

Start > Information for Students > Enrolled Students

- › Welcome
- › **Enrolled Students**
- › Semester Abroad
- › Fachschaft
- › Campus Life
- › Alumni

Information

🔊 Listen

Attention: Special semester times at Europa-Universität Flensburg (EUF): Lectures begin in September (autumn semester) and March (spring semester)

The reason why the EUF changed its semester times and the consequences for the course of your studies can be found [here](#). (information in German)

How to find your lecture rooms

The Europa-Universität Flensburg is located at different places. Here is a short description of how to find the rooms where classes take place:

The "names" of the rooms are composed of a sign and a number. The signs indicate the building where the room is located. **OSL** is the abbreviation for Oslo Building, **HEL** for the Helsinki Building and **DUB** for the Dublin Building where the Administration of this university sits. Those buildings are located on the university campus (see "map of campus" below). Rooms with the sign **MAD** are located in the Madrid Building of the university, located on the street Munketoft no. 3b.

The numbers mostly show on which floor the room is located: 1., means 1st floor, 2., second floor etc.

You can find the Campus map [here](#).

Autumn semester 2018/2019

Autumn semester 2018/2019	from	to
Beginning and end of semester	01.09.2018	28.02.2019
Re-registration	01.05.2018	15.06.2018
<i>Lecture time acc. to the state SH</i>	<i>10.09.2018</i>	<i>21.01.2019</i>
Orientation week	10.09.2018	14.09.2018
Beginning and end of lecture time	17.09.2018	21.01.2019
Exam period	17.12.2018	20.12.2018
	07.01.2019	21.01.2019
Lecture-free time	15.10.2018	19.10.2018
	21.12.2018	04.01.2019

Spring semester 2019

Spring semester 2019	from	to
Beginning and end of semester	01.03.2019	31.08.2019
Re-registration	01.12.2018	15.01.2019
<i>Lecture time acc. the state SH</i>	<i>11.03.2019</i>	<i>28.06.2019</i>
Beginning and end of lecture time	11.03.2019	28.06.2019
Exam period	17.06.2019	28.06.2019
Lecture-free time	15.04.2019	18.04.2019

Autumn semester 2019/2020

Autumn semester 2019/2020	from	to
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Beginning and end of semester	01.09.2019	29.02.2020
Re-registration	01.05.2019	15.06.2019
<i>Lecture time acc. to the state SH</i>	09.09.2019	20.01.2020
Orientation week	09.09.2019	13.09.2019
Beginning and end of lecture time	16.09.2019	20.01.2020
Exam period	16.12.2019	20.12.2019
	07.01.2020	20.01.2020
Lecture-free time	14.10.2019	18.10.2019
	23.12.2019	06.01.2020

Spring semester 2020

Spring semester 2020	from	to
Beginning and end of semester	01.03.2020	31.08.2020
Re-registration	01.12.2019	15.01.2020
<i>Lecture time acc. to the state SH</i>	09.03.2020	26.06.2020
Beginning and end of lecture time	09.03.2020	26.06.2020
Exam period	15.06.2020	26.06.2020
Lecture-free time	14.04.2020	17.04.2020

Current Semester: FrSe 2020

Spring semester 2020	BA
Planned publication of course catalogue	17.02.2020
Course registration	26.02.-15.03.2020 starting at 11:00 h
Registration for/Deregistration from examination	26.02.2020, starting at 11:00 h until 14 days before the exam date
Start of courses	09.03.2020
Examination periods	15.06.-26.06.2020
Publication of the results of the 1st written exams	latest until 24.07.2020
Registration for makeup exams	not yet fixed
Makeup of written exams	11.08.2020 - 14.08.2020
Publication of the results of the makeup exams	latest until 13.09.2020
Handing in of written papers	earliest until 26.06.2020; respectively latest until 31.08.2020
Publication of the results of the written papers	earliest until 23.06.2020 respectively latest until 30.09.2020
Registration for makeup of failed written papers. Registration exclusively through the Examination office.	Individualized
Publication of the results of the makeup written papers	Individualized

