International Students’ Guide

Faculty of Electrical Engineering
Checklist

Pre-departure

- Admission letter
- Settlement of visa
- All academic certificates and transcripts
- Up to date passport
- Several recent photographs
- Settlement of financial concerns
- Accommodation confirmation
- Travel insurance
- Let the BBA/IMIS/IMIS-Online/SEEM office know about your arrival date
- Make sure you know the current COVID-19 regulations for travel, arrival and stay in Germany
- Registration for orientation class or Welcome Meeting
- Check online for the city map
- Check the link www.bahn.com for the airport transfer to your arrival city in Germany

Arrival checklist

BBA, IMIS, SEEM

- German SIM card
- Accommodation contract
- City registration (Rathaus)
- Bank account
- Apply for residence permit

BBA, IMIS, IMIS Online, SEEM

- Health insurance
- Enroll at the university
To-do’s at the university

☐ Attend orientation class or Welcome Meeting
☐ Apply for the „chiporello“ (student ID and printing card) in the University Online Portal
☐ Configure your personal computer web browser for the Digital Certificate
☐ Contact BBA/IMIS-Online/SEEM office for any further queries

Before saying goodbye

☐ Get all the necessary contacts from the university
☐ Return books to the library
☐ Collect your certificates and transcripts
☐ Get recommendation letters (if needed)
☐ Settle your bank account if needed
☐ Ensure all your bills and finances are paid up-to-date
☐ Join our social media group (e.g. LinkedIn, XING) to establish the alumni network

Enrolment Steps for BBA/IMIS/SEEM
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Dear Students,

On behalf of all colleagues at our faculty, it is my distinct pleasure to welcome you as students to South Westphalia University of Applied Sciences in Soest. Most of you are visiting Germany for the first time and have moved here from other countries. You might have been living in big cities and studying at large universities before coming here. The Soest university division is a rather small campus but our students enjoy a very close supervision by their professors. Located in the midst of the medieval city of Soest, it provides a perfect atmosphere for your study.

All of you will be part of an international group of students with various cultural backgrounds and with different expectations. This International Students’ Guide is meant to support you during your studies by providing information on some of the most common questions and concerns.

Let us turn your study program into a success together! May your studies be an inspiring and informative time for you and help you shape your personality and your future.

Prof. Dr.-Ing. Peter Thiemann
Dean of the Faculty of Electrical Engineering
Area Map
1 Faculty of Agriculture (AW)
2 Faculty of Mechanical Engineering (M-A)
3 Administration: Student Service Office, International Office
4 Faculty of Electrical Engineering (EE)
5 Engineering Labs (M-A)
6 Engineering Labs (M-A and EE)
7 Engineering Lab (M-A)
8 Cafeteria/Canteen
9 Technical Services
10 Lecture Rooms
11 Lecture Rooms, Audimax
12 Library
13 Highvoltage Laboratory (EE)
14 Laboratory (AW)
15 Greenhouses (AW)
16 Storage
17 Lecture Rooms, Fraunhofer Institute
18 Laboratory (AW)
19 Laboratory (M-A)
20 Lecture Room, Faculty of Education and Social Sciences
21 Franz West: Kvadratur
BBA: Contact Persons

Course Director

Prof. Dr. Dina Dreisbach
Building 4, Room 04.108
Phone +49 (0)2921 378-3453
dreisbach.dina@fh-swf.de
Consulting hours:
please check the website

Examination Board

Prof. Dr. rer. pol. Henrik Janzen
Building 4, Room 04.125
Phone +49 (0)2921 378-3465
janzen.henrik@fh-swf.de
Consulting hours:
please check the website

General link to consulting hours of professors and teaching staff at the Faculty of Electrical Engineering:
www.fh-swf.de/cms/eet-sprechzeiten

BBA Office

Mrs. Stephanie Birwe
Building 4, Room 04.103
Phone +49 (0)2921 378-3450
bba-info@fh-swf.de

Office hours
Monday to Thursday  08:30 am – 12:30 pm  01:30 pm – 02:30 pm
IMIS: Contact Persons

Course Director

Prof. Dr. Valerie Wulfhorst
Building 4, Room 04.104
Phone +49 (0)2921 378-3451
wulfhorst.valerie@fh-swf.de
Consulting hours: please check the website

Examination Board

Prof. Dr. rer. pol. Henrik Janzen
Building 4, Room 04.125
Phone +49 (0)2921 378-3465
janzen.henrik@fh-swf.de
Consulting hours: please check the website

General link to consulting hours of professors and teaching staff at the Faculty of Electrical Engineering:
www.fh-swf.de/cms/eet-sprechzeiten

IMIS Office

Mr. Asif Shahriar
Building 4, Room 04.123
Phone +49 (0)2921 378-3131
imis-info@fh-swf.de

Office hours
Please write an e-mail for an appointment or use the IMIS Blackboard for online appointment.
IMIS Online: Contact Persons

Course Director

Prof. Dr. Peter Weber
Building 4, Room 04.114
Phone +49 (0) 2921 378-3475
weber.peter@fh-swf.de
Consulting hours: please check the website

Examination Board

Prof. Dr. rer. pol. Henrik Janzen
Building 4, Room 04.125
Phone +49 (0)2921 378-3465
janzen.henrik@fh-swf.de
Consulting hours: please check the website

General link to consulting hours of professors and teaching staff at the Faculty of Electrical Engineering:
www fh-swf.de/cms/eet-sprechzeiten

IMIS Online Office

Mrs. Jennifer Beckmann
Detmolder Straße 7
Room 25.306
Phone +49(0) 2921 378-3760
imis-online-info@fh-swf.de

Office hours
Please write an e-mail for an appointment.
SEEM: Contact Persons

Course Director and Examination Board

Prof. Dr. Dominik Aufderheide
Building 4, Room 04.105
Phone +49 (0)2921 378-3380
aufderheide.dominik@fh-swf.de
Consulting hours: please check the website

General link to consulting hours of professors and teaching staff at the Faculty of Electrical Engineering:
www.fh-swf.de/cms/eet-sprechzeiten

SEEM Office

Mrs. Ulrike Mester
Building 4, Room 04.123
Phone +49 (0)2921 378-3401
mse-info@fh-swf.de

Office hours
Monday, Wednesday to Friday 08:00 am – 12:00 noon
Tuesday 11:30 am – 04:00 pm
Important notes for all students:

Please check your respective course board on Moodle regularly for new information!

