FRESHER’S GUIDE
WS 17 / 18
exam registration, WIFI, student life and much more
On behalf of the Student Body (Verfasste Studierendenschaft) of Mannheim University of Applied Sciences, we would like to extend our warm welcome to you.

**What a Student Body “Verfasste Studierendenschaft” is and who we are?**

The student body is the representation of the students of a university. In June 2012 the state parliament of Baden-Württemberg resolved to reintroduce the VS after it was abolished by the legislator in 1977. The law provides for the establishment of a new legislative structure and an executive body. The exact implementation of these guidelines can be carried out at each university according to a separate model. At the Mannheim University of Applied Sciences, the students decided in the course of a vote that the legislative body of the new interest representation should take the form of a student union. It is made up of professional representatives. The student body is represented by the students’ union executive committee (AStA) which is a body under public law. The AStA also has a university-political mandate and communicates with the universities’ administration, politics and media representatively for the whole student body. According to the Act on the Establishment of a University of Applied Science (VerfStudG) in the state of Baden-Württemberg, the student body exercises a political mandate and, in accordance with constitutional principles, maintains the ideological, religious and political neutrality. The tasks of the VS are stated in the law: The student body takes on the academic, technical and interdisciplinary aspects as well as the social, economic and cultural concerns of the students. It promotes political education and citizens’ sense of responsibility, as well as equality and the reduction of disadvantages within the student body. In particular, the VS can address issues such as the social responsibility of the university, its contribution to sustainable development, and the application of scientific knowledge and its impact on society and nature. In order to finance its tasks, the VS is collecting a semester fee of 5 Euros from the semester fee by all students.

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**Don’t Panik**

The Start may be a bit tricky: a lot is new, you might not know the university life, and the studies could overwhelm you quickly. But such experiences give little reason to panic, since you are not alone. We, the Student Union, have gathered ourselves and contemplated about how we can make things easier for you, as well as supporting you.

This Fresher’s Guide will be of great help for you in the starting days. Last but not least we would be happy assisting you if you have any problem and question. Please do not hesitate to contact us, either via e-mail, Facebook, or catch us in person. Try hard, help each other, ask, if you have questions, and enjoy the years of studies!

Your fellow students from AStA
1. Studying at Mannheim University of Applied Sciences

Studying at our university is something very pleasant compared to many other educational institutions. The number of students in each class is relatively small, which makes the lectures more personal. It is always possible to ask questions. Yes, ask questions! The professors are looking forward to curious students, and the one or the other will also be happy about your question, especially if it contributes to the understanding of the lecture content. Ideally, you will spend many years studying at our faculty and spend a lot of time with us. In this sense, it is advisable to organize accordingly. This includes not only understanding the timetables of the transportation, having a locker and the necessary writing materials, but also the overall harmony as a group, with whom you master the studies together. These include not only fellow students, but also staff and professors. They are very knowledgeable in their field and will always welcome your questions gladly. If you are particularly interested in a subject, you should look for conversation. The professors do not only have lectures, but usually also deal with their own projects. One or the other project will certainly inspire you and provide you with material for study work and perhaps even for the Bachelor’s thesis.

In the following are some important basic information about the studying at our university.

1.1 Where to go? — Consultancy Proposal

Student’s Service Center
For all administrative matters related to your studies, you may first contact the student’s service center of Mannheim University of Applied Sciences in Building H, 1st floor.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Office hours</th>
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<tr>
<td>Admission / Immatriculation</td>
<td>Mo-Thu 09:00 – 12:00</td>
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<td>Fees / Contributions</td>
<td>Mo-Wed 09:00 – 12:00</td>
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Further information:
https://www.hs-mannheim.de/de/studierende/service-center-studierende.html
Life at the Campus — Consultancy Proposal
These are consultancy opportunities to get information’s and advices in all social and financial matters, as well as personal conflict situations.

**Institution**
**Social Consultation (SoBe)**
- social, personal and family problems
- acute life-crises
- troubles in student’s everyday-life
- conflicts

**Gender Equality (GB)**
Consultancy in all manners of gender equality, e.g.
- professional perspectives
- Parenthood
- Conditions of studies/exams
- funding instruments
- Networking
- sexual harassment

**Family-friendly features**
- consultancy according to compatibillity of studies/profession and family
- mediation of internal and external offers of support

**Studying despite of disability or chronical diseases**
- Information and consultancy of concerned students or interested students especially according to studies/exam related manners and also compensation of disadvantages

**Management of threats and conflicts (BEKOM)**
- Prevention and processing conflicts and threat situations
- Consultancy and mentoring in cases of need
- Organization of targeted interventions
- Mediation of offers of support having regard to all persons involved

**Contact**
Building J, Room 208a
+49 621 490 72 535
sozialberatung-hs@stw-ma.de

Building E, Room 004 (EG)
+49 621 292-6801
a.hirsch@hs-mannheim.de

Building C, Room 405 &
Building J, Room 213
familie@hs-mannheim.de

Building C, Room 305
+49 621 292-6725
m.oster@hs-mannheim.de

Building J, Room 208
+49 621 292-6999
bedrohungsmanagement@hs-mannheim.de

Further information:
https://www.hs-mannheim.de/de/die-hochschule/organisation-und-gremien/zusammen-am-campus.html
Consultancy from Verfasste Studierendenschaft

The Verfasste Studierendenschaft offers personal consultancy eye-to-eye, from students for students. The volunteers will always lend an ear.

