

Welcome at Anhalt University

Information on the start of studies in the winter semester 2022/2023



Student Service Center (SSC)

Campus Bernburg

Strenzfelder Allee 28, Bldg. 01 – main building, ground floor, 06406 Bernburg (Saale)

Campus Dessau

Bauhausstr. 6, Bldg. 06 – Geomatikum, ground floor, 06846 Dessau

Campus Köthen

Bernburger Straße 55, Bldg. 03 – extension, 06366 Köthen

Web: <https://www.hs-anhalt.de/en/university/institutions/student-service-center.html>

Important Contacts SSC

- **Director:** Dr. Kristin Schöps

- **Enrollment/ Student services:**
 - **Bernburg:** Ines Krüger
 - **Dessau:** Sebastian Krug, Katrin Schneider
 - **Köthen:** Cornelia Graichen

- **Examination office:**
 - **Bernburg:** Mathias Pflug
 - **Dessau:** Sebastian Krug, Katrin Schneider
 - **Köthen:** Cindy Locker

- **Central student advising service:** Caroline Bünning

- **IT-administration**
 - **HIS-QIS Examination portal, WebUntis:** Susanne Steinmann
 - **SSC Portal:** support@hs-anhalt.de

Office Hours SSC



Current office hours

Bernburg: Tuesdays and Thursdays, 9:00-12:00 and 1:00-3:30

Dessau: Tuesdays and Thursdays, 9:00-12:30 and 1:30-3:30

Köthen: Tuesdays and Thursdays, 9:00-12:30 and 1:30-3:30

Details: <https://www.hs-anhalt.de/en/university/institutions/student-service-center/contact-and-office-hours.html>

Please use our [contact form](#)!

This is particularly recommended for appointments with the Studienberatung (student advising).

Get to know the Campus



Köthen



Dessau



Bernburg

- [Campus Köthen](#)
- [Campus Dessau](#)
- [Campus Bernburg](#)

Academic Calendar

- **Lecture period:** 04.10.2022 – 27.01.2023 (winter break: 23.12.2022 – 06.01.2023)
- **Examination period:** 30.01.2023 – 11.02.2023
20.03.2023 – 31.03.2023

Detailed information can be found online: [Academic Calender!](#)

Student ID Card

- Use for canteen and library (cashless payment)
- In case of **loss or damage**, the employees of the SSC (Student Services) will help
 - cost for a new card: **20 €**
- Location of **validation stations**:
 - Campus Bernburg: Bldg. 01 (main building)/ R.120 Lounge
 - Campus Dessau: Bldg. 06/ Foyer
 - Campus Köthen: Bldg. 03/ Passageway in the intermediate building




Important!

- **Validate student ID card** at the beginning of the semester (after re-registration)!
- **No semester ticket** at Anhalt University available!

Digital Services

Digital Services

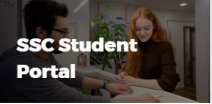
Online Services



Webmail

After enrollment, each student automatically receives a student email address. All students should use only this address for corresponding with lecturers or the University's administration.

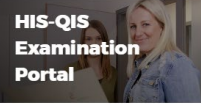
[To student email service](#)



SSC Student Portal

Via the SSC Student Portal, students of Anhalt University of Applied Sciences can access all important personal information concerning enrollment, re-registration and change of degree program. They have access to fees and may download documents relating to their studies.


[To SSC Student Portal](#)



HIS-QIS Examination Portal

Via the HIS-QIS Examination Portal, students and professors of Anhalt University of Applied Sciences can access all important personal information about examination schedules, exam registration and withdrawal, entering grades in the database as well as downloading overviews and lists of students and students' results.


[To HIS-QIS Examination Portal](#)



Moodle

The virtual learning platform Moodle is the central learning management system in many degree programs. Lecturers provide documents and information for you on this platform. You lecturer will tell you how much Moodle will be used for each course.

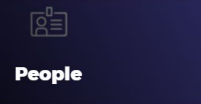
[To Moodle](#)



WebUntis

In addition to using it on a computer or laptop, WebUntis makes it possible to see your weekly schedule on your tablet or smartphone with the UntisMobile App.

[To WebUntis](#)



People

You want to contact someone at the Anhalt University of Applied Sciences directly? In the Directory of People you can find all contact information for lecturers and staff members.