When you change your address, e-mail or phone number, please update your data in the online portal immediately. In case of longer absences (due to sickness or other matters), please inform your course office ASAP.

Dean's Office of the Faculty (Dekanat)

Mrs. Ulrike Mester, Mrs. Astrid Scholz
Building 4, Room 04.123
Phone +49 (0)2921 378-3400
elektrotechnik-soest@fh-swf.de

Office hours
Monday, Thursday, Friday 08:00 am – 12:00 noon
Tuesday, Wednesday 08:00 am – 04:00 pm

www.fh-swf.de/cms/eet-fbteam
The Student Service Office is the right contact for enrollment or when you have problems with the online exam registration, downloading the semester ticket, etc.

**Mrs. Blümel, Mrs. Engels, Mrs. Koch, Mrs. Peck, Mrs. Tillmann**
Building 3, Rooms 03.102 and 03.103
Phone +49 (0)2921 378-3390
service-soest@fh-swf.de

**Office hours**
- Monday, Tuesday, Thursday: 08:30 am – 11:30 am
  12:30 pm – 02:30 pm
- Wednesday: 8:30 am – 10:30 am
  12:30 pm – 02:30pm

Information about additional service support on Saturdays can be found on the internet.

Contact for BBA, IMIS and SEEM students:
**Ms. Lisa Engels**

https://www.fh-swf.de/de/studierende/ansprechpartner_1/_studierenden_servicebueros/_studierenden_servicebueros_1.php
The International Office provides support when you want to study abroad (e.g. with Erasmus +) or do an internship abroad. Scholarships are available for both.

Mrs. Sabine Mahlstedt  
Building 3, Room 03.115  
Phone +49 (0)2921 378-3226  
mahlstedt@fh-swf.de

Office hours  
Monday – Friday 08:30 am – 11:30 am

Library (Bibliothek)

Building 12
Phone +49 (0)2921 378-3303
soest-bib@fh-swf.de

Opening Hours
Semester:
Monday – Thursday  08:00 am – 06:00 pm
Friday              08:00 am – 4:00 pm
Saturday            10:00 am – 02:00 pm
Semester Break:
Monday – Friday      08:00 am – 4:00 pm
Saturday             10:00 am – 02:00 pm


Registration
In order to borrow books, you need to activate your library account. Therefore please visit the library and present your Chiporello/Student ID or an official identity document with a photograph.

Note: The use (also online search options and resources) of the library is free, but fees are charged according to the fee order, if, for example, books are overdue (Leihfrist). In the library you also find seminar rooms where you can work in teams or study on your own.
Student Counsellor

Student counselling is offered to help students overcome difficulties during their studies. The student counsellor supports students during individual counselling sessions to overcome personal as well as study-related difficulties. She helps students to fully utilize their potential in order to successfully complete their studies.

Mrs. Alina Keggenhoff
Building 3, Room 03.112
Phone +49 (0)2921 378-3339
keggenhoff.alina@fh-swf.de

Drop-in sessions for short queries:
Monday 11:00 am – 12:00 noon
Wednesday 2:00 pm – 3:00 pm

For longer sessions or to make an appointment, feel free to contact me via e-mail.
IT Services and Computer Rooms

IT Services are responsible for all digital access on campus, such as wireless LAN, Software, digital certificates and computer rooms/PC-Pools. https://www.fh-swf.de/en/studierende/rund_ums_studium/its/it_service.php

Computer rooms
Building 4, Rooms 04.305, 04.306, 04.314, 04.315

Opening time
Monday – Friday 07:00 am – 07:30 pm

Your chiporello also serves as a printing card. The amount of free copies that are included is refreshed automatically at the beginning of each semester. You can also buy additional copies of printing (3 cents/page).

To log into the computers, you need the login data that you have received after enrolment.

At the beginning of each semester, student assistants will organize an introductory meeting regarding the use of the computer labs and the general use of IT on campus. For the IMIS Online Course there will be introductory videos available on the course blackboard.
The AStA is the highest executive organ of the students in a university, and explains the decisions of the Student Parliament (StuPa) and represents the students inside and outside. The AStA is elected by the StuPa. Within the scope of the AStA service, the AStA on Campus Soest offers the following services:

- Jobs and accommodation (posted on bulletin boards)
- Issuance of applications for stipends (BAföG-Anträge)
- Issuance of the ISIC (International Students’ ID Card)

http://asta.fh-swf.de

Building 03
Room 03.104
asta-soest@fh-swf.de
Student Representatives for the Faculty of Electrical Engineering (Fachschaftsrat)

The Fachschaftsrat is the permanent representation of the students and is elected by all students of each faculty once a year. Among the duties of the Fachschaftsrat are the following:

– Contact with the students in each faculty
– Consultation regarding questions and problems with studying
– Representation of the students towards the dean and in the university committees
– Organization of parties, student gatherings, sports

Building 04, Room 04.009
Phone 02921 378-3493
fsfb16@fh-swf.de

Mensa/Cafeteria

Opening hours
Monday – Thursday 07:30 am – 04:00 pm
(during semester break: open until 02:00 pm)
Friday 07:30 am – 02:00 pm
Lunchtime 11:00 am – 02:00 pm

Check the daily menu: www.stwdo.de/mensa-co/fh-suedwestfalen/soest/
STUDYING IN SOEST – HOW TO START

Moving to Soest/Accommodation (BBA, IMIS, SEEM)

Located opposite the FH Campus, you can find a Hall of Residence. At the moment, there are 30 rooms that can accommodate 39 students (9 flats for 2 persons, with 39.5 m² each, 21 rooms for 1 person, with 19 m² each). The rent at present is between € 299 and € 309 monthly, heating & water included. You can apply online through the Studierendenwerk Dortmund: https://thhost.eu/SWDO/#admission

Further information:
https://www.stwdo.de/wohnen/haus-in-soest/kasernenweg-7/

– There is one private hall of residence for students in the city center: Studentenwohnheim “Am Park”:
www.studentenwohnheim-soest.de

– Seven houses with students’ apartments are located opposite the FH Campus: www.jps-hausverwaltung.de

