers can additionally set up a deadline for deregistration that still allows deregistration, e.g. within the first weeks of the semester. If this is available, it is displayed in the detailed view of the course.

## **Show/print timetable**

The link "Timetable" under "My functions" takes you to your own timetable. Here, all appointments are entered that were entered using "Mark". This schedule is saved for the current session. If it is to be saved permanently, the button "Save or delete schedule" must be used. Below this button, you will also find the option to delete the timetable by clicking on "Delete timetable".

The plan can be changed in the view. You can choose between a short, medium and long view, each as a plan or as a list. In addition, the period of the display can be selected in the upper selection. Here, for example, the lecture period view or a specific week can be selected in the list. After clicking on "Display", the view is updated.

The timetable can be downloaded as a PDF document after clicking on "Timetable" in the print version at the top right.

## **Facilities**

Here users can find the university structure of Otto von Guericke University Magdeburg. Faculties, central institutions, administration, representatives and organs of the university are stored in this category. In addition to contact details, you can also view lecturers' courses or their function in the university.

## **Rooms and buildings**

Especially at the beginning of your studies, the campus is still very confusing. But after a few weeks and months, students will already be very familiar with the campus. The search function in the LSF is an important aid to orientation. Here, in the "Rooms and Buildings" section, all locations for courses can be viewed. As a result, detailed information about the location and room occupancy is available to those interested.

## People

Who is in charge of the course? How can I reach the person via e-mail and when are the office hours? The "People" section in the LSF allows you to search for teaching staff and employees at Otto von Guericke University Magdeburg. The relevant contact details can be found there.

## Functions for students

Students at Otto von Guericke University Magdeburg have access to special additional functions in the LSF. Under the tab "My functions", users have the opportunity to take advantage of numerous administrative and information services. Among others, the following offers are available:

- Examination registration/deregistration (Chapter 3b)
- Viewing grades

Very detailed instructions can also be found here <https://wikis.ovgu.de/lsf/doku.php>.

## Viewing grades

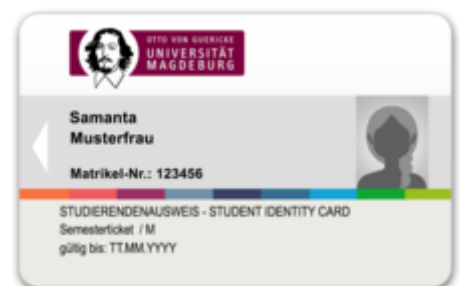
As soon as a transcript of records has been graded by the corresponding teacher, the grade is forwarded to the examination office. The examination office enters the grades in your personal grade overview in your LSF account. To view the grades, log in to the LSF portal and then click on the option "Grade overview" under the item "Exam administration". However, the process until a grade is entered usually takes a while.

## 2.5 E-learning platform <https://elearning.ovgu.de/>

The e-learning platform offers teachers the opportunity to set up digital teaching and learning spaces, provide materials, work cooperatively with you as students or communicate on a topic-specific basis. Logging in is done by entering your OVGU account data. To access specific content, you must first search for your course by name in the search field. You will then be redirected to the course and can now access the content after you have enrolled. In some cases, a password is required, which is usually provided to you by the lecturer at the beginning of the semester.

## 2.6 UniCard - Student ID

Whether it's for eating in the canteen, borrowing books from the university library or as a ticket for Magdeburg's public transport system: the UniCard is a daily companion for students at Otto von Guericke University. After enrolment, every student is sent a UniCard by post. The card accompanies them throughout their studies and is versatile. The UniCard serves as Student ID, library card, semester ticket for the MVB public transport system, cash card with a payment function in the refectory, and cashless means of payment for copying and printing at the university's copying stations.



The chip in the card functions in the same way as conventional EC cards or other ID cards. It is used to uniquely identify the user but does not store any personal data. Only the card number, matriculation number and library number are stored. You can find information on this at: <https://www.ovgu.de/-p-42876-path-1,3,44792.html>

### **First use and validation**

Students receive their student card during enrolment. The UniCard must then be activated at one of the numerous validation stations at Otto von Guericke University Magdeburg. The valid semester data will be visibly printed on it. Printing is possible at any time, but should be updated before the end of the semester. Otherwise, the student status can no longer be proven, e.g. in the tram. The validation stations can be found in the following buildings:

Building 01 (Campus Service Center)

Building 06 (entrance area)

Building 26 (in front of lecture hall 1)

Building 40 (Entrance B)

Office of the Dean of Studies of the FME (Campus University Hospital / House 2)

### **The UniCard as a semester ticket**

With the UniCard, students have a semester ticket that can be used on the buses and trams of the Magdeburger Verkehrsbetriebe (MVB) as well as for local ferries. It is important to note that the card is only valid in the Magdeburg tariff zone. Journeys with the Deutsche Bahn (DB) are not included in the semester ticket. The semester ticket is paid for with the semester fee. Important: Check the current validity! With an expired semester ticket, you will incur a 62,- Euro penalty when using local public transport.

### **The UniCard as a wallet on campus**

The student card can be used as a flexible means of payment on campus - completely without cash! For example, students can pay with the card in the dining halls on campus. Payment for copying or printing is also possible with the UniCard. However, the card must first be topped up. There are top-up machines at central locations on campus (including the refectory and the university library) where money can be loaded onto the card. The UniCard is inserted into the top-up station and students then load the desired amount onto the card. **Important:** The reloaders accept EC cards as well as cash, starting at an amount of five euros.

### **Malfunction / loss of the UniCard**

The Campus Service Center must be notified immediately if the card is lost or malfunctions. The card can only be blocked at the Campus Service Center. A new UniCard will be issued for a fee in accordance with the university's fee regulations if the card is lost or unusable. A fee of € 10.30 must be paid for the issuing of a new UniCard. The loss of the card also means the loss of the money stored on the UniCard. Therefore, students should take care of their card and handle it with care. The UniCard must not be bent, soiled or wilfully damaged. Heat, cold and radiation should be avoided!

