

**Info**  
is also  
available  
online!

**Study guide**  
**Info for new students**

# “The educated man is the man who knows where to find what he does not know.”

**Georg Simmel, German philosopher and sociologist**

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Dear students,

Welcome to Rosenheim University of Applied Sciences!

You've made it! You have received your admission to Rosenheim University of Applied Sciences and this study guide with it, which should make this new chapter in your life easier for you. A **checklist** straight away shows which documents and materials you should have ready at the start of your studies, and which dates you need to be aware of.

In addition to this, the **campus info** section provides the most important information related to the university services and facilities you will be using every day during your studies. Your new chapter in life will now be **all about studying**. The **advice network** will support you here, and will be your contact for any questions and issues you may have. Outside the lecture halls, life in Rosenheim awaits you, offering a wide range of leisure activities with its southern flair and proximity to the Alps. The **glossary** (as from page 22) contains a list of all study-related aspects.

We wish you a good and successful start to your studies!

The Central Student Advisory Office



# Checklist

## What needs to be done before studies start?

- ☐ Find a room or flat.
- ☐ Register your place of residence with the city - if you have moved.
- ☐ Read the study and examination regulations.
- ☐ Make note of important semester dates.
- ☐ Use "Hochschule Rosenheim" on Facebook.
- ☐ Have a look at the university sports offers - there is a lot to choose from.
- ☐ Check the main routes from your home to university.
- ☐ Activate your personal user ID and e-mail address  
→ **[www.fh-rosenheim.de/email.html](http://www.fh-rosenheim.de/email.html)**

## What needs to be done in the first week?

- ☐ Load credit onto your Student Card - this can also be used to pay in the Mensa (canteen) and cafeteria.
- ☐ Log in online to the Intranet and Community, enter lectures and download lecture notes.
- ☐ Take part in a library tour.
- ☐ Download the Campus App from the AppStore and Google Play Store.
- ☐ Go to an info event for organising examinations (information in the Community).
- ☐ Keep an eye on the university's job portal - it offers exciting work experience, internships and more.
- ☐ Generate current certificates of student status in the Online Service Center and save copies of these.

# Campus info

## The library

The University Library is open to the public. The range on offer is aimed at university-relevant topics from technical, economic, health and design fields, and includes: books, e-books, e-journals, printed media, professional databases and standards.

Tours and literature research courses expand the range of services offered by the library. A large number of workstations provide a productive learning atmosphere. The entry foyer to the library and building S have lockers for storing bags.

### INFO BOX

University Library  
Main building C, 1st floor  
+49 8031 805-2178  
bibliothek@fh-rosenheim.de  
**[www.fh-rosenheim.de/  
bibliothek.html](http://www.fh-rosenheim.de/bibliothek.html)**

### Opening hours:

Service hours:

Mon – Thur	7:45am – 5:30pm
and Fri	7:45am – 3:30pm

No service:

Mon – Thur	5:30 – 8pm
and Fri	3:30 – 6pm

## IT Services

Half our lives is lived online: in order to make it easier for students to access learning materials, dates and information, the IT services at Rosenheim University of Applied Sciences offer various online platforms: the Online Service Center (OSC), the Community, the Learning Campus and the time-table system. If you go via the menu item **“Intranet”** on the → **[www.fh-rosenheim.de](http://www.fh-rosenheim.de)** homepage, you can access the internal area of the university website.

### Online Service Center (OSC)

The Online Service Center (OSC) gives you access to: registering for examinations, retrieval of grades, printing out grade confirmations and transcripts of records, enrolment on general required elective courses, printing out certificates of student status, re-registration, changing your address, administrative and organisational functions.

→ **[osc.fh-rosenheim.de](http://osc.fh-rosenheim.de)**

### Community

Dates and information all to do with your studies: The online Community provides news from the university, as well as important notifications from Student Administration / the Examinations Office. You can view all the dates for your degree programme in your calendar.

The courses area contains interesting offers outside of the regular lectures. You can also access study materials for your lectures in the Lectures section. Information from various university areas is grouped together under Service.

## Learning Campus

Virtual studying is also possible: Rosenheim University of Applied Science's Learning Campus is the learning platform for our students. More information about the range of virtual services on offer can be found on page 15.

You can find the login area at:

→ <http://learning-campus.fh-rosenheim.de>

## Timetable system

The timetable system (StarPlan) gives you access to your personal timetable, as well as current study-related events. These can be viewed at:

→ <http://splan.fh-rosenheim.de>

The **Computer Centre (RZ)** is a central facility open to all members of the university, offering a broad range of services: access to the university network (Wi-Fi), printing and plotting, introductory computer courses, computer literature and various software for downloading. In addition, there are around 100 computer workstations for students to use.

## Copying and printing

The following printing stations are available for students for copying and printing (as from 6 cents per sheet - payment using the Student Card):

- Building A (2nd floor) in the copy room
- Building C (1st floor) in the library
- Building E (ground floor)
- Building S (1st floor)
- Building R (1st floor)

### INFO BOX

#### Computer Centre

Help Desk: +49 8031 805-1111

rz-support@fh-rosenheim.de

→ [www.fh-rosenheim.de/rechenzentrum.html](http://www.fh-rosenheim.de/rechenzentrum.html)

Building S, 1st and 2nd floor

#### Opening hours for rooms at the Computer Centre:

Mon – Fri 8am – 9pm

and Sat 8am – 4pm

(during lecture periods)

Mon–Thur 8am – 4pm

and Fri 8am – 12 noon

(during the lecture-free periods)

## University shop

Rosenheim University of Applied Sciences has its own official web shop, where students can find practical and attractive items all related to studying in Rosenheim. Whether you are looking for T-shirts, hoodies, writing pads, USB sticks or chopping boards- there is something to suit everyone here. Show a bit of colour in your first semester – and show where your heart is at.

