

Getting started

Basic knowledge for new students and PhD student at TH Köln

Technology Arts Sciences TH Köln

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Mailing address

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Welcome to TH Köln!

When you first arrive at our university, there'll be lots of new things and information to take in. Getting Started aims to provide a fast-track quide to student life at TH Köln. In addition to your actual program, the university's Library, Department of International Affairs and Academy of Continuing – to name but a few – offer a multitude of opportunities to promote both your professional and your personal development. This guide brings together everything you need to know about these services along with a list of contact details. Whether you're interested in the student association meetings or need advice about something, just pop by – we'll be happy to answer any questions you have.

TH Köln delivers its programs on site and plans to use in-person teaching formats in the winter semester. We hope the Covid situation in the fall will permit normal classes on campus but, obviously, we can't predict how things will actually turn out. Nonetheless, you can rest assured we will make use of all the instruments legislators provide to prevent infections in the winter semester.

You'll find the latest Covid rules for our university here: th-koeln.de/corona

27,000

students are currently enrolled at our university. Of these, 64 percent are male and 36 percent female students. In total, TH Köln offers 50 Bachelor's and 50 Master's programs as well as career-integrated models and part-time programs parallel to professional employment.

Our culture

Project-based, interdisciplinary teaching

Your program will start of differently to before the Covid epidemic. Some of your classes and lectures will be online, mainly using three tools (ILIAS, THspaces and Zoom), which are outlined on page 7.

During your time with us, you'll also often come across concepts such as "university-wide inter-disciplinary project week", "flipped classroom" or "problem-based learning" – all learning/teaching formats that go beyond the traditional style of lecture.

We use problem-based and project-based learning to develop scenarios that specifically reflect situations in which you'll find yourself in your future career. This often entails working on real projects for companies, institutions and society. Another approach you'll encounter is "inquiry-based learning", in which you'll be involved in professors' research by carrying out projects of various sizes or you'll help develop study materials for future students. It's also quite common for students to collaborate on a project with peers from other programs. So

we give you more freedom than you're used to from school but we also expect you to take on more responsibility for your own learning.

There are also tutors and mentors on hand – usually students from later semesters – to support you during the initial stages of your program. The faculty student associations will be happy to help too. You can find out more about them on page 14.

We believe that a feedback culture is an important part of good teaching practice. During your program, you'll get to participate in evaluations by rating your seminars and courses and telling us about your experiences and what changes you'd like to see. There's also a feedback management office that you can contact about anything you want to discuss. For more information, turn to page 11.



Your basic tools at TH Köln

MultiCa, campusID, WiFi and IT

Your Student ID Card: The MultiCa

You have received your MultiCa by mail after your enrollment. This card will play an important role in your everyday life at TH Köln. The multifunctional smart card serves as your student ID card, your public transport pass for the entire Rhine-Sieg Transport Association (VRS) as well as your library and copy card. Additionally, it can be used for (cashless) payments in all university cafeterias, and it gives you access to the university lockers.

You will find all current regulations and further additional information on: th-koeln.de/multica_en

What data is saved on the card chip?

Only the serial number of the card, your student ID, a status indicator (in your case, student), the University library number and the period of validity are saved. Only the amount of your credit is saved on the card but no information on what it was used for.

Our faculties

- 01 Faculty of Applied Social Sciences
- **02** Faculty of Cultural Sciences
- **03** Faculty of Information Science and Communication Studies
- 04 Faculty of Business, Economics and Law
- **05** Faculty of Architecture
- **06** Faculty of Civil Engineering and Environmental Technology
- **07** Faculty of Information, Media and Electrical Engineering
- **08** Faculty of Automotive Systems and Production
- **09** Faculty of Process Engineering, Energy and Mechanical Systems
- **10** Faculty of Computer Science and Engineering Science
- 11 Faculty of Applied Natural Sciences
- 12 Faculty of Spatial Development and Infrastructure Systems

Technology
Arts Sciences
TH Köln

12345678910

User number library

campusID

Your campusID is your personal university account. It is generated automatically for you when you enroll. Your username and the initial password for your first login have been sent to your private e-mail address.

To activate your campusID, please follow the instructions in the e-mail. After activating your account, you can choose an individual password.

