

StaRT your studies – Tips and tricks for IB freshmen – WS 2024/25



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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 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 already from home. <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

Extra tip: With the special „Jugendticket BW (Studierende)“ for 153.70 € per semester you may use local public transport and regional trains (Regionalzüge) throughout Germany <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>

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 September 18th, 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: my HSRT

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

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 before the official staRT week** (in German and English):

09.09 – 13.09.2024, 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 possible from July 15th: <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>



Business German Pre-semester Intensive language course, September 2 – 13, 2024



Intensive Course "Business German" 2024

The intensive course "Business German" is intended for international students in the BSc programmes International Business (IB) and International Management (IMX) who are beginning their studies at Reutlingen University in the winter semester 2024/25.

Course information

In addition to general and business German lessons, the course offers a social programme with numerous additional offers and assistance with registration formalities. We cannot recommend this course to you highly enough, as it will greatly facilitate your integration into the German university system and increase your oral and written Business German language skills.

Course duration: Monday, 2 September to Friday, 13 September 2024

Times: daily 9:15 am - 3 pm (except on Saturdays and Sundays); 60 teaching hours in total

ECTS credits: Upon successful completion, students will receive a graded certificate of attendance; 4 ECTS credits for exchange students

Language levels: A1 - C1 (according to the European Framework of Reference for Languages)

Group size: 10 - 15 students per group

- ◆ In order to better assess your language skills and place you in the appropriate group, we use an online placement test

the appropriate group, we use an online placement test [beginners do not need to take the test; you will receive more information about this when you register].

- ◆ All classes are taught by experienced language teachers who have been teaching Business German for many years and know the requirements placed on international ESB students.

Additional activities:

- ◆ Help with registration formalities and orientation on campus
- ◆ Welcome session
- ◆ Meet & greet with ESB students
- ◆ Excursions, city tours, and further free-time activities
- ◆ Further information will follow

Course fee: €250 (You will receive payment details after registering)

Registration deadline: 31 July 2024 or when the number of participants is reached

Please note: If you need a visa in order to travel to Germany, you should apply for this in good time (approx. 4-6 weeks before your departure date) from the German Embassy or a Consulate General. You will also find information about the current entry regulations to Germany [here](#).

If you wish to withdraw from the course, you may do so by email up to one week before the start of the course without charge. If you register for the course but do not take part and do not inform us that you wish to withdraw, we will impose an administrative fee of at least €50.

For further questions please contact iff@reutlingen-university.de.

Detailed information: <https://www.reutlingen-university.de/en/international/languages-and-intercultural-offers#c11687>

Registration deadline: 31 July 2024 or when the maximum number of participants is reached

<https://www.reutlingen-university.de/en/registration-form-for-the-intensive-course-business-german>

Services and events during the semester



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

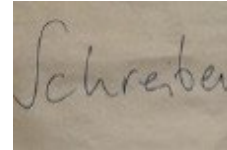
Have you already taken a look at the offered services?

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 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
15 October 2024 07:00pm, auditorium	Info Session regarding stipends and funds
17 October 2024 29 October 2024	Career Night Start-Up-Night, Center for Entrepreneurship
08.-09.November 2024 17 December 2024	Corporate Innovation Challenge 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>

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.

	Winter Semester 2024-25
Start of courses	IB all: 18 September 2024
End of courses	10 January 2025
Examination period	2nd Business Language (Zentralsprachen): 16 December 2024 11 – 24 January 2025
Block seminars	11 – 15 November 2024 (participation compulsory)
Holidays	3 October 2024 (Public Holiday) 1 November 2024 (Public holiday) 23 December – 03 January 2025 (Christmas break) 6 January 2025 (Public holiday)
FiFo Career Fair	23 & 24 October 2024 - attendance compulsory
Re-registration for SuSe 2025	13 -31 January 2025
Start of summer semester 2025	IB all: 3 March 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
Examination registration (Prüfungsanmeldung)	18 – 25 November 2024 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!
Examination period	11 – 24 January 2025 (2 nd Business language exam 16 December 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)	13 – 31 January 2025	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
FiFo Career Fair	23 & 24 October 2024	Career fair; details will be announced in good time	Attendance is compulsory
Block seminars	11 – 15 November 2024	Check your timetable on webuntis; details given by lecturer	During the block week, the classes in the 2 nd business language (German/French/Spanish/Chinese) might eventually take place. All other regular courses stop during this week.
Start of classes summer semester 2025	3 March 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. Professors are usually very approachable.
6. Get to know your classmates.
7. Elect a student representative for each group A and B before the winter 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.