## 2.7 Registration at the Language Centre/Sports Centre

The **Language Centre** offers various languages at different levels. When you register for a language course, a placement test is taken (except for beginners' courses). After regular attendance and a successful exam, a certificate is awarded. These courses are very popular among students of all faculties, as language skills and understanding the diversity of different cultures are an important tool for increasing students' competitiveness and facilitating their entry into professional life. Course enrolment deadlines are posted on the Language Centre's website at <https://www.sprz.ovgu.de/> .

Participation, which is subject to a fee, and the associated enrolment for the courses is done via Moodle - <https://sprachenzentrum.ovgu.de/> - with the data of your OVGU account. The Language Centre is located in building 40 (Faculty of Human Sciences) on the Zschokkestraße campus. Building 40 is about a 5-minute walk to the west from Universitätsplatz.

Contact details of the Examination Office of the Language Centre:

Oliver Graf-Potter

Office: G40-235

Tel.: +49 (0)391 67 56508

Office Hours: Tuesday 10:00 am – 12:00 am and  
01:00 am – 03:00 pm  
Thursday 11:00 am – 01:00 am

E-mail: [sprz-pruefungsamt@ovgu.de](mailto:sprz-pruefungsamt@ovgu.de)

The university's **sports centre** offers varied and versatile opportunities for sporting activity for students through various fee-paying courses. These mostly take place on the university grounds. Furthermore, the sports centre has its own gym in sports hall 3 behind the refectory - the CampusFit.

If you are interested in a course, you must register at <https://www.spoz.ovgu.de/> for the respective course during a specific period. Information about these periods will be posted on the sports centre website in good time. Clicking on the button "Sport offer" will take you to the new course and administration system. An overview of the courses offered for the current period appears there. For easier orientation, the courses are subdivided according to areas. A personal account for enrolment is not necessary. After selecting the type of sport by clicking on it, you can choose the appropriate course for you on the following page in the table. To do this, click on the green button "book". If a booking is not yet possible, the field indicates when or how a booking is possible. If the course is already fully booked, you can register with your email address by clicking on the red button "Waiting list". As soon as a place becomes available in the desired course, you will receive a notification e-mail with a link to the course and can enrol. You can now enrol in the course by entering all the required data. To make it easier to enrol in further courses, you can save your data with the help of a password. You then only need to enter the e-mail address and password the next time you enrol and the data will be displayed immediately without having to enter everything again. After completing the registration process, you will receive a confirmation email to your specified email address about the successful registration, which counts as proof of participation. Please keep this in a safe place!

After about 2 weeks the course fee will be debited from your account.

If you have any questions about the sports centre, please contact:

Otto von Guericke University Magdeburg  
Sportzentrum, Building 27  
Universitätsplatz 2  
39106 Magdeburg  
Tel.: +49 (0)391 67 58851  
E-mail: [sportzentrum@ovgu.de](mailto:sportzentrum@ovgu.de)

## 2.8 Library

Magdeburg University Library, consisting of the Main Library and the Central Medical Library, is the central learning and working place for students and researchers at the university. It houses over 1.6 million books and journals at its two locations. This also includes a large number of electronic media (databases, e-journals and e-books). To use the library, you must be registered as a user. You can print out the corresponding registration form or obtain it at the circulation desk. University students and staff members must present their student ID card or service ID card and their identity card to register. International students need their student ID, passport and proof of residence to register. Once you have created an account, you can now borrow books and access your user account by going to <https://www.ub.ovgu.de/> and clicking on "User account". You will then be redirected to the registration website. There you will need to enter your user number and a password. You will find your user number on the back of your student card (to the right of the barcode). The password is automatically generated from your date of birth (six-digit number in the form *DDMMYY*) when you register.

Under "Borrowings" you can view a list of all the titles you have currently ordered and borrowed. To the right of each title is the loan period, the number of renewals and the number of reservations.

Here you can extend the loan period if the books are not marked. Preregistered books cannot be marked, as an extension is not possible. Click on the small box in front of the desired book(s) title(s) or select the option "Select all loans". Now press the grey field labelled "Renew". All marked titles will be given a new loan period. The loan period can be extended a maximum of 5 times. Afterwards, all corresponding borrowings must be presented at the circulation desk of the library. All books must be returned on time. If you are looking for a specific book, article or e-journal and would like to know whether there are still copies available in the library, use the platform <https://ubfind.ovgu.de/>.

If you have any questions about the University Library, please contact:

Tel: +49 (0)391 67 58640 (secretariat)  
+49 (0)391 67 52925 (lending)  
E-mail: [bibliothek@ovgu.de](mailto:bibliothek@ovgu.de)  
[ausleihe@ovgu.de](mailto:ausleihe@ovgu.de)

If you have any questions about the Central Medical Library, please contact:

Tel.: +49 (0)391 67 14300  
E-mail: [mzb@ovgu.de](mailto:mzb@ovgu.de)

## 3. examination-relevant

### 3.1 Academic year schedule <https://www.ovgu.de/Semesterplan.html>

The academic year schedule can be found on the official OVGU website and provides an overview of important dates and times during the semester. This is an overview of the respective lecture period, lecture-free periods and re-registration times for the coming semester.

### 3.2 Examination offices

Registration, information and advice on examinations and internships, on study planning or on the recognition of achievements already made, in particular for applications for higher subject semesters, can be obtained from the relevant examination offices of the faculties or, for the study programme Medicine, from the Dean of Studies of the Faculty of Medicine.

