

## FAQ

# Frequently asked questions | students

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### General Information

***Where can I find relevant documents concerning my degree program (study and examination regulations, module handbooks, etc.)?***

You can access and view these and other documents under › Course documents (<https://www.ovgu.de/studiendokumente.html>) .

***Where can I find important documents and forms?***

All important forms are available on the › FHW Examination Office's website

(<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) . In addition, the › Campus Service Center

(<https://www.servicecenter.ovgu.de/en/>) provides all necessary documentation and information as well. Relevant documents concerning your degree program in specific can be accessed and viewed under › Course documents (<https://www.ovgu.de/studiendokumente.html>)

***Who are the most important contacts for me?***

The staff of your examination office will be happy to assist you as contact persons. You can find the contact details on › FHW Examination Office's website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) . Furthermore, you can also contact your subject-specific advisor. You can find the relevant advisors on the › information pages on the degree programs (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Faculty+Programmes.html>) . Another contact point is the › Campus Service Center. (<https://www.servicecenter.ovgu.de/en/>) Here you will find answers to your questions even outside the office hours of the Examination Office. Further advice and support can be obtained from the OVGU's "› Consulting and Support Services" (<https://www.ovgu.de/helfendehaende.html>) .

***How can I contact my examination office?***

You can find the contact details of FHW Examinations Office's staff, sorted by degree program, on the FHW Examination Office's website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) or in the › LSF (<https://lsf.ovgu.de/qislsf/rds?state=user&type=0&noDBAction=y&init=y>) of the OVGU.

When contacting us, please, always state your matriculation number and your degree program so that we can provide you with information more quickly.

***How can I submit documents?***

You are welcome to submit your documents in person, by mail, by e-mail, through the mailbox of the FHW Examination Office

(final theses only by prior arrangement) or at the Campus Service Center.

Please, note that the choice of submission method may depend on the relevant documents.

If you would like to come in person, please make an appointment via the online calendar linked on the FHW Examination Office's website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) . Further current information - e. g. pandemic-related restrictions - regarding office hours, can also be found on the › FHW Examination Office's website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) .

### ***What information is required when reaching out to the FHW Examination Office?***

Please always use your student OVGU e-mail address (firstname.surname@st.ovgu.de) for e-mail communication. In addition, please always state your matriculation number and your degree program. This request also applies when communicating with your lecturers or other central offices at the OVGU.

### ***Is there a facility where I can get all the forms, grade certificates etc.?***

The › Campus Service Center (<https://www.servicecenter.ovgu.de/en/Examinations/Sickness+on+the+Examination+Day.html>) is a central contact point for students of all faculties for questions, forms and documents. Here you can obtain, among other things, grade certificate and certified graduation documents. There is also always a contact person from the › Office for Student Affairs (<https://www.ovgu.de/studierendensekretariat-path-2,9609,89,30976,9652,31044.html>) present. For more information about the Campus Service Center (CSC), please visit <http://www.servicecenter.ovgu.de/en/>. Appointments can be booked › here (<https://termine.ovgu.de/index.php?provider=33&service=11%20>) .

## **Examinations**

### ***Where do I get to know about (place and) time of my exams/examinations?***

You can view the examination schedules of the institutes/degree programs on the › FHW Examination Office's website. (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) There you will also find information on registration and the deadlines to be observed.

### ***How can I register for study and performance certificates?***

The registration for study and performance certificates always takes place online via HISQIS/LSF. After successful registration, you will receive a confirmation from HISQIS to your OVGU email address. ***This confirmation email is to be kept in order to be able to show proof in case of problems.*** In case of problems with the registration, please contact your responsible contact person at the examination office straight away and within the registration period. If you have not received a confirmation e-mail, you are not registered for the specific study/performance certificate. You can find further information › here

([https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Registration+deadlines\\_Examination+Office+FHW\\_WiSe+23\\_24+\\_+Englis Version-p-8312.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Registration+deadlines_Examination+Office+FHW_WiSe+23_24+_+Englis Version-p-8312.pdf)) .

### ***Until when do I need to register for my exams?***

The relevant deadlines can be found on the FHW Examination Office homepage under › Dates, Deadlines and Examination Schedules

([https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Registration+deadlines\\_Examination+Office+FHW\\_WiSe+23\\_24+\\_+Englis Version-p-8312.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Registration+deadlines_Examination+Office+FHW_WiSe+23_24+_+Englis Version-p-8312.pdf)) .

Registration for examinations to be included in the Optional Area or as a Non-Technical Elective usually takes place via the FHW Examination Office (if you cannot register online via HISQIS/LSF).