Once your campusID has been activated, it will give you access to a broad range of university services, such as your university email account, ILIAS, PSSO or the university Wi-Fi.

You will find further information and instruc-

You will find further information and instructions on: th-koeln.de/campusid (in German)

WiFi

Eduroam, the university Wi-Fi service, does not only give you internet access at TH Köln's sites, but at every campus of an Eduroam university around the world. However, your device must comply with a few specifications. For information on the specifications and on setting up your Eduroam access go to: th-koeln.de/eduroam (in German)

VPN

You can access all services available on the TH Köln university network via a VPN connection, even from home or on the go. To access the university's internal services, you will need to install the Cisco VPN client on your computer, notebook or smartphone. Different versions of the Cisco VPN client are available. For more information and instructions, go to: th-koeln.de/vpn (in German)

Email

Your campusID will give you access to your personal TH Köln email address. TH Köln uses this address to provide you with important information on your studies. That is why it is important that you check your emails regularly. Usually, this email address has the following structure: firstname.surname@smail.th-koeln.de

You can reset your campusID password via the campusID website. The *Forgot your password?* function gives you access to your personal account, where you can choose a new password. The *Forgot your campusID?* function will send your campusID username to you.

For further information and instructions, go to: th-koeln.de/campusid

Forgot your password?

You can use a webmail service to conveniently access your emails through your web browser. It is not necessary to install a separate email client. To access your emails via webmail, use the following link: http://webmail.th-koeln.de (in German)

You will need your CampusID to log into the webmail system. Alternatively, you can access your emails via clients such as Mozilla Thunderbird, Outlook, or Apple Mail. You will find the necessary configuration data and further information on our website

The campusID Center (campusid.th-koeln.de) also allows you to forward incoming emails to a private email address.

You will find further information and instructions on: th-koeln.de/smail (in German)

ILIAS

ILIAS is an open-source learning platform that you will use in your everyday life at our university. On ILIAS, teaching and learning materials can be created and shared online. Furthermore, students as well as lecturers may interact and collaborate on this platform. https://ilias.th-koeln.de/

THspaces

THspaces is another important tool for your everyday life at TH Köln. It is a social learning environment for digital learning, where students and professors can create virtual study rooms. There, they can communicate during classes, consult with each other in project teams, create portfolios or publish project documentation. Homespace, the front page of THspaces, allows you to publish announcements, suggestions or tips, or to comment on them.

spaces.th-koeln.de

Zoom

Zoom Meeting Education is a web conference service for up to 300 participants. All students at our university can use the service, as a browser version or as an app. All you need to do is register with your email address or CampusID. th-koeln de/zoom

Additional services

Campus IT provides students with the following additional IT services

- sciebo (30 GB Cloud storage) th-koeln.de/sciebo
- Office365 Teams (in German) th-koeln de/teams
- Software for Students th-koeln.de/software (in German)
- PC Pools at Deutz Campus th-koeln.de/rechner-pool (in German)

Do you have questions about IT services, or do you need help?

- Campus IT service desk: 0221-8275-2323, support@campus-it.th-koeln.de selfservice.th-koeln.de
- on-site support: th-koeln.de/vor-ort-support th-koeln.de/campus-it (in German)

Our services

Contact points at TH Köln

Studierenden- und Prüfungsservice (Offices of Student and Examination Services)

Our Offices of Student Services will be happy to assist you in person with information on student concerns such as:

Student services

- Change of degree program or university
- Re-registration, leave of absence and removal from the register of students
- Health and pension insurances
- Issuing a new MultiCa
- Issuing replacement TANs for our online Examination and Student Services (PSSO)
- Issuing certificates, e. g. for submission to BAföG

Examination services

- Registration for or withdrawal from an examination
- Retaking examinations, sickness report
- Grades, certificates, diplomas
- Final theses

Please visit the following link for important information on examination services, re-registration, leaves of absence, etc.: www.th-koeln.de/academics The offices of our student services are located at Südstadt Campus (Faculty 01, 02, 03 and 04), at Deutz Campus (Faculty 05, 06, 07, 08, 09 and 11) and at Gummersbach Campus (Faculty 10).