<b>MB</b>	<u><a href="#">Faculty of Mechanical Engineering</a></u>	Building/room:	Telephone number:
	Carolin Greulich	G10-156	+49 (0)391 6757612
	Ina Benkhardt	G10-155	+49 (0)391 6758599
<b>VST</b>	<u><a href="#">Faculty of Process and Systems Engineering</a></u>		
	Simone Janke	G10-153	+49 (0)391 6758657
	Carolin Greulich – Study program Biosystemtechnik	G10-156	+49 (0)391 6757612
<b>EIT</b>	<u><a href="#">Fakultät for Electrical Engineering and Information Technology</a></u>		
	Susanne Bögelsack	G10-152	+49 (0)391 6758642
	Carolin Greulich	G10-156	+49 (0)391 6757612
<b>INF</b>	<u><a href="#">Faculty of Informatics</a></u>		
	Jutta Warnecke-Timme	G29-101	+49 (0)391 6758662
	Mirella Schlächter	G29-101	+49 (0)391 6758662
	Lisa-Marie Kissel	G29-101	+49 (0)391 6752220
<b>MATH</b>	<u><a href="#">Faculty of Mathematics</a></u>		
	Jeannette Polte	G03-222	+49 (0)391 6758713
<b>NAT</b>	<u><a href="#">Faculty of Natural Sciences</a></u>		
	Catharina Berner	G16-153	+49 (0)391 6752614

**MED**Faculty of Medicine

Sara Hlavacova	Haus 2 - 226	+49 (0)391 6715764
Karin Rausch	Haus 2 - 202	+49 (0)391 6725330
Christine Wölk	Haus 2 - 202	+49 (0)391 6725184

**HW**Faculty of Human Sciences

Marilyn Koch-Schlenker	G40A-358	+49 (0)391 6756807
Dagmar Boye	G40A-103	+49 (0)391 6756633
Ina Pietrulla	G40A-101	+49 (0)391 6756699
Nicole Eigl	G40A-102	+49 (0)391 6756488
Johanna Telle-Zips	G40A-104	+49 (0)391 6756807

**WW**Faculty of Economics and Management

Dr. Toni Richter	G22B-005	+49 (0)391 6758421
Sandra Lenz	G22B-003	+49 (0)391 6758423
Kathrin Henze	G22B-003	+49 (0)391 6758422
Gina Gierk	G22B-003	+49 (0)391 6757392

**SPRZ**Language Centre

Oliver Graf-Potter	G40C-262	+49 (0)391 6756508
--------------------	----------	--------------------

### 3.3 Examination registration

Before the start of each module or sub-module examination, a separate written or electronic registration must be submitted to the Examinations Office. Subsequent registration is not permitted. For examinations at the Faculty of Business and Economics, registration begins as early as 3 weeks after the start of the semester and is thus an exception.

Examination registration is usually done electronically via the online portal LSF.

To use the self-service functions in the LSF, your personal university account - issued at the computer centre - is required:

Under the item "Examination administration", an "Examination registration/deregistration" is possible. First of all, you should carefully read through the conditions described and accept them. Then you can see which examinations have already been completed and which can still be taken. Forms for written registration can usually be found on the pages of your examination office. As a rule, however, these should be done online.



### 3.4 Examination notes

#### **Procedure**

After you have registered for exams in the LSF, you can find out the location of the exams on the same page shortly before the exam period. This may change again, so it is important to check the location a few days before the exam.

It is generally recommended to arrive at the examination venue half an hour before the start of the examination, as being late will lead to disqualification from the examination.

You will be informed in advance which aids are permitted, either by the professor or an exercise instructor. In general, you must present an official identification document, e.g. your identity card or passport, as well as your student ID, several pens and something to drink. It is recommended to leave valuables, such as mobile phones and wallets, at home. If your mobile phone rings during the exam, this will be considered as an attempt to cheat and may lead to exclusion from the exam as well as exmatriculation.

The examination is considered to be finished as soon as all examination papers are collected and the examination is declared finished by the examination supervisor.

#### **Old exams**

Old exams are a good way to prepare for exams. They are made available to students voluntarily by professors. They often go back many years and can provide a good overview of the type and level of difficulty of the exam questions. The exams archives can be found on the pages of the student councils of all faculties.

#### **Deregistration from examinations**

Students have the option of withdrawing from examinations in the LSF. Please note the withdrawal deadlines in the study and examination regulations that apply to you.

There is also the possibility to withdraw from exams in case of illness.

A medical certificate (OVGU form) is required for this. You can find it here:

<https://www.formularpool.ovgu.de/>

Please note that the relevant regulations of your examination regulations are always authoritative. If you have fallen ill and cannot take the examination, see a doctor immediately who will confirm the illness and ask for a medical certificate to be issued (form OVGU). Filling out the "Application for Withdrawal from Examinations" is also mandatory, as otherwise it is not possible to assign the respective examination performance. If the deadline for withdrawal has already passed at the time of the illness, please submit the medical certificate (OVGU form) and the completed "Application for Withdrawal from Examinations" to the relevant examination office of the faculty or to the Campus Service Centre as soon as possible. As soon as you have submitted the medical certificate, you will be deregistered from the examination and must register for the new examination date independently after your recovery within the specified deadlines.

## 4. contact person

### 4.1 International Office <https://www.ovgu.de/akademischesauslandsamt>

The International Office advises, supervises and supports international students and academics on their way to Otto von Guericke University Magdeburg, just as it accompanies interested students and academics with important information about study, internship and research opportunities on their way abroad. As the first point of contact for international students, it offers information on study opportunities and application modalities, on immigration law and social issues. In addition, the International Office takes care of international students at the university and works closely with the student initiative IKUS, supporting them in the organisation and implementation of a varied support programme. It supports international students in dealing with authorities and tries to help solve problems.