The first contact should be your specific student body of your faculty which consists of fellow students of your faculty. They know best about faculty specific manners and will deal with your concerns with pleasure.

Whenever there are concerns the student body of your faculty can not assist you or your concern is affecting all students in general, please contact the AStA. The AStA is responsible for general interests of all students no matter which faculty.

There may also be concerns (e.g., concerning the structure or if you should be dissatisfied with the AStA) which needful of consulting the student council (StuRa).

Student bodies of the faculties (FSV) — Contact us!

FSV — Biotechnology (B)
  Building W Room 411, PO Box H376
  fachschaft-b@hs-mannheim.de
  www.fachschaft-b.vs-ma.de

FSV — Design (D)
  Building W Room 412, PO Box H365
  fachschaft-d@hs-mannheim.de
  www.fachschaft-d.vs-ma.de

FSV — Electrical Engineering (E)
  Building B Room 105, PO Box H387
  fachschaft-e@hs-mannheim.de
  www.fachschaft-e.de

FSV — Computer Science (I)
  Building A EG Room 012a, PO Box H398
  fachschaft-i@hs-mannheim.de
  www.fachschaft-i.de

FSV — Information Technology (N)
  Building S Room 215, PO Box S007
  fachschaft-n@hs-mannheim.de
  www.fachschaft-n.de

FSV — Mechanical Engineering (M)
  Building W Room 412, PO Box H409
  fachschaft-m@hs-mannheim.de
  www.fachschaft-m.vs-ma.de

FSV — Social Work (S)
  Building C Kulturforum, PO Box H452
  fachschaft-s@hs-mannheim.de
  www.fachschaft-s.vs-ma.de

FSV — Chemical Process Engineering (V)
  Building W Room 412, PO Box H431
  fachschaft-v@hs-mannheim.de
  www.fachschaft-v.vs-ma.de

FSV — Engineering and Management (W)
  Building W Room 411, PO Box H442
  fachschaft-w@hs-mannheim.de
  www.fachschaft-w.vs-ma.de

Concerns affecting all students in general

Allgemeiner Studierendausschuss
  Building W, Room 413, PO Box H033
  +49 621 292-6436
  asta@hs-mannheim.de
  www.asta.hs-mannheim.de

Office hours
  Monday 13:00 – 16:00
  For further office hours please refer to the web page

Studierendenrat
  Building W, 4.OG Room 411
  stura@hs-mannheim.de
  www.asta.hs-mannheim.de/StuRa

Further information:
https://www.asta.hs-mannheim.de/
1.2

Block’s Schedule — Break regulation —
Lecture hall description

Block Timing

<table>
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<tr>
<th>Block</th>
<th>Block Timing in Summer Term</th>
<th>Block Timing in Winter Term</th>
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<tbody>
<tr>
<td>1</td>
<td>08:00 — 09:30</td>
<td>08:00 — 09:30</td>
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<tr>
<td>2</td>
<td>09:45 — 11:15</td>
<td>09:45 — 11:15</td>
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<tr>
<td>3</td>
<td>E, I, N, V</td>
<td>E, I, N, V</td>
</tr>
<tr>
<td></td>
<td>11:30 — 13:00</td>
<td>12:00 — 13:30</td>
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<tr>
<td>4</td>
<td>13:40 — 15:10</td>
<td>13:40 — 15:10</td>
</tr>
<tr>
<td>5</td>
<td>15:20 — 16:50</td>
<td>15:20 — 16:50</td>
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<tr>
<td>6</td>
<td>17:00 — 18:30</td>
<td>17:00 — 18:30</td>
</tr>
</tbody>
</table>

Lunch break in Summer Term
Faculty: E, I, N, V from 13:00 to 13:40 after the 3rd double Block
Faculty: B, M, W from 11:15 to 12:00 after the 2nd double Block

Lunch break in Winter
Faculty: E, I, N, V from 11:15 to 12:00 after the 2nd double Block
Faculty: B, M, W from 13:00 to 13:40 after the 3rd double Block

Schedules
Timetables can be viewed on the university’s homepage:
www.hs-mannheim.de » Für Studierende » Stundenpläne »
Stundenplan-Datenbank

Lecture Room’s description (Examples):
S213: Building S, 2nd floor Room 213
L012: Building L, ground floor Room 012
H0806: Building H, 8th floor Room 806
H1006: Building H, 10th floor Room 1006

Faculties
B = Students of the faculty Biotechnology
E = Students of the faculty Electrical Engineering
I = Students of the faculty Computer Science
M = Students of the faculty Mechanical Engineering
N = Students of the faculty Information Technology
V = Students of the faculty Chemical Process Engineering
W= Students of the faculty Engineering and Management

The entire list of professors of our faculty is available online. There are also
their times of the consultation hours to be found.
www.et.hs-mannheim.de/fakultaet/
ansprechpartner/professoren

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2. Central User Account

The Mannheim University of Applied Sciences provides all students a central access to the universities networks. This enables students to use:

- E-Mail
- Computer pool rooms on the 4th and 5th floor in the Building H
- Data service with central hard disk memory with 500 MB
- WIFI and external access to the university network via VPN-Client
- Learning platform “Moodle”
- Examination Organization System (POS)

NOTE:

in case of difference — follow official instructions of University/Faculty

2.1 First Steps

After receiving the log-in data, the initial password has to be changed on a computer with Internet access and the Terms and Conditions have to be confirmed.