→ <http://shop.fh-rosenheim.de>



### INFO BOX

#### **StuBistro (canteen)**

Main building C

#### **Opening hours:**

Service hours:

Mon – Thur 7:45am – 3:45pm  
and Fri 7:45am – 2pm  
(during lecture periods)

Mon – Fri 8:15am – 2pm  
(during lecture-free periods)

Food serving times:

Mon – Thur 11am – 2pm  
and Fri 11am – 1:30pm  
(during lecture periods)

Mon – Fri 11am – 1:30pm  
(during lecture-free periods)

The canteen is closed from August to mid-September as well as on public holidays.

→ [www.fh-rosenheim.de/mensa.html](http://www.fh-rosenheim.de/mensa.html)

#### **Cafeteria**

Main building C

Mon – Thur 7:30am – 5pm  
and Fri 7:30am – 2pm  
(during lecture periods)

Opening hours during the lecture-free periods will be supplied on notices

## Mensa

The Munich Student Union runs the StuBistro (canteen) in the main building at Rosenheim University of Applied Sciences. There is a friendly atmosphere, inviting you to eat your lunch, drink a coffee between lectures or chat with friends. The relaxing university canteen garden is also open during the summer. There is a breakfast and lunch menu, as well as a salad bar, fruit and snacks, sweets and drinks. You pay with your Student Card.

# All about studying

## Semester dates

The Main Department of Study provides students with a detailed schedule containing current dates and deadlines for degree programmes each semester, and puts information up in the Community (access via the Intranet) or at:

→ [www.fh-rosenheim.de/deadlines.html](http://www.fh-rosenheim.de/deadlines.html)

## Study regulations

The respectively valid study and examination regulations form the legal basis for each degree programme. These provide important information on the contents, structure and examination modalities for a degree programme, for example, on obligatory and elective lectures, examinations that must be taken, criteria for moving forward and so on. All students should be aware of the relevant study and examination regulations for their degree programme and inform themselves using the relevant study plan and module handbook.

An overview of the individual study and examination regulations for all degree programmes, as well as the study plans and module handbooks can be found here:

→ [www.fh-rosenheim.de/regulations.html](http://www.fh-rosenheim.de/regulations.html)

### INFO BOX

#### Semester dates

##### Winter semester

Duration of the semester:

1 October to 14 March

Re-registration period (p. 24) for the summer semester:

15 January to 14 February

Lecture-free period:

15 February to 14 March

##### Summer semester

Duration of the semester:

15 March to 30 September

Re-registration period for the winter semester:

1 July to 31 July

Lecture-free period:

1 August to 30 September





## Info about examinations

Examinations are part of the degree programme and form the final part of your qualification. The central contact point for any questions related to examinations and legal queries is the Examinations Office, where staff will be happy to help clear up any uncertainties. Please note: only the Examinations Office, your Examination Committee and the Board of Examiners can provide legally binding information on examination law. General information and that related to examinations can be found online at:

→ [www.fh-rosenheim.de/examinations.html](http://www.fh-rosenheim.de/examinations.html)

## Practical semesters & work experience

Rosenheim University of Applied Sciences prepares students specifically for their future work in business and industry. The connection between theory and practice is critical here, so that the prior work experience and the practical semester form part of the degree programme. Prior work experience (during the lecture-free periods or before the start of your studies) provides an introduction to fundamental methods and working procedures and is required in many degree programmes. A practical semester is scheduled in all Bachelor's degree programmes. This is performed in companies or other institutions outside the university, under its supervision.

### INFO BOX

#### Study plans

You will get information about work experience in your study plan.

→ [www.fh-rosenheim.de/studienplaene.html](http://www.fh-rosenheim.de/studienplaene.html)

#### Exemption from practical semesters or prior work experience

In exceptional cases, students may submit an application for exemption from prior work experience or the practical semester based on the provisions of the Basic Examination Regulations for Universities of Applied Sciences in Bavaria (Rahmenprüfungsordnung für die Fachhochschulen in Bayern – RaPO).

#### Trainee positions

An overview of companies offering trainee positions, or companies at which students from Rosenheim University of Applied Sciences have completed a work experience placement can be found here:

→ <http://jobboerse.fh-rosenheim.de>

#### Employment contracts

Before the start of each work experience placement related to your studies, you and the training institution conclude a trainee contract in triplicate. Templates for this can be found online at:

→ [www.fh-rosenheim.de/internship.html](http://www.fh-rosenheim.de/internship.html)

Your contact person for issues related to prior work experience, practical semesters or work experience:

#### Internship Office

Sandra Suhomel  
+49 8031 805-2158  
[praktikantenamt@fh-rosenheim.de](mailto:praktikantenamt@fh-rosenheim.de)  
Room B 1.30