Südstadt Campus

Rooms F1.41, F1.41a and F1.14b Claudiusstraße 1 50678 Cologne +49 (0)221-8275-5840 studium-suedstadt@th-koeln.de

Current opening hours: th-koeln.de/studienbuero_gwz

Deutz Campus / Leverkusen Campus

Rooms ZN 2-6/7 and ZN 2-8 Betzdorfer Straße 2, 50679 Cologne +49 (0)221-8275-4840 studium-deutz@th-koeln.de studium-lev@th-koeln.de

Current opening hours: th-koeln.de/studienbuero iwz

Gummersbach Campus

Room 1.126b Steinmüllerallee 1 51643 Gummersbach +49 (0)2261-8196-6840 studium-gm@th-koeln.de

Current opening hours: th-koeln.de/studienbuero_gum

Hochschulbibliothek (Library)

TH Köln's four interconnected campus libraries provide extensive information services for students. Their wide selection of resources, the browsable online catalog and numerous specialist databases mean you benefit from a varied range of information, specifically tailored to the programs at TH Köln.

PC workstations, scanners and copiers round off the information infrastructure. All digital media, like ebooks and ejournals, can also be accessed from home via a VPN

The library's YouTube channel has a number of "how to" videos (in German) with guidance and tips on how to use the library's services, VPN access and the borrowing process. If you need additional assistance to find what you're looking for, the service desk staff at your campus library will be glad to help — in person, by phone or by email.

th-koeln.de/bibliothek (in German)

Akademie für Weiterbildung (Academy of Continuing Education)

Life-long learning and constantly expanding the personal education process – our Academy of Continuing Education offers a wide range of services for all TH Köln members as well as for professionals. Together with the Sprachlernzentrum (Language Learning Center), the Kompetenzwerkstatt (Skills Factory) and the Akademisches Schreibzentrum (Academic Writing Center), the Academy offers a variety of seminars and workshops to assist students throughout their studies as well as to prepare them for their future career: In addition to language courses, students may take courses on academic writing, communication and teamwork skills as well as mathematics. All seminars are free of charge for students enrolled at TH Köln. th-koeln.de/akademie (in German)

Scholarships

We have collected useful information on scholarships: Please find details on federal financial assistance (BAföG), student loans or other support – e.g. the sholarship Deutschlandstipendium https://www.th-koeln.de/internationales/stipendien 5395.php (in German)

Feedback Management

Do you have suggestions, complaints, questions or praise on academic affairs, organization and services at TH Köln? Feel free to contact our Feedback Management with your issues.

All feedback is treated anonymously and confidentially, checked carefully and processed individually together with the department(s) concerned.

th-koeln de/feedback

PSSO stands for *Prüfungs- und Studierendenservice Online* (Online Examination and Student Services). PSSO offers students the possibility to easily organize administrative matters such as:

- Updating address and contact details
- Printing certificates of enrollment and BAföG certificates
- Printing transcripts of records and accessing information on examination results
- Registering for or withdrawing from examinations
 Exception: It is currently not possible for most exchange students to register for or deregister from examinations using PSSO. Only exchange students at the Faculty for Business, Economics and Law and the Faculty of Architecture can register for examinations using PSSO. All other exchange students will be informed on the terms for examination registration by the International Office or by their faculty.

Password/initial access to PSSO

Once your campusID is activated, you will be able to log on to PSSO. Similar to online banking, you need a TAN for using PSSO. You receive the first TAN list by mail along with your MultiCa. If you would like to request a new password or initial access to PSSO, our Campus IT's service team will be glad to assist you. Please note that such requests must to be filed in person at TH Köln's Campus IT. Please make sure to bring identification documents with you (such as ID or passport). You will immediately receive your new login details.

If you have any questions about PSSO, please contact our Office of Student and Examination Services (for contact details see page 8).

Please visit the following link to find PSSO's login, operating instructions as well as further information on your login details or to request a new TAN list: www.th-koeln.de/psso_en

What is PSSO?