[To Directory of People](#)

Homepage

University → Service → Advisory services:

<https://www.hs-anhalt.de/en/university/service/digital-services.html>

- **Webmail** of Anhalt University
- **SSC Student Portal**
e.g. re-registration, study documents
- **HIS-QIS Examination Portal**
e.g. exam registration, examination results
- **Moodle** (learning management system)
- **WebUntis** (weekly schedule)

digital services

Login – central login data

- enrollment → assignment of:
 - student e-mail address
 - central login data (user name & initial/changed password)
- **login data = access for all platforms of Anhalt University**

- **Technical difficulties:** support@hs-anhalt.de
- **Forgot password?** <https://selfservice.hs-anhalt.de/>

digital services

Initial Password

Changing the initial password:

- Password changes via ISC's self-service:
 - <https://selfservice.hs-anhalt.de/>
 - Website Anhalt University: Hochschule → Einrichtungen → IT-Service-Center → Selfservice
- **Password changes are valid for all digital services of Anhalt University**
- May take up to 24 h until update.

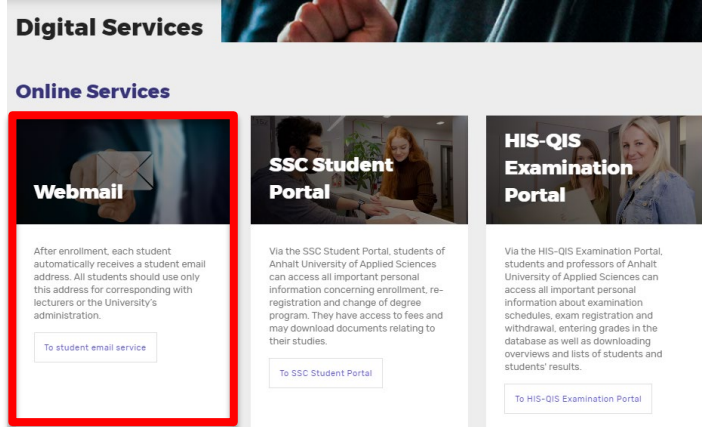


The screenshot shows the 'Hochschule Anhalt Password portal' interface. It features a blue header with the university logo and name. Below the header, there are three blue links: 'Passwort Reset', 'Passwort Change', and 'Check login details'. A note below these links states: 'Please pay attention to the use policy of the ISC: <https://www.hs-anhalt.de/hochschule-anhalt/einrichtungen/it-service-center/ordnungen.html>'. At the bottom, there is a link for 'Show Password Requirements'.

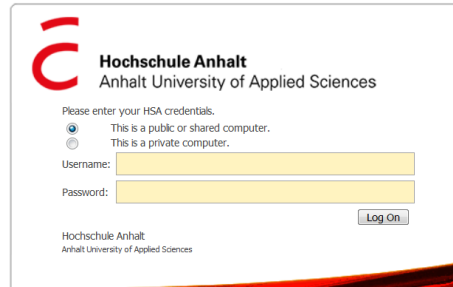
digital services

Webmail

- Distribution of university-wide information
- Any internal university correspondence **exclusively via webmail!**
- Regular e-mail retrieval and mailbox cleanup mandatory
(max. capacity: 460 MB)



The screenshot shows a 'Digital Services' page with a header image of a hand pointing. Below the header, there are three service tiles. The first tile, 'Webmail', is highlighted with a red border. It features an envelope icon and text explaining that after enrollment, students receive an email address for university correspondence. The second tile, 'SSC Student Portal', shows a student looking at a laptop and offers access to personal information and fees. The third tile, 'HIS-QIS Examination Portal', shows a student and offers access to exam schedules and results. Each tile has a 'To' button at the bottom.