# International Affairs

## Internships and Study Abroad

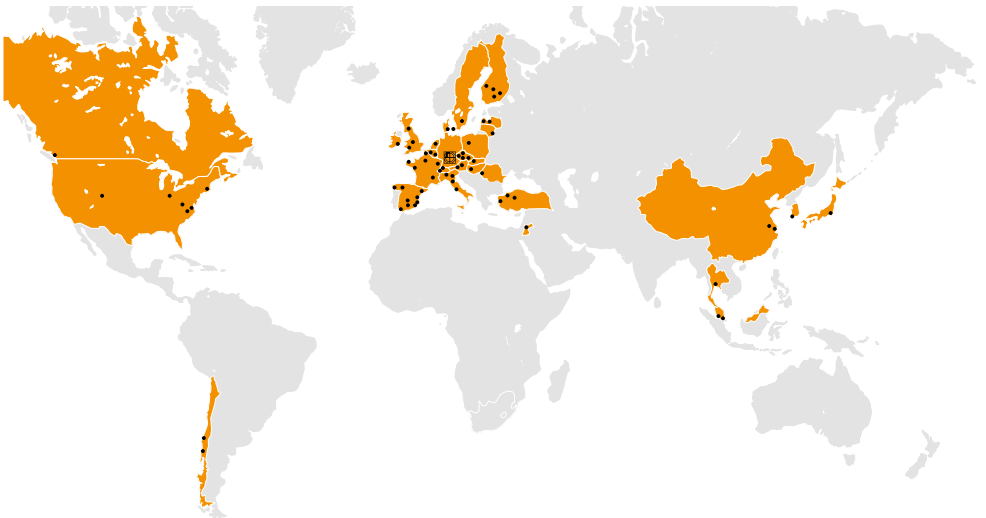
Grias di, bonjour, SA-WAS-DEE – this is how students are greeted in the foyer of Rosenheim University of Applied Sciences. The large number of international students who come to Rosenheim each year make for a colourful intercultural flair on campus. And vice versa - students from Rosenheim University of Applied Sciences are welcome to go abroad for one or more semesters to around 70 partner universities around the world. Thanks to the university's close contacts with numerous foreign companies, students are able to spend a semester doing work experience abroad. By spending time abroad students gain valuable intercultural skills and international experience and benefit from these in their future careers. The International Office at Rosenheim University of Applied Sciences helps them plan and apply for their stay abroad.

### International Office

Room B 1.28a, [international@fh-rosenheim.de](mailto:international@fh-rosenheim.de)

→ [www.fh-rosenheim.de/en/international/](http://www.fh-rosenheim.de/en/international/)

### University partnerships around the world:





## Company contacts & career orientation

### Career Service

The Career Service at Rosenheim University of Applied Sciences provides students with information and advice on applying for jobs, career planning and starting out in the world of work. The aim is to make it easier for students to enter working life, to analyse options and methods and to initiate contact to companies. The Career Service uses various events to present tips and tricks. The service is a central point of contact for companies' recruitment activities.

### Job portal

Students can also get in touch with companies via the internal and external job portals. This service offered by Rosenheim University of Applied Sciences in cooperation with companies is aimed at students who wish to apply their theoretical knowledge in practice. There is a large number of positions advertised in the Community's

internal job portal or on the Bavaria-wide job exchange. Regardless of whether you are looking for work as a trainee, a student job or a graduate position. You can also subscribe to receive current job offers comfortably and exclusively by e-mail on a weekly basis. Information about both job portals can be found at:

→ [www.fh-rosenheim.de/jobsportals.html](http://www.fh-rosenheim.de/jobsportals.html)

### Dual education

Dual education programmes enable a close link between theory and practice. The theoretical side is covered in the degree programme at the university and the practical phases take place at a company. An overview of the current degree programmes that are available as a dual education system can be found here:

→ [www.fh-rosenheim.de/dualeducation.html](http://www.fh-rosenheim.de/dualeducation.html)



### **“Unternehmen und Hochschule” (companies and university)**

This series of lectures was introduced in 2002. Speakers from various companies and fields of expertise talk about their careers and tasks in their jobs, giving students an exciting insight into possible career steps and different corporate worlds.

### **IKORO**

The job fair Industrie- und Kontaktmesse (IKORO) at Rosenheim University of Applied Sciences is the opportunity for students to establish (initial) contacts with companies. This job fair has been bringing students and companies together in the summer semester for over 20 years. The IKORO offers the ideal platform, regardless of whether you are looking for work expe-

rience, student jobs or trainee positions, or even your first real job to start your career, due to the numerous representatives from companies that take part. More information for your first visit to the next IKORO at:  
→ **[www.ikoro.de](http://www.ikoro.de)**

### **Master's degree programme**

After the Bachelor is before the Master. Those who would like to continue with a consecutive or executive Master's degree programme after having completed a Bachelor's degree, or following a few years' experience in the world of work, can find a comprehensive range of degree programmes at our university.

Information at:

→ **[www.fh-rosenheim.de/  
mastersdegree.html](http://www.fh-rosenheim.de/mastersdegree.html)**

# Activities at the university

Rosenheim University of Applied Sciences offers a wide range of facilities and activities outside of the lecture hall, too: university politics, sports, research, astronomy, and and and ...



## Student Parliament (StuPa)

Students have the right to their say – for the appointment of new professors, when approving a lecture plan, even for the university's strategic orientation. The student representation

helps students to get the best conditions for their participation at Rosenheim University of Applied Sciences. Get involved, have a say! Want to know more?

→ **[stupa.fh-rosenheim.de](http://stupa.fh-rosenheim.de)**

## Departmental student organisations

Departmental student organisations (Fachschaft) are the place to go if you have any questions, problems or requests related to your degree programme. Each departmental student organisation meets regularly to discuss current happenings. You are welcome to come along!