Flats/Apartments/Rooms for rent are listed in many newspapers. These lists are often published in the weekend issues, e.g. of Soester Anzeiger and Stadtanzeiger. You can find these offers in the small advertisements (“Kleinanzeigen”) and then look for the property section (“Immobilienteil”). Vacancies can also be found on the web:

www.wohngemeinschaft.de  www.wg-gesucht.de
www.immobilien scout24.de  www.studenten-wg.de

BBA, IMIS and SEEM students: In case you need help in accommodation issues, please contact Mrs. Stephanie Birwe, birwe.stephanie@fh-swf.de.
Temporary Stay/Arrival (BBA, IMIS, IMIS Online, SEEM)

Hotels
Check the web or use portals like booking.com to find the most favorable option. There are two hotels quite close to the university.
- Hotel Susato (12mins walk to FH)
- Hotel am Wall (15mins walk to FH)

Youth Hostel/Hostel/Motel
- DJH Jugendherberge Soest (12 mins walk to FH)
- City Motel Soest (25 mins walk to FH)
- AirBnB

Bank Account (BBA, IMIS, SEEM)

The most common form of bank account in Germany is a “giro account”, also called a checking account or current account. It is advisable to have your personal bank account since most financial transactions are done by using this type of account. For instance, enrolment fees and rent, electricity, etc. are paid using this account. Most banks demand to see the city registration and your accommodation contract before they open an account. Before you open a bank account, you should first make an inquiry if the bank charges special fees. Good options, especially for foreigners, are the Deutsche Bank, N26, or Fintiba.

Enrolment

Enrolment is completely online. Please make sure you have all documents which are mentioned in the admission letter, because you will have to upload them.
In general, health insurance in Germany is mandatory for students. The following cases can be differentiated:

### Regular Students (On-Campus Program)

After you arrive in Germany, you must apply for health insurance. Every student in Germany is required to have public health insurance before enrolment (students over 30 years of age are exempted from this requirement, please see below). For this, a bank account is needed. The health insurance certificate must be submitted to the university together with the application documents (chip card only or a Membership Certificate is not valid!). The student rates for public health insurance currently amount to approximately 90 € per month.

For information on insurance questions, please contact the general local health insurance fund in your place of residence or any health insurance company of your choice in the place where you are studying, such as:

- Allgemeine Ortskrankenkasse (AOK) [www.aok.de](http://www.aok.de)
- Techniker Krankenkasse [www.tk.de/en](http://www.tk.de/en)

Further information and online application (in German): [www.krankenkassen.de/meine-krankenkasse/student/ausland](http://www.krankenkassen.de/meine-krankenkasse/student/ausland)

### Online Students (BBA, IMIS, IMIS Online, SEEM)

Depending on age and country of origin (see special cases below), different forms of insurance are possible. The possibilities can be discussed with a local insurance agent. The program coordinators are happy to supply you with contacts on request.
Special Cases

– Student > 30 years old:
Tariffs of public health insurance do not include students older than 30 years. They can get voluntary public health insurance, but at very high rates. That is why students over 30 years of age are advised to get a private health insurance policy, e.g. with Care Concept or Mawista.

– Recognition of foreign health insurance:
Some countries’ (mostly EU countries) health insurance schemes are accepted in Germany, so you may continue being insured in your own country. The decision rests with the insurance company in the place where you are studying.

Enrolment Fees (BBA, IMIS, SEEM)

Every regular student must pay enrolment fees each semester (approx. € 289), which includes the social contribution, semester ticket, etc. New students will get the details for the bank transfer when they enroll at the Student Service Office.
For the detailed fees per semester:

BBA/IMIS students: If you would like to transfer credits, please download the following document, which contains all necessary descriptions and forms.
https://www.fh-swf.de/media/neu_np/hv_2/dateien_sgst_2_4/online_antraege_formulare_soest/Antrag_Anerkennung_von_Hochschulleistungen-neu-1.pdf

Please find here the guidelines for the credit transfer. Link:
https://www.fh-swf.de/media/neu_np/fb_eet_1/profs/janzen/janzen_download/Credit_Transfer_Description.pdf
Residence Regulations

After arrival in Germany, you have to register within three months at the Residents’ Registration Office (Einwohnermeldeamt) in the town in which you want to live and where you will apply for a residence permit. Please register as soon as you have found accommodation. Without registration, you will not be able to open a bank account.

In case you have lived in Germany before and have only moved within the country, you are obliged to register two weeks after moving in. For registration at the „Rathaus“, you will need your passport, your current address, your rental contract and a confirmation by the landlord that he/she provides you accommodation.

Approximately two weeks after registration at the Registry Office your data will be provided to the Foreigners’ office, where you need to apply for a residence permit.

Address
Registry Office (Bürgerbüro, Rathaus)
Domplatz, 59494 Soest
Phone +49 (0)2921 103-2121,-2122
buergerbuero@soest.de

Office Hours
Monday & Tuesday 08:00 am – 04:00 pm
Wednesday & Friday 08:00 am – 12.30 pm
Thursday 08:00 am – 06:00 pm
Residence Permit:
– All citizens from non-European Union (EU) countries need a residence permit for their studies in Germany. If you enter Germany on a visa and intend to stay for a longer period, it is imperative that you get a residence permit. The residence permit has to be applied for ASAP, at least within three months after entry. The Foreigners'/Visa office in your place of residence in Germany is responsible for this.
– Remember to renew your residence permit on time – apply 8 weeks before the date of expiration at the latest.
– Students from the European Union, the European Economic Area and Switzerland do not need a residence permit, but they must prove that they have health insurance and that they can finance their studies.
– For the residence permit you need a certificate of enrolment from the university, valid health insurance, proof of financing your studies and your passport.
– Just like the visa, the residence permit is granted for a particular purpose (Please check “Student Jobs”)

The application must be submitted personally. Application forms can be obtained from the Foreigner’s Office.

Address (for students living in Kreis Soest)
Kreis Soest Foreigners'/Visa Office (Service Center Aufenthalt)
Hoher Weg 1–3, 59494 Soest
Phone +49 (0)2921 302073

www.kreis-soest.de/sicherheit_ordnung/ordnung/aufenthalt/auslaenderangelegenheiten.php

Office Hours
Monday o8:00 am – 04:00 pm
Tuesday 07:00 am – 04:00 pm
Thursday 08:00 am – 06:00 pm
Wednesday & Friday 08:00 am – 12:00 pm
After transferring your enrolment fee, you will receive your login data via e-mail. Please apply for your Student ID (the so-called „Chiporello“) in the University Online Portal. You can upload a photo to personalize your student ID. The upload of your photo in the University Online Portal represents the request of your Chiporello. Please note that you will not receive a confirmation or further notification regarding your Chiporello request. The Chiporello includes several functions, e.g. printing card, library ID and cashless payments in the mensa. Your new chiporello will be sent to you by post.