Consultation times must be arranged online, by e-mail or by telephone. You can find further information at: [www.ovgu.de/international](http://www.ovgu.de/international)

#### 1. Dipl.-Lehrerin Eva Böhning

*Contact person for counselling and support for international graduate students*

International Office Department (K6)

G18-150

Tel.: +49 (0)391 67 58429

E-mail: [eva.boehning@ovgu.de](mailto:eva.boehning@ovgu.de)

Appointment at <https://www.ovgu.de/-p-23250.html>

#### 2. B.A. Anneke Benke

*Contact person for advice and support for international programme students and freemovers*

International Office Department (K6)

G18-149

Tel.: + 49 (0)391 67 52634

E-mail: [anneke.benke@ovgu.de](mailto:anneke.benke@ovgu.de)

Appointment at <https://www.ovgu.de/-p-23630.html>

#### 3. Dipl.-Sprachmittlerin Sylvia Seela

*Contact person for study abroad counselling for students in the WELTWEIT programme, internship counselling abroad for students at OVGU*

International Office Department (K6)

G18-146

Tel.: +49 (0)391 67 58779

E-mail: [sylvia.seela@ovgu.de](mailto:sylvia.seela@ovgu.de)

Appointment at <https://www.ovgu.de/-p-23254.html>

#### 4. M.Sc. Anne Schulze

*Contact person for study abroad counselling for students in the ERASMUS programme*

International Office Department (K6)

G18-148

Tel.: +49 (0)391 67 57349

E-mail: [anne.schulze@ovgu.de](mailto:anne.schulze@ovgu.de)

Appointment at <https://www.ovgu.de/-p-67036.html>

5. Dipl.-Verwaltungswissenschaftlerin Angela Wittkamp  
*Coordinator Leonardo Office Saxony-Anhalt (EU internships)*  
Department of International Affairs (K6)/Leonardo Office Saxony-Anhalt  
G18-258  
Tel.: +49 (0)391 67 58778  
E-mail: [angela.wittkamp@ovgu.de](mailto:angela.wittkamp@ovgu.de)

Closely connected to the International Office and the Student Union is the intercultural student organisation "IKUS". IKUS (InterKulturelleStudenten) is a student organisation that supports international students in Magdeburg and brings them together with German students.

The aim of IKUS is to make it easier for international students to start their new lives and studies at OVGU in Magdeburg, to integrate them into the German community and to promote intercultural friendships. IKUS offers opportunities to have intercultural experiences and make friends in the process. Above all, they support newly arrived students in taking their first steps in Germany. This includes going to the authorities, advice and help with questions and problems related to studying in Magdeburg and running welcome weeks for new arrivals. IKUS also provides ongoing advice and support for international students in Magdeburg. During the semesters, they are responsible for organising various festivals, intercultural country evenings, excursions and much more.

Information on the IKUS, the first steps in Magdeburg and planned events can be found at <http://www.ikus.ovgu.de/>



INTERCULTURAL  
STUDENTS

#### 4.2 Magdeburg Student Union <https://www.studentenwerk-magdeburg.de/>

The Studentenwerk is your contact for advice & support with financing your studies, eating & drinking in the refectories & cafeterias, a home in the halls of residence, advice & help with social or legal problems, promoting student culture or looking after your children in the campus nursery or kindergarten.

The Studentenwerk has an information point in the refectory on the UniCampus. This is located on the 2nd floor of the  
Mensa UniCampus  
Hohefortestr. 25  
39106 Magdeburg

This Infopoint is the place to go for concerns and requests of almost any kind. This can often save you a trip to the "head office" of the Studentenwerk, as the staff can provide information and help with the following concerns, among others:

- Concerns regarding the dormitories
- Issuing and receiving a wide variety of applications and documents from the BAföG office
- Applications for the International Student Card, after 1-2 days issue of the finished cards
- Sale of tickets for events
- Acceptance of applications for participation in the creative workshops of the Student Union at the beginning of each semester
- Support in organising student exhibitions in the "MensaGalerie" in the upper cafeteria foyer

Furthermore, the Studentenwerk offers a wide range of counselling services:

### **Psychosocial Student Counselling**

The PsychoSoziale StudierendenBeratung (Psychosocial Student Counselling) of the Studentenwerk Magdeburg is open to all students of the universities in the area of responsibility of the Studentenwerk. It offers free, non-binding and strictly confidential counselling in stressful situations that can arise during the course of studies. Student life can be very challenging: Low motivation, feelings of being overwhelmed, difficulties in relationships, fears about exams or the future and much more. One or more individual conversations can often provide relief here. Even if you don't really know where the shoe pinches yet and are perhaps simply looking for someone to listen to you and help you sort out your thoughts, you are very welcome. More information can be found at:

[https://www.ovgu.de/gesundheit\\_psb.html](https://www.ovgu.de/gesundheit_psb.html)

Contact person	<b>Mareen Eisenblätter, Dipl.-Psych.</b> Campus OVGU, G18-204 Tel.: +49 (0)391 67 51553 E-mail: <a href="mailto:psb@studentenwerk-magdeburg.de">psb@studentenwerk-magdeburg.de</a>
Consultation hours by telephone: (without appointment)	Monday: 10:00 am - 11:00 am, Tuesday: 01:00 am - 02:00 am, Wednesday: 10:00 am - 11:00 am, Thursday: 03:00 pm - 05:00 pm, Friday: 10:00 am - 11:00 am (during these times, additional appointments can be made in the chat)

### **Legal advice**

There is also the possibility of legal advice at the Studentenwerk: Sometimes questions or problem situations can arise that require the expert advice of a lawyer. Your Studentenwerk also offers you competent contact persons in such situations.

**Please identify yourself at the consultation using your student ID card combined with your identity card or passport!**

In Magdeburg, during the lecture period, we offer you the opportunity to receive advice from the lawyer Ingo Lück (2nd and 4th Wednesday) and the lawyer Normen Pitschke (1st and 3rd Wednesday) on the 1st to 4th Wednesday of each month from 03:00 p.m. – 05:00 p.m. in the Student Services Advice Centre in hall of residence 7, J.-G.-Nathusius-Ring 5, room 51. This is an open consultation hour, i.e. it is not possible or necessary to make an appointment in advance.