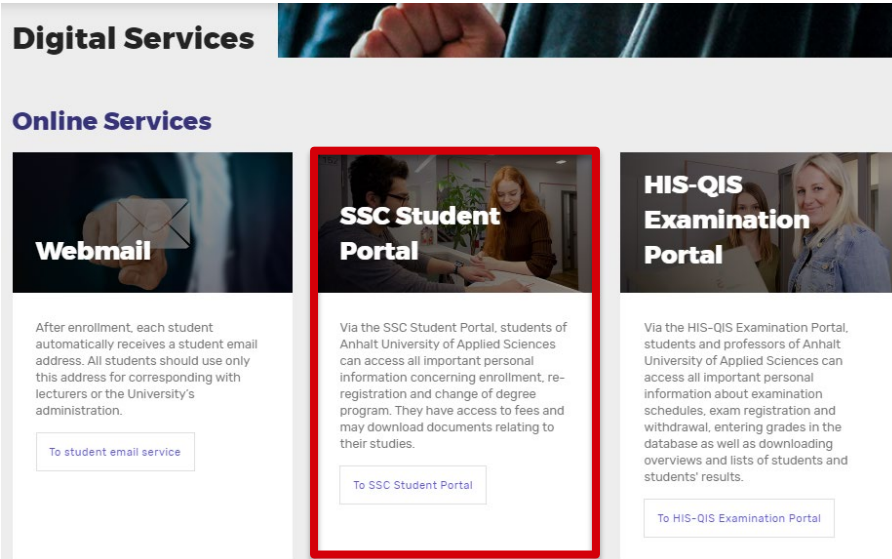


The screenshot shows the login page for Hochschule Anhalt. It features the university's logo and name. Below the logo, there is a form with the following elements:

- A radio button selected for 'This is a public or shared computer.' and an unselected one for 'This is a private computer.'
- A 'Username:' label followed by a text input field.
- A 'Password:' label followed by a text input field.
- A 'Log On' button.
- Footer text: 'Hochschule Anhalt, Anhalt University of Applied Sciences'.

digital services

SSC – Student Portal



Digital Services

Online Services

Webmail

After enrollment, each student automatically receives a student email address. All students should use only this address for corresponding with lecturers or the University's administration.

[To student email service](#)

SSC Student Portal

Via the SSC Student Portal, students of Anhalt University of Applied Sciences can access all important personal information concerning enrollment, re-registration and change of degree program. They have access to fees and may download documents relating to their studies.

[To SSC Student Portal](#)

HIS-QIS Examination Portal

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[To HIS-QIS Examination Portal](#)

- Manage contact details
- Download certificates
- View fees

Detailed information on the SSC portal:

➤ <https://www.hs-anhalt.de/en/study/during-your-studies/formalities/selfservice-ssc.html>

Technical questions: support@hs-anhalt.de

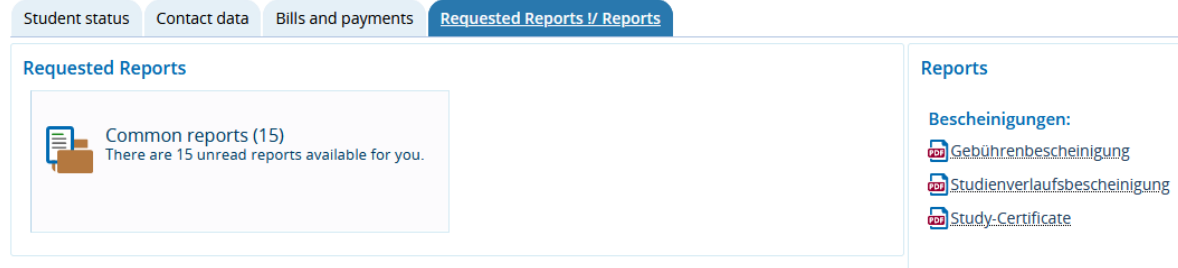
digital services

SSC – Student Portal

Certificates

- Log in to the SSC portal: <https://sscportal.ssc.hs-anhalt.de/>
- Open menu (blue user menu top left)
- „My Studies“ → „Student Service“ → „Requested Reports / Reports“

Student Service



The screenshot shows the 'Student Service' interface with a navigation bar containing 'Student status', 'Contact data', 'Bills and payments', and 'Requested Reports / Reports'. The 'Requested Reports' section is active and displays a notification: 'Common reports (15) There are 15 unread reports available for you.' To the right, a 'Reports' section lists three items: 'Gebührenbescheinigung', 'Studienverlaufsbescheinigung', and 'Study-Certificate', each with a PDF icon.