Innovative

Zentrale Studienberatung (Central Academic Advising Office)

The Central Academic Advising Office advises all students on matters regarding their studies. This may include additional qualifications and continuing Master's programs, social issues such as study financing, student accommodation, dates and deadlines or on answer other questions arising during your studies. th-koeln.de/studieninfos (in German)

Career Service

The university's Career Service advises students on employment opportunities both within and outside of academia. It also offers workshops and seminars (including for graduates), can help you find an internship or a thesis topic and runs a mentoring program for female students. th-koeln.de/career-service (in German)

Department of International Affairs

The Department of International Affairs works closely with other parts of TH Köln to perform a wide range of tasks. They include shaping and driving the university's internationalization efforts, organizing a variety of activities and international academic placements for students, and advising TH Köln's international community.

Whether you're looking to go abroad to study, do an internship or attend a summer school, the International Mobility team are the people you need to talk to. We'll advise you on what you need to do and what funding is available. The Degree-Seeking Students team is the first point of contact for international students. If you have any questions regarding residency/employment law, rules for entry into Germany, visa requirements, or cultural activities and sports in Cologne, feel free to get in touch any time

If you need advice, we'd be happy to schedule a meeting with you. You can also reach us by phone or email, or arrange a personal Zoom meeting with us. th-koeln.de/international

TH Köln supports creative and innovative work in a variety of ways. For example, all students can use the *MakerSpace* at the Deutz Campus for this purpose. There you can try out 3D printers, virtual reality glasses, 5G technology and much more. You will also find support for your innovative ideas in the *Coworking Space* as well as in the *Inkubator Südstadt* and the *Cologne Game Lab Incubator* at the Mülheim Site.

The *KickStart@TH Cologne* support program offers you additional financial support of up to € 7,500 as well as coaching. And with the Certificate Entrepreneurship you can even have your commitment certified.

th-koeln.de/makerspace

work and experimentation

MultiCa stations

Students may charge money on their MultiCa at one of our MultiCa stations using your debit card (EC-cart). The stations can be found on the location maps on the folding plan. You can find up-to-date information on the use of your MultiCa on th-koeln.de/multica_en

Validating stations

At our validating stations students may print the student ID card's validity print for the current semester as well as the public transport pass (VRS ticket) on their MultiCa. The stations can be found on the location maps on the folding plan

th-koeln.de/multica_en

Mensa (Cafeteria)

TH Köln's cafeteria are operated by Kölner Studierendenwerk (KStW). Each cafeteria offers daily menus including meat, vegetarian and sometimes vegan dishes as well as a salad bar.

Furthermore, KStW runs café bars offering drinks and snacks on each campus (exception Mühlheim Site). Please note that you have to pay cashless using your MultiCa. kstw.de

Studying while being a parent is a particular challenge. TH Köln supports you when studying with children or re latives requiring care. The Family Services Office offers advice in person or by phone on:

- Reconciling studying and family life at TH Kölr
- Finding suitable day care
- Financial support for parents during pregnancy and following childbirth
- Information for caregiving relatives

Family Services Office

+49 (0)221-8275-3762 familienservice@th-koeln.de th-koeln.de/familienservice

Baby-care rooms can be found on the location maps on folding map (th-koeln.de/sites).

Studying with childrens

Studying with disabilities

A disability does not have to be an obstacle: This is why TH Köln offers students with health impairments the possibility to enroll in a disabled-friendly degree program. You are provided personal and confidential advice from the officer for students with disabilities on different issues such as special applications, living and accommodation, study assistance as well as disadvantage compensation. Please visit the following link for further information on your support: th-koeln.de/best (in German)

Parking lots and toilets can be found on the locations maps (th-koeln.de/sites).

AStA (General Students' Committee)

The General Students' Committee called *AStA* is the executive authority for students' selfadministration at a university. The General Students' Committee is elected by the Student Parliament and represents the students' interests regarding the university. The General Students' Committee offers advices on legal matters, study financing, studying with children, examination issues, working and social insurance. Additionally, it is the contact for international students, students with disabilities or chronic diseases as well as for students with general worries and needs (psychosocial support). *AStA* also processes the public transport pass (SemesterTicket).

Deutz Campus
Office in cafeteria's foyer
+49 (0)221-8275-4100

For further questions, services and contacts on other campuses:
mail@asta.th-koeln.de
th-koeln.de/asta

Need to talk?