During the lecture-free period, exam period and semester break (01 February to 31 March and 01 July to 30 September each year) or in urgent cases to meet deadlines, please contact the office of the lawyer Ingo Lück at Leibnizstraße 9 directly after making an appointment by telephone on +49 (0)391 69 66 88 44.

### **Social counselling of the Studentenwerk**

Do you need guidance in the study jungle? Are you looking for support to survive outside the lecture hall? Do you have a concern or don't know exactly where you can find help? The Studentenwerk provides answers to your questions with targeted information.

The main topics of counselling are:

- Information on financial aid and state social benefits
- Assistance in financial emergencies (e.g. hardship fund loans or free table tokens for the refectories)
- Student jobs: What should you know about them, what should you look out for? Student health insurance and broadcasting fees
- Questions about studying and pregnancy/parenthood (state social benefits, BAföG during pregnancy/parental leave, semester off...)
- Concerns of disabled and chronically ill students
- Problems of foreign students
- Student Semester Fee/Semester Ticket Fee

If necessary and upon request, referral to other counselling centres can be made. More information can be found at: <https://www.studentenwerk-magdeburg.de/soziales/sozialberatung/>

Contact:	<b>Studentenwerk Magdeburg</b> <b>Johann-Gottlob-Nathusius-Ring 5</b> Hall of Residence 7, room 50 Tel. +49 (0)391 67 51562 E-Mail: <a href="mailto:sozialer.beratungsdienst@studentenwerk-magdeburg.de">sozialer.beratungsdienst@studentenwerk-magdeburg.de</a>
Contact person:	<b>Gabriele Montoya Martinez</b>
Telephone office hours:	Tuesday: 01:00 pm - 06:00 pm, Thursday: 10:00 am - 12:00 am, as well as by telephone arrangement

#### 4.3 ISP: SIMP-SON <https://www.isp.ovgu.de>

The Faculty of Business and Economics offers a variety of English-language degree programmes, which can be found under the name International Study Program (ISP). It mainly offers advice and support for international students. More information can be found at: <https://www.isp.ovgu.de/FEMBUDDYPROGRAM.html>

If you have any questions about *English-language degree programmes*, please contact:

**Grit Voigt, Dipl.-Phil.**

G22B-006

Tel.: +49 (0)391 6758818

E-mail: [isp@ovgu.de](mailto:isp@ovgu.de)

The ISP also includes SIMP-SON, which stands for "Student International Mentoring Program - Social Organizational Network". It is offered exclusively to students of the International Study Program, both German and international students. SIMP-SON offers a mentoring program - the "BUDDY Program" with ambitious students from higher semesters, among them German and international students who have already gained a lot of experience around studying and living in Magdeburg. The Buddy Programme helps with settling in in Magdeburg and with all the administrative formalities that are necessary for the start of your studies.

#### 4.4 Structures of the University

The structure of the university includes not only the faculties and examination offices, but also the Senate, the Board of Trustees, the Rectorate and much more.

The Senate is a self-governing body and the highest body of the University.

The University is managed by the Rectorate. It is responsible for the content-related and organisational management of the university.

The rector represents the university, chairs the rectorate and determines the guidelines of the rectorate. He/she ensures the implementation of the Senate's resolutions, exercises domiciliary rights and is responsible for maintaining order at the university.

The Registrar shall conduct the business of the administration of the University. He/she is the budget officer and permanent representative of the Rector in legal and administrative matters. Further information on the structure of the university can be found here:

<https://www.uni-magdeburg.de/organisation.html>

#### 4.5 Student Council <https://stura-md.de>

The Student Council represents the student body vis-à-vis state and social institutions, the facilities, committees and commissions of Otto von Guericke University Magdeburg. The spokespersons of the Student Council jointly represent the student body in and out of court. If you have any problems or questions, you can contact a member of the student council or send an email directly to the executive board. There are special function mail addresses for some areas:

- [verwaltung@stura-md.de](mailto:verwaltung@stura-md.de)
- [finanzen@stura-md.de](mailto:finanzen@stura-md.de)
- [it@stura-md.de](mailto:it@stura-md.de)
- [datenschutz@stura-md.de](mailto:datenschutz@stura-md.de)

## Initial legal advice

The StuRa OVGU offers you the possibility of a free initial legal consultation. All students of the OVGU and the HS Magdeburg-Stendal are entitled to this service.

An appointment can be made at: <https://anwalt.stura-md.de/>

- Initial consultation usually on **Mondays** from **01:00 pm – 05:00 p.m.**
- Binding registration
- **Counselling time:** max. 20 minutes
- Documents can be sent by email after booking the appointment to prepare for the counselling (max. 20 A4 pages)
- Bookings are usually possible until the last Friday before the appointment (this allows the lawyers to prepare for the consultation in the best possible way)
- For this purpose, we cooperate with the law firm: [www.borsbach-herz.de](http://www.borsbach-herz.de)

However, only the initial consultation is covered by the StuRa. In some cases, however, it is possible for the StuRa to provide you with financial support for your legal dispute. These include, above all, proceedings against the university or the student union. Thematically, these include, for example, examination law and administrative law. Student place lawsuits are not supported, nor are private matters. However, if your case is intended to help the student body as a whole and improve the student situation, then you have a good chance of receiving financial support. Please contact the student council by email, during office hours or at a meeting.