### ***How can I (de)register for examinations at other faculties?***

Registration for examinations at other faculties also take place online via HISQIS/LSF. After having registered successfully, you will receive a confirmation email from HISQIS to your OVGU email address. Further information can be found › here

([https://www.servicecenter.ovgu.de/ServicePoint\\_+Pr%C3%BCfungen/Termine+und+Pr%C3%BCfungsfristen.html](https://www.servicecenter.ovgu.de/ServicePoint_+Pr%C3%BCfungen/Termine+und+Pr%C3%BCfungsfristen.html)) .

### ***How can I deregister for examinations/Hausarbeiten at the FHW?***

The deregistration deadlines and the associated procedure for deregistration for study and performance certificates can be viewed › here

([https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Registration+deadlines\\_Examination+Office+FHW\\_WiSe+23\\_24+\\_+Englis Version-p-8312.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Registration+deadlines_Examination+Office+FHW_WiSe+23_24+_+Englis Version-p-8312.pdf)) .

This means that if there is no deregistration (on the 3rd calendar day in advance) of registered study and examination achievements (including "Hausarbeiten"), they will be graded as "not appeared" (5.0) by the examiners.

***What should I do if my registered examination performance is not available to the examiners on the day of the examination for unexplained reasons?***

If you have registered, you have the right to take the examination. However, if the examiner does not have a registration, you should provide proof of registration (e. g. show the confirmation email for the registered exam) so that you can subsequently take the exam under reserve. This means that you are allowed to take the examination, but (initially) you will not be assessed. For this purpose, together with the examiner you fill out the form "> Participation without assessing

([https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Besta%CC%88tigung\\_Teilnahme\\_Modulpru%CC%88fung\\_unt\\_Vorbehalt+%28002%29.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Besta%CC%88tigung_Teilnahme_Modulpru%CC%88fung_unt_Vorbehalt+%28002%29.pdf)) ". The examiner forwards the form to the examination office. The responsible staff member will then check if the registration has taken place properly, so that the examination performance is going to get assessed. If the registration has not (properly) taken place, the examination office will ask you for a statement to the examination board.

Depending on the decision of the examination board along the facts of the case, the assessment will be approved or rejected.

***What are the recommendations for action in the management of acute respiratory illness in WiSe 23/24?***

You have to look up information on the websites of the OVGU and the Robert Koch Institute regularly by yourself. At this time, the following must be considered:

- The likelihood of transmission of respiratory pathogens can be reduced by appropriate behaviour, including regular (shock) ventilation, when being inside.
- People with acute respiratory symptoms should wear a mask for external protection. This is especially important if close contact with a person from a risk group cannot be avoided.
- Keep your distance and observe hand hygiene.
- A properly worn mask (covering mouth and nose) can be an additional protection against infection during periods of high virus circulation (flu waves, COVID-19 waves, RSV disease waves) indoors. In particular, people who belong to a risk group should consider this option for self-protection.

***I am sick and therefore not able to take an examination. What do I need to do?***

Please, submit your original > medical certificate

([https://www.servicecenter.ovgu.de/csc\\_media/Dokumente+Download/%C3%A4rztliches+Attest\\_Version2023.pdf](https://www.servicecenter.ovgu.de/csc_media/Dokumente+Download/%C3%A4rztliches+Attest_Version2023.pdf)) of your inability to take an examination to the FHW Examination Office immediately without culpable delay, stating your matriculation number, your degree program and the examination that cannot be taken. This can be done in person or by mail. A copy can be submitted in advance e-mail, but this does not replace the submission of the original document.

Further information on this topic can be found on the homepage of the Campus Service Center under > Sickness on the Examination Day (<https://www.servicecenter.ovgu.de/Pr%C3%BCfungen/Krankheit+am+Pr%C3%BCfungstag.html>) .

**Final thesis**

Registering the Final Thesis

***How can I register my final thesis?***

To register your final thesis, a fully completed > "Application to register a final thesis" form

([https://www.hw.ovgu.de/hw\\_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Anmeldeformular+Abschlussarbeit+Englisch.pdf](https://www.hw.ovgu.de/hw_media/Downloads/Studium/Pr%C3%BCfungsamt/Formulare/Anmeldeformular+Abschlussarbeit+Englisch.pdf)) , which has been signed by the reviewer(s), must be submitted to the examination office. The application form can be found on the > website of the FHW examination office (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) . You are welcome to hand in the application in person, by mail, as a PDF by e-mail, or by dropping it in the mailbox of the Examination Office.

If you prefer to hand in the form in person, please, make an appointment via the corresponding online calendar of your staff member in charge on the website of the > FHW examination office

(<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) .

