

Formalities in a nutshell

SSC information on the start of studies in the 2026/2027 winter semester



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 imma-bernburg@hs-anhalt.de
 - **Dessau:** Maryam Akbari imma-dessau@hs-anhalt.de
 - **Köthen:** Leon Pietsch imma-koethen@hs-anhalt.de

- **Examination office:**
 - **Bernburg:** Berit Neldner pruefungsamt-bernburg@hs-anhalt.de
 - **Dessau:** Cindy Geipel, Paula Niemann ssc-dessau@hs-anhalt.de
 - **Köthen:** Cindy Locker pruefungsamt-koethen@hs-anhalt.de

- **Central student advising service:** Caroline Bünning studienberatung@hs-anhalt.de

- **IT administration**
 - 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 also use our [contact form](#) for your inquiries

or [book an appointment](#) with the Studienberatung (general study advising) online.

Get to know your campus



Köthen



Dessau



Bernburg

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

Academic Calendar

- **Lecture period:** 05.10. – 18.12.2026
02.01. – 29.01.2027
- **Examination period:** 01.02. – 13.02.2027
11.03. – 24.03.2027

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

Academic Calendar

- **Deadline to de-register with eligibility for refund of payments to the university:**

31st October, 2026 (end of first semester month)

- E-mail to the respective enrollment office is sufficient.
- If you do not de-register, please expect to not only pay the program fees and semester contribution to the university, but also health insurance for the whole semester – irrespective of whether you are in Germany or not!

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!

- **You have to validate your student ID card** at the beginning of every semester (after re-registration)!

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:

[digital services](#)

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

digital services

Login – central login data

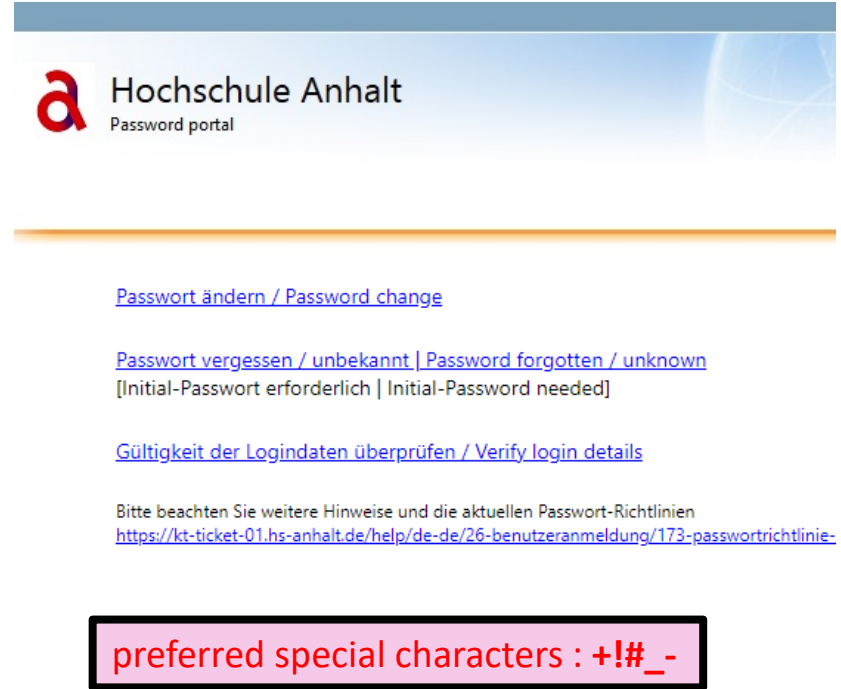
- enrollment → assignment of:
 - student e-mail address
 - central login data (user name & initial/changed password)
- **login data = access for all platforms of Anhalt University (except WebEx)**
- **Technical problems:** support@hs-anhalt.de
- **Forgot password?** <https://selfservice.hs-anhalt.de/>

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 (except WebEx)**
- May take up to 24 h until update.