TH Köln, the AStA and the Kölner Studierendenwerk (KStW) provide various psychosocial consulting services for students having trouble or problems during their studies – no matter if it is stress, personal crises or you simply have the need to talk to someone. th-koeln.de/studieninfos (in German)

Fachschaft (Faculty Student Associations)

The Faculty Student Associations do a lot more than organizing the freshmen introductory events. Its members advise students throughout their studies. Besides providing lecture notes, they help students drawing up their timetable and provide them with information on examination regulations, e.g. what to do if you cannot take an exam due to illness and how to review your exam. You may drop by with any concerns during office hours.

By the way: A Faculty Student Association includes all students of one faculty or institute. Thus, you already became a member with your enrollment. All students can put themselves up for election. New members are welcome.

Fachschaft Angewandte Sozialwissenschaften

Südstadt Campus, Ubierring 48, Room 22/21 +49 (0)221-8275-3699 fsr-asw@f01.th-koeln.de www.facebook.com/FachschaftASW www.twitter.com/fsrasw_thkoeln (Fachschaft on ILIAS)

Fachschaft Design

Südstadt Campus, Ubierring 40, Raum 133 fachschaft@kisd.de www.kisd.de

Fachschaft Restaurierung CICS

Südstadt Campus, Ubierring 40, Room Z1 +49 (0)221-8275-3226 cics-fachschaft@f02.th-koeln.de www.re.th-koeln.de

Fachschaft Informationswissenschaft

Südstadt Campus, Claudiusstraße 1, Room 146 +49 (0)221-8275-3969 info@fachschaftiws.de www.fachschaftiws.de

Fachschaft Sprachen

Südstadt Campus, Ubierring 48, Room 311 +49 (0)221-8275-3005 fachschaft-itmk@f03.th-koeln.de https://fachschaftsprachen.wordpress.com/

Fachschaft Wirtschaft

Südstadt Campus, Claudiusstraße 1, Rooms 6 +49 (0)221-8275-3402 info@fachschaft-wirtschaft.info www.fachschaft-wirtschaft.info

Fachschaft Versicherungswesen

Südstadt Campus, Claudiusstraße 1, Rooms 4, 5 +49 (0)221-8275-3968 https://fachschaftversicherungswesenivw. wordpress.com/

Ready for some exercise?

The Hochschulsport (Cologne Academic Sports Service) offers more than 300 courses. The program is predominantly free of charge and open for students enrolled at one of Cologne's universities. hochschulsport-koeln.de (in German)

Fachschaft Architektur

Deutz Campus, *Altbau*, Room 334 +49 (0)221-8275-2024 fachschaft.architektur@th-koeln.de www.akoeln.de Instagram: fachschaft_architektur_koeln

Fachschaft Bauingenieurwesen und Umwelttechnik

Deutz Campus, *Altbau*, Room 70 +49 (0)221-8275-2878 kontakt@fsbau-koeln.de

Fachschaft Medientechnologie

Deutz Campus, *Hochhaus*, Room ZO 9-1 +49 (0)221-8275-2869 fsr@fachschaft-imp.de fachschaft-imp.de

Fachschaft Elektrotechnik

Deutz Campus, *Hochhaus*, Room ZO 6-5 +49 (0)221-8275-2433

Fachschaft Fahrzeugtechnik

Deutz Campus, *Hochhaus*, Room ZW 3-21 +49 (0)221-8275-2978 fachschaft-fahrzeugtechnik@f08.th-koeln.de www.facebook.com/Fachschaft.Fahrzeugtechnik.TH.Koeln

Fachschaft Produktionstechnik

Deutz Campus, *Hochhaus*, Room ZS 7-4 +49 (0)221-8275-2926 produlogi.crew@gmail.com

Fachschaft Rettungsingenieurwesen, Anlagen- und Verfahrenstechnik

Deutz Campus, *Hochhaus*, Room ZN 4-6 +49 (0)221-8275-2204 info@fachschaft-riw.de

Fachschaft Bau- und Landmaschinentechnik

Deutz Campus, Hochhaus, Room ZN 4-7 +49 (0)221-8275-2600 fachschaft.ltre@googlemail.com Facebook and ILIAS: Fachschaft LT

Fachschaft Maschinenbau

Deutz Campus, *Hochhaus*, Room ZW 5-11 +49 (0)221-8275-2359 fachschaft-AM@f09.th-koeln.de

