

StaRT your studies – Tips and tricks for IB freshmen – SuSe 2024



- Freshmen Checklist
- Useful links at a glance
- Business Mathematics
- Additional Services during the semester
- What? Terms and abbreviations
- When? Dates and deadlines
- Where? Finding your way around campus and getting answers
- What else? Tips from your study coordinators, Cornelia Küster & Iris Walker

Freshmen checklist

Complete your enrollment: You have received your admission letter? Great! Please make sure to submit your enrollment form together with all required documents.
<https://www.reutlingen-university.de/en/studies/application/enrolment>

Pay the administration fee: Check your admission letter for bank details and more information. If applicable, pay the tuition fee of 1,500 EUR. Check your fee letter issued by the university's admissions office.

Get your student ID (Campus CaRT): You will receive your student ID by postal mail (or via the Student Service Center) once you have submitted all required enrollment documents and have paid the administrative fee.

Activate your university account: You will also receive your activation sheet by postal mail (or via the Student Service Center) to register your student email address.
<https://intranet.reutlingen-university.de/en/service/activating-your-account/>

Print out your enrollment confirmation: You will need this confirmation e.g. for your health insurance, BAföG application or semester ticket. Once you are enrolled you can access and download your enrollment confirmation on Campus-PoRTal under menu item My studies - StudentService: <https://hisinone.reutlingen-university.de>

Apply for BAföG or scholarships: There are several options for financial support.
<https://www.reutlingen-university.de/en/studies/student-finances>

Buy your semester ticket: For 141.90 EUR per semester, students can use busses and trains in the NALDO area. www.naldo.de

Extra tip: With the special „Jugendticket BW“ for 182.50 0€ per semester you may use local public transport throughout Baden-Württemberg
<https://www.naldo.de/jugendticketbw/>

Know your semester dates: Check important key dates for the upcoming semester on page 7

Find accommodation: Visit our website for a list of all student dorms and private accommodation options:

<https://www.reutlingen-university.de/en/studies/student-life/student-accommodation> and <https://www.reutlingen-university.de/en/room-search>

Join the Maths prep course (StART Week): <https://www.reutlingen-university.de/anmeldung-vorkurse>

Join your welcome event: All IB freshmen will be welcomed on March 1st, 2024. Details about time and venue will be announced to freshmen in a separate email.

Check your timetable online /access email account /learning platform etc. <https://www.reutlingen-university.de/en/information-for-all-user-groups/for-students>

Download the Campus App: Uni now



Useful links at a glance



Reutlingen University

<https://www.reutlingen-university.de/en>



Schools

Life Sciences/Applied Chemistry: www.ls.reutlingen-university.de

ESB Business School: <https://www.esb-business-school.de/en>

Informatics: www.inf.reutlingen-university.de

Engineering: www.tec.reutlingen-university.de

Texoversum: www.tex.reutlingen-university.de

Social Media

www.instagram.com/hochschule.reutlingen

www.tiktok.com/@reutlingen.university

www.youtube.com/hochschulereutlingen

www.twitter.com/HS_reutlingen

www.instagram.com/esb.business.school

www.tiktok.com/@esb.business.school

www.youtube.com/c/ESBBusinessSchoolRT

www.twitter.com/esbreutlingen

<https://www.linkedin.com/school/esb-business-school/>

www.instagram.com/esb_ib



Getting started

<https://www.reutlingen-university.de/en/information-for-all-user-groups/for-students>

<https://www.reutlingen-university.de/en/studies/student-finances>

<https://www.reutlingen-university.de/en/university/organisation-facilities/learning-centre>

<https://www.reutlingen-university.de/en/studies/student-life>

Intranet: https://intranet.reutlingen-university.de/login/?redirect_url=/intranet/home/

E-Learning portal: <https://relax.reutlingen-university.de/login/index.php>

Campus PoRTal: <https://hisinone.reutlingen-university.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

Registration for exams: <https://www.hip.reutlingen-university.de/qisserver/rds?state=user&type=0&noDBAction=y&init=y>

Cafeteria: www.my-stuwe.de/mensa/mensa-reutlingen

Business Mathematics: Requirements & recommendations

In the BSC International Business programme the module Business Mathematics requires an **attestation for participation** in the module examination. This attestation will be obtained in the course of the first semester. Detailed information about dates and time will be provided during the first lecture.