***What are the requirements for registering my thesis?***

For the relevant requirements to register your thesis, please, refer to your study and examination regulations, basically under "IV

Bachelor's/Master's Degree" - "Registration for Bachelor's/Master's Thesis". The requirements must be fulfilled in advance. Furthermore, a corresponding application must be submitted to the examination office. The form for the application is available on the website of the FHW examination office (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) .

### ***Can I submit the application to register my thesis without the signatures of my reviewers?***

If you or your reviewers are unable to sign the thesis application in person, a digital signature is also sufficient.

### ***When can I start writing my thesis?***

Following your registration to write a thesis, you will receive a confirmation. This will include both the start date and the latest submission date of your thesis.

It is not possible to submit a thesis without prior registration!

Submitting the final thesis

### ***How and when can I submit my final thesis?***

You can submit your thesis in person or by mail at the FHW Examination Office, at the Campus Service Center or at the Security Service in Building 09. If you would like to submit your thesis in person to your contact person at the FHW Examination Office, please make an appointment on the website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) . If you would like to hand in your thesis at the Campus Service Center, you can either make an appointment (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) (to get a formal check-up directly) or hand it in without a prior appointment. If you hand in your thesis without a prior appointment, you will receive a provisional receipt at the Campus Service Center (instead of a direct formal check-up).

For postal delivery, please, use the postal address (Universitätsplatz 2, 39106 Magdeburg) of the OVGU, indicating the examination office of the faculty and the contact person. The day on which the final thesis is received at the OVGU (postmark) is considered the date of submission. For further information see the following FAQ.

Outside the opening hours of the Examination Office and the Campus Service Center, the thesis can be dropped off at the Security Service or in the red mailbox in front of Building 09. These will be forwarded to the responsible Examination Office.

When submitting in the red mailbox, please, make sure that the final thesis is received by 11:59 p.m. on the day of submission.

### ***How many copies are required?***

According to the requirements of the study and examination regulations, you will hand in the final thesis in bound form in the required number. If a digital version is required, please note the following:

In agreement with the reviewers, the digital submission of the thesis can either a) be sent in a collected mail via PDF to the reviewers and to the responsible staff member of the examination office or b) be submitted on a data carrier (e. g. USB stick or CD) with the two bound theses. If the thesis is to be submitted in both versions, the digital and bound versions must be sent on the same day.

For a timely submission, the work must have been received before the deadline. The receipt at the FHW is considered to have taken place on time if the work has been transmitted electronically in full by the student from the personal student e-mail address: in a collected e-mail to the examiners and the responsible examination office within the submission deadline, and if the printed, congruent versions are sent on the same day in the form and number stipulated in the study and examination regulations or other provisions.

### ***What are the deadlines for submitting my final thesis?***

The processing time for your thesis and thus the deadlines can be found in your study and examination regulations under "IV. Graduation".

Registration for Defense / Colloquium

### ***When and how do I register for my Defence / Colloquium?***

Please, register 14 days before the examination date with the corresponding form "Registration for Defense / Colloquium " at the FHW examination office. The form is available on the FHW Examination Office's website. The registration form can be filled out completely, signed and sent by e-mail to your responsible staff member at the FHW Examination Office.

Registrations by the examiner are not permitted.

Degree Certificate and graduation documents

### ***How do I receive my degree certificate and graduation documents?***

You can pick up your graduation documents in person, have them picked up by a representative, or have them sent to you by mail.

For personal collection, please book an appointment via the › FHW Examination Office's website

(<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) in the online calendar of your contact person or arrange an individual appointment.

For pick-up by an authorized person, he/she/they must present an original informal power of attorney, a copy of your ID and his/her/their ID.

To mail your final documents, please drop off a self-addressed C4 envelope with sufficient postage to the Examination Office. A C4 envelope with a cardboard spine is recommended.

### ***When do I receive my degree certificate and graduation documents?***

You can find the issue deadline of your graduation documents in your study and examination regulations under "IV. Graduation". As a rule, this takes place within four weeks of passing the final examination.

### ***What are the documents that make up my graduation documents?***

In addition to your degree certificate, you will receive an ancillary certificate, an attached report (equivalent to the Transcript of Records) and a diploma supplement.

### ***How do I get a certified copy of my graduation documents?***

You can obtain official certification of your graduation documents at the Campus Service Center. For this reason, please, › book an appointment (<https://termine.ovgu.de/index.php?provider=33&service=11%20>) at the Campus Service Center. The copies will be made there and you do not need to bring them with you. Please, note that there is going to be a fee.

