Support Services and Counselling at Harz University of Applied Sciences

Admission and Registrar's Office

Application, Admission, Enrolment and Exmatriculation Administration

Study Organisation Administration

- Re-registration
- Semester of leave
- Exmatriculation
- Health insurance requirement
- Data overview and Transcript of Records

Infopoint

- Application and document submission, such as BAföG, internship, oral exam
- Submission of final papers
- Creation of a student ID (malfunction and loss)
- Change to personal data

Exam Organisation Administration

- Signing up and unregistering for exams
- Exam responsibilities and dates
- Target registration / evaluation of withdrawal
- Withdrawal due to inability to take exam with (medical officer's) note
- Recognition of exam achievements and additional achievements

General Study Consultation

- Range of programmes
- Alternative means of study, such as orientation courses
- Changing programmes and/ or universities
- Doubts about studies and ending studies
- Studying with a child
- Social difficulties
- Problems in the degree programme
- Course schedule

International Office

- Contact for incoming and outgoing international students
- Information about and organisation of studies abroad
- Clarification of residency matters
- Consultation on application formalities
- Financing opportunities and awarding of scholarships
- Recognition of exam achievements during studies abroad
- Support for international students

Career Service

- Application tips and application document review
- New job consultation
- Training and additional qualifications (key competencies)
- Transfer vouchers
- Recognition of exam achievements
- Doctoral projects
- Starting a business
- Doubts about studies and ending studies

IT Service Centre

Support

- Chip – computer support service for students
- Service and Helpdesk with hotline: 03943–659-911
- Service ticket system: sts.hs-harz.de

Software services

- Web video conferences
- Microsoft Office
- Cloud – Sync & Share

IT services for studies

- Stud.IP/LSF /HISinOne
- E-mail
- Printing and scanning

Additional contacts and support

Interest groups

- Equal Opportunity Representative
- Representative for Students and Staff with Disabilities or Chronic Illnesses
- Data Privacy Representative
- Work Placement Semester Representative
- International Students Representative
- Student Union

Student Services Organisation Magdeburg

- Consultation on financing studies, such as BAföG, scholarships and mini-jobs
- Social consultation / clearing, such as for pregnancy and chronic illnesses
- Psychosocial consultation
- Legal consultation
- Housing
- Dining hall, cafeteria and kiosk 'Blub'

Dean's Office

- Semester schedule
- Exam schedule

Degree Programme Coordinator

- Programme consultation
- Study regulations
- Work placement

Mentors and tutors

Hochschule Harz
Harz University of Applied Sciences

for further information:
www.hs-harz.de/en