In case you lose the Chiporello, you have to make sure that the lost card is disabled and you can apply for a new one (fee of € 10). Please contact the Student Service Office for both.
The semester ticket allows you to travel all around North Rhine-Westphalia by public transport (trains, buses). It is therefore called “NRW (North Rhine-Westphalia) Ticket”.

The semester ticket may only be used by the ticket holder and is not transferable. It should not be laminated either. For a valid and fully usable NRW ticket, you must carry your Student ID (Chiporello) and, if you chose a chiporello without photo, a photo ID (national ID, passport, driver’s license, ISIC) along to prove your identity in case of a ticket inspection.

The ticket is valid for 2nd class carriage and regional trains only - it is not possible to use long distance trains (like ICE, IC, EC) with this ticket.

Which transport and where?
- **Bus:** The ticket includes the buses and the tram/subways (“S-Bahn/U-Bahn”). Information about bus connections in the Soest Region: [www.rlg-online.de](http://www.rlg-online.de)
- **Train:** Included are all regional trains by Deutsche Bahn (DB), NordWestBahn, Eurobahn, and WestfalenBahn. On railway timetables, regional DB trains are identified as RE (RegionalExpress), RB (RegionalBahn) and S-Bahn. Eurobahn is shown as ERB on timetables, NordWestBahn trains as NWB, and WestfalenBahn trains as WB. Information about train connections: [https://www.bahn.com/en#slc](https://www.bahn.com/en#slc) or through the app DB Navigator that you can install on your smartphone.
- For special types of businesses (e.g. taxis, airport bus lines, disco and night buses etc.) there are different local regulations and it depends on the type of business if you have to pay extra or not.

How to get your semester ticket?
The letter that you receive after transferring the enrolment fee contains a login and a link where you can download your semester ticket. Please save your ticket as a PDF file. In case you lose it, you can print it out again.

Forgot your semester ticket?
In this case you must buy regular tickets. If you are caught without a ticket, you will have to pay the regular fine of € 60. You can reduce this to € 7 later if you present your semester ticket (or any personal season ticket) within 14 days at the offices of the transport company.
Riding a bike

Riding a bike is very common in Germany. In Soest, all destinations can be easily reached by bike, since it is a small city. Offers of used bikes can be found on Ebay Kleinanzeigen and in the small ads of the local newspapers.

Bike shops in Soest:
Tigges Fahrrad & Service
Immermannwall 29
59494 Soest
Phone +49 (0)2921 65087

Radstation Soest
(at the train station)
Am Bahnhof 4
59494 Soest
Phone +49 (0)2921 14441

STUDYING IN SOEST – What’s next

Online Timetable (Online-Vorlesungsplan)

For the online timetable, please check:
https://vpis.fh-swf.de

Important: Please check your timetable every week for changes!

Apart from study-related modules, the Faculty of Electrical Engineering offers a wide range of additional courses, such as German language courses on beginners and advanced level, both online and on-campus as well as a university choir. These offers are also displayed in the online timetable.
Student Login, University Online Portal & Virtual Service Center

Via the student login, you can access your student account using the unique username and password written on the back of your enrolment letter.

Please use the University Online Portal for re-registration, change of address, and for printing certificates of study. Since important letters from the university will reach you by post, please keep your address updated in the online portal!
https://www4.fh-swf.de/qisserver/

In the Virtual Service Center, you can register for exams and check your grades.
https://vsc.fh-swf.de

Moodle - Our Learning Management System

Our lecturers are using “Moodle” (the E-Learning platform of the university). Every student can log in with the same login data as for the university portal and then enrol in different modules, according to the instructions of the particular lecturer. After this, you can download course materials, upload assignments and access the course blackboards. Any additional required passwords for courses will be given to you by your lecturer directly.

https://elearning.fh-swf.de (Moodle)

Please note that you cannot register for exams in Moodle!
Blackboards on Moodle

The blackboards are accessible in your study course section on Moodle.

All important information concerning your respective study program is posted on the blackboard in Moodle, e.g. exams, internships, forms for internship or thesis registration. Students must make sure they use their FH SWF e-mail address or forward FH SWF e-mails to their regular account.

Access key
IMIS/IMIS Online: Please contact the IMIS / IMIS Online Office for your respective semester key to access the Blackboard.
BBA: You are automatically enrolled on the BBA Blackboard without the need for an access key.
SEEM: You are automatically enrolled on the SEEM Blackboard without the need for an access key.

Notifications & Unenrolment (IMIS, IMIS-Online)
Once you are enrolled, you will be notified by e-mail about new posts on the board. If you are inactive on the IMIS Blackboard for more than 120 days, you will be automatically unenrolled from the blackboard without prior notification.
How can I cope with my studies?
The foundation subjects for your studies can be tough - but you can cope with them. We want to help you take these first hurdles, which is why we have organized additional support for you, such as the Flexible first-year experience and our student counselling. These are all designed to help you create your individual course structure.

Flexible Studies
Students of Business Administration with Informatics can opt for an extended study period for the first two foundation semesters. If you opt for flexible studies, this means that you take four semesters to cover the contents of the first two foundation semesters. We have created an alternative curriculum for these four foundation semesters that gives you more support.

Learning commitment
Students who opt for this flexible curriculum agree to take additional coaching to improve their self-management. Counselling sessions to support the students in their particular studying situation are also an integral part of the flexible studies curriculum.

Practice makes perfect
We will ask you if you are interested in taking this option after the first few weeks of the regular program, when you have had time to familiarize yourself with university life and the academic level of the lectures. If you are struggling to follow lectures, then it might be a good time to opt for this supported study option. In our experience, it is always better to start slowly but surely and lay a solid foundation for the more specialized modules than playing catch-up for the rest of your studies.

Stronger together
In the flexible studies option, you work together with other students who are progressing at the same pace as you. This will reduce the pressure on you to make sure that you are not behind. Because of the extended study time, you have enough time to close some learning gaps you might have and to concentrate on the new content. This option also provides you with a strong peer support group, which means that you are better connected within the university.
Detours lead you to your destination
There are several reasons why you might have to take your studies slower than others: Some students need to work, care for their children or relatives or they have some knowledge gaps in key subjects.