Fachschaft ANG (EGT, WMA)

The ANG stands for Applied Natural Sciences and Humanities. We can do everything.

→ **[fachschaft-ang.fh-rosenheim.de](http://fachschaft-ang.fh-rosenheim.de)**

Fachschaft BWL (Business Administration)

The cash cow is every business graduate's favourite animal!

→ **[fachschaft-bwl.fh-rosenheim.de](http://fachschaft-bwl.fh-rosenheim.de)**

Fachschaft GSW (MGW, PHY, PFL, PDK) (Healthcare)

Yes, I am studying healthcare. And no, I can't give you a massage.

→ **[fachschaft-gsw.fh-rosenheim.de](http://fachschaft-gsw.fh-rosenheim.de)**

Fachschaft HTB (HT, HA, IAB) (Wood Technology and Construction)

Just 6 semesters to get the hat. Make them the best time of your life with the Fachschaft Holz!

→ **[fachschaft-htb.fh-rosenheim.de](http://fachschaft-htb.fh-rosenheim.de)**

Fachschaft INF (INF, WIF) (Computer Science)

It worked yesterday!

→ **[fachschaft-inf.fh-rosenheim.de](http://fachschaft-inf.fh-rosenheim.de)**

Fachschaft ING (MEC, EIT, KT, MB) (Engineering)  
Dreamers want to change things, engineers just do it.  
→ **fachschaft-ing.fh-rosenheim.de**

Fachschaft INN (Interior Engineering)  
Show me how you build and I'll show you who you are!  
→ **fachschaft-inn.fh-rosenheim.de**

Fachschaft WI (Business Administration and Engineering)  
Multi-talented in management and technology: we aren't just good with numbers, but can work machines as well!  
→ **fachschaft-wi.fh-rosenheim.de**

### **Erstiwoche**

You still have more questions? The Erstiwoche for freshers - for students by students!  
→ **erstiwoche.stupa.fh-rosenheim.de**

### **University sports**

Exercise helps you concentrate. People who study and work hard also need a sufficient physical and mental balance. University sports has a diverse and comprehensive range on offer. In addition to classic team sports such as basketball, football, handball or volleyball, muscle training and seasonal activities are also on the programme.  
The complete programme can be found here:  
→ **[www.fh-rosenheim.de/universitysports.html](http://www.fh-rosenheim.de/universitysports.html)**

### **Music at the university**

Orchestra project: all instruments, beginners and advanced musicians  
Info at [anmeldung@hochschulgemeinde.de](mailto:anmeldung@hochschulgemeinde.de)  
Choir project: all singing voice ranges, beginners and advanced musicians  
Info at [chorprojekt@hochschulgemeinde.de](mailto:chorprojekt@hochschulgemeinde.de)  
String project: violin, viola, cello, double bass, beginners and advanced musicians  
Info at [anmeldung@hochschulgemeinde.de](mailto:anmeldung@hochschulgemeinde.de)  
A cooperation with the Catholic and evangelical university community (p. 18)

### **Research & Development**

Theoretical understanding and practical implementation are also vital at Rosenheim University of Applied Sciences. Existing facilities and infrastructures offer ideal conditions for cutting-edge research. The R&D team supervises various projects in the most diverse fields of competence. Students are welcome to bring their own ideas or questions and can

come to the Research & Development department at any time.

→ [www.fh-rosenheim.de/en/researchanddevelopment.html](http://www.fh-rosenheim.de/en/researchanddevelopment.html)

### **Observatory**

Rosenheim University of Applied Sciences is known far beyond the city's borders for its observatory with a professional observation dome. Public tours under clear skies, special tours for special occasions, exciting presentations and the course "Introduction to Astronomy" are just some of the things on offer at the observatory. Current dates and information can be found here:

→ [www.fh-rosenheim.de/sternwarte.html](http://www.fh-rosenheim.de/sternwarte.html)

## **Financing studies**

Studying is not free. Anyone starting a degree programme needs to think about the financial aspect. Costs for rent, food, clothes, transport, communication, books, field trips, student life in general and the Student Union contribution all need to be paid for. Those who cannot afford all this themselves or with help from their parents have a number of options for financial support: applying for BaföG, loans, student loans, housing benefits, scholarships or even international scholarships and support programmes.

→ [www.fh-rosenheim.de/financingstudies.html](http://www.fh-rosenheim.de/financingstudies.html)

## **Virtual learning**

Students at Rosenheim University of Applied Sciences can use the VHB's online lectures for free. This is a good way to learn useful material for (and in addition to) the curriculum (Web design, foreign languages or basic knowledge in other subjects). An overview of the VHB courses can be found here: → [www.vhb.org](http://www.vhb.org). The VHB courses that are recognised in Rosenheim are published in a current online catalogue. Students are able to sit some VHB examinations on site (in Rosenheim) as part of the VHB examination day. The catalogue also specifies whether the VHB course you want to take can be recognised for the respective degree programme, and how many ECTS credits it is worth. More information can be found at:

→ [www.fh-rosenheim.de/en/vhb.html](http://www.fh-rosenheim.de/en/vhb.html)



# Information and advice

## Central Student Advisory Office

The Central Student Advisory Office provides information and advice on all aspects of your degree. It can help during all phases before and during your studies, and advises students on questions and problems related to their degree programmes. During office hours you will receive information in person or by telephone on your issue, as well as any time by e-mail. You can also make an appointment for a personal consultation outside of the office hours.