There is a voluntary **fresh-up basic course available during the staRT week I** (in German only): **26.02.- 01.03.2024**, 8.30am – 02.00pm both on campus and online. **Please note that the IB Orientation day takes place on March 1st**, you would therefore only be able to attend the Math course Monday - Thursday.

Content: Calculating with fractions, powers and logarithms, equations and systems of equations, elementary functions, differential calculus

Inhalt: Rechnen mit Brüchen, Potenzen und Logarithmen, Gleichungen und Gleichungssysteme, Elementare Funktionen, Differenzialrechnung.

Please register here: <https://www.reutlingen-university.de/anmeldung-vorkurse>

There are also options for those who are in need of „**Maths support**“ during the semester:

* **Tutorials:** Details will be given in the first lecture by your respective professor.

* **Maths Workshop (Mathewerkstatt)**

The maths workshop is an open consultation for students from all semesters and study programs during the semester regarding all questions about mathematics, ranging from explaining course content, computing exercises or preparing for an exam. Just pass by with your question(s) as often as needed.

It takes place every Monday, Wednesday and Thursday during the semester from 12.30 to 2.30 pm in the lounge of the Learning Center. The offer is multilingual and supported by tutors. At times the workshop may also take place online.

Additionally you may book **individual online appointments** via the RELAX learning platform, also outside the usual business hours.

<https://relax.reutlingen-university.de/enrol/index.php?id=10278>

Services and events during the semester

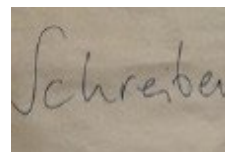


There is a variety of advisory services to support all students of the university throughout their studies. Have you already taken a look at our services?

Here you will find the central counselling and service facilities of the university:

Academic Writing Consultation

The writing consultation service provides you with individual support for the papers you need to write during your studies.



Further details kann be found here: <https://www.reutlingen-university.de/en/international/languages-and-intercultural-offers>

Research consultation

When you get stuck looking for reliable literature for a paper or presentation, we can help! Staff from the Learning Centre can give you personalised advice on your topic and show you which databases and research tools you can use to get the best results. Tuesday 1.00-2.30pm at Learning Centre or make appointments here:

<https://www.reutlingen-university.de/en/research-consultations>



Studieren^{plus}

This programme at Reutlingen University enables students to acquire interdisciplinary skills in numerous courses, workshops and seminars. Course registration takes place online using the RELAX learning platform and is open from the start of lectures in October. <https://www.reutlingen-university.de/en/services-support/studierenplus>

Events on university level:

	Events
26 March 2024 07:00pm, auditorium	Info Session regarding stipends and funds
10 April 2024 07 May 2024	Start-Up-Night, Center for Entrepreneurship Inno Night
15 May 2024	Move Your Idea, Center for Entrepreneurship

What? Terms and abbreviations

MOST important departments of Reutlingen University:

SSC–Student Service Center: <https://www.reutlingen-university.de/en/services-support/studyservicecenter>

Email: Info.studium@reutlingen-university.de

Service Desk: IT support and Lost&Found at the Library (Lernzentrum) <https://www.reutlingen-university.de/en/services-support>

IT and Media services: <https://wiki.reutlingen-university.de/pages/viewpage.action?pageId=35817586>

Student life cycle

CampusCaRT – student card

CampusPoRTal (hisinone): Download transcripts and certificates of enrollment, re-register for each semester

ECTS – European Credit Transfer System: Credit points

Exmatrikulation: De-registration

HIP: Hochschul Informations Portal: view grades and register for exams

Immatrikulation: enrollment

Immatrikulationsbescheinigung/Studienbescheinigung: Certificate of enrollment

Matrikelnummer: student ID number

Relax: E-learning portal

Rückmeldung: Re-registration

StuPro – Studien- und Prüfungsordnung: Study and examination regulations

Urlaubssemester: Holiday semester (justified absence from university)

Webuntis: Timetables and room search

When? Dates and deadlines

!! Academic Calendar:

The IB schedule differs from the regular academic calendar, i.e. classes start and end earlier, as do exams and holidays.