## 4.6 Student representative councils

Each of the nine faculties has a student council. The student council is the student body at faculty level that represents the student body, i.e. all students in a faculty. Just as the student council is the decisive body for the entire university. Depending on the faculty, between four and seven representatives are elected. The student council consists of elected members and is often extended by volunteers (co-opted members), who usually make the work of the student council possible in the first place. The activities of the Fa(s)Ras are often very extensive and vary from student council to student council. Some examples:

- Counselling for students and pupils
- Keeping old exams as a sample and learning aid
- Organisation of the introductory week/day
- Representation of the students towards the faculty/lecturers
- Organisation of study courses, e.g. mathematics
- Organisation of parties, e.g. summer, freshers' and Christmas parties

Contacts Student Council:



**FARAFEIT**

(Faculty of Electrical Engineering and Information Technology)

G05-10, Tel.: +49 (0)391 67 12206

E-mail: [info@farafeit.de](mailto:info@farafeit.de)

[www.farafeit.de](http://www.farafeit.de)

[www.facebook.com/FaRaFEIT](https://www.facebook.com/FaRaFEIT)

**FASRA-FHW**

(Faculty of Human Sciences)

G40-129, Tel.: +49 (0)391 67 56431

E-mail: [fasra.fhw@gmail.com](mailto:fasra.fhw@gmail.com)

[www.fasrafhw.de](http://www.fasrafhw.de)

[www.facebook.com/fasrafhw](https://www.facebook.com/fasrafhw)

**FARAFIN**

(Faculty of Informatics)

G29 -103, Tel.: +49 (0)391 67 51377

E-mail: [post@farafin.de](mailto:post@farafin.de)

[www.farafin.de](http://www.farafin.de)

[www.facebook.com/farafin](https://www.facebook.com/farafin)

**FARAFMB**

(Faculty of Mechanical Engineering)

G11-105, Tel.: +49 (0)391 67 51299

E-mail: [fachschaft-maschbau@ovgu.de](mailto:fachschaft-maschbau@ovgu.de)

[www.farafmb.de](http://www.farafmb.de)

[www.facebook.com/FaraFMB](https://www.facebook.com/FaraFMB)

**FARAMATH**

(Faculty of Mathematics)

G2-115, Tel.: +49 (0)391 67 12389

E-mail: [faramath@ovgu.de](mailto:faramath@ovgu.de)

[www.faramath.ovgu.de](http://www.faramath.ovgu.de)

[www.facebook.com/faramath](https://www.facebook.com/faramath)

**FARAMED**

(Faculty of Medicine)

Uni-Klinikum, Leipziger Str. 44, Haus 2,

Tel.: +49 (0)391 67 15164

E-mail: [mail@fara-med.de](mailto:mail@fara-med.de)

[www.fara-med.de](http://www.fara-med.de)





[www.facebook.com/pages/FaRa-Medizin-Magdeburg](http://www.facebook.com/pages/FaRa-Medizin-Magdeburg)

#### **FARAFNW**

(Faculty of Natural Sciences)  
G20-405, Tel.: +49 (0)391 67 11466  
E-mail: [farafnw@ovgu.de](mailto:farafnw@ovgu.de)  
[www.farafnw.ovgu.de](http://www.farafnw.ovgu.de)  
[www.facebook.com/farafnw](http://www.facebook.com/farafnw)



#### **FARAFVST**

(Faculty of Process and Systems Engineering)  
G18-217, Tel.: +49 (0)391 67 58442  
E-mail: [fachschaft@vst.uni-magdeburg.de](mailto:fachschaft@vst.uni-magdeburg.de)  
[www.farafvst.ovgu.de](http://www.farafvst.ovgu.de)  
[www.facebook.com/fvst.ovgu](http://www.facebook.com/fvst.ovgu)



#### **FARAWIWI**

(Fakultät für Wirtschaftswissenschaft)  
G22C- 013, Tel.: +49 (0)391 67 12013  
E-mail: [mail@farawiwi.de](mailto:mail@farawiwi.de)  
[www.farawiwi.de](http://www.farawiwi.de)  
[www.facebook.com/farawiwi](http://www.facebook.com/farawiwi)

All students are called upon to participate actively and voluntarily in the work of the StuRa or the student councils.

Among other things, the student council offers several counselling services:

#### **DykeAndGay**

"We have an open ear for your problems and worries - whether it's coming out, lovesickness, exam nerves or discrimination in everyday university life!

Dormitory 1 (basement)  
Hohefortestraße 40  
E-mail: [info@dykeandgay.de](mailto:info@dykeandgay.de)  
Website: <http://www.dykeandgay.de/>

#### **International Affairs Unit (RIA)**

"Through our Buddy Programme, we want to make it easier for international students to get to know German university life and life in the city of Magdeburg!"

Dormitory 1 (basement)  
Hohepfortestr. 40  
E-mail: [international@stura-md.de](mailto:international@stura-md.de)  
Website: <https://ria.stura-md.de/>

### **Nightline Magdeburg**

"Our Nightline is a listening phone for all your worries!"

Tel.: +49 (0)391 67 12075  
E-mail: [nightline@ovgu.de](mailto:nightline@ovgu.de)  
Website: <http://www-e.uni-magdeburg.de/nightlin/>

## 4.7 Other contact persons

### **Commissioner for Foreigners Prof. Dr Sadrieh Abdolkarim**

Tel.: +49 391 67-18492  
Fax: +49 391 67-11355

### **Disability Commissioner Dr Marion Schulze**

G40 B, Room 157  
Tel.: +49 391 67-56461  
E-mail: [marion.schulze@ovgu.de](mailto:marion.schulze@ovgu.de)

### **Family Commissioner Dr Loreen Lesske**

G18, Room 246  
Tel.: 67-52963  
E-mail: [loreen.lesske@ovgu.de](mailto:loreen.lesske@ovgu.de)

### **Office for Gender Equality**

Otto von Guericke University Magdeburg  
G18, Room 240  
Universitätsplatz 2  
39106 Magdeburg  
Tel. : 0391 67-58944  
E-mail: [gleichstellungsbeauftragte@ovgu.de](mailto:gleichstellungsbeauftragte@ovgu.de)

### **Career Service**

<https://www.ovgu.de/careerservice.html>  
Contact person: Nance Kaemmerer  
G18, Room 135  
E-mail: [nance.kaemmerer@ovgu.de](mailto:nance.kaemmerer@ovgu.de)

## Contact University

Otto von Guericke University Magdeburg  
Universitätsplatz 2  
39106 Magdeburg

## Homepage

<https://www.ovgu.de/>

## City of Magdeburg

<https://www.magdeburg.de/>

# 5. organisational matters outside the university

## 5.1 Citizens' Advice Bureau

Anyone staying in Magdeburg for longer than three months is obliged to register at the city's citizens' registration office within the first two weeks after moving into a flat. To do this, you will need your passport/identity card and the form "Wohnungsgeberbestätigung".