Just so you know: The university curriculum is not like a school timetable, it is more of a recommendation. The curriculum is set in such a way to enable you to complete your studies in the shortest possible time, it shows that it can be done in the regular study time. If you have questions about your studies or have come across problems, please do not hesitate to contact us. In addition to lecturers and tutors, we also have a Student Counsellor to support you. Create your own individual study structure - and contact us early on to let us help you make it work for you.

Student Counsellor for the Flexible first-year experience:

Mrs. Judith Heimann
Building 3, Room 114
Phone +49 (0)2921 378-3455
heimann.judith@fh-swf.de

Please make an appointment for individual consultation or use the open consultation hours:
Tuesday 11:00 – 12:00 am and Thursday 02:00 – 03:00 pm
Registration for & De-registration from Module Examinations

- **Examination Periods**
  There are two examination periods for written and oral examinations of two weeks each, one after the end of all lectures, one before the next semester’s lectures start.

  The examination date for each module will be announced in advance, usually 4 weeks prior to the examination.

  Please check your respective course board for further announcements regarding the Examination Schedules, or go to:

  www.fh-swf.de/cms/eet-pruefungsorganisation

- **Registration/De-registration for Module Examinations**
  The registration for all exams except project assignments is done online in the Virtual Service Centre.

  For project assignments, registration is done with a paper form at a flexible date.
  - Each semester, the registration periods for written and oral examinations are published approximately 4 weeks after the start of lectures. De-registration is possible until one week before the examination date of the specific module.
  - For module examinations that are conducted as seminar papers, combined forms of examinations, or portfolios, early registration applies. This means that every semester, students can register for the exam during the first 4 weeks after the start of lectures. De-registration is possible during the following 2 weeks.

  For access to online exam registration in the Virtual Service Centre, you need a personal “digital certificate” in order to provide authentication. If you have never worked with digital certificates before, this article gives you a first idea about the concept (http://en.wikipedia.org/wiki/Digital_Certificate).
For detailed information on how to apply for and use your personal certificate, please visit:

www.fh-swf.de/cms/e-token_en

Once you request your certificate, save and install it, you are ready to use the “Virtuelles Service-Center”. With immediate effect, you will find in your Virtual Service Center of the FH Südwestfalen:

- Register for or withdraw from exams
- List of grades
- List of subscribed exams (Online and PDF)
Examination Regulations

BBA:
https://www.fh-swf.de/en/studienangebot/studiengaenge/business_administration_with_informatics_b_a_/pruefungs-ordnungen_121/Index.php

IMIS:
https://www.fh-swf.de/en/studienangebot/studiengaenge/international_management___information_systems_m_a_/examination_regulations/index.php

IMIS-Online:
https://www.fh-swf.de/en/studienangebot/studiengaenge/_international_management___information_systems___on-line_m_a_/examination_regulations_1/index.php

SEEM:
https://www.fh-swf.de/en/studienangebot/studiengaenge/systems_engineering_and_engineering_management_m_sc_/pruefungsordnungen_125/pruefungsordnungen_126.php

All Examination Regulations are available in English, but only the German version is legally binding.
Enrolment for the upcoming semester

If you want to continue your studies for the upcoming semester, you must re-register at a given point of time (please check your course board for announcements).

Please log in to the University Online Portal. 

To log in, please use the username and password which you can find on the back of your enrolment certificate. This password corresponds with the password for the internet poolroom. If you have changed the first password, please use the new one. For more information about your username and password:

Follow Mein Studium – Rückmeldung, you will get an overview of the enrolment fees that must be transferred to a certain bank account.

Semester Break

Please check your course board for further information or check: https://www.fh-swf.de/cms/vorlesungszeiten
As family-friendly institution, the South Westphalia University of Applied Sciences is interested in encouraging students with children or caring for relatives. In doing so, we continuously develop and implement appropriate measures and actions.

We provide advice and information on the following family-related topics in the Family Support Centre:

– family-friendly arrangements at the university  
– study organisation  
– financing of studies  
– specific support possibilities  
– childcare (during the holidays, kindergarten, emergencies)  
– maternity protection, parental benefit, and parental leave  
– nappy changing and breastfeeding facilities

You will find further information at: [www.fh-swf.de/cms/familie](http://www.fh-swf.de/cms/familie)

You can obtain expert advice by phone or e-mail.

**Lena Reisner, Katrin Gaiser**  
Phone +49 (0)2331 9330-986/-6227  
Haldener Str. 182, Hagen, Room 005  
familienbuero@fh-swf.de
Student Career Advice

SWICE

The South Westphalia International Center for Entrepreneurship (SWICE) is an interdisciplinary research and support center at the South Westphalia University of Applied Sciences, campus Soest, aimed at promoting entrepreneurial thinking and initiative by realizing opportunities, fostering innovation, supporting proactive problem-solving and teaching responsible entrepreneurial management.

www.fh-swf.de/cms/swice/

Contact:
Prof. Dr. Andreas Gerlach
Phone +49 (0)2921 378-3308
gerlach.andreas@fh-swf.de

Enactus

An Enactus Team has been founded at campus Soest.

Contact:
**Prof. Dr. Andreas Gerlach**
Phone +49 (0)2921 378-3308
gerlach.andreas@fh-swf.de

Enactus is a community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better, more sustainable world.

XING and LinkedIn – Social Business Networks

We would like to establish a network of current BBA/IMIS/IMIS-Online students and alumni. Please join our XING and LinkedIn groups.

www.xing.de, www.linkedin.com
University Choir - singing in a choir is fun!

Lecturers, employees and students of the South Westphalia University of Applied Sciences Soest as well as local residents sing in the university choir. This broad demographic range cares for an open and friendly singing environment.