The screenshot shows the 'Hochschule Anhalt Password portal' interface. It features the university's logo and a navigation menu with links for password management. A highlighted box at the bottom specifies preferred special characters.

 Hochschule Anhalt
Password portal

[Passwort ändern / Password change](#)

[Passwort vergessen / unbekannt | Password forgotten / unknown](#)
[Initial-Passwort erforderlich | Initial-Password needed]

[Gültigkeit der Logindaten überprüfen / Verify login details](#)

Bitte beachten Sie weitere Hinweise und die aktuellen Passwort-Richtlinien
<https://kt-ticket-01.hs-anhalt.de/help/de-de/26-benutzeranmeldung/173-passwortrichtlinie->

preferred special characters : +!#_-

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)

Digital Services

Online Services

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[To student email service](#)

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[To HIS-QIS Examination Portal](#)

**HOCHSCHULE
ANHALT** University
of Applied Sciences

Please enter your HSA credentials.

☒ This is a public or shared computer
☐ This is a private computer

Username:

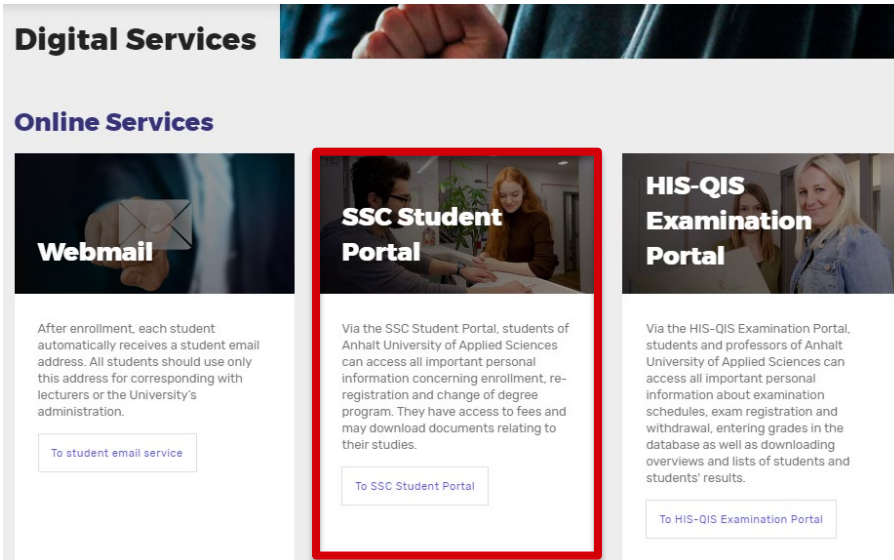
Password:

[Log On](#)

Hochschule Anhalt
© Anhalt University of Applied Sciences

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SSC – Student 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

Student status Contact data Bills and payments **Requested Reports / Reports**

Requested Reports



Common reports (15)
There are 15 unread reports available for you.

- *enrollment certificate* („Immatrikulationsbescheinigung“)
- issued for first semester/enrollment in a degree program
- *study certificate* („Studienbescheinigung“)
- issued anew for every study semester
- *account data sheet* (Accountdatenblatt)
- contains central login data → keep safe and secure!