At the Citizens' Bureau, a distinction is made between whether you are an EU citizen or a non-EU citizen.

- **EU/EEA citizens:** You are from a state of the European Union or from EEA states. In the checklist you can see what you need to bring with you to register:
  - Housing provider confirmation
  - Passport/ID card
  - biometric photo

*In individual cases, the submission of further evidence, such as*

- Certificate of enrolment *or* notice of admission,
- European Health Insurance Card (EHIC) and
- Demonstration of sufficient means of subsistence (see right of residence)

be required.

- **Non-EU citizens:** You come from a state outside the European Union.  
Checklist:
  - Housing provider confirmation
  - Passport

After registering, you will receive a **registration confirmation/registration** for your stay in Magdeburg at the Bürgerbüro.

Before you leave Magdeburg and Germany for good, you must also deregister there (with accommodation provider confirmation).

## Directions to the Citizens' Advice Bureau

The Bürgerbüro Mitte is located at Leiterstraße 2a, 39104 Magdeburg. It can be reached by tram lines 2, 5, 9 and 10, stop Leiterstraße or tram line 1, stop Verkehrsbetriebe. **Please note:** The Citizens' Advice Bureau is **closed** on the 1st Wednesday of every month.

There are also other citizens' offices in Magdeburg. See which one is closest to you. The Bürgerbüro Mitte and the Bürgerbüro Nord are located near the university. You can only visit the citizens' bureaus if you have an appointment. This can be arranged via the online appointment reservations. Contact the following e-mail address: [termine@buengerbuero.magdeburg.de](mailto:termine@buengerbuero.magdeburg.de). Bookings are possible at <https://www.magdeburg.de/Start/B%C3%BCrger-Stadt/Kommunalpolitik/Termin-reservierung>

### **Opening hours of the Bürgerbüro Mitte:**

Monday:	08:00 am - 12:00 am
Tuesday:	08:00 am - 05:30 pm
Wednesday:	08:00 am - 12:00 am
Thursday:	08:00 am - 05:30 pm
Friday:	08:00 am - 12:00 am
Saturday:	08:00 am - 12:00 am

## 5.2 Becoming a Magdeburg citizen, studying and cashing in

The state capital Magdeburg supports students of the Otto von Guericke University Magdeburg and the Magdeburg/Stendal University of Applied Sciences with an immediate payment of € 70.00 if they register their main residence at the same time.

*This support payment (a total of € 160) is only made once, even if the study programme lasts longer than 3 years, and is only granted upon application.*

With a three-stage support campaign - €70.00 / €50.00 / €40.00 - the state capital Magdeburg welcomes all students who register their main residence in Magdeburg.

In order to receive support, you must submit a form to the city of Magdeburg for each of the 2 years of residence. You can find this form at

[https://www.magdeburg.de/PDF/Unterst%C3%BCtzungsleistungen\\_f%C3%BCr\\_Magdeburger\\_Studenten\\_Antrag.PDF?ObjSvrID=698&ObjID=2669&ObjLa=1&Ext=PDF&WTR=1&ts=1549531610](https://www.magdeburg.de/PDF/Unterst%C3%BCtzungsleistungen_f%C3%BCr_Magdeburger_Studenten_Antrag.PDF?ObjSvrID=698&ObjID=2669&ObjLa=1&Ext=PDF&WTR=1&ts=1549531610) . The 160,- EUR can also be applied for as a one-time payment at the end of the 2 years.

Students who are already registered with a secondary residence in Magdeburg should take advantage of the opportunity to change this to a main residence. They will then also be able to enjoy all the benefits.

## 5.3 Finances

In Germany, you need your own account for many matters, such as transferring health insurance contributions or rent.

In many cases, you need a blocked account (students from third countries) at a German bank. For this purpose, an amount is paid into the account when the account is opened,

from which you can only withdraw a limited amount each month. Currently, the amount for a blocked account is approximately 10,332 euros. Of this amount, you can only withdraw 861 EUR per month.

A blocked account can be set up quite easily at various German banks, e.g. Fintiba, Deutsche Bank, etc. To open the account you need:

- the letter of admission from the university
- the application from the Citizen's Office
- Your passport (residence permit)

Other local providers include Volksbank, Commerzbank, Sparkasse or Postbank. In addition, it is possible to open an online account with N26, DKB, Targobank, ING-DiBa and various other providers.

### **Cost of living in Magdeburg**

For better financial planning, we have prepared a small overview of average monthly costs.

	One-off costs (in euros)	Monthly costs (in euros)	Annual costs (in euros)
Rent		250 to 350	3000 to 4000
Deposit for the flat	250 to 500	-	-
Food and Drink		150 to 250	1800 to 3000
Mobile phone and internet		15 to 30	180 to 360
Semester fee	129.90 per semester	-	-
Health insurance		111	1332
Broadcasting fee		17.50	
Books and stationery		10 to 50	120 to 600
Personal hygiene, etc.		10 to 20	120 to 240
Miscellaneous	120	125	1500
<b>total</b>	approx. 480 to 630	approx. 670 to 940	approx. 8100 to 11000

Compared to many other cities, rent prices in Magdeburg are relatively low. There are no tuition fees and the semester fee already includes the costs for bus and tram within Magdeburg.