### Central Student Advisory Office

Business Administration, Healthcare Management, Physiotherapy, Nursing, Education of Children and Young People, Chemical Engineering

Ferdinand Bär, Room A 2.21, Tel. +49 8031 805-2489, [ferdinand.baer@fh-rosenheim.de](mailto:ferdinand.baer@fh-rosenheim.de)

Electrical Engineering and Information Technology, Computer Science, Plastics Engineering, Mechanical Engineering, Mechatronics, Business Information Systems, Business Mathematics – Actuarial Sciences, all Master's degree programmes

Ursula Anglhuber, Room A 2.20, Tel. +49 8031 805-2495, [ursula.anglhuber@fh-rosenheim.de](mailto:ursula.anglhuber@fh-rosenheim.de)

Wood Technology, Wood Building & Construction, Interior Engineering, Energy and Building Technology, Interior Architecture, Business Administration and Engineering

Silke Kroneck, Room A 2.21, Tel. +49 8031 805-2535, [silke.kroneck@fh-rosenheim.de](mailto:silke.kroneck@fh-rosenheim.de)

More information at: → [www.fh-rosenheim.de/advisoryoffice.html](http://www.fh-rosenheim.de/advisoryoffice.html)

## Academic Advising

Professors from the respective degree programmes can also provide information and advice for subject-specific questions or questions on the contents of the degree programme. An overview of the contacts can be found at:

→ [www.fh-rosenheim.de/academicadvising.html](http://www.fh-rosenheim.de/academicadvising.html)

## Advice network

University advisory services have formed a network in order to support students in the best possible way. There are other places to go in addition to the Student Advisory Office.

If you find yourself in a bit of a tangle.... Sometimes problems and issues pile up and you cannot get by on your own. The advisors know quite a bit about tangles - how to undo difficult ones and how to make helpful links.



# Degree programme? Money? Relationships? At the end of your tether?

The advice network has suitable and available contacts. So that no-one gets left behind, and everyone has a helpful place to go. Find more information at:

→ [www.fh-rosenheim.de/advicenetwork.html](http://www.fh-rosenheim.de/advicenetwork.html)



## General & social advisory service

The General Advice Service of Munich Student Union in Rosenheim acts as a place for students to go when they have questions related to topics such as financing their studies, studying with a (chronic) illness, studying when you have children, part-time jobs and social law. During the regular office hours it is not necessary to make an appointment. The consultation can also take place on the telephone or by e-mail, and anonymously.



## Munich Student Union

Sandra Han, Room B 1.10, Tel. +49 8031 805-2256,  
[sandra.han@stwm.de](mailto:sandra.han@stwm.de)  
Office hours: Tue – Thur 10am – 2pm



## Psycho-social advisory service

Students who require help with their personal problems, are worried about the mental health of a friend or family member, or who need help getting started again after staying in a psychiatric clinic can use the psycho-social advisory service. Anyone can get in touch, without needing to fill out any forms, independently of confession, and anonymously if required.



## Caritas Rosenheim at Rosenheim University of Applied Sciences

Kathinka Hauerwaas and Dr Christoph Rothmayr,  
Room B 1.10, Tel. +49 8031 805-2554,  
[psycho-beratung-rosenheim@stwm.de](mailto:psycho-beratung-rosenheim@stwm.de)  
Office hours: Mon 8:30 – 9:30am

## **Addiction prevention and advice**

### **Diakonie Rosenheim**

Monika Schindler and Kaie Tamm, Tel. +49 8031 356280,  
fachambulanz@diakonie-rosenheim.de

## **University community: counselling and more**

The university community offers students examination coaching if they have test anxiety, coaching as part of the degree programme, stress management, relaxation techniques, financial support in an emergency, personality, community and spiritual offers, as well as the opportunity to use study rooms in the Schüler- und Studentenzentrum (centre for pupils and students). Students can also find advice and support from the university community staff there in any questions they may have, from: Pastoral Assistant Karl-Heinz Lehner (Cath.), Pastor Michael Schlierbach (ev.), Dipl. Soz. Päd. Agnes Kotouc and Renate Döbrich (examination coaching).

### **Catholic and evangelical university community in the Schüler- und Studentenzentrum (centre for pupils and students)**

Pettenkoferstr. 9, 83022 Rosenheim  
Tel. +49 8031 38938-0, info@ssz-rosenheim.de

## Other places to go

### Important contact details before, during and after your studies

Rosenheim University of Applied Sciences provides students with comprehensive support in their individual study organisation. The various institutions are, of course, also available for questions from people interested in starting a degree programme.

