

CHECKLIST FOR STUDENTS

CONTACTS

- Nicole Zenker (Program Coordinator): neurosci@ovgu.de
- Catharina Berner (examination office FNW, G16/R153): fnw-pra@ovgu.de
- Jochen Braun (examination board): neurosci@ovgu.de
- Campus Service Center (CSC) on main campus: <http://www.servicecenter.ovgu.de/csc/en/>
- IKUS people on main campus: <http://www.ikus.ovgu.de/en/>
- students representatives of Natural Sciences (FARA-FNW): <http://www.farafnw.ovgu.de>

CLASS SPEAKERS

- Two speakers are elected by each class.
- Class speakers communicate students, examination committee and Nicole Zenker.
- Take responsibility for attendance lists of tutorials.
- Organize Lab Rotation presentations (in coordination with Nicole Zenker).
- Organize the Welcome Week (October 2020).

WEBSITE

- The website (<https://www.neuroscience-magdeburg.de>) contains all information about the study programme, research fields and labs, etc.

E-LEARNING PLATFORM

- <https://elearning.ovgu.de>
- in that system you will find a subfolder with all needed semester information -> "General Semester Information" as well as
- 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 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. inform Nicole Zenker, so that she can enrol you to your courses (no self-enrolment)

5. after you have been enrolled to the courses:

WiSe 1819 -> FNW -> IBIO -> MSc Integrative Neuroscience - 1 Semester

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WEEKLY SCHEDULE (“Stundenplan”)

- The Weekly Schedule is issued by Nicole Zenker 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.

ACADEMIC CALENDAR

- The Academic Calendar is issued by Nicole Zenker 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!

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.

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.
- Many lecturers rely on attendance sheets in assigning study credits.

PRACTICAL COURSES

- 1st semester: PF Practical Course “101 Cellular Neurophysiology” & „102 Basic Molecular and Cell Biology“
 - the course takes five days each
 - Nicole Zenker will coordinate the registration
- 2nd semester: PF Practical Course „111 Molecular and Cellular Neurobiology“
 - the course takes five days and is offered twice
 - Nicole Zenker will coordinate the registration
- 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)
 - Nicole Zenker will coordinate the registration
- 3. Semester: WPF Practical Courses are arranged by the lecturers.
 - Most WPF courses have limited enrolment (due to restricted lab space).
 - Nicole Zenker will coordinate the registration

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EXAMS

- Please note the registration deadlines for exams (see „EXAMS“). **Not registered students are not allowed to attend.**
- the exam scheduled is uploaded on E-Learning - “General Semester Information”
- 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.
- 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 Nicole Zenker 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 Zenker
- in 1st and 2nd semesters, examination dates are scheduled solely within the given time periods (see Academic Calendar).

LAB ROTATIONS

- fill out the form “Application for lab rotation” and submit the original to the examination office at least two weeks before the beginning your your lab rotation project (uploaded on E-Learning “General Semester Information”)
- 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
- in addition, you are free to approach any neuroscience lab at the university
- in duly justified, exceptional situations, the examinations committee may permit you to perform at most one (1) Lab Rotation outside Magdeburg
- in this case, you have to find an additional (local) supervisor within the university
- every Lab Rotation includes a written report, confirmed by your supervisor
- the report must be submitted, at the latest *two weeks* after completion of the Lab Rotation, via email to Nicole Zenker
- late report will be counted as a ‘fail’ and will oblige you to repeat the Lab Rotation

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(INFO SHEET) LAB ROTATIONS

- during your studies you have to do 3 lab rotations, each one lasts minimum 4 weeks (full time resp. 8 h/day). When you do it is up to you, but please do not forget it, nobody will remind you!
- 3 lab rotations are obligatory
- The Information Sheet on Lab Rotations is available on Integrative Neuroscience Website (Current Students) & E-Learning Portal -> General Semester Information
- It lists the respective rights and obligations of students and supervisors.
- Please use the registration form. Submit it to Mrs Berner (examination office, G16/R153), main campus) minimum 2 weeks before you are about to start your lab rotation.

MASTER THESIS

registration of “Proposal of Research Topic for Master Thesis”

- fill out & submit the registration form as soon as you can be sure, that you are able to submit your final master thesis within six months to the examination office, but at least three months before the submission
- the form can be downloaded from here: <http://www.fnw.ovgu.de/Studium/Prüfungsamt.html>

registration of “Application for Defense of the Master Thesis”

- fill out & submit the registration at least 4 weeks before your defense date to the examination office
- also submit three hardcopies of your master thesis together with the application form
- the form can be downloaded from here: <http://www.fnw.ovgu.de/Studium/Prüfungsamt.html>

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 Integrative Neuroscience website)
- 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.

OTHER DOCUMENTS

are available on Integrative Neuroscience Website under “Current Students”

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