For more information, please visit the › Campus Service Center's homepage

(<https://www.servicecenter.ovgu.de/Pr%C3%BCfungen/Leistungen/Beglaubigungen.html>) .

### ***How do I receive my graduation documents in English as well?***

Upon request at the FHW Examinations Office, you will also receive your graduation documents in English/German.

Clearance certificate

### ***How do I get a clearance certificate (Unbedenklichkeitsbescheinigung)?***

The clearance certificate is part of the grade certificate and defines your status of entitlement to the examination.

## **Transitioning from Bachelor to Master at the OVGU**

### ***What are the deadlines for the transition from Bachelor to Master studies at OVGU?***

When enrolling into a master degree program at the OVGU for the winter semester, all credits required for the Bachelor's degree must have been posted in HISQIS/LSF no later than November 15th, so that your Bachelor's degree certificate can be completed in due time for the submission deadline for the Master's enrollment on December 15th.

When enrolling into a master degree program at the OVGU for the summer semester, all credits required for the Bachelor's degree must have been posted in HISQIS/LSF no later than May 15th, so that your Bachelor's degree transcript can be completed in due time for the submission deadline for the Master's enrollment on June 15th.

You can find further answers to questions about applying to OVGU under › Frequently asked questions

([https://www.ovgu.de/en/Fragen\\_zum\\_Studium.html](https://www.ovgu.de/en/Fragen_zum_Studium.html)) .

### ***I don't have my bachelor graduation documents yet. Can I still apply for a master degree program?***

Yes, an application is possible. Please contact the › Office for Student Affairs (<https://www.ovgu.de/studierendensekretariat-path-2,9609,89,30976,9652,31044.html>) directly.

You can find further answers to questions about applying to OVGU under › [Frequently asked questions](https://www.ovgu.de/en/Fragen_zum_Studium.html) ([https://www.ovgu.de/en/Fragen\\_zum\\_Studium.html](https://www.ovgu.de/en/Fragen_zum_Studium.html)) .

## **Medical certificate/Examination De-registration**

### ***I am sick and cannot take part in an examination. What do I have to do?***

Please, submit your original › medical certificate

([https://www.servicecenter.ovgu.de/csc\\_media/Dokumente+Download/%C3%A4rztliches+Attest\\_Version2023.pdf](https://www.servicecenter.ovgu.de/csc_media/Dokumente+Download/%C3%A4rztliches+Attest_Version2023.pdf)) of your inability to take an examination to the FHW Examination Office immediately without culpable delay, stating your matriculation number, your degree program and the examination that cannot be taken. This can be done in person or by mail. A copy can be submitted in advance e-mail, but this does not replace the submission of the original document.

Further information on this topic can be found on the Campus Service Center homepage under › [Sickness on the Examination Day](https://www.servicecenter.ovgu.de/en/Examinations/Sickness+on+the+Examination+Day.html) (<https://www.servicecenter.ovgu.de/en/Examinations/Sickness+on+the+Examination+Day.html>) .

## **De-registration/Cancelling Enrollment**

### ***What documents are required for de-registration?***

For de-registration you need the › application for de-registration ([https://www.ovgu.de/unimagdeburg\\_media/Exmatrikulationsantrag.pdf](https://www.ovgu.de/unimagdeburg_media/Exmatrikulationsantrag.pdf)) and your student ID.

You can obtain the application for de-registration on › FHW Examination Office's website

(<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) and at the › Campus Service Center (<https://termine.ovgu.de/index.php?provider=33&service=23>) .

### ***Where can I submit my application for de-registration?***

The › application for de-registration ([https://www.ovgu.de/unimagdeburg\\_media/Exmatrikulationsantrag.pdf](https://www.ovgu.de/unimagdeburg_media/Exmatrikulationsantrag.pdf)) is available on the › FHW Examination Office's website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) and at the › Campus Service Center (<https://termine.ovgu.de/index.php?provider=33&service=23>) .

The application for de-registration is a form on which several signatures are collected, such as the one from the FHW Examination Office. All staff members of the Examination Office as well as Mr. Daniel Größ in the Campus Service Center are authorized to sign.

The application for de-registration then needs to be processed to the Student Affairs Department.

Further information is available on the homepage of the › Campus Service Center (<https://termine.ovgu.de/index.php?provider=33&service=23>) .

## **(Granting of a) Leave semester**

### ***How and where can I apply for a semester of leave?***

You can find the corresponding › application for leave of absence ([https://www.ovgu.de/unimagdeburg\\_media/Beurlaubungsantrag.pdf](https://www.ovgu.de/unimagdeburg_media/Beurlaubungsantrag.pdf)) on the › FHW Examination Office's website (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) .

