Note regarding the department of philosophy’s student guidance’s consultation hours via Zoom

Dear students,

In accordance with the measures imposed by the University, the student guidance’s consultation hours will not be held in person for the rest of the semester-break and at least part of the SuSe 2020. To minimize any negative impact, the consultation hours will take place comfortably from home via the platform Zoom (https://zoom.us/). This is the platform that will host most courses and seminars during the SuSe 2020.

The advantage of Zoom compared to consultations by phone is, among others, the possibility of using its screen sharing function, which will permit us going over your transcripts or other relevant documents in real time.

In no way does that mean that you can’t keep sending me your questions over e-mail. These will be answered as usual.

Concerning the use and functions of Zoom:

You can find details about the setup and important information concerning the use of Zoom on the philosophy department’s homepage. You should ideally download the Zoom client, for which setting up an account is not necessary, right away. Once installed, it is possible to join a meeting.

Please note that not every aspect of the information sheets available on the philosophy department’s homepage applies to the student guidance’s consultation hours, since they were primarily conceived for courses and seminars, as well as for the consultation hours of teaching staff. For example, activating your video or entering the virtual meeting 5 minutes beforehand is not compulsory (please be punctual none the less).
Concerning the **procedure**:

1. Before my consultation hours, please **send an e-mail from your university address** (if enrolled already) detailing your questions to studienberatung2011@uni-bielefeld.de and make it clear that you would like to request a Zoom consultation (so that I may distinguish your request from regular questions). I will offer a weekly **two-hour-long consultation comprised of four 30-minute slots** of which you may request one. Should your preferred time slot be unavailable, we will agree on another. Should all four be taken, we can make an appointment for the next consultation. In urgent cases or if you are unavailable on specific dates, we can agree on an alternative date.

2. Next, you will receive, **via e-mail, the meeting-ID and the password** which are necessary to join the meeting. All that remains for you to do is enter them into Zoom at the agreed upon time.

    Should you wish to attend a consultation as a pair or group, e.g. because you have the same issues or questions, you can easily do so using multiple devices. Each participant simply needs to input the meeting number and password on his*her device. Please let me know in advance whether you wish to make use of such a group consultation, who the participants will be and to which e-mail addresses I should send the meeting-ID and password.

    Since I am working from home at the moment, I can never guarantee the absolute confidentiality of our conversations. Therefore, should you wish to talk about matters of a sensitive nature, we can also do so via e-mail. As a general rule, I suggest using a headset/headphones for consultations via Zoom.

You can find the **dates for the consultation hours** on the [student guidance’s homepage](#).

Yours sincerely

**Niels Neier**  
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