- Download enrollment certificate („Studien-/Immatrikulationsbescheinigung“)



digital services

HIS-QIS – Examination Portal

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To HIS-QIS Examination Portal

- Download of forms
- Signing in/out for examinations
- Checking examination plans
- Monitoring grades and credit points


Detailed information on the SSC portal:

- <https://www.hs-anhalt.de/en/study/during-your-studies/formalities/selfservice-ssc.html>

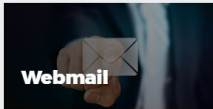
digital services

WebUntis (weekly schedule)

Digital Services




Online Services



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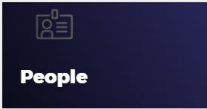
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[To Directory of People](#)

- View **current schedules**
- **All courses displayed**
- **Time slots, classrooms, instructors**
- **Updates** (cancellation/postponement, room changes, etc.)

digital services

WebUntis (weekly schedule)

- View **current schedule** when officially published
- Login not necessary**
- View by selecting **schedule icon** in left margin
- Enter **course/group, location, week**

BWL2Ü1 (2.Sem.BWL Gruppe 1-Bachel... Bernburg 12.10.2020

	Mo. 12.10.	Di. 13.10.	Mi. 14.10.	Do. 15.10.	Fr. 16.10.
08:00	08:00 V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	08:00 Ü Buchführung, Bilanz Prof. Dr. Schmidt Jürg	08:00 V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	08:00 V Medien- und Method Rochell Elisabeth	
09:00	B-RH HS V	B-MH HS	B-RH HS VII	B-RH HS VI	
09:30					
10:00	09:45 V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	09:45 V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	09:45 V Betriebliche Steuerle Prof. Dr. Sandner Peti	09:45 V Produktionswirtschaf Dr. Trojahn Sebastian	
11:00	B-RH HS V	B-RH HS V	B-RH HS VII	B-RH HS IX	
11:15					
11:30		11:30 Ü Wirtschaftsmathema Dr. AbuJarad Moham	11:30 Ü Betriebliche Steuerle Prof. Dr. Sandner Peti	11:30 Ü Produktionswirtschaf Dr. Trojahn Sebastian	11:30 V Buchführung, Bilanz Prof. Dr. Schmidt Jürg
12:00		B-RH SR 2	B-RH HS VII	B-RH HS IX	B-RH HS VII
12:30					
13:00		13:00	13:00	13:00	13:00
13:30					
14:00		14:00 V Wirtschaftsmathema Dr. AbuJarad Moham	14:00 V Wirtschaftsb-RH HS V Dr. AbuJarad Moham	14:00 Ü Wirtschaftsenglisch (Leppin Robert	14:00 V Buchführung, Bilanz Prof. Dr. Schmidt Jürg
15:00		B-RH HS IX	Ü MakroökB-RH HS D Prof. Dr. G	B-HG SPZ	B-RH HS V
15:30		15:30	15:30	15:30	15:30
16:00		15:45 Ü Privates Wirtschaftsre Neumann Thomas		15:45 V Makroökonomie Prof. Dr. Grösche Peti	
17:00		B-TH HS		B-MH HS	
17:15		17:15		17:15	
17:30		17:30 V Privates Wirtschaftsre Neumann Thomas		17:30 Ü Makroökonomie Prof. Dr. Grösche Peti	
18:00		B-RH HS V		B-MH HS	
18:30					
19:00		19:00		19:00	

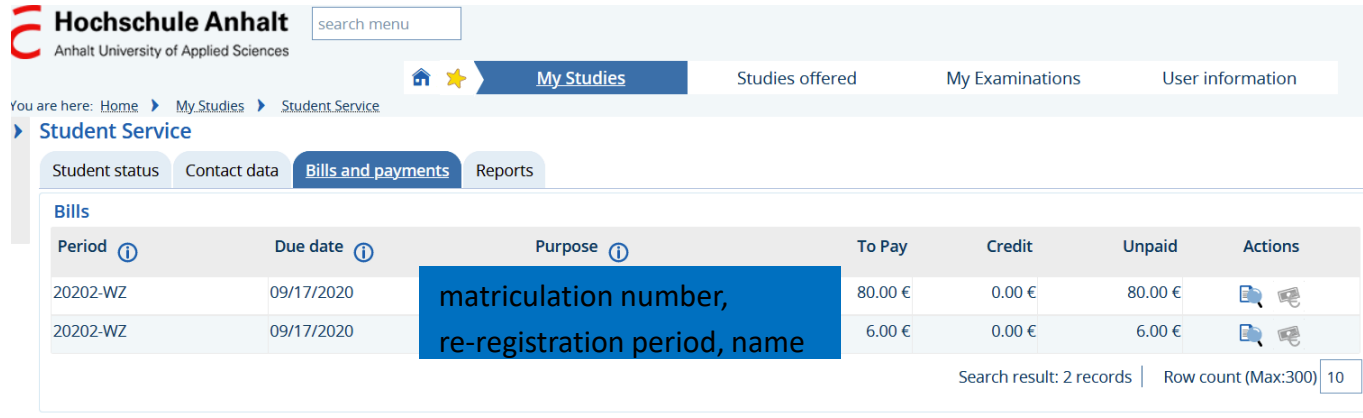
digital services

WebUntis (weekly schedule)