This is done as follows:

1. Visit the homepage https://ldap.hs-mannheim.de
2. Select „Password change“
3. Enter the ID and initial password as well as a new password (twice) and confirm with the checkmark.
4. The e-mail can be viewed under „Display your data“.

Instructions and assistance

Detailed instructions can be found on the homepage of Campus IT (www.cit.hs-mannheim.de). If you have any questions or problems, you can directly contact the user support center on the 5th floor of the H-Building

2.2 Mail system

Each student automatically receives a mail address in the form matriculationnumber@stud.hs-mannheim.de and an alias (if no name match has occurred) in the form: firstname.lastname@stud.hs-mannheim.de

All important information is sent to this mailbox. This information includes, for example, deadlines. The mailbox has to be checked regularly, otherwise important information will be missed. Only official notices, such as the certificate of matriculation, will be sent by postage.

Accessing E-mails via Browser

Students and staff can choose between the old „Webmail“ and Pronto. Webmail is a text-based HTML old fashioned platform, while Pronto has advanced group functions. For Pronto, the Adobe Flash Player is required.

Webmail classic:
https://stud.hs-mannheim.de/

Modern Flashplayer Pronto:
http://stud.hs-mannheim.de/pronto

Or without Flashplayer (HTML5-Version)
http://stud.hs-mannheim.de/hpronto

For more information, see:
www.cit.hs-mannheim.de/service/e-mail-dienste-kalender/

Mailclients (POP3S/IMAPS)

Inbox server: stud.hs-mannheim.de  Port: 995  (SSL/TLS)
Outbox server: stud.hs-mannheim.de  Port: 465  (SSL/TLS)
Username: Matrikelnummer

For more detail see:
www.cit.hs-mannheim.de/service/e-mail-dienste-kalender/mailclients
2.3 WIFI (on Campus)

**WIFI**
SSID: HS-MA
Username: matriculation number

**VPN**
Some services are only usable inside the universities network; outside you can connect via VPN.

Instruction / further information:
www.cit.hs-mannheim.de/service/netzzugang-wlan-vpn/

2.4 Computers at the Campus

Your central user account enables you to use the PC-Pools in building H, floors 4 and 5. Log in, by first typing an "s", followed by your matriculation number (Eg. s1619999) and your password.

Please be cautious to lectures taking place in the PC-Pools. You may have to give up your place for other students from the lecture. See the timetable on the door for information.

All data saved at drive H: (Home-directory) can be also accessed outside of the PC-Pools (see Central Hard Drive)

**Printing**
Printing documents at the university is possible using the "FollowMe-System". Print-Jobs can be sent from the PC-Pool to any "FollowMe" printer.

In case of technical faults please contact the Campus IT (CIT) Rapid assistance, e.g. when paper is out of order, the service center will help you out.

Further information, e.g. user manuals can be found at the printers.

2.5 Central hard Drive

You have a disk-space of 500MB for use. This space can easily be accessed from any computer at the university. If you set up VPN-services at home, it is also possible to access your files.

When connected to the university through VPN, access your drive by
\samba.hs-mannheim.de\"matriculation number".

Consult the Campus IT website for more information:
www.cit.hs-mannheim.de/service/zentrales-laufwerk

2.6 E-Learning Platform “Moodle”

The learning platform of the university is called Moodle. Generally, there is a Moodle course for almost every course. There lecture content is made available and information about the course is provided over Moodle platform. Students have to sign up for the course manually; a password can be required, which is usually announced at the first lecture of the Semester, so it is important to appear in the first lecture.

Often also the applications for obligatory events (for example laboratory exercises) are carried out by means of Moodle. It is a great tool for Professors to stay in touch with students.

It is recommended to enter the Moodle Course as soon as the password was announced.
### 2.7 Examination Organization System — POS

At the POS you have to register for the exams.

The corresponding deadlines will be revealed in due course of the semester. At the end of each semester, the examination results obtained can be viewed there. There is also the possibility to print certificates of matriculation (for BAföG, health insurance, etc.) as well as a check your personal data and address.

https://noten.hs-mannheim.de

**NOTE:** Print out the exam registration form and take it to the exam! (For the case of doubt)

### 2.8 Library

The homepage of the library can be accessed at: www.bib.hs-mannheim.de. You can search the media stock of the library and pre-order the media. Furthermore, eWebPAC offers the possibility to download various books as e-books.

In the course of the application, it must be noted that the login for students is the student number with two leading zeros, e.g. 001234567

### 2.9 Student ID card – HS-Card

The multifunctional chip card from Mannheim University of Applied Sciences. The Mannheim University of Applied Sciences, together with the Studierendenwerk Mannheim, introduced a chip card, which includes the following functions for the students:

- Student ID (identification before examination)
- Library card
- Mensa card (wallet with auto load)
- Building and pool room
- Copying from University Copiers
- Printing with „FollowMe Printing“

The student card can be validated in the entrance hall of the student service center after the card has been issued or at the beginning of each semester. (Building H on the first floor and building L on the ground floor).

The loss of the student ID must be reported immediately to the HSCard service, specifying the matriculation number.

Contact: by e-mail to hscard@hs-mannheim.de
3. Important Notices for the Examination Regulations

The examination regulations (PO) regulate the requirements and the procedure of the exams of a course of study. PO (Prüfungsordnung) are written by the university and approved by the Education & Finance ministry.