digital services

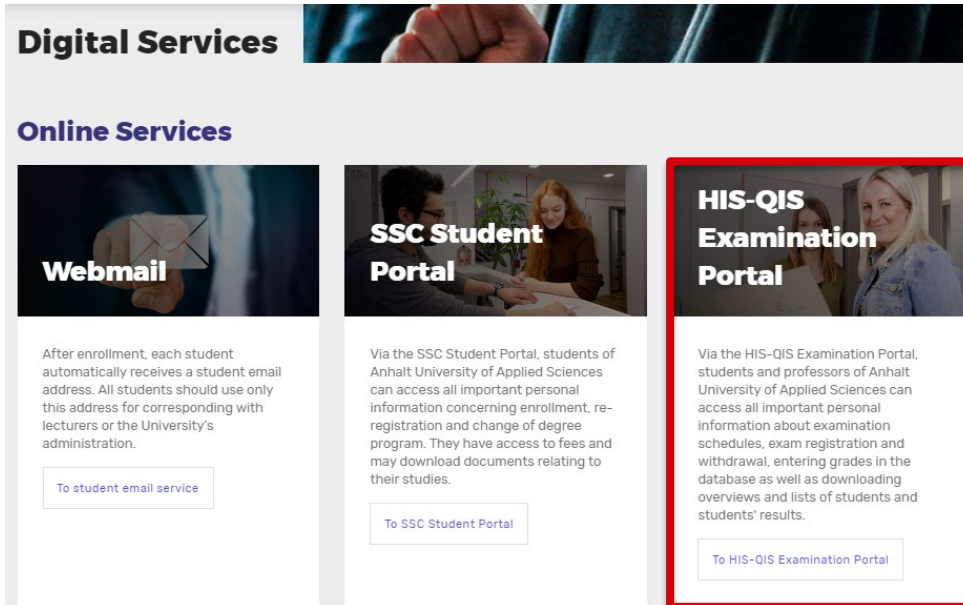
SSC – Student Portal

Contact data

- Log in to the SSC portal: <https://sscportal.ssc.hs-anhalt.de/>
- Open menu (blue user menu top left)
- „My Studies“ → „Student Service“ → „Contact data“
- Please provide a German address as soon as you have one!
- **Trust Contact:** You may provide the contact details of a person you trust (friends, relatives, ...) whom we may contact in an emergency if we cannot reach you → no details of your study progress will be shared with this person.
- If this person does not live in Germany, it is particularly helpful to provide an e-mail address.
- Please enter the name of the person under “Postal address” in the “Address addition” field; you can just enter “–” to skip the other fields (except “Country”).

digital services

Examination Portal



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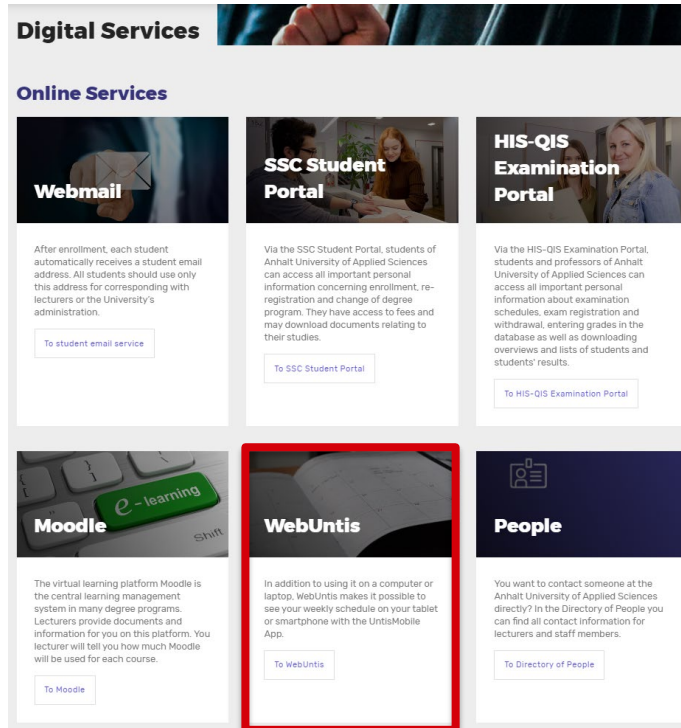
- Download of forms
 - Signing in/out for examinations
 - Checking examination plans
 - Monitoring grades and credit points
- **NB:** There are two different portals; the correct one is determined by the study and examination regulations.

Detailed information on the examination portals:

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

digital services

WebUntis (weekly schedule)



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

Please use the mobile app!