## **Mobile telephony and internet**

You certainly want to be easily reachable in Germany. The easiest option for this is to simply buy a prepaid SIM card that you have to load with credit before using it. You can get these at the checkout in all supermarkets, for example. Identification via video chat may be necessary beforehand. If you are staying in Magdeburg for a longer period of time, another option is a mobile phone contract, which often includes a new mobile phone. However, please note that these contracts usually have a minimum term and must be cancelled in good time.

## 5.4 Health insurance

**For EU students and students from countries with social security agreements:**

(<https://www.tk.de/firmenkunden/service/fachthemen/ausland/uebersicht-sozialversicherungsabkommen-2035180>):

If you have a European Health Insurance Card (EHIC) from your home country, you do not need to take out additional health insurance. It is advisable to have a German health insurance company as a contact person for emergencies. To do this, please register with the [AOK](#), [DAK](#), [IKK](#), [TK](#) or another local substitute health insurance fund using your EHIC health insurance card. This is free of charge and you will be assigned a German intermediary through whom German doctors can bill.

**All other students are subject to compulsory health insurance (§ 5 Para. 1 No. 9 SGB V).**

**For non-EU students:** As a student, you must have health insurance for the entire period of your stay. We recommend registering with a statutory health insurance. The cost of statutory health insurance for students up to the age of 30 is approx. 110,- EUR per month. Checklist for registering with a health insurance fund:

- Current address
- Photo
- Bank details (can be submitted later if you do not yet have an account in Germany)
- Certificate of enrolment/admission letter from the university

In the case of private health insurance, you would have to check whether you comply with the benefits according to §11 Para.1-3 SGB V. All statutory health insurance funds meet these benefits.

If you take out private health insurance, you must be exempted from compulsory insurance. A return to the statutory health insurance is no longer possible during your studies!

## 5.5 Aliens authority

This only applies to you if *you stay in Germany for longer than 3 months and are a non-EU citizen.*

The following documents must be submitted:

- Application for granting/extension of temporary residence
- Passport
- biometric passport photo
- Rental agreement - original and copy
- Registration confirmation/registration
- Health insurance certificate - original and copy
- Proof of enrolment + student card
- Proof of sufficient financial means (at least 861,- per month) - original and copy
- 100,- EUR for the issuance of the residence permit; 93,- EUR for the extension of the residence permit

**Please note:** At present, applications can only be submitted in writing by e-mail: [auslaenderrecht@ewo.magdeburg.de](mailto:auslaenderrecht@ewo.magdeburg.de) or by letter:

Landeshauptstadt Magdeburg  
Ordnungsamt & Bürgerservice  
Ausländerbehörde  
Breiter Weg 222  
39090 Magdeburg

You will find the Foreigners' Registration Office at Breiter Weg 222, 39104 Magdeburg. If you are travelling by tram, you can take lines 1, 2, 5 and 9. Get off at the Domplatz/Volksbank stop and walk a little way towards Hasselbachplatz.

### ***Opening hours of the Foreigners' Registration Office:***

Monday:	08:00 am - 12:00 am
Tuesday:	08:00 am - 12:00 am and 02:00 pm - 05:30 pm
Thursday:	08:00 am - 12:00 am
Friday:	08:00 am - 12:00 am

## 6. frequently asked questions

### **Journey to Magdeburg**

#### **What should I know before coming to Magdeburg?**

Everything you need to know about starting your studies, organising your stay, finding accommodation, insurance and much more can be found at <https://www.ovgu.de/-p-46768-path-5,76024,107032.html>

#### **When should I arrive in Magdeburg?**

We recommend arriving in Magdeburg between Monday morning and Thursday noon and at least 14 days before the start of the study programme.

#### **How do I get to Magdeburg?**

Travel options and signposts can be found at <https://www.uni-magdeburg.de/-p-77568.html>

#### **Is a welcome service offered?**

The student initiative IKUS offers initial counselling and a pick-up service for international students. You can find information at <http://www.ikus.ovgu.de/-p-464.html>  
Furthermore, the International Office organises International Welcome Weeks together with the IKUS initiative in the weeks before the start of the semester. The programme and current information can be found at <http://www.ikus.ovgu.de/Angebot/Internationale+WelcomeWeeks.html>

#### **Where can I find a student job?**

[https://ovgu.jobteaser.com/de/users/sign\\_in](https://ovgu.jobteaser.com/de/users/sign_in)

<https://www.ovgu.de/Karriere/Stellenausschreibungen/Wissenschaftliche+bzw.+Student+Auxiliary+Cr%C3%A4fte-p-14001.html>

#### **Can I apply for a scholarship?**

Another possibility to secure one's livelihood during one's studies are scholarships. However, there are only a small number of these in Magdeburg.  
<https://www.ovgu.de/-p-48630.html>

#### **I have already studied, how can I have my academic achievements recognised?**

In most faculties, it is regulated that the recognition of academic achievements must be applied for in the first month after enrolment in the examination board of the faculty. Please contact your examination office for this.

#### **I am studying in an English-language degree programme and would like to improve my German skills on the side. Where can I learn German?**

In addition to the services offered by the University Language Centre, there are a number of language schools in Magdeburg. You can find an overview on the IKUS homepage.  
<https://www.ikus.ovgu.de/Angebot/Deutschkurse.html>

#### **I would like to change my degree programme or apply for a semester off. Where can I find more information?** You can find information here:

<https://www.ovgu.de/Studium/Studienorganisation/Fragen+Answers-p-43886.html>





**Instagram**

uni\_magdeburg ([https://www.instagram.com/uni\\_magdeburg](https://www.instagram.com/uni_magdeburg))

ovgu\_international ([https://www.instagram.com/ovgu\\_international](https://www.instagram.com/ovgu_international))



**Facebook**

<https://www.facebook.com/OVGU.Magdeburg/>



**App "Welcome to OVGU"**

Available in the Playstore for Android and Apple