**EXAMPLE: Important hints out of PO**

The Basic Course “Grundstudium” consists of the lectures of the first and second semesters. All examinations must be passed after four semesters at the latest. If after four semesters all examinations have not been passed, an application is to be submitted for the extension of the Grundstudium, otherwise you will be exmatriculated ("end of student status") from the Study Program. There is a maximum of 10 semesters of study time available for the entire course of studies.

In the Grundstudium, there is no automatic registration for the exams, so it is necessary to register at POS in time for the examinations. Further information will follow in the course of the semester, or can be viewed at the POS, as well as at the examination office.

Failed exams can be repeated up to two times. The repetition of the exam is to be done in the following semester without any break. A consultation with the responsible professor has to be carried out for the third attempt.

Examinations from the Main Course “Hauptstudium” can only be written if all examinations have already been passed from the Grundstudium. If, however, only three examinations from the Grundstudium are open, examinations from the Hauptstudium may be attempted upon request.

If all examinations of the Grundstudium have been passed, the bachelor's pre-examination “Bachelor Vorprüfung” is automatically passed. It is then possible to obtain a certificate in which the subject notes and the overall grade are listed. This document is to be collected in the examination office.

The grades of the basic course do not count for the Bachelor's degree. However, since scholarships are awarded every semester, it is vital to have good grades. Above all, it is necessary to apply for a Internship Semester with the bachelor's pre-examination document. Therefore, the better the grades are, the greater the chances of getting a desired internship.

An undeclared absence in a registered examination results in the being marked fail (“administrative five”).

**PS:** For the complete course of studies, the examination regulations (PO) apply, which was valid at the beginning of the studies. After having changed from Grundstudium to Hauptstudium also the newest PO applies. Also when changing the course of studies, the current -new-PO will apply.

**ABOVE ARE JUST SOME IMPORTANT POINTS OF THE EXAMINATION REGULATIONS (PO), PLEASE CONSIDER THE FULL VERSION.**
4. The Verfasste Studierendenschaft

All students of Hochschule Mannheim elect the „Verfasste Studierendenschaft“. The Verfasste Studierendenschaft deals with its work within the legal framework. The main tasks are the following:

1. Deals with the social, economic and cultural concerns of the students.
2. Working together with the university on the tasks at hand.
3. Political and citizen education of the students.
4. Working for equal opportunities for all students.
5. Integration of international students.
6. Physical education.
7. Create chances for international connections.

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4.1 Organs of VS

ASTA (exekutive)
The Allgemeine Studierendenausschuss (General Students’ Committee) is dealing with its tasks for the students as an executive body. It is an organization that acts all over the university and represents the students inside and outside of Mannheim University of Applied Sciences.

More information at: www.AStA.hs-mannheim.de

StuRa (legislative)
The general student council decides on the basic matters of the student body.

It shall in particular:

- Attend to and prepare for the selection of the General Student Committee
- Election, dismissal and control of the members of the
- Election and removal of the presidency
- Decision making on the rules of procedure of the Student Council
- Decision making on the budget proposal and implementation
- Offer advice and makes decision on the regulations of the student body

For more information see:
www.AStA.hs-mannheim.de/StuRa

Representation of student body of the faculties

The students of a faculty elect a specific student council to represent them in faculty and study-related subjects and tasks.

Students ~ 5200

The General Students’ Committee (ASTA)
2 chairpersons + 6 heads of units

Student council (StuRa)
21 Students

Representation of student body of the faculties

vote

appoint

form
4.2 Elections

The term of office of the members of the committees, including the professional representatives, is one year. It begins with the first day of the winter semester and ends with the last day of the following summer semester. Every student can run for an Election! Go vote!

4.3 Join Us!

Would you like to volunteer for your studies?

At University of Applied Sciences Mannheim you get the opportunity! You have the opportunity to get involved in one of our committees or to get involved with your own project at your university.

Join, why?
- Direct participation in key decision-making processes
- Establishment of its own diverse network, e.g. to students of other disciplines and companies
- Development of personal skills, especially of social competence
- Insights into the practical workings of a large organization
- …and of course lots of fun!

For more information see:
www.AStA.hs-mannheim.de/Engagieren

5. Further Information

5.1 Career Center

The Career Center (CC) is the contact for all students and graduates as well as faculties and companies:
- Presentations, seminars and further events concerning successful studying, key competencies, soft skills, career guidance and career start are provide here.
- CC-Seminars are an equivalent to block events in some faculties.
- Advice and mediation concerning career start and business start-up as well as support and support programs.

Further information:
www.career.hs-mannheim.de

5.2 Study Loans and scholarships

At Mannheim University of Applied Sciences, there is the possibility to apply for scholarships and study grants. Mr. Beck (see Professors) is the contact person for questions on this subject.

Hint: Application never hurts. The chances of getting such a scholarship (also with an average certificate) are very good.

5.3 Semester-Ticket

The semester ticket is to be purchased separately / externally. The ticket can, for example, be purchased at the following RNV office:

Mannheim – Innenstadt
N1 Stadthaus (Paradeplatz)
RNV Kundenzentrum Mannheim
0621465-4444

An online order is also possible:
https://tickets.rnv-online.de/index.php/product/100/show/0/0/0/0/buy

Or at each DB Customer Service of the region, e.g. at Mannheim main train station.
### 5.4 International Office

The International Office is the gateway of all international processes at Mannheim University of Applied Sciences. It supports the university management in the care of international guests at the university. Thus the management of the International Office represents the university at national and international meetings.

The International Office also maintains the international relations of the university, is the ‘home’ of international students as well as contact persons for all students who plan an international stay or work on international projects.