Institution	Responsibilities	Contact details
<b>Student Administration</b>	<ul style="list-style-type: none"> <li>• Applications, admission and registration</li> <li>• Formal aspects of a degree programme such as the Student Card, fees, a leave of absence</li> </ul>	Room B 1.36 Tel. +49 8031 805-2155, -2156, -2162, -2163 studienamt@fh-rosenheim.de <b>→ <a href="http://www.fh-rosenheim.de/studentadministration.html">www.fh-rosenheim.de/studentadministration.html</a></b>
<b>Examinations Office</b>	<ul style="list-style-type: none"> <li>• Registering for or cancelling registration for examinations</li> <li>• Recognition of academic achievements</li> <li>• Certificates and grade confirmation</li> </ul>	Room B 1.35 Tel. +49 8031 805-2150, -2152, -2153 pruefungsamt@fh-rosenheim.de
<b>Internship Office</b>	<ul style="list-style-type: none"> <li>• Prior work experience, basic work experience, practical semesters</li> <li>• Work experience abroad</li> <li>• Application forms, contracts</li> </ul>	Room B 1.30 Tel. +49 8031 805-2158 praktikantenamt@fh-rosenheim.de <b>→ <a href="http://www.fh-rosenheim.de/internship.html">www.fh-rosenheim.de/internship.html</a></b>
<b>Career Service</b>	<ul style="list-style-type: none"> <li>• Career planning and starting out in the world of work</li> <li>• Company or business contacts</li> <li>• Contacts for alumni</li> </ul>	careercenter@fh-rosenheim.de <b>→ <a href="http://www.fh-rosenheim.de/en/careerservice.html">www.fh-rosenheim.de/en/careerservice.html</a></b>
<b>Women's Officer</b>	<ul style="list-style-type: none"> <li>• Promoting women in technical degree programmes</li> <li>• Support in discrimination cases</li> <li>• Mentoring programme for female students</li> </ul>	mentoring@fh-rosenheim.de <b>→ <a href="http://www.fh-rosenheim.de/womensofficer.html">www.fh-rosenheim.de/womensofficer.html</a></b>
<b>Officer for students with a disability or chronic illness</b>	<ul style="list-style-type: none"> <li>• Students with a handicap and/or chronic illness</li> <li>• Help in organising and managing your studies</li> </ul>	behindertenbeauftragter@fh-rosenheim.de <b>→ <a href="http://www.fh-rosenheim.de/officerforthedisabled.html">www.fh-rosenheim.de/officerforthedisabled.html</a></b>
<b>Faculty and Course Secretariats</b>	<ul style="list-style-type: none"> <li>• Contact for organisational questions related to everyday student issues</li> </ul>	<b>→ <a href="http://www.fh-rosenheim.de/faculties-institutes.html">www.fh-rosenheim.de/faculties-institutes.html</a></b>

## Mentoring

The mentoring programme supports students when they arrive and helps them learn their way around the university, as well as providing career planning and personal development assistance. The programme focusses on the exchange between an experienced mentor and the mentored. Freshers are allocated a student from a higher semester as their support buddy in the junior programme. In the profi programme (for pros), female students are mentored by an experienced woman from industry. Both sides benefit from the exchange between mentor and mentored. The university's mentoring programme is part of a state-wide BayernMentoring programme, which is especially aimed at scientific and technical degree programmes.

→ [www.fh-rosenheim.de/en/mentoring.html](http://www.fh-rosenheim.de/en/mentoring.html)



## Studying when you have children

Pregnancy, birth and bringing up a child will change the (prospective) parents' life and study plans, but combining studying with having children is possible. The Student Union provides a comprehensive range of offers on this topic. An initial overview on 'studying when you have children' is available in the brochure from the Women's Officer's team at Rosenheim University of Applied Sciences. As it is not possible to address every single issue, we recommend an individual consultation

→ [www.fh-rosenheim.de/studentparents.html](http://www.fh-rosenheim.de/studentparents.html)

## Enquiry: an 'Ersti's' experience

Theresa Maria (24) is studying Healthcare Management at Rosenheim University of Applied Sciences. She tells us about her experience of the first semester and gives valuable tips to do with settling in, lectures, examinations, the campus and student life in Rosenheim.

### **Can you remember when you started at Rosenheim University of Applied Sciences?**

I can generally say that I feel right at home here at the university. There is a close and very personal relationship to others: I can go to any lecturer or student with a question and get friendly help and advice

### **Which introductory event would you recommend? What was on offer?**

I would definitely recommend taking part in the degree starter programme to any freshman. There was a detailed introduction to the various tools, working platforms and campus life. It saved me doing a lot of research by myself. You also got to meet fellow students, which was great. And another tip: go to the introductory course at the library - that's the only way to find out how to correctly look for specialist literature.

### **Where do you find out all you need to know?**

I go online and use the Community and the Online Service Center to find information and dates. I have also activated my e-mail notifications, so that I am kept up to date with new entries. That's really practical and means I don't miss anything. I also get lots of information about my degree programme through various Facebook groups and pages.

### **What must an Ersti not miss under any circumstances?**

The FH party. You get to know your fellow students and new people.

### **Where is your favourite place to study?**

If I want to concentrate and need quiet, I like to go to the Silencio in the library. But you need to get there early, because it is a popular place.

### **Do you have any personal tips for leisure activities for the newcomers?**

In the summer I spend a lot of time with my friends at the Mangfallpark and the many lakes around Rosenheim. It's also great to have the mountains right outside your door - both in summer and in winter. In the city centre you can always find a nice spot at the Asta-Kneipe or the Café Sinnlos.

