

## Frequently Asked Questions (FAQs) about the Late Summer School

### 1. Why should I participate in the Late Summer School?

#### a. Why would you recommend that I take part in the Late Summer School?

The Late Summer School helps you to prepare for your studies. As well as a general introduction providing useful information about studying, part of the summer school includes subject-specific courses. In addition to freshening up or acquiring useful knowledge for your studies you will have the opportunity to familiarize yourself with the campus and city, and to get to know your future fellow students. Many former participants say that, as a result, they found their way around more easily and made connections and new friends at their place of study right from the start. The Late Summer School is not mandatory; it is intended to help you embark on your studies. The programme and descriptions of the courses and events are available on our website together with an archive of impressions and statements from previous participants in recent years. Take a look to help you decide:

<http://www.hs-magdeburg.de/hochschule/aktuelles/veranstaltungen/late-summer-school>

#### b. I have other plans too. Is it possible to take part in just one week of the Late Summer School?

Registering does not oblige you to participate in everything. It is up to you when you attend. In this case, however, it is typically worth taking part in the first week because this is when most of the information about studying is provided. No exceptions can be made on fees, however – you will be billed for the whole LSS fee regardless.

### 2. Registration

#### a. How do I register for the Late Summer School?

The registration form can be found on our website. Use this to register for the preparatory courses relating to your programme of study. You can also decide whether you would like to participate in one of the excursions and Project work, and whether you need a public transport pass during the Late Summer School.

#### b. Some events, such as the welcome and the campus tours, are not listed in online registration. How do I register?

You are registered automatically for these events because they have been organized for all participants in the Late Summer School.

#### d. How long will I have to wait to hear from you after registering for the Late Summer School?

As a rule, it takes us one to two days to reply to you, and a maximum of one week depending on how many registrations we receive around the same time.

## Late Summer School 2018

If the processing time is longer, this is usually because the registration form was sent by post to the University Registration Office with other documents. Because this is a very busy time for our colleagues there, it can take a while for the form to reach us. If you do not hear from us for a long time, please contact us by e-mail at [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de) or call us (contact: Karin Bogdahn on +49 (0)391 67 57215).

### 3. Late registration and de-registration

#### a. Is it possible to change my registration after registering for an elective seminar / project work, etc.?

Yes. Please please contact us by e-mail at [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de) or call us (contact: Karin Bogdahn on +49 (0)391 67 57215).

#### b. I have already registered for the Late Summer School but not for an excursion. Can I take part in one of excursions anyway and register for it later?

To register for an excursion after your initial registration, please send an e-mail to [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de) with the subject line "Nachmeldung Exkursion LSS" (late registration for LSS excursion) and specify whether you have already transferred the fee for participating in the LSS. This is important because it affects the form of billing – a separate fee for participating is payable for the excursion. We will then inform you as to whether places are still available and whether we can accommodate your request. If this is the case, you will be sent a new invoice with the reference to use when transferring a payment.

#### c. Is it mandatory to participate in courses that I have already registered for during the Late Summer School?

Participation in the LSS courses is optional. If you have registered for courses where the number of participants is limited, please be fair to your fellow students. It is possible that you are taking a place "away" from someone else. Please let us know if you are no longer interested in a course or cannot attend for other reasons, especially in the case of courses requiring online registration.

### 4. Deadlines and dates

#### a. When is the deadline for registering?

Registration for the Late Summer School ends on 9 September 2018. More information / changes to this can be found on the Late Summer School homepage.

#### b. What are the semester dates? Do lectures start following the Late Summer School?

You can find all semester dates on our website at <http://www.hs-magdeburg.de/studium/semestertermine>. Days off are described as a "lecture-free period". The Late Summer School takes place in mid to end-September and there is a long weekend before teaching starts in October.

## Late Summer School 2018

### 5. Fees and billing

**a. Can I obtain an original invoice / document of the costs of the Late Summer School for settlement by my employer?**

The admission confirmation / payment request that you receive after registering is generated automatically and is also valid as a billing document without a signature. Please write an e-mail to [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de) if you require an additional receipt / confirmation of payment received.

**b. When can I expect to receive a request for payment and other information about the Late Summer School and how do I get the public transport pass for use during the Late Summer School?**

Typically we will send you further information and the admission confirmation / payment request within a week of registering. This information will be sent exclusively by e-mail. You will receive your public transport pass at the welcome event on the first day of the Late Summer School, together with your welcome folder. You will therefore need to purchase an extra ticket if travelling to the University for the first time by public transport.

**c. When will I receive confirmation of my payment?**

We do not usually issue payment confirmations. If you require a receipt or similar, please contact us or indicate this on the registration form.

### 6. Enrolment and registration certificate

**a. What form does the matriculation ceremony take? Is there a subsequent programme?**

The matriculation ceremony takes place at the start of the first semester and is not part of the Late Summer School. It is when your studies officially start. Please contact your department if you have any further questions about this.

**b. I have seen that there are introductory days for my programme of study. When will these be and what is the procedure?**

In some departments, programme-specific introductory sessions are held at the start of the first semester, mostly during the first week. Your department can provide information about this. By contrast, the Late Summer School occurs before the matriculation ceremony and is an optional additional event.

**c. Can I register for the Late Summer School even if I haven't received my registration certificate of enrolment yet?**

Yes. Registration for the Late Summer School is not dependent on enrolment status. You must however show that you have applied to study at our University. You bear the risk that your fee for participating cannot be refunded should you subsequently decide to study at a different university or if you no longer wish to take part in the Late Summer School.