The focus is, of course, on the progressive internationalization of the university, thus coordinating and maintaining contact with all international cooperation and exchange partners, as well as developing new international mobility and scholarship programs.

In addition, the International Office is responsible for the application, implementation and financial execution of numerous third-party funding programs for the purpose of facilitating outgoing as well as incoming students by granting scholarships for their foreign stays.

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### 5.5 Center of Language (Sprachenzentrum)

Internship abroad? Interest in a new language, or furthering basic knowledge? Then the language center is the right address!

The current language offer includes:

- Chinese
- German
- English
- French
- Japanese
- Portuguese
- Russian
- Spanish

The exam’s deadlines are before the actual examination period and will be communicated in the respective course. In some cases, recognition as an optional subject is possible.

For more information about the Center of Language visit:

[www.hs-mannheim.de/studierende/sprachenzentrum](http://www.hs-mannheim.de/studierende/sprachenzentrum)

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### 5.6 Campus-Cinema

With the campus cinema at Mannheim University of Applied Sciences, we want to bring more cultural life to the campus. We bring together students from all disciplines for regular events to make the life at school together with you a little bit more lively.

The entrance fee is € 1.00 per film and a semester fee of € 0.50, which is required only once per semester.

A variety of drinks, as well as snacks are available.

You can get brand-new news on the Facebook site of campus cinema:

- [www.fb.com/CampusKinoHSMA](http://www.fb.com/CampusKinoHSMA)
- [www.fb.com/igmetallhsg](http://www.fb.com/igmetallhsg/)
- hochschulgruppe_mannheim@igmetall.de

**Dates WS 2017 / 18**

- Assembly hall — Building C every Tuesday at 18:40
  - 26.09. Guardians of the Galaxy 2
  - 07.11. Die Schöne und das Biest (2017)
  - 14.11. Snowden
  - 21.11. Hidden Figures - Unerkannte Heldinnen
  - 28.11. Hacksaw Ridge
  - 05.12. Pirates of the Caribbean: Salazars Rache
  - 12.12. Tomorrow - Die Welt ist voller Lösungen
  - 19.12. Ich - Einfach unversöhnlich
  - 09.01. Why Him?
  - 16.01. Willkommen bei den Hartmanns

Suggest movies, give feedback or get the program under:


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### 5.7 Universities Sport

The sports activities take place mainly in cooperation with the IfS (Institute for Sport of the University of Mannheim). Sports courses include e.g. Fitness training, weight training, running, basketball, football, handball, volleyball, badminton, dance, yoga, aikido, fencing, rowing, swimming, diving, horseback riding, chess and biking.

Students only have to present their valid student ID to join (HSCard).

There are several university teams for the various team sports. The sports program is semestered. Almost all offers are free of charge and can be viewed without registration. Some courses are limited in the number of participants, require a registration or require payment (via EC-card).

For more information on the IfS offer:

[www.uni-mannheim.de/sport/starnteile/](http://www.uni-mannheim.de/sport/starnteile/)
5.8 Software-Licences

Lots of faculties of the Mannheim University of Applied Sciences participate in the MSDNAA licensing program (DreamSpark) of Microsoft.

Students can purchase licenses for many Microsoft products, including operating systems (Windows 7 / Windows 8), as well as server and software development tools (such as Visual Studio, Visual SourceSafe, or MS SQL Server 2000).

However, Microsoft Office products such as Word, Excel, and PowerPoint are not included. These can be purchased at a reduced cost (currently 3.99 € per year) via the homepage of Campus IT.

Registration on the page of the Faculty:

Or for Microsoft Office 365 see:
www.cit.hs-mannheim.de/software/microsoft-office-365

Microsoft is currently offering free Office 365 (for 4 years) registration under:
https://products.office.com/de-DE/student?ms.officeurl=students

5.9 MAAlumni — Careerportal

In the career portal of MAAlumni, companies can present their positions, but MAAlumni also offers the opposite! Students can create their own profile and search for a job.

The portal is, of course, free of charge for students and companies can also offer internships and dissertations free of charge.

See the portal:
www.maalumni-karriereportal.de

5.10 Kompass – Project

Kompass – Welcome to science

Newly arrived on board Mannheim University of Applied Sciences and still no land in sight? Kompass offers orientation and navigates the start-up of the students safely through the new „university“ environment – on a social and professional level. Whether as an engineer, a future computer scientist, a social pedagogue or a communication designer, the compass will connect the students to heterogeneous groups, send them together through exciting projects and make them experience their diversity as enrichment. In the team, they develop social skills and motivate each other through peer learning – always accompanied by experienced, student coaches.

What are the advantages for students of joining kompass?