Last semester: HeSe 2019/20

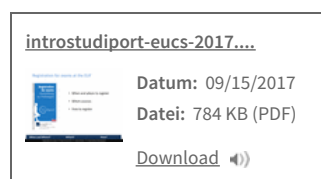
Autumn semester 2019/20	First semester	Second semester and higher
Planned publication of course catalogue	19.08.2019	19.08.2019
Course registration	12.09.2019 - 29.09.2019 starting at 15:00 h	05.09.2019 - 29.09.2019 starting at 10:00 h
Registration for/Deregistration from examination	12.09.2019, starting at 15:00 h until 14 days before the exam date	05.09.2019, starting at 10:00 h until 14 days before the exam date
Start of courses	16.09.2019	16.09.2019

Examination periods	16.12. - 20.12.2019 and 07.01. - 20.01.2020	16.12. - 20.12.2019 and 07.01. - 20.01.2020
Publication of the results of the 1st written exams	latest until 17.02.2020	latest until 17.02.2020
Registration for makeup exams	18.02.2020 - 28.02.2020	18.02.2020 - 28.02.2020
Makeup of written exams	03.03.2020 - 06.03.2020	03.03.2020 - 06.03.2020
Publication of the results of the makeup exams	latest until 03.04.2020	latest until 03.04.2020
Handing in of written papers	earliest until 20.01.2020; respectively latest until 27.02.2020	earliest until 20.01.2020; respectively latest until 27.02.2020
Publication of the results of the written papers	earliest until 20.01.2020; respectively latest until 27.03.2020	earliest until 20.01.2020; respectively latest until 27.03.2020
Registration for makeup of failed written papers. Registration exclusively through the Examination office.	Individualized	Individualized
Publication of the results of the makeup written papers	Individualized	Individualized

How to register

The registration in / deregistration from examinations can take place up to 14 days before the examination but no longer than that. After that deadline, it's no longer possible to register for examinations and you will no longer be able to take part in the examination.

Instructions



Further Instructions


- » For each module in EUCS, students need to register for the following things:
 - » Registration in each of the subjects in the module
 - » Registration in the exam in each of the modules
 - » Registration in the Module exam
- **Example:** EU-Law
 - » students need to register for the exam in the subject and for the exam in the module (even though there is only one exam in practice)
 - » The exam in the module always ends in 500, which means that the exam number that should be there is 680111500 (module exam) together with the number of the exam in the subject, that is 680111100.
 - » Registration in only one of these modules is not sufficient for students to be considered registered for the exam.
- **Example:** Research Methods
 - » there should also be two registrations... One finishing with 100 and one finishing with 500.
- **Example:** Society and Economy
 - » Students necessarily need to register for 3 classes to be able to attend the course, that is, for Society, for Economy and for the Tutorial Society & Economy. And then, when it comes to registering for exams, students need to register for the exam of Society, for the exam of Economy, for the exam of the Tutorial Society & Economy and for the Module exam – this module exam should also finish with the number 500. These are 4 exam registrations in total only for this module. Students need to register for everything for the registration to be valid.

Consequences

- » Students should register for subjects and for exams
- » Students who not officially registered for exams/essays should not be allowed to take an exam
- » Students who were not registered for an exam cannot re-take that exam
- » Students who don't show up for the exam or don't hand in their essays don't receive a 5,0 – they get the result "did not show up" and cannot re-take the exam because they never took it in the first place. They need to do the exam one year later
- » Only students that get a 5,0 in the first try or were ill (and informed the SPA in time) get a chance to re-take the exam

1st Semester

[schedule-1sem.docx](#)




Datum: 09/06/2019
Datei: 35 KB (DOCX)

[Download](#)

3rd semester

[schedule-3sem.docx](#)




Datum: 09/04/2019
Datei: 26 KB (DOCX)

[Download](#)

5th semester

[schedule-5sem.docx](#)



Datum: 09/04/2019
Datei: 25 KB (DOCX)

[Download](#)

Information about the semester fees can be found here: <https://www.uni-flensburg.de/portal-studium-und-lehre/im-studium/studierendensekretariat/> (in German)

Here is the most relevant information in English:

Deadlines for paying the semester fees:

- For the Spring semester: 01.12. - 15.01.
- For the Fall semester: 01.05. - 15.06.

Semester fees:

*Please beware that the semester fees will suffer an increase of 6,00 EUR every semester until the Fall semester 2021/22 due to the changes of the semester ticket.

Please see the table below:

Spring semester 2020 (FrSe 2020)	241,00 EUR
Fall semester 2020/21 (HeSe 2020/21)	247,00 EUR
Spring semester 2021 (FrSe 2021)	253,00 EUR
Fall semester 2021/22 (HeSe 2021/22)	259,00 EUR

Importance:

Payment of the semester fees in time = registration for the upcoming semester in time

It is your responsibility, as students, to pay your semester fees in the correct amount and within the deadlines given.