Our choir mostly sings modern arrangements of popular music, but also madrigals or classical music pieces.
Rehearsals: On Thursdays 5:00 pm to 6:30 pm on the campus (see online timetable in VPIS)

Contact:
Mrs. Dorit Hengst
Phone +49 (0)2921 378-3126
hengst.dorit@fh-swf.de

LIVING IN SOEST

Tourist Information
Teichsmühengasse 3, 59494 Soest
Phone +49 (0)2921 663500

https://www.wms-soest.de/sightseeing/tourist-information/

Opening Times
Monday – Friday 09:30 am – 04:30 pm
Saturday 10:00 am – 03:00 pm
Lost and Found (Fundbüro)

In case of lost property (e.g. mobile phones, keys, bag), you may ask the Lost and Found Office of Soest just in case someone might have found them, or you may check Fundbüro online:

https://www.soest.de/politik-verwaltung/dienstleistung-en-a-z/fundbuero-und-fundbuero-online

(Loss of your Bank Card call: +49 116 116)
Emergency Service

The emergency number in Europe (and so in Germany) is: 110 for Police (Polizei)  112 Fire Brigade (Feuerwehr)

If you have become victim of a crime, this information sheet can help you: https://www.bmjv.de/SharedDocs/Downloads/DE/Themen/OpferhilfeUndGewaltpr%C3%A4vention/Opfermerkblatt/Opfermerkblatt_Englisch.pdf?__blob=publicationFile&v=4

Medical attention
If you are in urgent need of medical attention at the weekend or during the night then you can report to the “Ambulanz” or “Notaufnahme” (Emergency) in hospitals or call a doctor.

The addresses and telephone numbers of doctors can be found in the local newspapers under “Notdienst” or “Ärztlicher Notdienst”.

Notfallpraxis
Riga-Ring 20/Crossroads Opmünder Weg (B1) 59494 Soest
Phone +49 (0)2921 76649
(please call this number, they will tell you when to come)

Opening hours:
Monday/Tuesday/Thursday  06.00 pm – 10:00 pm
Wednesday/Friday    01:00 pm – 10:00 pm
Saturday/Sunday/Public holidays  08:00 am – 10:00 pm

You can go there in case you fell unusually sick but cannot go to your normal doctor (Hausarzt) because e.g. it is too late in the evening.

Please find a list of pharmacies and hospitals here: Information about “Apotheken-Notdienst” (Emergency Pharmacy):
www.apotheken.de
The hospitals in Soest are:
Marienkrankenhaus Soest              Klinikum Stadt Soest
Widumgasse 5                          Senator-Schwartz-Ring 8
59494 Soest                           59494 Soest
Phone +49 (0)2921 391-0                Phone +49 (0)2921 90-0

In case you do not know which doctor is responsible for you, or you are not sure if you better go to a doctor or directly to the hospital, you can call there and they will help you.

In case you want to search for a normal doctor, go to portals like www.dasoertliche.de and search for the kind of doctor you need.

German Courses & Continuing Education

In times when physical presence is allowed in the university, on-campus German courses are available for free (beginner’s and advanced level). They are displayed in the online timetable.

If you are interested in taking an online German training with SPEEXX, this is possible in Moodle in the open course area. You want to know more about SPEEXX? Please contact Marga Taylor, taylor.marga@fh-swf.de.

The following learning opportunities are offered at public institutions outside the university. Students pay a reduced fee for courses.

Continuing Education Center (VHS/Volkshochschule)

The VHS in Soest offers a variety of short courses such as German language courses, computer tutorials such as MS Excel, etc. Please check their website for the offer of German language courses on different levels (A1 to C1). For more information: http://vhs.soest.de/

Kolping Academy Soest

The Kolping Academy offers German language courses on different levels (A1 to C1). It is also possible to pass the exam for a Germany language certificate at the Kolping Academy without attending the language course. For more information: www.kolping-weiterbildung-programm.de
Aside from the University Library, you can also find public libraries in Germany. They are called “Stadtbibliothek”, “Städtische Leihbücherei” or “Staatsbibliothek”.

These libraries have a large selection of German literature, professional journals, newspapers and magazines. Many libraries also have a foreign language selection. Libraries also often have a selection of movies, music CDs and learning programmes for computers. Books, movies and CDs can be borrowed free of charge once you have a yearly membership card.

A fee must be paid to receive this library card and a valid identification card or passport is needed.

For more information about the public library in Soest:
Stadtbücherei Soest
Severinstr. 10, 59494 Soest
Phone +49 (0)2921 103-1111
mail@stadtbuecherei-soest.de
https://stadtbuecherei.soest.de/index.aspx

**Opening Hours**

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tr>
<td>Monday &amp; Tuesday</td>
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<tr>
<td>Saturday</td>
<td>10:00 am – 01:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>11:00 am – 05:00 pm</td>
</tr>
</tbody>
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The term used to define the transfer of money from one account to another is called “Überweisung”. A special form called “Überweisungsformular” has to be filled out. Transfer costs are usually low or non-existent at the bank where the account is held.

If you want to place a regular automatic transfer of money (for instance apartment rent, electricity bills, etc) the Bank can pay these bills at a set date automatically - this is called “Dauerauftrag”. It continues automatically until you change the amount or terminate the standing order.

The health insurance usually works with permission of debit entry, called “Einzugsermächtigung” or “Lastschrift”.
Please don’t book an apartment through the internet and transfer money before you haven’t even seen your accommodation. Some students have been trapped and lost money, which mostly goes abroad, whereas the advertised apartments do not exist. So please be careful!

Before signing a rental agreement, please check if you really know all the costs and payments you have to pay. Ask what kinds of costs are included in the utilities and what you have to pay yourself. Read the contract together with the landlord and ask questions in case something is not clear for you. In case you have doubts that the contract is fair, please take it to a person whom you trust and who is a native German speaker.

The following terms are usually mentioned:

Kaltmiete = the rent excluding all costs
Warmmiete = the rent including utility costs

Nebenkosten (Utilities) – two types:
– Gross rent, where all costs are included in the rent
– Additional expenses, costs which you have to pay monthly to the landlord additionally, e.g. for heating, water, rubbish disposal, house insurance.

At the end of the billing period, the tenant will be billed for the actual costs incurred. If the costs exceed the advance payments, the tenants have to remargin. The other way round, they have a credit balance.

– Electricity/Gas
  Each tenant must register with the local Gas and / or Electricity Company. The landlord can tell you who is responsible for supplying the electricity and gas. In the town of Soest for example, the Stadtwerke Soest is one company that is responsible for the supply of electricity and gas.
  www.stadtwerke-soest.de/

– Water
  Water costs are determined individually depending on usage, and the charges are levied with the rent.
„Kaution" (Deposit) is an amount of money you pay once at the beginning of the rental agreement. The money is put in a savings account or bank account and neither you nor the landlord can touch this money until the rental agreement has ended. When you give notice to the landlord at the end of your studies or stay and if everything is ok with the flat, you get back the complete amount of deposit you paid at the beginning of your contract.