× Together in a team, approaching and mastering studies is easier.
× Group work encourages the development of social skills - in particular: teamwork, responsibility and communication skills.
× No matter what pre-education, age or origin: the students experience their diversity as enrichment.
× Through exciting interdisciplinary projects, you are able to get to know the various disciplines of the Mannheim University of Applied Sciences and to identify with the university.
× The great diversity offers valuable experiences for study and profession.
× It is possible to understand and represent one’s own profession in contrast to other students’ studies.
× Since compass project assignments are application-oriented and socially relevant, the students acquire valuable, job-related skills in interdisciplinary teamwork.
× Experienced student coaches (tutors) accompany compass and become important contact partners.
5.11

New in Mannheim? —
Student Life in Mannheim

Food and Drinks

| Café Vienna | Yummy food and tasty drinks for little money |
| Baguettarie Le Toulonnais | Quickly made, fresh baguettes |
| Café Samo | Stimulants of all kinds (Coffee, Snacks & more to go) |
| City Döner | Opened continuously – the best after a tough party night |
| Die Kombüse | Vegan, vegetarian organic food — that’s self-evident |
| Wirtkoop | Scrumptious burgers, all individually |
| Novus | Spare ribs all you can eat in Monday evening! |
| Istanbul | noble-mindedly Döner |
| Uni Club | Beer & fried potatoes, take a glance at ceiling |
| Café Rost | Comfortable oasis in Neckarstadt, tasty breakfast |
| Voki im JUZ | vegan, cheap, left-winged |
| Tomate | Watching Soccer Bundesliga |
| Konditorei Wissenbach | Like at grandma’s house with tasty pies |

Freetime

| Alte Feuerwache | Great Poetrieslams |
| Boulder Island | Climbing-trails change weekly |
| Uni Sport D2 | The best for your Biceps |
| Adler Mannheim | Local Icehockey-Team |
| Neckarwiesen | Best place for grilling, chilling, beer crate killing |
| Lasertag One | Pew, pew! |
| Nationaltheater | Student specials from time to time |
| Cinemaxx | Sneak preview on Sunday nights |
| Maimarkthalle | Concerts and more |
| Capitol | small but nice |
| Theater Oliv | |
| REM | |
| Atlantis Kino | |
| Herschelbad | |
| Luisenpark | |

Nightlife

| Nelson | Tatort and shots on Sunday evening |
| Rhodes | When bars close in Jungbusch, Rhodes is always open |
| Zimmer | …always a pleasure |
| Hafen 49 | Techno, Deephouse with fancy and hip(ster) outside Area ;-) |
| Loft | Top Techno-scene acts |
| Koi | Chic |
| Barrios | Cuban rum und Cigars |
| Filmriss | Biggest shot-selection in Germany |
| Shooters | Various specials every day |
| Soho | Partycave No. one |
| Disko 2 | they have great posters |
| Tap Room | Beer from all over the world |
| Hagenstolz | Another location for Hipsters who love cocktails |
| Kurz Bar | Dancing in small ambience |
| Nummer 6 | Kicker, Beer & Billard |
| Contra N | left-winged, dirty, randy |
| JUZ, Partys | Concerts, Events, prices are anti-capitalistic |
| Rude7 | Reggae/Dancehall |
6.1 Contact and Opening Hours

<table>
<thead>
<tr>
<th>Institution</th>
<th>Opening hours</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examination Office</td>
<td>Mo — Thu 10.00 — 12.00</td>
<td>Building H, 1.OG, Room 111</td>
</tr>
<tr>
<td></td>
<td>Tue — Thu 13.30 — 15.00</td>
<td>0621 292-6290, -6371, -6414, -6566</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:pruefungsamt@hs-mannheim.de">pruefungsamt@hs-mannheim.de</a></td>
</tr>
<tr>
<td>Admission Office</td>
<td>Mo — Thu 09.00 — 12.00</td>
<td>Building H, 1.OG, Room 109</td>
</tr>
<tr>
<td></td>
<td>Di + Thu 13.15 — 15.30</td>
<td>0621 292-6373, -6374, -6403, -6405</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:zulassungsamt@hs-mannheim.de">zulassungsamt@hs-mannheim.de</a></td>
</tr>
<tr>
<td>Fees / Contributions</td>
<td>Mo — Wed 09.00 — 12.00</td>
<td>Building H, 1.OG, Room 110</td>
</tr>
<tr>
<td></td>
<td>Thu + Fr 13.15 — 15.30</td>
<td>0621 292-6567</td>
</tr>
<tr>
<td>Library</td>
<td>Mo — Thu 09.00 — 18.30</td>
<td>Building L, 1.OG</td>
</tr>
<tr>
<td></td>
<td>Fr 09.00 — 18.00</td>
<td>0621 292-6144</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:bibliothek@hs-mannheim.de">bibliothek@hs-mannheim.de</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.bib.hs-mannheim.de">www.bib.hs-mannheim.de</a></td>
</tr>
<tr>
<td>Career Center</td>
<td>Mo — Thu 9.00 — 15.00</td>
<td>Building L, Room 352 und 353</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0621 292-6415, -6824, -6751</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax: 0621 292-6125</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:career@hs-mannheim.de">career@hs-mannheim.de</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PO Box: Postfach 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.career.hs-mannheim.de">www.career.hs-mannheim.de</a></td>
</tr>
<tr>
<td>Canteen</td>
<td>Mo — Thu 11.15 — 14.00</td>
<td>Building J, 1.OG</td>
</tr>
<tr>
<td></td>
<td>Fr 11.15 — 13.45</td>
<td>0621 292-6144</td>
</tr>
<tr>
<td>Café Integral</td>
<td>Mo — Thu 7.45 — 16.00</td>
<td>Building J, EG</td>
</tr>
<tr>
<td></td>
<td>Fr 7.45 — 15.30</td>
<td>0621 292-6125</td>
</tr>
<tr>
<td>Cafeteria Sonnendeck</td>
<td>Mo — Thu 7.45 — 15.45</td>
<td>Building H, 7.OG</td>
</tr>
<tr>
<td></td>
<td>Fr 7.45 — 13.45</td>
<td>0621 292-6144</td>
</tr>
</tbody>
</table>

