



DEZERNAT STUDIENANGELEGENHEITEN **Department for Student Affairs (DSA)**

Newsletter DSA - December 2022

Current News

Academic Year Schedule 2023/2024

<https://www.fh-zwickau.de/fileadmin/studium/docs/studienjahresablaufplaene/Studienjahresablaufplan2023-2024.pdf>

Course: Introduction to electronic examination management winter semester 2022/2023

<https://bildungportal.sachsen.de/opal/auth/RepositoryEntry/37812764678>

As before, please primarily contact us by mail or telephone.

Use the following e-mail addresses:

- Dezernat.Studienangelegenheiten@fh-zwickau.de
- Pruefungsamt@fh-zwickau.de
- studieren@fh-zwickau.de
- studienberatung@fh-zwickau.de
- careerservice@fh-zwickau.de

Dear students,

We wish you a wonderful Advent season and a merry Christmas.

Between the holidays (Dec. 27 to 30, 2022) the DSA will be unavailable and will not answer any emails during this time.

Your Department of Student Affairs



Next examination period: February 06-25, 2023



Exam registration:

- Start of registration: 26. Dec. 2022
- End of registration: 22. Jan. 2023

After the deadline for exam registration has passed, it will no longer be possible to register. You are not legally entitled to take part in the examination if you are not registered for the respective examination.

IMPORTANT: Starting from 26. Dec. 2022, the exams in this examination period will be unlocked in the registration portal. Only after this date will the exams be visible and registration will be possible. Registration for exams that take place outside the examination period is possible until 7 days before the exam date.

One day before each exam:

- Check the current exam schedule.
- Check date, time & location/room
- Recommendation: Print out the exam schedule
- Pay attention to the different locations of Campus Scheffelstraße ("S..." e.g. S6113) and Campus Innenstadt (PKB ...). You will find instructions on your exam schedules.
- Multiple rooms for one exam: You will get further info by notice board/email on the allocation.

Application for disenrollment after successful graduation from the degree program

If you are not considering further studies at our university, please submit an application for disenrollment online in a timely manner. For this purpose, please use the online application provided in the Student Services. If necessary, the date of disenrollment can be adjusted later. You can choose between the date of the colloquium or the end of the semester. Please also check the details of your mailing address and change them accordingly, as this is where we will send your graduation documents.

<https://campus.fh-zwickau.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces?page=2>

Procedure for recognition of examination credits:

1. please fill out the respective form: <https://www.fh-zwickau.de/studium/studierende/studienorganisation/formulare-und-ordnungen/>
2. with this form and the corresponding transcript of records, please go to the person responsible for the module and ask for confirmation that recognition is possible, stating the relevant module.
3. Afterwards, please submit this form together with the transcript of records to the responsible examination board of your faculty.

Instructions for re-registration/leave of absence in the summer semester of 2023:

- Start of re-registration/transfer: 01. Jan. 2023
- End of re-registration/transfer: 15. Feb. 2023

!!!! Please note the student union fee increases from €82.90 to €89.00. !!!!

Important notes:

- Your semester contribution/study fee must be booked in the WHZ Student Services by 15. Feb. 2023 so that no additional fee arises. An administrative fee of €15.00 will be charged for late re-registration (money received after 15.02.2023).
- You can view details for your semester fee transfer online in the Student Services.
- After re-registration and with the necessary evidence, each student has the option to apply for a refund, in accordance with the deadlines and requirements of § 4 of the contribution regulations of the Chemnitz-Zwickau Student Union. To do so, please contact the "Studentenwerk".
- Applications for leave of absence can only be processed after successful re-registration.



Contact:

Student secretariat: studieren@fh-zwickau.de

If you have any questions regarding the refund, please contact the Studentenwerk: Ms. Immenroth
phone: 0375 2710 519

Email: Simone.Immenroth@swcz.de

Corona positive

We ask you for a short information in case of an infection on your part.

According to the current regulations, in case of a positive test result (on your part) you have to quarantine yourself for 5 days.

In any case, please remember to always send us a sick note within 3 working days (**Dezernat.Studienangelegenheiten@fh-zwickau.de**). This also applies in the case of a Quarantine Notice/ Test Certificate, as this is considered a Sick Certificate up to 5 working days.

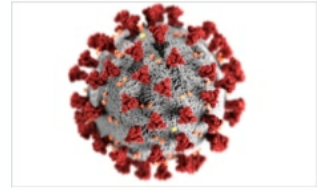
A self-test cannot be accepted.

We do not need hard copies of the original test result or the original Sick Certificate by post, if you already sent it by e-mail.

Apart from that, please follow the legal regulations in the State of Saxony/County of Zwickau as well as the information provided by the Rector and the Department of Student Affairs.

<https://www.fh-zwickau.de/hochschule/informationen/massnahmen-corona-infektionen/>

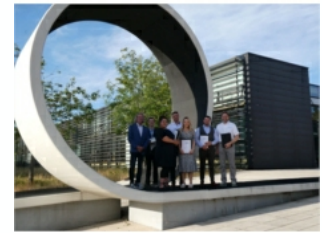
1. Corona test positive
2. Notification by mail to DSA (Dezernat.Studienangelegenheiten@fh-zwickau.de) with name, first name, seminar group no.
3. Forwarding of the test result/quarantine certificate with name and date



University Association Mentor e. V. Mentor awards for excellent theses of the year 2022

The university association Mentor e. V. awards a price for the most excellent academic thesis in each of the main fields of study of the WHZ "Technology - Economy - Quality of Life".

For more information see: [Mentor Preis](#)



Visiting Address:

Westfälische Hochschule Zwickau
Dezernat Studienangelegenheiten
Gebäude PKB
Dr.-Friedrichs-Ring 2 A
08056 Zwickau

Postal Address:

Westfälische Hochschule Zwickau
Dezernat Studienangelegenheiten
PF 20 10 37
08012 Zwickau

Office Hours:

Tuesdays & Thursdays:

08.30 - 11.30 & 12.30 - 15.00 *

*during lecture time and by appointment

Contact:

www.fh-zwickau.de/studienangelegenheiten
[dezernat.studienangelegenheiten\[at\]fh-zwickau.de](mailto:dezernat.studienangelegenheiten[at]fh-zwickau.de)