Not registering for the following semester in time leads to your exmatriculation at the end of the last paid semester.

How to pay the semester fees:

Money transfer to the following account:

Account holder: Studentenwerk Schleswig-Holstein e. V.

Förde-Sparkasse Kiel

BIC-/SWIFT-Code: NOLADE21KIE

IBAN-Nummer: DE68 2105 0170 0025 0018 50

Purpose of the transfer: your matriculation number (ex. 123456) and the semester you are registering for (ex. FrSe 2020) is very important for the transfer to be identified as yours and for that information to be put in the system under your name

Please don't leave the payment to the last day to ensure that your payment will not be considered a late payment (due to

money transfer delays).

Late registration for the following semester:

If the semester fees are not paid within the deadlines mentioned above, the registration needs to be processed manually.

For that you need to take a copy of the document proving the transfer of the fees and of the extra fees (fine) to the secretariat in HEL 018 AND you need to pay extra fees (a fine) for the delay. This is only possible until the end of March / end of September, depending on which semester you are applying to.

Amount of the extra fees / fine to be paid: 25,00 EUR

Account holder: LKSH

Deutschen Bundesbank

BIC/SWIFT Code: MARKDEF 1200

IBAN Nr.: DE82 2000 0000 0020 2015 77

Purpose of the transfer: "8723-11101", "your matriculation number", "verspätete Rückmeldung (for ex.) FrSe 2020 à please write the information in this exact order

*All these payments need to be done directly to the bank and cannot be paid directly to the university in cash

Bachelor Thesis

- » In order to complete the study program, students need to successfully complete the Module "Bachelor Thesis". This corresponds to 15 ECTS and includes the Colloquium (3 ECTS) and the thesis itself (12 ECTS).
- » The B.A. Thesis corresponds to ca. 40 pages. The bibliography is not included in the 40 pages. The thesis is an assignment that must show that the student is able to solve one problem covered by scope of the study program, with the use of the adequate methods, in a limited amount of time.
- » The topic of the thesis is to be arranged between the student and the supervisor/s. Supervisor can be any lecturer of the university in EUCS. At least one of the supervisors needs to have a PhD.
- » Students register for the colloquium in the usual way - via Studiport. However, registration for the thesis is made using a form that can be found below. This form is to be filled in with the title of the thesis and the signatures of the first and second supervisors. Once fully filled in, it needs to be given to the examinations office for the thesis request to be approved by the examinations committee. After it is approved, the student is notified of that fact. From that point on, students have the time of 4 months to write and hand in the thesis to the examinations office. The thesis will then be corrected by both supervisors.
- » Registration: students are advised to register for the thesis before they start writing because their topic and choice of supervisors needs to be approved by the examinations committee. If the registration is not approved, a new topic / set of supervisors needs to be found. It may take some time between the registration and the decision of the examinations committee. This fact should be taken into consideration in the planning of the thesis. We suggest planning at least a period of 2 months between the registration and the handing in of the thesis.

Important

- » Students who have successfully completed their thesis need to complete all the **bachelor** modules in order to complete their **bachelor**
- » An Anti-plagiarism affidavit needs to be attached to the thesis.
- » In the end, you need to hand in 3 printed copies of your thesis, each one, with a CD that has a readable file with your thesis.
- » ADVICE: Students should find a supervisor while still in the 5th semester between December and February.
- » You need to be reYou need to be registered as a student at the moment that you hand in your thesis. If you plan to hand in your thesis after the end of the 6th semester (that is, after the end of August), you need to have paid the semester fees in time.

Procedure

Before meeting with the desired supervisor, students should already have an idea of a **possible topic** they would like to write about and of the **possible methods** needed to answer the question to be researched. Only after that should students approach a potential supervisor.

The first contact should be done via **email scheduling an appointment** to talk about the possibility of supervision and, if possible with the ideas gathered so far.

In the meeting students should already try to fix a **title for the thesis** with the first supervisor, so that they can already have a title when meeting the second supervisor.

The **registration form** should then be filled in with the title of the thesis and the signature of both supervisors and taken it to the examinations office. After handing it in, the examinations committee will check the registration and after it has been approved, students will be notified of that fact. From this notification onward, students have **4 months** to hand in their final thesis (in both written and electronic form) to the examinations office.