6.2 Webpräsenzen – Linksammlung

<table>
<thead>
<tr>
<th>Institution</th>
<th>Webpräsenz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hochschule Mannheim</td>
<td><a href="http://www.hs-mannheim.de/">www.hs-mannheim.de/</a></td>
</tr>
<tr>
<td>AStA</td>
<td><a href="http://www.asta.hs-mannheim.de/">www.asta.hs-mannheim.de/</a></td>
</tr>
<tr>
<td>Professors Register</td>
<td><a href="http://www.hs-mannheim.de/professorenlist/professoren">www.hs-mannheim.de/professorenlist/professoren</a></td>
</tr>
<tr>
<td>Schedules</td>
<td><a href="http://www.hs-mannheim.de/studierende/stundenplaene">www.hs-mannheim.de/studierende/stundenplaene</a></td>
</tr>
<tr>
<td>Central User Account</td>
<td><a href="https://ldap.hs-mannheim.de/">https://ldap.hs-mannheim.de/</a></td>
</tr>
<tr>
<td>Examination office</td>
<td><a href="http://www.hs-mannheim.de/studierende/service-center-studierende/studium-pruefungen">www.hs-mannheim.de/studierende/service-center-studierende/studium-pruefungen</a></td>
</tr>
<tr>
<td>Admission Office</td>
<td><a href="http://www.hs-mannheim.de/studierende/service-center-studierende/zulassung-immatrikulation">www.hs-mannheim.de/studierende/service-center-studierende/zulassung-immatrikulation</a></td>
</tr>
<tr>
<td>Campus IT and Service</td>
<td><a href="http://www.cit.hs-mannheim.de">www.cit.hs-mannheim.de</a></td>
</tr>
<tr>
<td>E-Learning platform Moodle</td>
<td><a href="http://www.moodle.hsmanheim.de">http://www.moodle.hsmanheim.de</a></td>
</tr>
<tr>
<td>Examination-Organization-System (POS)</td>
<td><a href="https://noten.hs-mannheim.de/">https://noten.hs-mannheim.de/</a></td>
</tr>
<tr>
<td>Webmail for students</td>
<td><a href="https://stud.hs-mannheim.de/">https://stud.hs-mannheim.de/</a></td>
</tr>
<tr>
<td>Dates and events of semester</td>
<td><a href="http://www.hs-mannheim.de/studierende/termine-news-service/semestertermine">www.hs-mannheim.de/studierende/termine-news-service/semestertermine</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="http://www.bib.hs-mannheim.de">www.bib.hs-mannheim.de</a></td>
</tr>
<tr>
<td>Canteens' Menu</td>
<td><a href="https://www.stw-ma.de/">https://www.stw-ma.de/</a> Essen + Trinken/Men%C3%BCp%C3%A4ne.html</td>
</tr>
<tr>
<td>Studierendenwerk Mannheim</td>
<td><a href="http://www.stw-ma.de">www.stw-ma.de</a></td>
</tr>
<tr>
<td>International Office</td>
<td><a href="http://www.hs-mannheim.de/studierende/international-office">www.hs-mannheim.de/studierende/international-office</a></td>
</tr>
<tr>
<td>Career Center</td>
<td><a href="http://www.career.hs-mannheim.de">www.career.hs-mannheim.de</a></td>
</tr>
<tr>
<td>Funds and scholarships</td>
<td><a href="https://www.hs-mannheim.de/die-hochschule/studium-und-lehre/studienfoerderung-stipendien.html">https://www.hs-mannheim.de/die-hochschule/studium-und-lehre/studienfoerderung-stipendien.html</a></td>
</tr>
</tbody>
</table>
ENCYCLOPEDIA STUDYING FROM A TO Z

A

ASiA
General Students Committee. Find us in W413.

Bachelor
The lowest academic degree and the first professional qualification.

BAföG
Bundesausbildungsförderungsgesetz (siehe Homepage Studierendenwerk).

Bibliothek - Library
You can find it on the first floor in Building L. To borrow media, a form must be filled out beforehand (see the folder of the journal).

Campus
Complete area of the university.

CIT
Campus IT and service formerly also called data center. Maintains all IT services of the college. User administration, WLAN, VPN, printer & more.

Credits
"Points" which are distributed for the individual classes which determines the „value“.

D

Dekan / Dekanat
Professor who represents the interests of the faculty and conducts the business of faculty management (dean’s office)

Diplom
Previously the most common academic degree at colleges. Is between today’s Bachelor’s and Master’s degrees

Exmatrikulation
Terminates student status: either on request or compulsorily (for example, in the event of a non-existence of an examination).

Fachschaft
All students of a faculty

Fachsemester
Number of semesters written / written in a particular course / subject, without leave of absence.

Fakultät
Organizational unit of a university in which related fields are combined into a single unit.

Hochschulsemester
Total number of semesters written / registered at a university. In the case of a change in the subject, the higher education semesters continue to count, the semesters are usually not counted.

I

I-Tube
I-Tube is a special tutorial for anyone who has problems with mathematics.

Immatrikulation
Enrollment

Lehrstuhl
The planned position of a full professor at a university, which is equipped with personnel and financial resources for research and teaching. Academic staff and research students are also part of a chair.

Master
Academic degree above Bachelor and Diploma. Usually serves to deepen a special area after the Bachelor’s degree and takes about 2 years.