Provision/Courtage (Commission) is the payment which has to be made if you use a property agent / real estate agent once when you rent the flat (not when you want to have a look at it). You will not get this money back because it is the agent’s compensation.

– Private Insurances:
Some landlords require a private or personal liability insurance “Private Haftpflichtversicherung” from their tenants. Even a slight mistake e.g. carelessly discarded cigarettes, can cause huge damages. Particularly if people come to harm, the damages can financially ruin the causer. The liability insurance protects you from potentially ruinous claims for damages.

Incidentally, the personal liability also protects you as a tenant against damages that may arise from yourself damaging landlord’s property in your rented flat by mistake. In addition, the liability insurance also applies during temporary stays abroad.

Companies offering those insurances are, for example, AXA, Signal Iduna, Allianz, HUK-Coburg and many more (approx. €40 per year). Please make sure you know all the details before signing a contract!
Waste Separation: Guidelines for proper disposal of garbage

Environmental constraints mean that it is mandatory in Germany to divide garbage into different groups and not throw it all into the same bin. There are normally several bins in each apartment block.

Paper, food waste & plants, packaging, residual waste and glass are collected separately.
- Paper (Papier) = black bin with blue cap
- Food waste / plants (Biomüll) = green bin (can be turned into compost)
- Packages of plastic or aluminium (often labelled with the so-called “Grüner Punkt”, a symbol showing that it can be recycled = yellow bag/”gelber Sack”)
- Glass (Glas): there are several containers positioned for white and coloured glass.
- Residual waste (”Restmüll”) = black bin (all other types of rubbish except special waste, see below)

Please note that special waste like flat batteries is collected in special containers, e.g. in shops. You are not allowed to put them into normal residual waste.

All rubbish is collected regularly. To find your personal collecting dates, please have a look at the “Abfallkalender”: www.esg-soest.de → Abfallkalender. oder www.esg-soest.de/?mp_id=152

For further information about the garbage collection frequency, where to get yellow bags or what you do with electronic devices, please check here www.esg-soest.de/?l=1&e1=149&e2=200
Internet, Post Office and Telecommunication

– **Post**
The price for sending letters and parcels depends on destination, size and weight. The German term used for the costs is “Porto”. Stamps are available at all post offices, at vending machines outside post offices and in some newsagents and tobacco stores. The “Deutsche Post” is the postal company most used by private customers in Germany. There are, however, other companies that also deliver letters and parcels.

Particularly important letters or documents can be registered when sent by post. The recipient must sign for the letter before it is delivered. This is called “Einschreiben” in Germany and can be undertaken at any post office.

– **Telephone/Internet**
There are many ways to make phone calls in Germany, e.g. by using a landline (“Festnetz”), a mobile or cell phone or a call shop.

Most homes/apartments already have a landline installed, but it is necessary to register with the phone company. The biggest German telephone company is “Deutsche Telekom”. A line can be ordered from “Deutsche Telekom” and then changed at any time after a short period of notice. “Deutsche Telekom” shops can be found in all German cities.

Mobile phones in Germany are usually called “Handys”. There are a number of companies that have different prices, phones and conditions. Some companies also offer cheaper prices and contracts for students. Contracts normally run for 12 or 24 months.

The provider O2 offers internet with or without a contract and at reduced prices for people of 18 to 28 years of age. The provider Unitymedia offers internet tariffs for students, but only with a normal contract duration of 24 months.

The providers T-Mobile, O2, Vodafone, ALDI TALK, and others offer prepaid tariffs without contract for mobile phones.

Note: If you wish to end a contract, you must terminate the contract three months before the contract will end. If you do not do so, the contract will be automatically extended for another 12 or 24 months.

The websites [www.billiger-surfen.de](http://www.billiger-surfen.de) & [www.billiger-telefonieren.de](http://www.billiger-telefonieren.de) can help you find the best phone and internet option.
Public-service broadcasting fee (Rundfunkbeitrag)

Every household in Germany has to pay a fee for the use of TV and radio (also if you access it with your computer). That means that if you share a flat, you or one of your flatmates pays € 18.36 per month and you split the costs among all flatmates.

Information and registration:
https://www.rundfunkbeitrag.de/welcome/englisch/students_and_apprentices/index_ger.html

Student Jobs

International students who do not come from the EU or EEA are allowed to work 120 full or 240 half days in a year. You do not need authorization from the Employment Agency.

If you want to work more than 120 full or 240 half days, you need the approval of the Employment Agency and the Foreigners’ Office. Whether you receive the approval, depends on the situation of the job market in your place of study. In regions with high unemployment you will have little chance of getting a permit to work more than 120 days.

One exception, however, is the occupation as an academic or student assistant at university. This work can be carried out for more than 120 days. The Foreigners’ Office must still be informed if you wish to work as an academic or student assistant.

In Germany, different places offer part-time jobs for students. Most regional employment agencies have job opportunities for students. Often jobs are advertised on bulletin boards at the university.
Everyday Language

Basic Conversation in German

– “Guten Morgen” – “Good Morning” is the most common form of greeting one another until around midday.
– “Guten Tag” – (Good Day) is used until roughly 6 pm.
– “Guten Abend” – “Good Evening” is said after 6 pm.
– “Auf Wiedersehen” - “Good Bye” is said when leaving, also “Tschüß”.
– “Gute Nacht” – “Good Night” is said before going to bed.
– “Mahlzeit” is said to other colleagues at work at meal times. This combines a greeting and the wish that the colleagues enjoy their meal.
– “Du” and “Sie” – “You”

The most common way to address people with the formal “you” is “Sie”. This is used in public and at work. Even if neighbors or colleagues have known each other for a long time they often still use the polite “Sie”.

The informal “You” is “Du”. This is used among close friends and close colleagues and with children. Students also use the informal “Du”. The general rule of thumb is that the older person can offer to use the informal “Du” instead of “Sie”.

“Bitte” and “Danke” - “Please” and “Thank you”

The word “Bitte” is usually said when asking for something: “Können Sie mir bitte sagen, wie spät es ist?” (Can you please tell me .....?). The word is a sign of pleasantness and politeness.