The supervisors have **4 weeks to correct the thesis**. If students have a specific deadline by which they need to have their final **bachelor** certificates, they should check with the supervisors beforehand if there will be enough time to

correct the thesis in this period. For that, a specific deadline for handing in the thesis should be arranged in advance with the supervisor.

After the correction, the grade will be sent to the examinations office and there it will take a period between 2 and 4 weeks to issue all the **final certificate**. Beware that the examinations office is expected to be closed between July 15th and August 15th.

This is just a generic advice. Please always talk to your supervisor and agree on all the specificities of your work with them.

Handing in

Please submit three versions of your written paper and three electronic versions (CD-ROM). Please note that the electronic version may not contain any personal information (last name, first name, matriculation number, date of birth etc.) of students or supervisors as it will be subjected to a plagiarism scrutiny with 'Docoloc'.

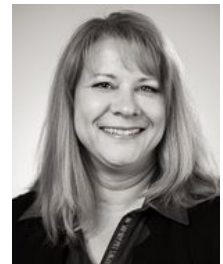
The CDs should be firmly attached/glued to the inside of the back cover of each paper copy and furnished with your name.

Please include a signed declaration/affidavit, that you are the original author of the thesis, at the end of your paper (attached/glued).

Examinations Office

Karin Drenkow

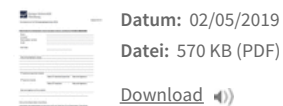
Phone	+49 461 805 2535
E-mail	spa.iim@uni-flensburg.de
Building	<u>Gebäude Madrid</u>
Room	MAD 120
Street	Munketoft 3b
Post code / City	24937 Flensburg



[Show details](#)

Thesis registration form

[thesis-registration-and-a...](#)



Datum: 02/05/2019

Datei: 570 KB (PDF)

[Download](#)

Module TH

[module-th.pdf](#)



Datum: 02/05/2019

Datei: 540 KB (PDF)

[Download](#)

Thesis Topics

Here are some of the topics EUCS students are writing / wrote their B.A. thesis about:

2019

- » The legitimisation of EU taxation policies
- » (Instagram) Blogger and the influence of buying intention and behaviour
- » Sovereignty in the EU. Analysis of discourses on Europeanisation in selected member states
- » Symbolic Boundary - Making among Syrian Refugees
- » Advertising New Masculinities
- » Critical Analysis of ECJ's role in the EU Integration Process
- » Labour Migration Policies in Italy since 2008: Some Key Actors and their Degree of influence
- » The role of religion in International Relations

- » The potential of the Romarchive to counteract competition of victims
- » Sportswear as a means of social distinction in team sports?
- » A comparative analysis of free Scenography and Scenographical concepts in staged European History
- » The Potential of Skateboarding in Youth Work - On the example of the Pigeon Plan E.V.
- » Visual political communication of the European Union: a comparative study
- » The change of gender roles of Syrian women in Germany
- » Political scandal and the rise of right-wing populism in Europe
- » Influence of Welfare state systems on entrepreneurship education - a comparison between Germany and the U.S.
- » The usage of the social media platform "Instagram" by young women in order to spread feminist ideas and its effects on the feminist movement today

2020

- » Political scandals and the rise of right wing populism in Europe
- » Influence of welfare state systems on entrepreneurship education - a comparison between Germany and the US
- » Symbolic boundaries in contemporary Sami identity
- » The rhetoric and practice of solidarity in the E.U.
- » What impact does the financing of higher education have on the disparity of social classes in Europe? - A secondary critical analysis
- » The harmful impacts of hate speech analysis of two European case studies

