Campus Service Center

The Campus Service Center (CSC) is the central starting point for all study related questions. Since 2010 we offer a wide variety of services to support applicants, students, and alumni before, during, and after their studies. In order to provide the necessary assistance, “Servicepoints” such as Welcome Desk, Students’ Office, Examinations, and Campus and Region have been established. In addition to that, different regional insurances and further university services are present at the CSC to support students every weekday.

Please be aware that each “Servicepoint” may have different office hours (check boxes below).

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News

Re-opened Campus Service Center

Since May 4, 2020, Otto-von-Guericke University Magdeburg will again open the Campus Service Center to its students. In compliance with the Containment Ordinance of the State of Saxony-Anhalt as well as the hygiene measures issued by the Federal Ministry of Labour and Social Affairs, the face-to-face service cannot offered completely.

Consultation hours Campus Service Centers

<table>
<thead>
<tr>
<th>ServicePoint: Examinations</th>
<th>Wednesday + Thursday</th>
<th>10:00 a.m. - 12:00 noon and 01:00 p.m. - 03:00 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Student Office</td>
<td>Monday + Tuesday + Thursday</td>
<td>10:00 a.m. - 12:00 noon and 01:00 p.m. - 03:00 p.m.</td>
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<td>Friday</td>
<td>10:00 a.m. - 12:00 noon</td>
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In addition to the on-location service in the Campus Service Center building, the contact persons are of course still available telephone and e-mail.

Hygiene requirements

We ask you to observe the following hygiene requirements:

Wearing a mouth-nose protection is generally obligatory. In addition, a minimum distance of 1.5 metres must be maintained between persons.
The University of Magdeburg has also established additional hygiene standards in order to reduce the risk of infection as much as possible.

Taking into account the development of the corona pandemic, we will adapt our local service in accordance with the applicable containment ordinance of the state of Saxony-Anhalt.

**Christmas Break**

The Campus Service Center will close for Christmas/New Year’s break 2020/2021 on the 23rd December 2020, 12 noon.

The Campus Service Center will be open again on the 04th January 2021.

During the closing times study documents and final paper/thesis/dissertations can be submitted at the information and security service (http://www.servicecenter.ovgu.de/csc/en/Examinations/Services/Thesis+Submission.html) of Otto-von-Guericke-University Magdeburg at the main entrance (in building 09).

The deadline for withdrawal from the written examinations of the Faculty of Economics and Management is 03rd January 2021 (Exclusion Period).

If online Exam Cancellation is not working, please send an E-Mail to: pruefungsamt@ww.uni-magdeburg.de

“We wish all students, employees and their families merry Christmas and a happy new year.”

Your Campus Service Center Team

**Thesis and Document Submission due to the current situation and the Coronavirus disease outbreak (COVID-19)**

The thesis submission is currently not available in person at the examination offices, in the Campus Service Center or to the information and security service office of the Otto-von-Guericke-University Magdeburg (in building 09).

We prefer to receive all study documents, thesis, and dissertation via post.

Please address it clearly to the responsible department (a.e. examination office in your faculty).

If it is not possible for you to submit your study documents, thesis, and dissertation via post, it will be possible to submit them in the red post box in front of building 09. All documents will be forwarded to the relevant department by internal post.

Due to health prevention please avoid to ask the person inside the information and security service office.
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<tr>
<th>Day</th>
<th>Welcome Desk</th>
<th>Students' Office</th>
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<tr>
<td>Tue</td>
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Examinations

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Examination Offices
(http://www.servicecenter.ovgu.de/csc/en/Examinations/Examination+Offices.html)

Contact

Otto-von-Guericke-Universität
Magdeburg
Universitätsplatz 2
39106 Magdeburg
Campus Service Center
Tel.: +49 (0) 391 67 50 000
Fax: +49 (0) 391 67 41 890
servicecenter@ovgu.de

Office Hours CSC

Monday - Thursday:
10am - 12 noon and 1pm - 3 pm

Fridays and before public holidays:
10am - 12 noon

FAQ Top5

› De-Registration
› Generate new TAN-Lists
› Transcript of Records
› Thesis Submission
› Sickness - Examination Day