When you pass something to another person you also usually say “Bitte sehr” or “Bitte schön”.

Interesting Facts about Germany
Punctuality

Germans consider punctuality a great virtue. Lectures at universities as well as public events begin at exactly the time they are scheduled. Buses and trains also run according to precise schedules – delays still happen, of course. In addition, it is considered impolite to be late for private appointments. However, just as in other countries, not everything goes exactly as scheduled all the time in Germany.

Summer Time

Summer time begins on the last Sunday of March. The clocks are set forward by one hour at 02:00 in the morning to 03:00 am. On the last Sunday of October the clocks are set back again (from 03:00 am to 02:00 am) to regular time (GMT+1).

Customs and Public Holidays

“National Public Holidays” generally are work-free, but some service industries like cafés, bakeries, restaurants and cinemas are open. Christmas and Easter are traditional Christian holidays, where families come together. The religious importance is generally seen as being on decline.

New Year’s Eve (31st of December)
No public holiday, but shops are closed from noon or afternoon.

Neujahr (1st of January)
The beginning of a new year is celebrated in the night of December 31st to January 1st. New Year’s Day (“Neujahr”) is a national public holiday.

Easter - Ostern
Easter with Good Friday (“Karfreitag”), Easter Sunday (“Ostersonntag”) and Easter Monday (“Ostermontag”) is the most important festival in the Christian calendar in Germany. Friday, Sunday and Monday are public holidays.
1st of May
is a workers holiday (public holiday), like in many other countries. The eve-
ning before the 1st of May is the time for the traditional “Tanz in den Mai”
(“Dance into May”) parties. This follows old traditions to celebrate the spring
month of May. In some areas Maypoles (“Maibäume”) are placed in front
of the window of a girl. The maypole originally symbolized the fertility of
spring.

Ascension Day - Christi Himmelfahrt
is the 40th day after Easter always on a Thursday (public holiday).
Pentecost or Whitsun – Pfingsten
is the 50th day after Easter. Whit Monday is a public holiday as well.

German Unification Day - Tag der Deutschen Einheit
The 3rd of October is the day East and West Germany were officially reuni-
ted in 1990 (public holiday).

Christmas - Weihnachten
encompasses three days: 24th of December – Christmas Eve (“der Heilige
Abend”), 25th of December – Christmas Day, which is the birthday of Jesus
Christ, and 26th of December, the second day of Christmas. Christmas Eve in
Germany is more important than in other traditions. It is not a public holi-
day, but shops close at noon. 25th and 26th of December are public holidays.

“Regional Holidays”
The following are public holidays only in some federal states of Germany.

Epiphany (6th of January) – “Heilige Drei Könige”
is the day to celebrate the birth and baptism of Jesus Christ. On this day
children dressed as the three Kings, or the three Wise Men, write the letters
C+M+B above the doors of houses (“Hausweihe”). These signify “Christus
mansionem benedicat” – “May Christ bless this house” (no public holiday in
NRW).

Corpus Christi - Fronleichnam
is a Catholic festival celebrated on the second Thursday after Whitsun
(public holiday in NRW).

The Feast of Assumption – Mariä Himmelfahrt
is celebrated every 15th of August (no public holiday in NRW).
Reformation Day - Reformationstag
Christians of the Protestant faith celebrate on the 31st of October (no public holiday in NRW).

All Saints’ Day - Allerheiligen
Saints, martyrs and the dead are honored each year on 1st of November (public holiday in NRW).

Penance Day – Buß- und Bettag
Penance Day is celebrated on the Wednesday before the last Sunday in the Lutheran Church year (no public holiday in NRW).

There are numerous traditional festivals and celebrations every year in Germany. Many have a long tradition going back hundreds of years, others have their roots in modern day culture.

Traditional Celebrations and Festivals

Carnival – Karneval
In February, the predominantly Catholic areas in Germany celebrate “Karneval”, which is also known as “Fastnacht” or “Fasching” in Southern Germany. The highlight of the festivities is what is known as “Rosenmontag”, when large street parades take place. Famous traditional processions are held in cities like Cologne, Mainz and Rottweil. The celebrations begin on the Thursday before Lent, called “Weiberfastnacht”, and go on until the following Wednesday, “Aschermittwoch”. People dress in costumes with fancy masks and traditional gowns. The tradition stems from old customs to celebrate the end of winter and the start of spring. Ash Wednesday is the beginning of the Christian period of 40 days of fasting which ends on Easter Sunday.

Local street parades take place in:
Thursday       Welver (“Weiberfastnacht”)
Sunday         Lippborg www.kkh982.de
Monday         Beckum www.kg-abv.de,
                Warstein www.karnevalsgesellschaft-warstein.de
Tuesday        Möhnesee-Körbecke www.baerenlaier.de

Fairs – Kirmes/Jahrmarkt/Kerb
These are fairs that normally last a weekend or even a whole week. Carousels, roller coasters, giant wheels, “haunted” houses, shooting stands,
numerous food stands and other attractions are set up on fairgrounds or town squares (see Soest Highlights).

**Mother’s Day - Muttertag**
Is celebrated on the second Sunday of May. Children give their mothers flowers and gifts.

**Ascension Day - Himmelfahrt**
Ascension Day/Himmelfahrtstag is also known as Father’s Day “Vatertag”. Unlike Mother’s Day, gifts are normally not given. Many adult men walk through the streets with wooden carts with drinks.

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**Soest Highlights**

- **Soest Kneipenfestival**
  always celebrated in March
  www.soester-kneipenfestival.de

- **Allerheiligenkirmes**
  The fair starts on the first Wednesday after All Saints’ Day (November 1st).
  It is the biggest Fair in Europe inside a City.
  www.allerheiligenkirmes.de

- **Weihnachtsmarkt**
  starts on the Monday before 1st advent (end of November/beginning of December)
  www.soester-weihnachtsmarkt.de

- **Silvesterlauf Werl/Soest**
  celebrated every year on New Year’s Eve (Dec. 31st)
  More than 10 000 participants run or walk the the 15 kilometers long way on the “Hellweg” (Werl-Soest)
  www.silvesterlauf.com
## The 10 largest cities of Germany & the German federal states

<table>
<thead>
<tr>
<th>City</th>
<th>Federal State</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berlin</td>
<td>Berlin</td>
<td>3,669,491</td>
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