	Summer Semester 2024
Start of courses	IB all: 1 March 2024
End of courses	07 June 2024
Examination period	2nd Business Language (Zentralsprachen): 24 May 2024 10 – 19 June 2024
Block seminars	22 – 26 April 2024 (participation compulsory)
Holidays	29 March – 5 April 2024 (Easter break) 1 May 2024 (Public holiday) 9 May 2024 (Public Holiday) 19& 20 May 2024 (Pentecost) 30 May 2024 (Public holiday)
IBF Career Fair	19 & 20 March 2024 - attendance compulsory
Re-registration for WS 2024-25	15 July - 2 August 2024
Graduation ceremony	12 October 2024
Start of winter semester 2024-25	IB all: 18 September 2024 (Wednesday!!)

Each semester, you will have the following „**To Do's**“ on your agenda:

- **Exam registration** (registration date tba)
- **Re-registration** with the university
- **Block seminars** (attendance compulsory)
- **Career Fair attendance**

Detailed overview: Dates and deadlines



What?	When?	Where/How?	Remarks
Examination registration (Prüfungsanmeldung)	6 -14 May 2024 please pay attention to email by universities administration!	Register online through HIP	Forgot to register? See the examinations office / Student Service Center in building 3 and pay 25 EUR for late registration. You are not allowed to sit any exam if you have not registered for it in due time!
Examination period	10 – 19 June 2024 (2 nd Business language exam 24 May 2024)	Detailed schedule will be provided in good time	No shows do NOT count as attempt, even if you have registered for the exam.
Re-registration period (Rückmeldung)	15 July - 2 August 2024	Get the payment details in CampusPoRTal and make your semester fee payment. SSC sends out 1 e-mail reminder	Forgot to make the payment? You'll be automatically de-registered from Reutlingen Univ. -> Contact SSC
IBF Career Fair	19 & 20 March 2024	Career fair; details will be announced in good time	Attendance is compulsory
Block seminars	22 – 26 April 2024	Check your timetable on webuntis	During the block week, the classes in the 2 nd business language (German/French/ Spanish/Chinese) will take place. All other regular courses stop during this week.
Start of classes winter semester 2024-25	18 September 2024	Check your timetable on webuntis;	

Where? Finding your way around campus:

Where should I go when...

... I forgot to register for exams? -> **Examinations office** (Prüfungsamt) via Student Service

Center, building 3, room 001

... I need to change my address? -> Login on **CampusPoRtal** and update your personal details.

... I need to get a validation, need help with my student ID -> **Student Service Center (SSC)**,
building 3, room 001

... I have lost something in building 5, hand in seminar papers to professors etc.?

-> **IB Student Services**, building 5, room 121

... I have IT problems, lost something on campus or need books? -> **Study center (library),
service desk**, building 3

... I need to talk about my study progress, personal problems, financial issues etc?

-> Your **Academic Coordinator** and Central Advisory Service

... I have issues with maths class? -> **Maths workshop (Mathewerkstatt)**, Library, building 3

<https://www.reutlingen-university.de/en/university/teaching-learning/study-advice>



Where? Finding your way around campus:

Where should I go when...

... I have career-related questions? -> **ESB Career Center**, building 17

...I am interested in getting a language tandem, attending additional language courses etc.?
-> **Institute of foreign languages/RIO**, building 3, 2nd floor

... I want to join in sports classes? -> see offer of Sports classes on <https://www.reutlingen-university.de/en/information-for-all-user-groups/for-first-semester-students>

... I'm interested in Start-ups and entrepreneurial activities? -> **Center for Entrepreneurship**,
building 12,

... I have to get something printed/bound etc? -> **Xerox Print Center**, building 5, basement

...I have questions about child care and being a student-parent? - > **Family office**, building 20
<https://www.reutlingen-university.de/en/services-support/family-services>

... I have questions that have been not covered here? -> Your **Academic Coordinators** and
<https://www.reutlingen-university.de/en/services-support/central-student-advisory-services>

Tips from your Academic Coordinators



1. Check your student e-mail address regularly for information, updates, cancellations etc.
2. Check your timetable on webuntis on a daily basis for changes.
3. Get acquainted with your StuPro (study and examinations regulations) so you know what is expected of you each semester.
4. If you find yourself in a difficult situation (illness, family matters, study progress), don't hesitate to ask us for help and advice. We are here for you!!
5. Be active in class and ask questions if there's something you don't understand. Professors are usually very approachable.
6. Get to know your classmates.
7. Elect a student representative for each group A and B before the summer semester ends.
8. Get engaged in students projects (IB Vision / StuCo)
9. Last but not least: Enjoy your time at ESB Business School and the IB program.