Fachschaft Erneuerbare Energien

Deutz Campus, *Hochhaus*, Room ZN 4-7 +49 (0)221-8275-2600 Fachschaft-EE-TH-Koeln@web.de

Fachschaft Technische Gebäudeausrüstung

Deutz Campus, *Hochhaus*, Room ZN 4-08 +49 (0)221-8275-2933 info@fachschaft-tga.de www.fachschaft-tga.de

Fachschaft Informatik- und Ingenieurwissenschaften

Gummersbach Campus, Room A 1.123 +49 (0)221-8275-6503 info@fachschaftgm.de www.fachschaftgummersbach.de

Fachschaft Angewandte Naturwissenschaften

Leverkusen Campus, Room 029a fachschaft@f11.th-koeln.de

Fachschaft Institut für Technologie- und Ressourcenmanagement in den Tropen und Subtropen

Deutz Campus, Hochhaus, Room ZO-4-13 fachschaft@itt.fh-koeln.de www.tt.th-koeln.de/study/students-council/

Where do I find what? TH Köln's sites

TH Köln not only impresses with its number of students but is also known for its many campus locations. Its faculties and institutions are spread out on more than six campuses — in and outside of Cologne.

Südstadt Campus

50678 Köln

TH Köln's Humanities Center is located between Ubierring and Rheinpromenade and includes the following faculties: Faculty of Applied Social Sciences, Faculty of Cultural Sciences, Faculty of Information Science and Communication Studies and the Faculty of Business, Economics and Law. Besides the headquarters of administration and the Executive Board, you also find numerous of TH Köln's service institutions that are important for our everyday student life on this campus.

Location map on folding map.

Claudiusstraße 1: Information Science, Economics and Insurance and Actuarial Science Gustav-Heinemann-Ufer: University Administration (Family Services Office, Academy of Continuing Education)

Ubierring 40: Design, Restoration and Conservation Sciences

Ubierring 48: Social Sciences, Languages

Deutz Campus

Betzdorfer Str. 2., 50679 Köln

TH Köln's Faculty of Architecture and all engineering faculties are located on the right bank of the Rhine River. Some service institutions for students can also be found on the campus. With an area of 60,509 m², the Deutz Campus is the largest site of TH Köln. Location map on folding map.

Altbau: Faculty of Architecture, Faculty of Civil Engineering and Environmental Technology Hochhaus: Faculty of Information, Media and Electrical Engineering, Faculty of Automotive Systems and Production, Faculty of Process Engineering, Energy and Mechanical Systems, Institute for Technology and Resources Management in the Tropics and Subtropics (ITT) Location map on folding map.

Leverkusen Campus

Campusplatz 1, 51379 Leverkusen

The Faculty of Applied Natural Sciences has just moved into a new building in Neue Bahnstadt Opladen. The faculty's focus is set towards applied chemistry and pharmaceutical chemistry.

Location map on folding map.

Mülheim Site

Schanzenstraße 28, 51063 Köln

The Cologne Game Lab, CGL for short, belongs to the Faculty of Cultural Sciences and has moved into a former industrial building together with the international filmschool (ifs). The CGL offers a study programs in Digital Games, Game Development and Research. Courses of the Bachelor's program Code & Context are also held here

Location map on folding map.

Gummersbach Campus Steinmüllerallee 1, 51634 Gummersbach

Gummersbach Campus is placed in the region Bergisches Land, 50 Kilometers away from Cologne. With more than 5,000 students the Faculty of Computer Science and Engineering Science is TH Köln's largest. Location map on folding map.

Teaching and Research Centre :metabolon

Am Berkebach 1, 51789 Lindlar

The Teaching and Research Centre: metabolon was founded by the Bergischer Abfallwirtschaftsverband and the TH Köln. At the former landfill site, scientists and students work together on teaching and research projects in the fields of energy, environment and circular economys.

Location map: th-koeln.de/metabolon en



Who we are and what we do – fi nd out in TH Köln's campus magazine **Inside out**. It tells stories about studying and research at TH Köln and introduces the people behind them. Furthermore, the magazine presents strategic developments at our university.

Inside out **is published four times a year and can be picked up at** the cafeteria – and is available as an e-paper:

www.th-koeln.de/insideout



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