# Glossary

<b>Academic Advising</b>	A professor from each degree programme is named/elected as the so-called academic advisor. Students can contact the academic advisors if they have any detailed questions on the subjects and contents of the respective degree programme.	Page 16
<b>Advice we offer</b>	Rosenheim University of Applied Sciences has a wide range of advisory services to help you. Study-related topics and matters are discussed and overcome together.	Page 16-20
<b>BAföG (student financial assistance)</b>	A degree programme is associated with a number of costs: study fees, rent, living costs, transport, leisure activities and communication can have a big impact on your wallet. The Bafög Advice Service by Munich Student Union at Rosenheim University of Applied Sciences can advise you on all financial aspects and review potential Bafög applications.	Page 15
<b>Canteen</b>	Culinary delights can be found in the university canteen. Breakfast and a large lunch buffet are offered at student prices.	Page 7
<b>Career Service</b>	The Career Service combines information and advice on job applications, career planning and starting work under one roof. A job-oriented programme of events also provides the opportunity to get real-life stories, tips and future-oriented information from the speakers' careers.	Page 11
<b>Childcare</b>	There are spaces in Rosenheim University of Applied Sciences' crèche 'Studentenflöhe' for students who have children.	Page 20
<b>Community</b>	The Community can be found on the university's Intranet. Here you have an insight into lectures and get information about studying.	Page 5
<b>Company contacts</b>	Building up a career network is also important, in addition to studying. The university offers several events and facilities which provide support: IKORO, the Career Service, the Internship Office, and Research and Development support students in establishing company contacts as well as various career-oriented events.	Page 11
<b>Computer Centre</b>	The Computer Centre provides university members with all central IT services.	Page 6
<b>Computer courses</b>	At the beginning of each semester, the Computer Centre offers introductory computer courses for various software products. The courses are intended to help beginners and advanced users handle the programmes installed on the computers at the centre.	Page 6
<b>Copying and printing</b>	Students can copy and print documents at various printing stations around the university (payment via the Student Card).	Page 6
<b>Dates</b>	The winter semester runs from 1 October to 14 March. Confirmation for the summer semester must take place between 15 January and 14 February. The summer semester runs from 15 March to 30 September. The confirmation period for the winter semester is from 1 July to 31 July.	Page 8

<b>Dual education</b>	The dual education system combines theory and practice. In addition to a degree programme at Rosenheim University of Applied Sciences, it is also possible to work at a company in parallel to your studies. A combined degree programme and/or degree programme with advanced work experience is possible in many of our degree programmes.	Page 11
<b>Examinations</b>	Examinations form the final part of each semester and are vital for a successful qualification. The Examinations Office can answer any questions about organisation, registering for or withdrawing from exams, and what to do if you are ill.	Page 9
<b>Faculties</b>	A faculty is a collection of similar scientific fields. Rosenheim University of Applied Sciences has a total of eight faculties.	Page 19
<b>Final degree certificate</b>	The degree certificate is issued and awarded by the Examinations Office.	Page 19
<b>Financing studies</b>	There are various ways to finance a degree programme. The following places can advise you on this topic: Bafög Advice, the General Advice Service of the Student Union, and the Student Advisory Office.	Page 15
<b>Grade certificates with a seal</b>	An officially valid grade certificate can only be obtained at the Examinations Office.	Page 19
<b>Grade transcripts</b>	You can get current grade transcripts for printing out from the Online Service Center.	Page 5
<b>Halls of residence</b>	Munich Student Union has two residential halls directly next to campus. Students from Rosenheim University of Applied Sciences can apply for a single room in a flat-share, 2-person flats and apartments through Munich Student Union.	Page 4
<b>IKORO</b>	The job fair Industrie- und Kontaktmesse (IKORO) at Rosenheim University of Applied Sciences offers students in the summer semester the chance to establish contacts with companies. The IKORO is the ideal platform on which to search for work experience placements, student jobs, a trainee position or for starting out in the world of work.	Page 12
<b>Insurance</b>	Am I covered by health insurance as a student? Do I have to pay into a pension fund? What insurance do I need and what is still covered through my parents' insurance? Who is liable in the event of accidents or damage to property in laboratories? Find information on the main types of statutory and private insurance here: → <a href="http://www.fh-rosenheim.de/insurance.html">www.fh-rosenheim.de/insurance.html</a>	Page 15
<b>International Office</b>	The International Office is the first place to go for information and advice on international activities:	Page 10
<b>IT Services</b>	IT Services connect the various offers from the Computer Centre. From printing, plotting and scanning through to online services and computer courses.	Page 5

<b>Job portal</b>	Work experience placements, student jobs, theses and a start to the world of work can be found in the internal job portal in the Community. Have a look - maybe you will find an exciting job?	Page 11
<b>Learning Campus</b>	Learning Campus is the online learning platform for students at Rosenheim University of Applied Sciences.	Page 6
<b>Leave of absence</b>	Students may apply for leave of absence for good reason. This always applies to an entire semester. Student Administration can provide more detailed information on this topic.	Page 19
<b>The library</b>	The library stocks around 84,000 books. The range on offer is aimed at university-relevant topics from technical, economic, health and design fields, and includes: e-books, e-journals, printed media, professional databases and standards. A large number of study and workstations provide a productive atmosphere in which to concentrate.	Page 5
<b>Lockers</b>	Lockers for storing bags are located in the library foyer and in building S. Keys to lockers are issued in the library during opening hours.	Page 5
<b>Lost and found</b>	If you lose any personal items, documents or the like, please go to the main entrance of building A and ask at the gate.	Page 27
<b>Master's degree programme</b>	Many students continue with a Master's degree after completing the Bachelor's degree programme. This can also be done at Rosenheim University of Applied Sciences in a consecutive or executive Master's degree programme.	Page 12
<b>Mentoring</b>	Mentoring is a method of accompanying and encouraging people who wish to develop themselves. Rosenheim University of Applied Sciences offers programmes for juniors and pros.	Page 20
<b>Module</b>	The Bachelor's degree programme is divided up into subjects, called modules. These are then split into required modules, required elective modules (specialist or general) and elective modules. The module handbook for a degree programme contains the corresponding modules.	Page 8
<b>Psycho-social advisory service</b>	The Caritas psycho-social advisory service can help with any personal problems or worries you may have.	Page 17
<b>Removal from the university register</b>	Graduates are automatically removed from the university register at the latest at the end of the semester in which they pass their last examination. Removal from the university register at an earlier date is also possible on request. The individual's student status also comes to an end with his/her removal from the university register. See the study regulations for more information.	Page 8
<b>Re-registration</b>	Re-registration for the coming semester is carried out by submitting your online consent form for a direct debit payment of EUR 52.00 per semester to the Student Union. This is done via the Online Service Center.	Page 8
<b>Scholarships</b>	The Central Student Advisory Office or Student Administration can provide information on awarding scholarships. Students can also use the extra Scholarship Advisory Service by Munich Student Union. This can be found at: → <a href="http://www.fh-rosenheim.de/financingstudies.html">www.fh-rosenheim.de/financingstudies.html</a>	Page 15