- 1 UE (teaching unit) = 2 SWS = 90 minutes
- 1 SWS (lessons per week) = 45 minutes
- biweekly or scheduled lessons:
gerade/ungerade KW (even/odd week)

teaching unit	Dep. 1 & 2	Dep. 3-7
1	08:00 – 09:30	08:00 – 09:30
2	09:45 – 11:15	10:00 – 11:30
3	11:30 – 13:00	12:30 – 14:00
4	14:00 – 15:30	14:30 – 16:00
5	15:45 – 17:15	16:30 – 18:00
6	17:30 – 19:00	18:30 – 20:00

Re-registration – Continuing your Studies



The screenshot shows the 'Bills and payments' section of the student service portal. A table lists bills for the 2020-2021 academic year. The 'Purpose' column is highlighted in blue, and a text box indicates that this column contains the matriculation number, re-registration period, and name.

Period	Due date	Purpose	To Pay	Credit	Unpaid	Actions
20202-WZ	09/17/2020	matriculation number, re-registration period, name	80.00 €	0.00 €	80.00 €	 
20202-WZ	09/17/2020	matriculation number, re-registration period, name	6.00 €	0.00 €	6.00 €	 

Search result: 2 records | Row count (Max:300) 10

- Re-registration = Paying of semester fee
- **Re-registration period:** 15.01. – 15.02. (summer semester)
15.07. – 15.08. (winter semester)
- **Important!** Failure to re-register by 15.02./15.08. may result in unenrollment!
- <https://www.hs-anhalt.de/en/study/during-your-studies/formalities/re-registration.html>

Relevant Rules and Regulations

Link to the rules of Anhalt University :

<https://www.hs-anhalt.de/en/university/service/rules.html>

Important regulations:

- Enrollment regulations of Anhalt University (Immatrikulationsordnung)
- Examination and study regulations of your degree program (Prüfungs- und Studienordnung)
- House rules (Hausordnung)
- Scheme of fees for Studentenwerk (Beitragsordnung)
- Scheme of fees for Student Union of Anhalt University (Beitragsordnung)
- Higher Education Act of Saxony-Anhalt

Reporting Procedure Health Insurance

- Mutual electronic **reporting obligation** between health insurance companies and universities → students do not need to inform the university directly, just request the health insurance to send the notification
 - Change of insurance company: notification to university must be requested again
 - Exemption from compulsory health insurance for **privately insured persons**: notification to be made through any statutory health insurance company
- More information: [here](#)

reporting university → health insurance company	Reporting health insurance company → university
<ul style="list-style-type: none"> • Start of studies with semester start and day of enrollment • End of studies with end of semester and day of termination/de-registration 	<ul style="list-style-type: none"> • Insurance status (compulsory or exempt) • Start of insurance after change of health insurance company • Delay in payment of health insurance contributions • Payment of health insurance contributions in arrears

Other

- University sports
- Studentenwerk
 - cafeteria, accommodation, counseling, child care, etc.
- Student body, committees
- Student clubs (e.g. U-Boot Bernburg, Mensakeller Köthen)
- ...

Ask students of higher semesters! 😊

*Offers may be subject to restrictions in connection with the Corona pandemic.

Information on the Corona Virus

Teaching and examinations in the winter semester:

- The winter semester will generally be conducted in presence; attendance is required.
- Examinations are planned according to the academic calendar and the type of examination defined in the examination and program regulations.
- A medical face mask must be carried at all times and is to be worn when a distance of 1.50 meters to other persons cannot be guaranteed.
 - Deviating from the general rule, teaching staff may make the wearing of a face mask compulsory for all participants of a class. This does not apply to persons who are medically exempt; a medical certificate must be carried and presented upon request.
- Persons with typical symptoms of SARS-CoV-2 are not allowed to enter university buildings or classes.
- In case of confirmed infection we ask that you inform your degree program advisor or coordinator (by phone or e-mail).

Further information:

<https://www.hs-anhalt.de/en/university/aktuelles/hinweise-zum-coronavirus-sars-cov-2/information-on-coronavirus-for-international-students.html>

Thank you for your attention! 😊

<https://www.hs-anhalt.de/en/study/during-your-studies/starting-your-studies.html>