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-Bachelor...)					Bernburg		12.10.2020	
Mo, 12.10.		Di, 13.10.		Mi, 14.10.		Do, 15.10.		Fr, 16.10.
08:00 09:00	V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	B-RH HS V	08:00 09:00	Ü Buchführung, Bilanz Prof. Dr. Schmidt Jürg	B-MH HS	08:00 09:00	V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	B-RH HS VII
09:00 10:00			09:30 10:30			09:30 10:30	V Medien- und Method Rochell Elisabeth	B-RH HS VI
09:45 10:00	V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	B-RH HS V	09:45 10:00	V Buchführung, Bilanz Prof. Dr. Schmidt Jürg	B-RH HS V	09:45 10:00	V Produktionswirtschaft Dr. Trojahn Sebastian	B-RH HS IX
11:00 12:00			11:15 12:00			11:15 12:00		
12:00 13:00			11:30 13:00	Ü Wirtschaftsmathema Dr. Abujaerad Moham	B-RH SR 2	11:30 13:00	Ü Produktionswirtschaft Dr. Trojahn Sebastian	B-RH HS IX
13:00 14:00			13:00 14:00			13:00 14:00		
14:00 15:00			14:00 15:00	V Wirtschaftsmathema Dr. Abujaerad Moham	B-RH HS IX	14:00 15:00	V Wirtschaftsmathema Dr. Abujaerad Moham	B-RH HS IX
15:00 16:00			15:30 16:00			15:30 16:00	Ü Wirtschaftsenglisch Leppin Robert	B-HG SPZ
16:00 17:00			15:45 17:00	Ü Privates Wirtschaftsre Neumann Thomas	B-TH HS	15:45 17:00	V Makroökonomie Prof. Dr. Gröschke Petr	B-MH HS
17:00 18:00			17:15 18:00			17:15 18:00		
17:30 18:00			17:30 18:00	V Privates Wirtschaftsre Neumann Thomas	B-RH HS V	17:30 18:00	Ü Makroökonomie Prof. Dr. Gröschke Petr	B-MH HS
18:00 19:00			19:00 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

Missing documents (see additionally "Help") | My courses of study | Contact data | **Bills and payments** | Requested Reports / Reports

Bills

Here all your assigned invoices are listed, including booked payments that are calculated automatically for you by the university, and the semester fees that are charged by your university each semester.

To get a detailed overview of your invoice account and payments, click on the magnifying glass icon.

If you have overpaid, the extra money will be shown as a credit balance on the statement.

You can use the payment options offered by your university to pay bills, for example, bank transfer or debit order.

Unpaid invoice

Please transfer the indicated amount to the university's account (IBAN DE35 8100 0000 0081 0015 39). Please use the following reference: "studentnumber, re-registration period, last name, first name", so that your payment can be allocated. (For example: 7654321, WS2022, Doe, Jane) Alternatively, the reference listed next to the invoice items can also be used.

For more information on re-registration, please visit: <https://www.hs-anhalt.de/en/study/during-your-studies/formalities/re-registration.html>

See actual deadline of enrollment/re-registration.

Period ①	Purpose ①	To Pay	Paid	Actions
Winter 2024/25	matriculation number, re-registration period, name	€	0.00 €	Show details
Sommer 2024		€	0.00 €	Show details

- 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 (some are only available in German):

- [Hochschulgesetz des Landes Sachsen-Anhalt](#)
- [Immatrikulationsordnung der Hochschule Anhalt](#)
- Study and Examination Regulations → available from the website of the respective study program
- [Hausordnung der Hochschule Anhalt](#)
- [Beitragsordnung des Studentenwerks](#)
- [Beitragsordnung der Studierendenschaft der Hochschule Anhalt](#)
- [Richtlinie zum Nachteilsausgleich](#)

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
• Start of studies with semester start and day of enrollment • End of studies with end of semester and day of termination/de-registration	• 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

Semesterdeutschlandticket – public transport ticket (for students in Köthen and Dessau!)

- digital ticket, to be downloaded via the [movemix](#) app
- only valid in combination with photo ID
- activation possible from September
- validity (after one-time activation): 01.10.2026 – 31.03.2027
- valid on regional and local transport throughout Germany

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! 😊