The signature of the Examination Office is required on the form, which you can obtain from your contact person at the FHW Examination Office or from › Mr. Größ at the Campus Service Center. (<https://termine.ovgu.de/index.php?provider=33&service=32>)

The application must be accompanied by proof of the reason(s) for the leave of absence. Further information can be found in the application form.

The application has to be submitted to the Campus Service Center (Building 18 Room 153) and will be processed by the Student Affairs Department.

Upon application at the beginning of the leave semester to the FHW Examination Office, CP acquisition during the leave semester of a maximum of 18 CPs is possible.

### ***Can I acquire CPs during my semester off?***

Upon application to the FHW Examination Office, CP acquisition during the semester of leave is possible for a maximum of 18 CPs.



## **Students with children**

### ***Where can I find information about studying with a child?***

You can find several information on the OVGU homepage under > "Students with family responsibilities"

(<https://www.bgf.ovgu.de/en/Familie.html>) . For further questions, please contact the > FHW families officer.

(<https://www.hw.ovgu.de/hw/en/Officers.html>) There is also a parent-child room (room 357) in building 40. A key code is required for access and can be obtained from the Dean's Office (> Ms. Conrad (<https://www.hw.ovgu.de/hw/en/Marginal/Contact+Birgit+Conrad.html>)).

Here you will also find information about the > family passport (<https://www.servicecenter.ovgu.de/en/Welcome+Desk/Family+Passport.html>) , which is intended to make it easier for students with family obligations to reconcile studying and family.

## **Information for those being pregnant**

### ***Where can I find information relevant for those being pregnant?***

> Act on the Protection of Mothers at Work, in Training and at University ([https://www.gesetze-im-internet.de/englisch\\_muschg/index.html](https://www.gesetze-im-internet.de/englisch_muschg/index.html))

> Information Sheet Act on the Protection of Mothers at Work, in Training and at University

([https://www.fnw.ovgu.de/nat\\_media/multimedia\\_fnw/Studium/Pr%C3%BCfungsamt/Hinweisblatt+Mutterschutzgesetz+OVGU.pdf](https://www.fnw.ovgu.de/nat_media/multimedia_fnw/Studium/Pr%C3%BCfungsamt/Hinweisblatt+Mutterschutzgesetz+OVGU.pdf))

> Procedure at the OVGU in case of pregnancy

([https://www.fnw.ovgu.de/nat\\_media/multimedia\\_fnw/Studium/Pr%C3%BCfungsamt/Verfahrensweg+Meldung+Schwangerschaft.pdf](https://www.fnw.ovgu.de/nat_media/multimedia_fnw/Studium/Pr%C3%BCfungsamt/Verfahrensweg+Meldung+Schwangerschaft.pdf))

## **Compensation of disadvantages**

### ***What documents do I need to hand in when applying for a disadvantage compensation and what information must be included?***

To apply for a disadvantage compensation, you need a written application for a disadvantage compensation as well as a proof and/or a medical certificate.

Helpful information, suggested wording for the application as well as further information and contact persons can be found on the

> OVGU homepage (<https://www.ovgu.de/-p-28448.html>) and from the inclusion officer at the FHW (contact details see web link above)

To apply for extended processing times, please name the specific course, the teacher and the type of course work (e. g. written exam, oral exam, ...). Extended processing times are always granted on a semester basis.

In the case of extended processing times for examinations, please inform the respective lecturer at least one week before the date of the examination.

### ***How often is this request to be made?***

To request extended processing times, please name the specific course, the instructor, and the type and date of the examination/study performance. Extended processing times are always granted on a semester basis.

In the case of extended processing times for examinations (written exams, oral exams), please inform the respective lecturer at least one week before the date of the examination (Klausur).

## **Examination board for Bachelor and Master students at the FHW**

What should be considered when submitting an application to the examination board for Bachelor and Master students at FHW?

Applications to the Examination Board must be submitted immediately without culpable delay to the responsible > staff member in the Examination Office (<https://www.hw.ovgu.de/hw/en/Study+and+Teaching/Examination+Office.html>) . (Informal) applications must state your request, your matriculation number, your course of study and your full name.

Appropriate **documents demonstrating proof** must be submitted, as (otherwise) decisions will be made on the basis of present documents. Meeting dates WiSe 23/24: 11th of October 2023, 8th of November, 13th of December 2023, 17th of January 2024. Requests for each meeting date must be submitted at least 14 days in advance.

- Last modified on the 27th of October 2023 -