

# StaRT your studies – Tips and tricks for IB freshmen – SuSe 2025



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# 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 universities' admissions office.

**Get your student ID (Campus CaRT):** You will receive your student ID by postal mail (for late „enrollees“ 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. This can be done from home also. <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, BAFOeG 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 BAfoeG 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](http://www.naldo.de)

**Extra tip:** With the special „Jugendticket BW (Studierende)“ for 207.70€ per semester, you may use local public transport and regional trains (Regionalzüge) throughout Germany (replaces the semester ticket) <https://www.naldo.de/jugendticketbw/>

**Know your semester dates:** Check important key dates for the upcoming semester on pages 6 and 8

**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>

**Join the Maths prep and other courses (StArT Week):** <https://www.reutlingen-university.de/en/services-support/start-weeks> (please note that not all courses are suitable due to IB's early semester starting date)

**Join your welcome event:** All IB freshmen will be welcomed on March 3rd, 2025. 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:** my HSI



# Useful links at a glance



## Reutlingen University

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



## Schools

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

Informatics: [www.inf.reutlingen-university.de](http://www.inf.reutlingen-university.de)

Life Sciences/Applied Chemistry: [www.ls.reutlingen-university.de](http://www.ls.reutlingen-university.de)

Sustainability and Technology: [www.nxt.reutlingen-university.de](http://www.nxt.reutlingen-university.de)

Engineering: [www.tec.reutlingen-university.de](http://www.tec.reutlingen-university.de)

Texoversum: [www.tex.reutlingen-university.de](http://www.tex.reutlingen-university.de)

## Social Media

[www.instagram.com/hochschule.reutlingen](https://www.instagram.com/hochschule.reutlingen)

[www.tiktok.com/@reutlingen.university](https://www.tiktok.com/@reutlingen.university)

[www.youtube.com/hochschulereutlingen](https://www.youtube.com/hochschulereutlingen)

[www.twitch.tv/hsrt\\_campuslounge](https://www.twitch.tv/hsrt_campuslounge)

[www.instagram.com/esb.business.school](https://www.instagram.com/esb.business.school)

[www.tiktok.com/@esb.business.school](https://www.tiktok.com/@esb.business.school)

[www.youtube.com/c/ESBBusinessSchoolIRT](https://www.youtube.com/c/ESBBusinessSchoolIRT)

[www.linkedin.com/school/esb-business-school/](https://www.linkedin.com/school/esb-business-school/)

[www.instagram.com/esb\\_ib](https://www.instagram.com/esb_ib)



LinkedIn



## Getting started

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

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

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

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

**Intranet:** [https://intranet.reutlingen-university.de/login/?redirect\\_url=/intranet/home/](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://hisinone.reutlingen-university.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

**Cafeteria:** [www.my-stuwe.de/mensa/mensa-reutlingen](http://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 before the start of the IB programm** (in German and English, fee: 25€):  
**24.02. – 28.02. 2025, 8.30am – 02.00pm**, both on campus and online.

Inhalt/Content: Rechnen mit Brüchen (Fractions), Potenzen und Logarithmen (powers and logarithms), Gleichungen und Gleichungssysteme (equation and systems of equation), Elementare Funktionen (elementary functions), Differenzialrechnung (differential calculus).

Registration: <https://www.reutlingen-university.de/services/services-und-angebote-waehrend-des-studiums/startwochen>

- 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. You may also book individual appointments on Tuesdays (online consultation).

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



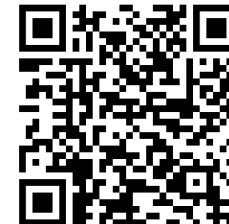
# Services and events during the semester



There is a variety of advisory services to support all students of the university throughout their studies.

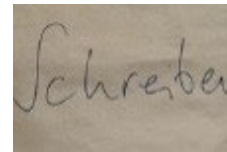
Have you already taken a look at the offered services?

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 individual appointments here:

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



## Studieren<sup>plus</sup>

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

(details to be announced  
by email in good time):

	Events
25 March 2025	Info Session regarding stipends and funds
2 April 2025 29 April 2025	Start-Up-Night, Center for Entrepreneurship Impact Career Night
11 – 12 April 2025	Corporate Innovation Challenge

# What? Terms and abbreviations



## MOST important departments of Reutlingen University:

- **SSC**–Student Service Center, building 3, room 3-004: Email: [Info.studium@reutlingen-university.de](mailto:Info.studium@reutlingen-university.de)  
<https://www.reutlingen-university.de/en/services-support/studyservicecenter>
- **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>

## Glossary

**CampusCaRT** – student card

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

**ECTS** – European Credit Transfer System: Credit points

**Exmatrikulation**: De-registration

**Immatrikulation**: enrollment

**Immatrikulationsbescheinigung/Studienbescheinigung**: Certificate of enrollment

**Matrikelnummer**: student ID number

**Relax**: E-learning portal

**Rückmeldung**: Re-registration (has to be done every semester)

**StuPro – Studien- und Prüfungsordnung**: Study and examination regulations

**Urlaubssemester**: Leave of absence (justified absence from university, upon application only)

**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 2025
Start of courses	IB all: 3 March 2025
End of courses	13 June 2025
Examination period	2nd Business Language (Zentralsprachen): 6 June 2025 14 - 27 June 2025
Block seminars	7 - 11 April 2025 (participation compulsory)
Holidays	18- 25 Easter break, public holidays included) 1 May 2025 (public holiday) 29 May 2025 (public holiday) 8 & 9 June 2025 (Pentecost) 19 June 2025 (public holiday)
IBF Career Fair	1 6 2 April 2025 - attendance compulsory
Re-registration for WS2025-26	14 July - 1 August 2025
Start of winter semester 2025	IB all: 15 September 2025

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
<b>Examination registration (Prüfungsanmeldung)</b>	5 - 12 May 2025  Please pay attention to email by universities administration!	Register online through HisInOne-EXA	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!
<b>Examination period</b>	14 - 27 January 2025 (2 <sup>nd</sup> Business language exam 6 June 2025)	Detailed schedule will be provided in good time	No shows do NOT count as attempt, even if you have registered for the exam.
<b>Re-registration period (Rückmeldung)</b>	14 July - 1 August 2025	Get the payment details in CampusPoRTal and make your semester fee payment. SSC sends out <b>1 e-mail reminder</b>	Forgot to make the payment? You'll be automatically de-registered from Reutlingen Univ. -> Contact SSC
<b>IBF Career Fair</b>	1 & 2 April 2025	Career fair; details will be announced in good time	Attendance is compulsory
<b>Block seminars</b>	7 - 11 April 2025	Check your timetable on webuntis; details given by lecturer	During the block week, the classes in the 2 <sup>nd</sup> business language (German/French/Spanish/Chinese) might eventually still take place. All other regular courses stop during this week.
<b>Start of classes winter semester 2025-26</b>	15 September 2025	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 004

... 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 17-021

...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 5, ground floor,

... I have to get something printed/bound etc? -> **Xerox Print Center**, building 5- U04

... I have a health impairment and need special support? -> **Central study advisory service:**  
<https://www.reutlingen-university.de/en/services-support/counselling-for-students-with-health-impairment>

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

... I have questions that have been not covered here? -> Your **Academic Coordinators**



# 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. Also approach your profs!
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 initiatives and projects such as IB Vision. You will be given more details upon the start of the semester.
9. Last but not least: Enjoy your time at ESB Business School and the IB program.