<b>Secretariat</b>	The secretariats for the individual degree programmes are the contact points for organisational questions related to everyday student life.	Page 19
<b>Sick notes for examinations</b>	Information on sick notes for examinations can be found at: → <a href="http://www.fh-rosenheim.de/examinations.html">www.fh-rosenheim.de/examinations.html</a>	Page 19
<b>Social advice</b>	The General Advice Service of Munich Student Union is the first place to go for any social or psycho-social issues related to studies and student life.	Page 17
<b>Sports</b>	The university's sports programme can be found under the term 'University sports'.	Page 14
<b>Starting out in the world of work</b>	A degree programme is over faster than you might think. The Career Service recommends a consultation so that you can get the best possible start to your working life. The Agentur für Arbeit (job centre) in Rosenheim is also another important contact.	Page 11
<b>Student advice</b>	Information, orientation, support and advice: the Central Student Advisory Office is there to answer any questions you may have about your studies in Rosenheim.	Page 16
<b>Student Card</b>	The Student Card serves as a multifunctional chip card which can be used in several ways: as a student ID card, library card and access card. The Student Card is also used for cash-free payment in the canteen.	Page 19
<b>The Student Union contribution</b>	All students registered at one of Munich Student Union's universities are required to pay the Student Union a fee of 52 Euros each semester. The basic contribution is linked to the idea of a supportive society, which is what student unions arose from. This money is important for financing services which the Student Union does not receive any grants for, and which it therefore needs to pay for with its own funds.	Page 15
<b>Students with disabilities / chronic illnesses</b>	The university's officer is the contact person for students with a disability or chronic illness. This officer will assume an advisory and supportive role.	Page 19
<b>Studies abroad</b>	Those wishing to complete a semester abroad should find out about planning and financing this in good time. The International Office recommends coming in for a first discussion around 12 – 18 months beforehand	Page 10
<b>Study and examination regulations</b>	The study regulations provide important information on the contents and structure of a degree programme. Every student should be familiar with the relevant regulations for his/her subject.	Page 8
<b>Studying when you have children</b>	The Student Union's advisory services and the university's Women's Officers can provide advice related to studying when you have children.	Page 20
<b>Study plan</b>	The study plan contains information about the respective modules and the scope of the module for a degree programme.	Page 8
<b>University sports</b>	Balance in your life helps you concentrate. The university sports offers are aimed at all those interested in sporting activities alongside their studies. The complete university sports programme can be found online.	Page 14

<b>“Unternehmen und Hochschule” (companies and university)</b>	This series of lectures was started several years ago as a way of introducing students to the career opportunities on the job market and opening up direct exchange options with companies and company representatives.	Page 12
<b>Viewing examination papers</b>	It is possible to view your examination papers during the first two weeks of the following semester. Please make an appointment with the relevant examiner.	Page 9
<b>VPN client</b>	By using a so-called VPN it is possible to access Rosenheim University's internal network via an encrypted connection from any computer that is connected to the Internet. You can find further information on installation here: → <a href="http://www.fh-rosenheim.de/intranet/einrichtungen/rechenzentrum/systemzugang/vpn/">www.fh-rosenheim.de/intranet/einrichtungen/rechenzentrum/systemzugang/vpn/</a>	Page 5
<b>Wi-Fi</b>	Students at the university can use our Wi-Fi to get on the Internet. You can find more information and instructions at: → <a href="http://www.fh-rosenheim.de/intranet/einrichtungen/rechenzentrum/systemzugang/wlan/">www.fh-rosenheim.de/intranet/einrichtungen/rechenzentrum/systemzugang/wlan/</a>	Page 5
<b>Women's Officer</b>	The team of Women's Officers at Rosenheim University of Applied Sciences represents the interests of women in the university committees. Promoting equal opportunities is another of the team's objectives. There is also a range of offers on 'women at work' such as events and consultations.	Page 19
<b>Work experience abroad</b>	The International Office can provide information and tips on planning and financing work experience abroad.	Page 10
<b>Work experience and practical semesters</b>	The Internship Office provides information on work experience and practical semesters.	Page 9
<b>Working and studying</b>	Whether it is a part-time job, a student job or a holiday job, many students earn a bit of extra money during their studies. It is a good idea to keep an eye on the current regulations and maximum amounts for social insurance, tax and child benefits in order to make sure that this additional effort is really worth it.	Page 11



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GEFÖRDERT VOM



**Bundesministerium  
für Bildung  
und Forschung**

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