

# Counseling services at the Faculty of Social Sciences



## Important notes

- If you have a question, always check the homepage first to see if you can find the relevant content and answers to your question there.
- If you do not find answers to your questions on the homepage, contact the responsible offices by e-mail.
- If you are unsure which counselling service is responsible, simply contact [studienfachberatung.fb03@soz.uni-frankfurt.de](mailto:studienfachberatung.fb03@soz.uni-frankfurt.de). The Student Counselling Service is well connected to all counselling services and will forward your request accordingly.
- Use the telephone consultation hours and the consultation hours in presence for complicated questions or if you have not understood things fundamentally. In these cases, a more intensive consultation is necessary. Everything else can be clarified by e-mail.
- An overview of all counseling services at Goethe University can be found in the [Counseling Guide](#).

# Student Counseling Service

## Responsibilities:

- Counseling on all questions regarding study planning, study organization and study structure
- Counseling on all questions regarding the study regulations
- Counseling on all questions concerning the content of the study programs at Faculty 03
- Internship counseling
- Counseling on career orientation
- Counseling on MA application and MA admission
- Counseling for female students on maternity leave
- Counseling for prospective students/ counseling on the range of courses
- Offered Part-time studies
- Vacation semester
- Opening inquiries
- Counseling on the topic of final theses
- Registration for courses
- Orientation event