M

Matrikelnummer
The number accompanies and identifies the student as long as he attends a university. As a rule, a new one is awarded when the course of study is changed. In some cases, examination results, sorted according to the student’s number, are displayed.

Mensa
Canteen

Onlinebewerbung
Application for a study place via Internet.

POS
Examination-Organisation-System

Regelstudienzeit
Number of semesters in which studies can usually be completed.

Rückmeldung
Important! Every semester, re-enrollment is necessary to continue to be students of the HS.

SS
Summer Semester

S

Studierendausweis
One of the most important documents with us in the form of a check card. It also includes the Mensa Card, which can be charged at several machines with cash. The thermostrip is re-printed every semester and the validity is thus extended.

Studierendenwerk
The tasks of the student body are the economic support of students, their social and health care, the construction and operation of student residences as well as the provision of facilities in the cultural and social sphere. 61,50 € Student contributions are payable per semester, with subsidies for the semester ticket and cafeteria. On the homepage of the Student Union you will find all information about living, eating, BAföG etc.

Trivial
Abused expression in lectures. Not everything a professor finds trivial, is also really simple and self-explanatory.

Tutorien / Tutoren
Practice sessions that are usually conducted by students in order to make the treated subject clearer. Tutorials are mainly offered in basic studies and offer the possibility to compare exercises and to check them for correctness as well as ask questions that one does not trust with the professors.

Verwaltungsgebühr
This is payable every semester, in addition to study fees and student fees.

WLAN, VPN, printer & more.

WLAN, VPN, printer & more.
**Dates — Events**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fr 01.09.2017</td>
<td>Start of Winter Term</td>
</tr>
<tr>
<td>Mo 25.09.2017</td>
<td>Introductory Event for new students</td>
</tr>
<tr>
<td>Tue 26.09.2017</td>
<td>First day of lectures</td>
</tr>
<tr>
<td>Sat 30.09.2017</td>
<td>My University?! Guidance of contribution, In-house training, Building C, 10.30-16.00</td>
</tr>
<tr>
<td>Sun 15.10.2017</td>
<td>End of re-registration period (POS)</td>
</tr>
<tr>
<td>Tue 14.11.2017</td>
<td>Campus-Cinema: „Der junge Karl Marx“, Building C, 18.40</td>
</tr>
<tr>
<td>22. Dez — 7. Jan</td>
<td>Christmas Break</td>
</tr>
<tr>
<td>Tue 09.01.2018</td>
<td>Campus-Cinema: „Why Him?“, Aula – Assembly Hall – Building C, 18.40</td>
</tr>
<tr>
<td>Sun 14.01.2017</td>
<td>Last day of exam registration</td>
</tr>
<tr>
<td>Mo 15.01.2018</td>
<td>Deadline of applications for new students</td>
</tr>
<tr>
<td>Fr 19.01.2018</td>
<td>End of lectures</td>
</tr>
<tr>
<td>22. Jan — 10. Feb</td>
<td>Exam period</td>
</tr>
<tr>
<td>Wed 28.02.2018</td>
<td>End of Winter Term</td>
</tr>
</tbody>
</table>

Note: Dates are subjected to change! Please check at https://www.hs-mannheim.de/studierende/termine-news-service/semestertermine.html

Campus-Cinema program: https://www.asta.hs-mannheim.de/infos/campus-kino/programm-ws1718.html

Release: 24.07.2017
MAP OF THE CAMPUS

AS/A-Office Building W
Student body representation B, M, V, D, W Building W
Student body representation E Building B
Student body representation N Building C
Faculty of Biotechnology Building G, H (Deanship), K
Faculty of Electrical Engineering Building B (Deanship), F
Faculty of Design Building C, Y, Z (Deanship)
Faculty of Computer Science Building A (Deanship)
Faculty of Information Technology Building K, R, S (Deanship)
Faculty of Mechanical Engineering Building A, B, G, H (Deanship), K, Q, T
Faculty of Social Work Building C (Deanship)
Faculty of Chemical Process Engineering Building E, G, H (Deanship), S, U
Faculty of Engineering and Management Building I (Deanship), K

StuRa conference room Building W
Student body representation V Building G
Student body representation N Building S
Student body representation I Building A
Rektorship Building A
Campus IT Building H
Turbo Academy Building Q
Library, Career Center Building L
Student's Service Center

Competence Center Tribology Building T
Assembly Hall, Campus-Cinema Building C
Canteens, Café Integral Building J
International Office Building J
Social counselling Building J

parking spaces
kickstand
bicycle hire
TO DO — CHECKLIST

Are you sure you have considered everything? Here is a list of things you should have got done:

**Important**
- Changed Initial-Password
- Configured access/retrieval to e-mails (smartphone)
- Set up Moodle/joined the first lectures Moodle-Courses
- Joined Moodle-Course of Verfasste Studierendenschaft
  - Course can be found as Studierendenschaft
- Collected and validated student ID card

**Optional**
- Organized locker
- Logged in to libraries online portal site
- Purchased semesterticket for public transport
- Internalized map of the campus
- Memorized schedule ;-)

AND MOST IMPORTANTLY: Whenever you have questions or problems with whatever possible, contact the representative your student body of your faculty — they will not eat you.
IMPRINT
This Fresher's Guide is published semi-annual and is free of charge and without advertisement. No liability for accuracy and completeness of information in this guide.

In case of uncertainties please contact official bodies.

Version: July 2017

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Correction?
Contribution?
Missing valuable information or have found potential for improvement?

Please contact asta@hs-mannheim.de

Thank you!