FAQs (as of 17.07.2020; 1pm 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.

NEW

WINTERSEMESTER INFORMATION
On Monday, July 6, Chancellor Britta Leusing shared the current key semester dates by e-mail. The departments are listed and special dates for first semester students are also to be noted. We are planning to start on September 12, 2020 depending on COVID-19 occurrences.

Visa support letter
You will find the document in which UE confirms that the summer semester 2020 has been completely converted to digital, as a download on CampusNet.

Examination phase (A&D only)
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)

ONLINE STUDY
Courses and seminars
Teaching is taking place digitally until the end of the lecture period.
Although some relaxations have been decided at the state level, the distance regulation and also partly a maximum number of participants will apply. These regulations allow only limited presence teaching.

How does the online course work?
• We 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

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:
• 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 (1st Semester A&D only)
Join the Teams Group: Students for Students Q&A

Consultations in English: Consultations in German:
Monday 2pm–6pm Monday 2pm–6pm
Wednesday 10am–12pm 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.

What services does the UE Library offer?
The UE Library page in the Online Campus lists the online databases available for UE Library patrons. Moreover, there is a link to an overview of the most important tools for online literature search.
For detailed information on the services please refer to the [UE Library website](http://library.ue-germany.de). Consultation appointments may be arranged by e-mail or MS Teams.

This semester the UE Library offers several courses on the topic "Scientific Work". These are open to all students of the UE.

Iserlohn
The library opens 3 times a week (Tue, Thu and Fri). There is restricted access to the library with only 8 students allowed in at any one time. All the Health precaution measures are displayed in the Library for all to see. Please contact the library directly for any questions, phone +49 2371 776 506 or library.iserlohn@ue-germany.de

**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.

**Semester abroad and practical semester in WiSe20/21**
Due to the corona effects on companies as well as on trips abroad and foreign universities, the UE has decided to suspend the semester abroad and the practical semester for all courses of study in the coming winter semester. Detailed informations described in the E-mail 28th of May.

**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.

For all students who will start their internship after winter semester 2020/21: If you have any questions regarding the dates of the internship phase or the number of possible internship weeks, please contact the Examination Office or your Career Center directly.

**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.

**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**

**Loan Model Bundesministerium für Bildung und Forschung (Federal Ministry of Education and Research)**

The Federal Ministry of Education and Research decided to support students who have run into financial difficulties in the course of the Corona crisis and is providing bridging assistance. These students now have the opportunity to apply for a loan from the Kreditanstalt für Wiederaufbau (KfW), which will be granted interest-free until 31 March 2021 in view of the crisis period, which is expected to last even longer. This applies both to new applicants who join the KfW from 8 May onwards and to students who are granted loans already running between May 2020 and March 2021. For the group of foreign students currently particularly affected, a student loan will also be opened from July 2020 to March 2021.

You can find more information here:

[www.kfw.de/studienkredit-coronahilfe](http://www.kfw.de/studienkredit-coronahilfe)

[https://www.kfw.de/inlandsfoerderung/Privatpersonen/Studieren-Qualifizieren/index-2.html](https://www.kfw.de/inlandsfoerderung/Privatpersonen/Studieren-Qualifizieren/index-2.html)

To apply for the loan, please use the address of the Iserlohn location:

UNIVERSITY OF APPLIED SCIENCES EUROPE

REITERWEG 26B

58636 ISERLOHN

Kurzname im Online Antrag: UNIVERSITY OF APPLIED SCIENCES

**Public-Health-Institute for Germany**

[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV.html)

[https://www.rki.de/EN/Home/homepage_node.html](https://www.rki.de/EN/Home/homepage_node.html)

Stay healthy!

Your UE Team