

CHECKLIST FOR STUDENTS WS 2017/18

CONTACTS

- Nicole Albrecht (Program Coordinator): neurosci@ovgu.de
- Nicole Preußler (examination office FNW): nicole.preussler@ovgu.de
- Jochen Braun (examination board): neurosci@ovgu.de
- your two elected representatives, who?
- Campus Service Center (CSC) on main campus
- IKUS people on main campus
- students representatives of Natural Sciences (FARA-FNW)

E-LEARNING PLATFORM

- in that system you will find a subfolder with all needed information -> "General Semester Information" as well as
- the course slides -> subfolders for the single lectures, tutorials, practical courses.
- **NOTE: We strongly recommend our tutors to work with that system (and 98% do so), but it is on an optional basis. If you are not sure if a tutor will upload her/his slides, please ask them.**

How to log in:

You need your "st.ovgu" email-account to login.

1. open website: <https://elearning.ovgu.de>
2. choose "Login with OVGU-Account"
3. enter your st.ovgu email-address and password
4. under "course categories" choose "WiSe 1718 "
5. -> FNW
6. -> IBIO
7. -> MSc Integrative Neuroscience - 1 Semester
7. choose the course
8. click on "self enrolment" (this little grey icon on right side of the single courses)

!!! PLEASE REGISTER YOURSELF FOR ALL COURSES UNTIL FRIDAY, 27 OCTOBER. AFTER THAT DATE THE E-LEARNING REGISTRATION WILL BE CLOSED FOR THIS SEMSTER !!!

CLASS SPEAKERS

- Two speakers are elected by each class.
- Class speakers communicate students, examination committee and Nicole.
- Take responsibility for attendance lists of tutorials.
- Organize Lab Rotation presentations (in coordination with Nicole).
- Organize the Welcome Week (October 2018).

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ACADEMIC CALENDAR

- The Academic Calendar is issued by Nicole at the beginning of each semester (1. & 2.)
- It lists the weeks of each semester with lectures, exams, labs and lab rotations.
- It also lists all important deadlines, about which you will receive no further reminders!
- WARNING: If you miss a deadline, you will not be able to attend the event concerned, or will not receive study credits for it!

PROGRAMME OF STUDY (“Regelstudienplan”)

- The Programme of Study lists all lectures, labs, tutorials, and other events offered during the 1st, 2nd, 3rd, and 4th semester (available on LogicalDoc -> General Information)
- Some events are core courses (PF), some are elective courses (WPF), and yet others are optional courses (WF).
- Core courses (PF) are obligatory and you must take them to graduate.
- Elective courses (WPF) offer some choices. You must take a certain minimal number to graduate.
- Registration procedures for elective courses differ between semesters (see “TUTORIALS”, “LAB ROTATIONS”, “3. SEMESTER WPF”)
- Facultative courses (WF) are optional.

WEEKLY SCHEDULE (“Stundenplan”)

- The Weekly Schedule is issued by Nicole at the beginning of each semester.
- It lists the day of the week, time, and place for all lectures, tutorials, and labs offered during the lecture weeks.
- There are separate Weekly Schedules for the 1st, 2nd, and 3rd semester.

INFO SHEET LAB ROTATIONS

- The Information Sheet on Lab Rotations is available on E-Learning Portal -> General Information
- It lists the respective rights and obligations of students and supervisors.

WEBSITE

- The website (neurosci.uni-magdeburg.de) contains general information.

OTHER DOCUMENTS (in German)

- Module Handbook (“Modulhandbuch”).
- Examination Regulations (“Prüfungsordnung”).
- Study Regulations (“Studienordnung”).
- Admission Regulations (“Zulassungsordnung”).

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LECTURES

- The lectures of the 1st and 2nd semester are obligatory.
- If attendance will be controlled or not is subject to the head of each lecture.
- Please note the registration deadlines for exams (see „EXAMS“). **Not registered students are not allowed to attend.**

TUTORIALS

- For tutorials, lecturers set (often different) conditions for giving study credits.
- They announce these conditions at the beginning of each semester.
- Attendance sheets are managed by class speakers and signed by all attendees (including lecturers).
- Many lecturers rely on attendance sheets in assigning study credits.

PRACTICAL COURSES

- 1st semester: PF Practical Course „102 Basic Molecular and Cell Biology“
 - the course takes five days, register by email with Nicole (neurosci@ovgu.de)
- 1st semester: PF Practical Course “101 Cellular neurophysiology”
 - both courses are offered during the lab weeks following the winter semester (see Academic Calendar)
 - register by email with Nicole (neurosci@ovgu.de)
- 2nd semester: PF Practical Course „111 Molecular and Cellular Neurobiology“
 - the course takes five days and is offered twice
- 2. Semester: PF Practical Course „113 Systems Neurophysiology“
 - the course takes five (or more) days and is offered in several variants
 - most are offered during the lab weeks following the summer semester (see Academic Calendar)
 - register by email with Nicole (neurosci@ovgu.de).
- 3. Semester: WPF Practical Courses are arranged by the lecturers.
 - Most WPF courses have limited enrolment (due to restricted lab space).
 - register by email with Nicole (neurosci@ovgu.de)

EXAMS

- you must sit for exams either in the first or second exam period of the semester during the exam weeks (see academic calendar), but latest within 12 months after the lecture.
- register yourself on HISQIS (access data issued by students office).
- if you fail, you must retake the exam during the next exam period (see Academic Calendar).
- if you fail twice, you will have a third (and last) chance in the following year, but will receive a grade D.
- in duly justified, exceptional situations the examination office may agree to suspend an exam.
- this may delay your studies by an entire year.

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- if you arrive late for an exam, you will not be allowed to take part and the attempt will be counted as a 'fail'.
- if you fall ill, you must inform the examination office immediately and in writing and by providing the doctor's note ('immediately' means within three working days - noting the name of the course and the date of the exam).
- the withdrawal request must state the name of the course, the date of the exam, and the reason for withdrawal and must be supported by suitable evidence (e.g., doctor's note).
- if you do not supply reason and evidence in a timely manner, the attempt will be counted as a 'fail'.
- the above holds also for 2nd exams (see Academic Calendar).
- examination dates are scheduled exclusively between the lecturers and Nicole
- in 1st and 2nd semesters, examination dates are scheduled solely within the given time periods (see Academic Calendar).

LAB ROTATIONS

- you are responsible for finding a host lab for your Lab Rotations
- some lecturers advertise opportunities for Lab Rotations during their lectures
- other lecturers arrange a special presentation for Lab Rotation opportunities
- all lecturers are requested to announce Lab Rotation opportunities on the website
- in addition, you are free to approach any neuroscience lab in Magdeburg
- register your Lab Rotation as soon as you have reached agreement with a prospective supervisor (email to Nicole, neurosci@ovgu.de)
- note the registration deadline (see Academic Calendar)

- if you miss the deadline, you must repeat the lab rotation in a later semester
- in duly justified, exceptional situations, the examinations committee may permit you to perform at most one (1) Lab Rotation outside Magdeburg
- in this case, the examinations committee will assign you an additional supervisor in Magdeburg
- every Lab Rotation includes a written report and an oral presentation
- the report must be submitted, at the latest *two weeks* after completion of the Lab Rotation, via email to Nicole
- late report will be counted as a 'fail' and will oblige you to repeat the Lab Rotation

- the dates and schedules of oral presentations are organised by the class speakers, in coordination with Nicole, who will book a suitable room
- oral presentations should be rehearsed at least once in the host lab
- presenters should invite their supervisors to attend
- the list of presentations, as well as the presentations themselves (power point), are submitted via email to Nicole