## Late Summer School 2018

### **d. How do I register for courses online if I haven't received confirmation of enrolment with the access details for my university account?**

It will be possible to register at short notice for courses with available places remaining. Lists will be on display during the welcome event on the first Monday during the Late Summer School.

### 7. Preliminary courses

#### **a. I have not found any information about preliminary courses for my programme of study. When will these be announced?**

The Late Summer School is arranged on the campus in Magdeburg for the programmes of study based there, i.e. for Journalism, International Technical Communication and Translation, Water Management, Recycling and Waste Management, Statistics, Civil Engineering, Safety and Hazard Defense, Social Work, Health Promotion and Health Management, Sign Language Interpreting, Electrical Engineering, Systems Engineering, Information Technology – Smart Systems, Mechanical Engineering, and Business Engineering.

If your programme of study is not listed above, there is no subject-specific course on offer. You can still take part in the Late Summer School though, if you wish. In this case, ideally contact us by e-mail at [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de)

Please be patient if your programme of study is listed above but there is no information on the website yet. This means that the programme is still being put together. We will upload it as soon as all important details (e.g. available lecturers) have been clarified.

### 8. Local public transport

#### **a. Is it advisable to order a public transport pass for use during the Late Summer School?**

The public transport pass for the Late Summer School is a service provided by the University for you. This is because the semester pass (included in your student ID card as part of your semester fee) is only valid from 1 October 2018.

The University is located outside the city centre and can be reached by local train (S-Bahn) or tram. Many students travel by bike because the distances involved in getting around Magdeburg are not huge. It is up to you whether you make use of the public transport offer or decide to buy single tickets as required. (Cost of a single journey: 2.20 euros / 4 trips: 8,80 euros / day ticket: 5.30 euros, see also [www.mvbnet.de](http://www.mvbnet.de) (website available in German only; visit [www.insa.de](http://www.insa.de) for an online journey planner). A public transport pass for the duration of the Late Summer School (17 September–29 September 2018) costs 36 euros for use locally.

#### **b. I have already registered for the Late Summer School and would now like to order a public transport pass. Is this possible?**

Please send an e-mail to [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de) with the subject line "Nachbestellung Nahverkehrsticket LSS" (follow-up order for LSS public transport pass) and specify whether you have already transferred the fee for participating in the LSS. This is important because it

## Late Summer School 2018

affects the form of billing – a contribution towards the cost of the ticket must be paid. You will then be sent a new invoice with the reference to use when transferring a payment.

**c. When can I expect to receive a request for payment and other information about the Late Summer School and how do I get the public transport pass for use during the Late Summer School?**

Typically we will send you further information and the admission confirmation / payment request within a week of registering. You will be given your public transport pass at the welcome event on the first day of the Late Summer School, together with your welcome folder. You will therefore need to purchase an extra ticket when travelling to the University for the first time.

### 9. Accommodation

**a. I would like to take part in the Late Summer School but would need somewhere to stay during that time. Can you help me?**

The youth hostel in Magdeburg is convenient for a short stay. If it is already fully booked you can try a guesthouse or holiday apartment. Unfortunately we are unable to provide any further advice or recommendations. If you are planning to move into a shared apartment, you could talk to your co-tenants to find out if it is possible to stay there before the semester starts. Some students rent their rooms out temporarily during the summer vacation. These are listed on <http://www.wg-gesucht.de/en/> (if you are still looking for somewhere to live Stadtfeld Ost, Altstadt, Buckau, Alte Neustadt and Werder are popular areas for university students). If you are adventurous you could also try [www.couchsurfing.com](http://www.couchsurfing.com) or [www.airbnb.com](http://www.airbnb.com)

### 10. Excursion

**a. I have already registered for the Late Summer School but not for an excursion. Can I take part in the excursion anyway and register for it later?**

To register for the excursion after your initial registration, please send an e-mail to [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de) with the subject line "Nachmeldung Exkursion LSS" (late registration for LSS excursion) and specify whether you have already transferred the fee for participating in the LSS. This is important because it affects the form of billing – a separate fee is payable for the excursion as applicable. We will then inform you as to whether places are still available and whether we can accommodate your request. If this is the case, you will be sent a new invoice with the reference to use when transferring a payment.

### 11. Project work

**a. What happens during the project work? What will the topics be?**

To gain a good insight into the project work take a look at the Late Summer School archive, which contains topics, materials and pictures from previous years. The list of topics for this year appears on the Late Summer School webpages. Essentially it is about getting to know the city of Magdeburg and the University better within the context of a specific, interesting or

## Late Summer School 2018

entertaining aspect, as well as engaging in independent teamwork and presenting the results to fellow students. Project teams are supported by students from the LSS team, who mainly provide organizational assistance and act as facilitators. The content of the project is the responsibility of the participants and their teams.

### 12. Courses for German Language Learners (Deutschkurse)

#### **a. I am interested in the German as a Foreign Language courses. Is it possible to take part in courses offered as part of the Late Summer School programme?**

Until now these courses have been aimed solely at students at our University. Offering these courses to other students is, however, under discussion. If there is a possibility for you to take part in the Late Summer School we are happy to provide the information in due time. If you like to find out more, please contact us by e-mail at [lss@hs-magdeburg.de](mailto:lss@hs-magdeburg.de)