- » Students need to register for examinations, in case they want to take them and students need to de-register from examinations in case they don't want to take them.
- » Registration and de-registration are always possible until up to 14 days before the exam date. The valid exam date for the purpose of registration/de-registration is the one mentioned in Studiport.
- » Students who are not registered in an examination are not allowed to take the examination. In case they take the examination and it is corrected, there is no way to insert the grade in the system, so the student will have to repeat the examination the next time the module is offered.
- » Students who are registered and don't attend the exam fail the exam automatically and are not allowed to re-take it in the same semester. They need to wait for the module to be offered again, in order to be able to register in the normal period.
- » Students can only fail each examination 3 times. After that students are not allowed to take the module anymore. If the module is a mandatory module in this study program, students are not allowed to complete the study program. Furthermore, students are now allowed to complete the same study program in any other university in Germany.
- » Students who are registered for an examination and cannot attend the examination because they are sick at the day of the examination need to hand in a doctor's note to the examinations office on the same day of the exam. More information and forms can be found here under "[Notification of sickness](#)".
- » The same rules apply if the examination has the form of a paper/essay. In this case, the doctor's note needs to explicitly mention from when until when you will be sick. The date for handing in the work will be extended in the same amount of days as your sickness.
- » If students are correctly registered for an examination and fail that examination (5,0), they are allowed to re-take that examination at the re-take date (normally within the same semester as the first attempt). If the failed examination consists of an exam and the re-take date falls within the re-take examination week, then students need to register in the re-take examination normally using studiport.
- » If the failed examination consists of a paper or an essay or if the failed written examination is to be re-taken at some other point than the re-take examination week, then students will need to contact the examinations office to register for the re-take examination. The same 14-day deadline for registration still applies when possible.
- » Contact of the examinations office <spa.iim@uni-flensburg.de> (Please use your university email, send your matriculation number and the name and number of the examination you want to re-take.)
- » It is the students' responsibility to correctly register and de-register from exams within the deadlines.
- » For questions about examination dates as mentioned in Studiport and about the re-take dates, please contact the EUCS secretariat <cecile.votteler@uni-flensburg.de>

Flyer for students and guests

"How can I access the internet?" – "What is the password to enter the Studiport?" – "How can I retrieve my university E-Mails via smartphone?"


To get an answer to these kind of questions a number of "how-to" flyers have been created for students and guests by ZIMT. Flyers can be obtained at the [ZIMT-Servicedesk](#), the [Registrar's Office](#) (Studierendensekretariat) and at the secretary's office of your institute.

Download and print at home


Digital versions of the flyers are available below on this webpage. The pdf format can be read online (e.g. using [Adobe Acrobat Reader](#)) and can optionally be printed (we recommend printing in DIN A3 format).

ZIMT-Flyer "Accounts"

ZIMT-Flyer "Accounts"




Datum: 08/08/2019
Datei: 2 MB (PDF)

[Download](#) 


Detailed information about login data ([students](#) / [guests](#)).

ZIMT-Flyer "Wi-Fi"

ZIMT-Flyer "Wi-Fi"




Datum: 08/08/2019
Datei: 1 MB (PDF)

[Download](#) 


Detailed information about Wi-Fi ([students](#) / [guests](#)).

ZIMT-Flyer "Studiport"

ZIMT-Flyer "Studiport"




Datum: 08/08/2019
Datei: 2 MB (PDF)

[Download](#) 


Detailed information about [Studiport](#).

ZIMT-Flyer "email"

ZIMT-Flyer "email"



Datum: 08/08/2019
Datei: 1 MB (PDF)

[Download](#) 

Detailed information about [email](#).

Any feedback or mistakes?

Please contact us: zimtflyer@uni-flensburg.de

Compensation of Disadvantages

According to the university rules established for the state of Schleswig-Holstein, the special needs of students should be taken into consideration during the studies. Specific rules about the recognition of special needs can be found on the Study and Exam Regulations - these documents can be found on our webpage under "Program Structure" - "Documents".

These specific rules are related to the following situations:

- » Disability or chronic illness,
- » Maternity period and legal parental leave,
- » Responsibility to take care of children under 14 years who leave in the same home,
- » Responsibility to take care of immediate family member with recognized nursing needs.

Information about the application procedure and respective forms can be found [here](#) (German only).

Course Selection in Advance

More information can be found [here](#).

For cancelling on these matters, please contact:

Martina Spirgatis (M.A.)
Hauptamtlich tätig

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[Show details](#)

Semester Abroad

International Office

- › information (ex. where to go, when to go, how to apply, requirements, info sessions, etc.)
- › counseling (ex. personal advice given in a meeting or during office hours, etc.)
- › application (ex. how, when, online form, etc.)
- › allocation of places (ex. find a suitable university, emails with partner universities, language certificates for going abroad, etc.)

EUCS - Coordinator

- › information on courses to take abroad
- › signing of the learning agreement (before and during the semester abroad)
- › accreditation of the courses taken abroad

Documents

Examinations Office (SPA)

- › Document stating the duration of the study program
- › Document stating the language of instruction
- › Signature and Stamp of the transcript of records
- › Thesis registration form (hand-in)

EUCS - Coordinator

- › BAFöG - Formblatt 5

EUCS Secretary

Studiport

- › Missing grades in the transcript of records
- › Missing credit points in the transcript of records
- › Enrollment in overbooked classes
- › HiWi contracts

I still haven't received my student documents for next semester. What can I do?

