

## Information for Students of Human Movement Science/Sports

### Availability:

- Please check your STiNE messages regularly to receive all important information in time. We recommend setting up an automatic redirection to your personal email address. (Find instructions on the redirection in STiNE.)
- The faculty's contact information is available on the Institute for Human Movement Science's website. Adjunct lecturers can usually be contacted via STiNE.

### (De-)Registration for Modules and Courses:

- Consult your degree course scheme when registering for courses in STiNE.
- Register and deregister in STiNE independently. You can only participate in courses if you are registered in STiNE.
- Always register for the module first, then the course within the module.
- It is important that there only be one course per module component (Modulbaustein). Each new course has to be registered in association with a new module component since all but the first course are automatically rejected.
- Regularly check your STiNE records, so that when problems arise, you can take care of them in time. If there are difficulties during (de-)registration, contact the Academic Office before the end of the registration phase, otherwise it will be too late to help you.

### Correction Phase (1<sup>st</sup> and 2<sup>nd</sup> week of the semester):

- During this time you can register for courses that are not yet at capacity after the end of the first registration phase or change courses you had previously registered for.
- If you are not going to participate in a course you have previously registered for, you have to de-register in STiNE before the end of the correction phase, so that other students can take your place. The Academic Office cannot de-register you.

### Compulsory Attendance at the First Meeting:

- Registration in STiNE is only valid if you attend the first meeting of the course. If you cannot attend, you have to contact the lecturer, e.g. via STiNE.
- If you miss the first meeting and have not notified the lecturer in advance, you will lose your space in the course. Lectures are exempt from this rule.

### Preponement of Courses:

- It is not generally possible to take courses before the designated semester in the degree course scheme. Because of limited resources (space and lecturers) it is not possible to offer more courses than are needed for students to take the seminars appointed by the degree course scheme at any given time.

- Students can only postpone courses that are part of their own degree program. If the desired course is not yet at capacity, the student can fill out the form “Vorziehen von Leistungen“ (BW-website >Studium >Studien- und Prüfungsbüro> Forms and Applications) and pass it on the academic office via the lecturer.

### **Obligation to Independently (De-)Register for Module Exams:**

- In accordance with examination regulations you can only take a module exam if you have registered in STiNE until 14 days prior to the exam date at the latest. Registration for the module/course in which you are taking the exam usually automatically leads to a registration for the first exam date. You have to independently register for any later exam dates.
- If you are not registered, you cannot take the module exam!
- If you are registered for an exam that you do not wish to take, you have to de-register in STiNE until 14 days prior to the exam at the latest. Please contact the Academic Office in the case of technical difficulties.
- If you are absent from an exam without previous de-registration, the exam will be graded with a 5.0 and you will have failed the attempt!

### **Sick Notices:**

- Inform your lecturer(s) and the Academic Office of your absence prior to the exam.
- Hand in your sick notice at the Academic Office within 14 days of your absence. You must include a doctor's note certifying your inability to take an exam. Find the form (Krankmeldeformular) on the institute's website: >Studies >Academic Office >Forms and Applications.

### **Any Questions?**

- If you have any questions, please consult the websites of the Institute for Human Movement Science and the Campus Center first.
- If you are missing grades in STiNE, please contact your examiner/lecturer. The Academic Office does not record grades in STiNE.
- You can visit the Academic Office at Von-Melle-Park 5 in person without an appointment during office hours: Tuesday 9–11 a.m. and Thursday 1–3 p.m. We do not take telephone calls during office hours. Outside of office hours we are available at +49(0)40/42838-7838 or the contact form on the Academic Office's website.
- Please hand in documents via the letterbox in front of the Academic Office at Von-Melle-Park 5, 4<sup>th</sup> floor. (The letterbox is emptied daily.) Remember to keep copies of all your documents!

**Forms:**

You can find all relevant forms on the institute's website: <https://www.bw.uni-hamburg.de/en/studium/studien-und-pruefungsbuero/formulare.html>.

(>Studies >Academic Office >Forms and Applications)

*The Academic Office at the Institute for Human Movement Science  
wishes you a successful start into your studies!*

*Office Hours: Tuesday 9–11 a.m. and Thursday 1–3 p.m.*