

## Information for new students



Hochschule  
Flensburg  
University of  
Applied Sciences

## Welcome to Flensburg University of Applied Sciences!

### Overview of your contact persons in student administration and important dates:

#### Examinations Office:

Due to the Covid-19 pandemic FUAS buildings are closed currently. Most classes will be taught online; exceptions will be made with classes taught on campus for new students and a limited number of other student groups. For an up-to-date overview please also refer to FUAS' website.

Examinations Office	
Head of Unit	<b>Lars Struwe, H building, room H7, T +49 (0) 461 805 1292</b> <b>E -Mail: <a href="mailto:lars.struwe@hs-flensburg.de">lars.struwe@hs-flensburg.de</a></b>
Deputy:	<b>Sylvia Rußbüldt, H building, room H 2, T +49 (0) 461 805 1307,</b> <b>E-Mail: <a href="mailto:sylvia.russbueldt@hs-flensburg.de">sylvia.russbueldt@hs-flensburg.de</a></b>

Examinations Office	
<b>Our contact hours during the Covid-19 pandemic:</b> Please contact us via e-mail. Please e-mail us in advance to make a phone appointment.	
<b>Inge Cordes, H building, room H 8</b> <b>T +49 (0) 461 805 1305</b> <b>E-Mail: <a href="mailto:inge.cordes@hs-flensburg.de">inge.cordes@hs-flensburg.de</a></b>	<ul style="list-style-type: none"><li>- Marine Engineering (bachelor's)</li><li>- Maritime Transport, Nautical Sciences and Logistics (bachelor's)</li></ul>
<b>Gudrun Dix, H building, room H 9</b> <b>T +49 (0) 461 805 1303</b> <b>E-Mail: <a href="mailto:gudrun.dix@hs-flensburg.de">gudrun.dix@hs-flensburg.de</a></b>	<ul style="list-style-type: none"><li>- Business Administration (bachelor's)</li><li>- Business Informatics (bachelor's)</li><li>- Business Management (master's)</li><li>- eHealth (master's)</li></ul>
<b>Carolin Jürgensen, H building, room H8a</b> <b>T +49 (0) 461 805 1793</b> <b>E-Mail: <a href="mailto:carolin.juergensen@hs-flensburg.de">carolin.juergensen@hs-flensburg.de</a></b>	<ul style="list-style-type: none"><li>- Energy Engineering (bachelor's)</li><li>- Mechanical Engineering (bachelor's)</li><li>- International Technical Communication (bachelor's and master's)</li><li>- Systems Engineering (master's)</li></ul>
<b>Torsten Mielke, H building, room H 6</b> <b>T +49 (0) 461 805 1306</b> <b>E-Mail: <a href="mailto:torsten.mielke@hs-flensburg.de">torsten.mielke@hs-flensburg.de</a></b>	<ul style="list-style-type: none"><li>- Applied Computer Science (bachelor's and master's)</li><li>- Bio, Food and Process Technology (bachelor's)</li><li>- Applied Bio and Food Sciences (master's)</li><li>- Media Informatics (bachelor's)</li><li>- Intermedia &amp; Marketing (master's)</li></ul>
<b>Lars Struwe, H building, room H7</b> <b>T +49 (0) 461 805 1292</b> <b>E-Mail: <a href="mailto:lars.struwe@hs-flensburg.de">lars.struwe@hs-flensburg.de</a></b>	<ul style="list-style-type: none"><li>- Wind Engineering (master's)</li></ul>

*The Examinations Office organises examinations and supports you in the organisation of your exams during your studies. This includes certificates necessary for Bafög funding and similar proofs of enrolment etc. as well as:*

### Examination schedule:

**Please note! The examination schedule issued by the Examinations Office is your guiding line through each semester.** You can find the schedule on the website of the Examinations Office.

Homepage des Examinations Offices:

**<https://hs-flensburg.de/en/student-matters/dates-lists-examinations>**

### Register for your exams:

You can register for your exams online. During the registration period you can register and de-register for exams 24/7. Any registrations you made during this period will be binding after the end of this period.

### De-register from exams:

Once the registration period has ended you can only de-register from exams on the basis of clear grounds. Whether or not these grounds are acceptable is decided by the Examinations Board. If you are unable to attend an exam, you have to provide a doctor's note. If you fail to do so, the exam will count as failed.

The doctor's note has to be handed in to the Examinations Office immediately - within three working days of the exam (including Saturdays) at the latest. The deadline is deemed as met when the Examinations Office receives the doctor's note in time. Posting the note on the third day is not sufficient, i.e. the date on the postal stamp is not relevant. As it is not possible to hand in the doctor's note in person at the moment, please put the completed form and the doctor's note into an envelope and drop it into the post box at H building, please address the envelope to the team member in charge of your degree programme at the Examinations Office. Of course you can also send in these documents via post, simply mail the withdrawal form and the doctor's note to the team member in charge of your degree programme at the Examinations Office. Please note that the date of the postal stamp on the letter is not sufficient to stay within the three day period. The Examinations Office has to receive your notification within this three day-period.

Last updated: 27 Jan 2021