Here are some of the questions that need to be asked in this situation:

- › Did you hand in all your documents with the matriculation in the beginning of your first semester?
- › Did some document expire meanwhile? And if so, do you need to hand in a new one?
- › Is your insurance still valid or does it need some sort of renovation?
- › Did you pay the semester fees in time? And if so, did you correctly indicate your name and student number in the payment slip?
- › Did you change your address meanwhile and forgot to update it in Studiport?

These can all be things that went wrong. So please check all of these things beforehand and if something needs to be updated and then take it to the secretariat in HEL 018.

If you think that all is ok, then you need to go to the secretariat (HEL 018) and ask them directly what is wrong. It is better to go there directly than to send an email.

Here is the link to the office hours of the secretariat: [Link](#)

In case you are interested in completing an extracurricular internship, you can find below some ideas of places to search for.

Organisations	Locations	Website
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Bund Deutscher Nord Schleswiger	Aabenraa	https://www.bdn.dk/english
Europa Union Schleswig- Holstein	Kiel	https://www.europa-union-sh.de
Federal Union of European Nationalities	Flensburg	http://www.fuen.org
IHK Schleswig - Holstein	Flensburg	https://www.ihk-schleswig-holstein.de/english
Landesbeauftragter für politische Bildung	Kiel	https://www.politische-bildung.sh/languages/english.html
Landfrauenverband Schleswig- Holstein	Rendsburg	https://landfrauen-sh.de/willkommen/
The South Schleswigan Association	Flensburg	https://syfo.de/en/about-ssf
Representation of the Eu Commission in Germany	Berlin/ Bonn/ Munich	https://ec.europa.eu/germany/home_de
Bündnis Eine Welt Schleswig – Holstein	Kiel	https://www.bei-sh.org/ueber-uns
Nordfriisk Instituut	Bräist/ Bredstedt	https://www.nordfriiskinstituut.eu/en/
State Parliament of Schleswig Holstein	Kiel	https://www.landtag.ltsh.de/en/
Akademie Sanklemark	Oeversee	https://www.eash.de/en/home/
Association of European Border Regions	Gronau	https://www.aebr.eu/en/index.php
European Center for Minority Issues	Flensburg	https://www.ecmi.de/home/
Hanse-Office	Brussels	http://hanse-office.de/index.php?article_id=1&clang=1
European Court Of Justice	Luxembourg	https://curia.europa.eu/jcms/jcms/Jo2_7008/
European Ombudsman	Luxembourg/Strasbourg	https://www.ombudsman.europa.eu/en/office/careers
European Parliament	Strasbourg/ Luxembourg/ Brussels	http://www.europarl.europa.eu/at-your-service/en/work-with-us/traineeships
European Commission	Brussels/ Luxembourg	https://ec.europa.eu/stages/node_en
Euro Brussels	Brussels	https://www.eurobrussels.com
Regional Representatives	Working in the EU	
Lobbyist Groups	Working in the Eu	
National Representatives	Working in the Eu	

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Notes about the autonomous project in the 5th semester. (10 ECTS)

Please note that this module is completed by the execution of an "autonomous project". This means that there are

no classes scheduled in this module and it is up to you to address the respective supervisor when you have a project to propose and schedule an individual meeting with her/him.

Once students decide on the autonomous project that they want to do, they can start preparing the necessary steps to complete it.

Steps that need to be completed:


- » Write an exposé in logically explaining the project to be completed. This is a proposal of the work to be completed.
- » Present the exposé to the lecturer responsible for the type of project to be completed (please see the list below). They will give students feedback and define the way that they can supervise the work.
- » Write a portfolio – this is a step-by-step documentation of the project + reflection/self-evaluation of the work done.
- » The students need to complete their final project and present it in a manner previously established with the supervisor.


Supervision list:

- Art & Scenography: Svea Bischoff
- Research Philosophy: David Schweikard
- Research Sociology: Sören Carlson
- Entrepreneurship: Larissa Zierke
- Journalism: Matthias Charles Nouledo

Autonomous Project Journalism (Dr. Charles Nouledo)

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