

FAQs (as of 03.04.2020; 2pm CEST)

Abbreviations:

BUS: Faculty Business

SME: Faculty Sports, Media and Events

A&D: Faculty Art & Design

If not specified, the answer applies to all faculties.

All decisions concerning the individual campuses are based on the guidelines issued by local authorities.

SEMESTERSTART / EXAMS

Is UE postponing the start of the semester?

BUS / SME: No, we will start as scheduled (if you did not hear otherwise from your programme coordinators).

A&D: Yes, online lectures will start 6th April.

06.04. - 23.05. (1st half of the semester) / 25.05. - 10.07. (second half of the semester)

13.07. - 17.07. Project week / block teaching

Examination phase (A&D only)

BA Theory: 18.05.20

BA Process Documentation: 20.07.20

Master: 17.08.20

Bachelor's exams: End of July/ beginning of August (exact dates to follow)

Master's exams: Mid August (exact dates to follow)

When will the exams take place? (BUS and SME only)

We are currently already conducting third party reviews in online format and are working on further alternatives in order to make replacement appointments possible quickly.

We will inform you as soon as alternative dates are found.

When ist the next review of exam?

The next viewing is planned for June 2020, before the next regular exam phase.

I am currently writing my Bachelor's- or Master's Thesis, libraries are closed – how do I behave? (BUS and SME)

Due to the Corona situation you have the possibility to extend your BT by 2 weeks and your MT by 3 weeks. In addition, the submission of the final theses for the two departments should be done by mail and by e-mail. You have to send your thesis within the deadline by mail to the supervisor and the EO and bring it to the post office within the deadline. It is not necessary to hand them in personally on campus.

ONLINE STUDY

Is the UE offering online courses?

BUS / SME: Yes.

A&D: Yes, starting 6th April.

Do I need to be on Campus?

No, for all faculties and all locations.

How does the online course work?

- We will conduct all scheduled classes online, digital, interactive and live. You can participate from anywhere (even if you are not in Germany). There will be no delay in your studies. The classes will be carried out in a video conference as provided in your schedule.
- For this purpose, we will use the software Microsoft Teams (MS Teams). You can download and install this software free of charge. To do so, please go to portal.office.com and register there with your "@ue-germany.de" email address and your password. Then you will have access to the complete office suite and can download and install MS Teams locally.
- During the semester you dial into MS Teams at the scheduled time, open the class (that is set up there as a team) and can then participate (incl. return channel and the possibility to form groups - just like in "real life").
- We will make sure that you will receive all necessary documents for your courses both via CampusNet (Online Campus) and MS Teams and this will be prepared in the best possible way for the exams at the end of the semester.
- We will provide you with more information on how to work with MS Teams on CampusNet:
<https://onlinecampus.btk-fh.de>
<https://onlinecampus.bits-hochschule.de>
- When you start your final thesis this semester the reviewers are available to you as usual - just not face-to-face, but camera-to-camera.

I am a new student and have not been on Campus yet. How do I get access to the Online Campus and virtual teaching?

All new students will receive the login data to the online campus via email and you will be informed on how to access the virtual classes.

Free software and platform access for all:

- Adobe Creative Suite
- IBM Enterprise Design Thinking: [Team Essentials for AI](#) badge (registration with @gusgermany.de + @ue-germany.de)
- Movie streaming [MUBI](#) (registration with @ue-germany.de)
- [MIRO](#) - digital Whiteboard (under approval for UE)

SERVICES

Will the University and offices remain open?

No, all campuses will be closed to all students until further notice (based on the guidelines issued by local authorities). Special regulations for arsenal / rent are in place (see question below).

Students for students (1th Semester A&D only)

Join the Teams Group: FO / PH Q&A

Consultations in *english*:

Monday 2pm–6pm

Wednesday 10am–12pm

Consultations in *german*:

Monday 2pm–6pm

Tuesday 4pm–8pm

How can I arrange appointments with Student Services, International Office, Examination Office, Examination Office and Career Center?

You can reach all the Student Services offices by email and telephone during normal opening hours.

Special Career Center events can be found on our website.

How can personal advisory services with lecturers be used?

You are welcome to contact your lecturer by e-mail at any time and make an appointment via Skype, Zoom or by phone.

How can the library be used?

Our online library is available to you without restriction. To activate your registration for the online library, please send an e-mail from your UE e-mail address to (library.iserlohn@ue-germany.de / library.berlin@ue-germany.de / library.hamburg@ue-germany.de).

For further information please follow:

<http://www.bits-hochschule.de/de/p/veraenderte-bibliotheksoeffnungszeiten/>

<http://www.bits-hochschule.de/en/p/changed-library-opening-times/>

Can I still borrow equipment from arsenal / rent?

Yes, please make reservations in advance by phone or mail.

Please call us, we will explain the procedure to you by phone.

Mo-Fr between 12:00 to 2:00.

I am currently doing my semester abroad. Who do I contact, if Corona affects my University abroad?

Please contact the International Office directly.

How can you currently get involved in Ressorts?

Since the Ressorts are student initiatives, please contact your Ressort head directly to discuss possible opportunities for online meetings. If additional tools for digital meetings are needed, please contact the UE directly. We will be happy to support you in this matter.

Internships

current internships:

Students who are currently in a (compulsory) practical phase which has to be interrupted, shortened or postponed due to corona, please submit a corresponding certificate from the respective practice partner to the Examination Office. Students will receive a template for this certificate from their Career Center/EO.

Important: This is an exception due to the corona situation. **The missed internship period can be credited if the certificate shows that the change in the course of the internship is due to the corona situation.** The writing of the internship report and any necessary presentations are not affected by the exception and are completed regularly.

planned internships:

A&D as well as the study courses Psychology and Business Psychology

If students are not able to start their planned internship semester or cannot find an internship place despite applications (support is offered by the Career Center), the Examination Office must first check a change in the course of studies. A change in the course of studies can only be applied for if you

1. can provide evidence of an unsuccessful search for an internship placement, and
2. have taken advantage of a consultation at our Career Center.

If a postponement of the practical phase is possible, an application for a change in the course of studies must be submitted.

Only in exceptional cases where a change in the course of studies is not possible can a practical project be applied for instead of an internship. The scope and type of activity must correspond to an internship semester (such as the (fictitious) founding of a company). This project has to be closely coordinated with the study program leader or a supervising professor and registered with the Examination Office with topic and supervisor by e-mail. If the academic supervisor agrees, a project together with a practice partner can also be chosen here, please contact the Career Center.

If none of the options listed is possible, please contact your Examination Office directly so that we can find a solution.

BUS (except PSY and BP) and SME

In these courses of study, the dates of the compulsory internships can be freely chosen within the lecture-free period. Planned compulsory internships can, therefore, be carried out at a later date. Students who are already at the end of their studies but still have to complete compulsory internships should contact the Examination Office.

How do I submit forms when the campus is closed?

In the up-coming weeks it will be sufficient that all forms are submitted as a scan by e-mail.

CORONA INFORMATION

Public-Health-Institute for Germany

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV.html

https://www.rki.de/EN/Home/homepage_node.html

Stay healthy!

Your UE Team