## Student Counseling Service

### Contact:

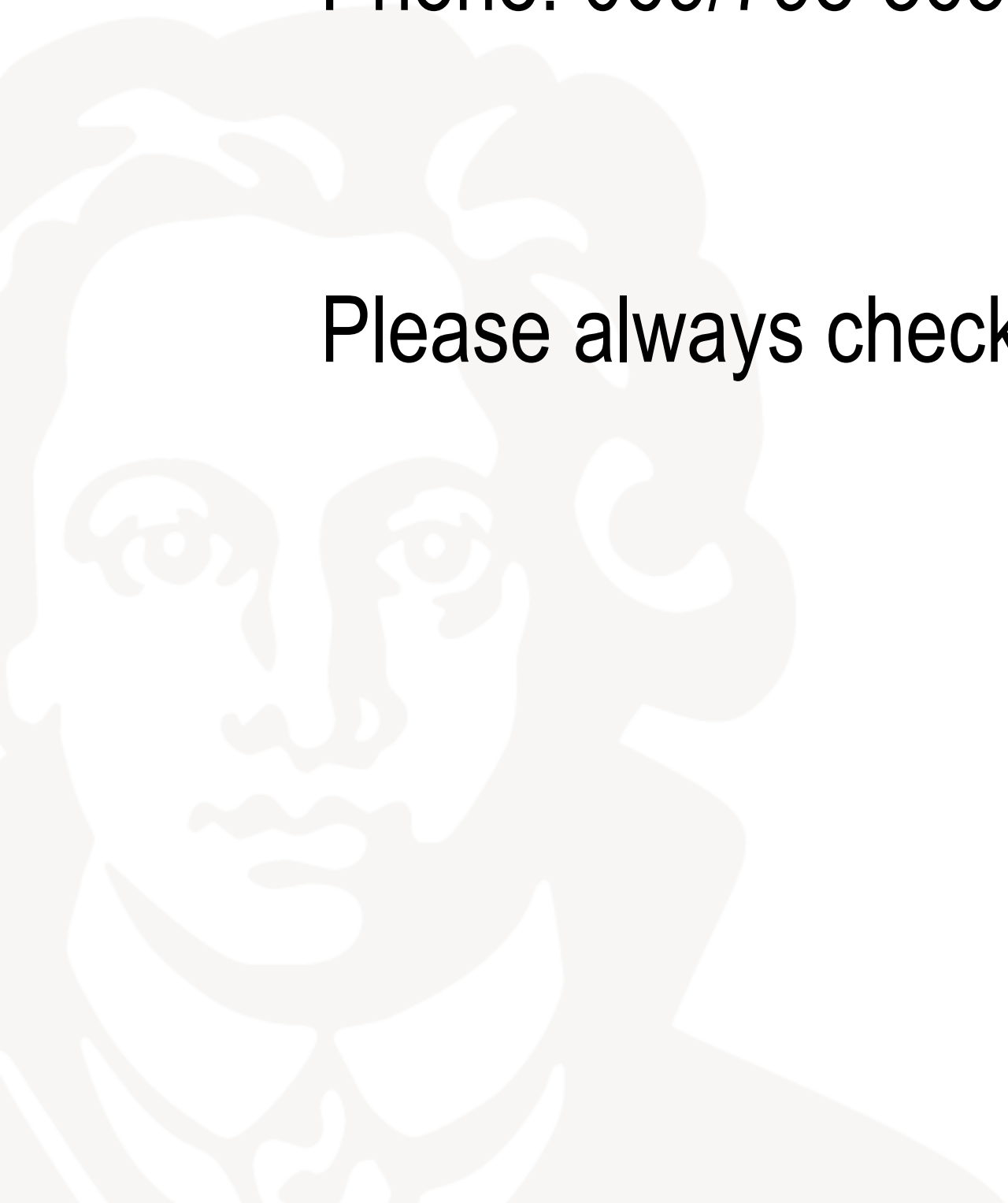
Alexander Simon

[studienfachberatung.fb03@soz.uni-frankfurt.de](mailto:studienfachberatung.fb03@soz.uni-frankfurt.de)

Room: PEG 2.G 133

Phone: 069/798-36596

Please always check the [website](#) for the current office hours.



## The examination office

### Responsibilities:

- Counseling on all questions regarding examinations
- Booking of module examinations and participation certificates
- Applications for recognition of achievements
- Theses (registration, organizational questions, supervising authorizations)
- Submission of internship reports
- Certificates of compulsory internships
- Electronic exam registration
- Applications for placement in a higher semester
- Transcripts of records and certificates
- Plagiarism cases
- Applications to the examination committee



## The examination office

### Contact:

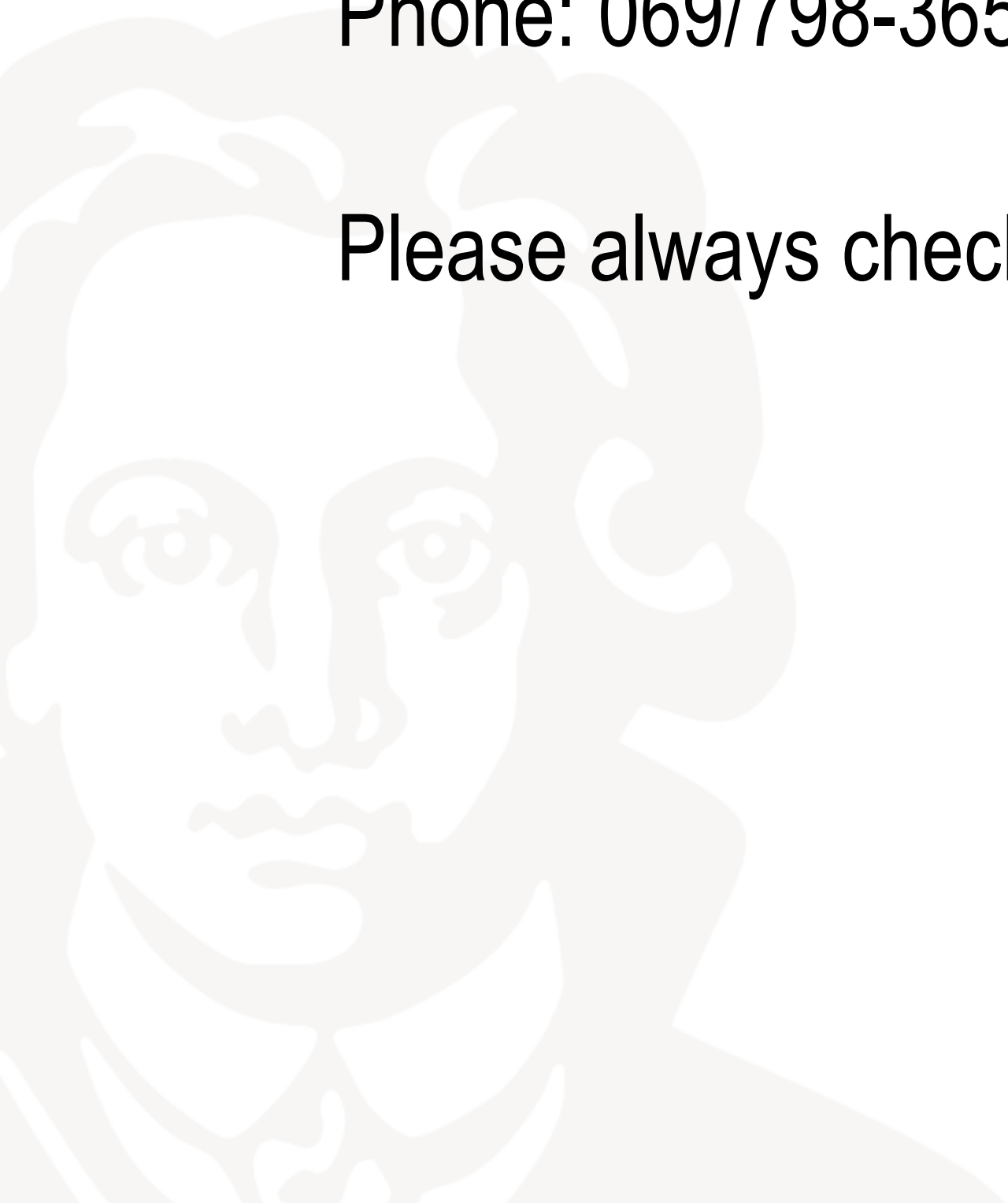
Dieter Groh, Daniela Toplicanec, Susanne Preuß

[pra.fb03@soz.uni-frankfurt.de](mailto:pra.fb03@soz.uni-frankfurt.de)

Rooms: PEG 2.G130 – PEG 2.G132

Phone: 069/798-36562

Please always check the [website](#) for the current office hours.



## Counseling on Erasmus and other exchange programs

### Responsibilities:

- Counseling on stays abroad (studies, internships, scholarship programs, etc.)
- Counseling on the Erasmus application procedure
- Organization of the selection procedure for Erasmus exchange places
- Nomination of students (outgoings) at partner universities
- Learning agreements about the study or internship program abroad ("Learning Agreements")
- Certificates about the subject-relatedness of the internship abroad
- Submission of experience reports
- Applications for cancellation, extension or shortening of stays abroad
- Advice on stays abroad with child(ren)
- Information events on stays abroad (for applicants, outgoings, etc.)

# Counseling on Erasmus and other exchange programs

## Contact:

Dr. Anke Reinhold

[erasmusfb03@soz.uni-frankfurt.de](mailto:erasmusfb03@soz.uni-frankfurt.de)

Room: PEG 2.G 134

(069) 798-36571

[www.tinygu.de/ERASMUSFB03](http://www.tinygu.de/ERASMUSFB03)





## Consulting on doctorates (PhD)

### Responsibilities:

- General counseling on the topic of doctoral studies at the faculty
- Administrative interface to the doctoral committee
- Application for acceptance as a doctoral candidate
- Application for the opening of the examination procedure
- GRADE (Goethe Research Academy for Early Career Researchers) Center Social Sciences



## Consulting on doctorates (PhD)

### Contact:

Simone Milla

[promotionen.fb03@soz.uni-frankfurt.de](mailto:promotionen.fb03@soz.uni-frankfurt.de)

Room: PEG 2.G 152

Phone: (069) 798-36568

[https://www.fb03.uni-frankfurt.de/84314458/Promotionen\\_am\\_Fachbereich\\_03](https://www.fb03.uni-frankfurt.de/84314458/Promotionen_am_Fachbereich_03)



**We wish you an exciting and successful study at the Faculty of Social Sciences!**

