



uni-siegen.de

Studying in Siegen – What do I need to know?

We are going to talk about...

- Types of lectures
- unisono
- moodle
- how to register for exams
- library
- and much more...



Academic structure in Germany



In Germany a lot of independece is required of you.

You have to create your timetable yourself.



Students are supposed to prepare and follow-up on their own and report when they have questions or problems.

Types of classes

Lecture

- Professor recites content from scripts and students take notes
- Participants are expected to be less actively engaged
- Large group

• Usually exam at the end of semester



Seminar

- Medium-sized groups, more intensive
 work
- Active participation is expected: give accompanying thoughts, ask questions, discuss etc.
- Academic evaluation differ: presentation, term paper...



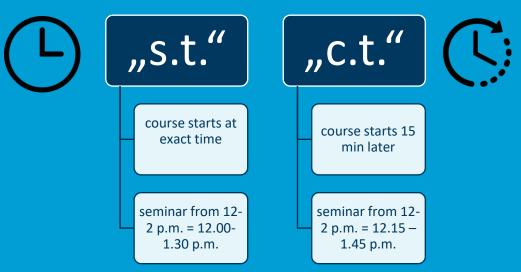
Excercise course

- Excercises on the contents of lectures
- Smaller groups with a tutor
- Active participaton of students



Classes/ courses

• Usually once per week for 90 minutes



\rightarrow teachers/ docents decide "s.t." or "c.t."

- or as a compact course
 - ✓ during weekends (~2)

 \checkmark or in one week during semester break \rightarrow very intensive



Unisono – Your Headquarter



Recommendation: don't use your phone for the registration



•

- Certificate of studies •
 - \succ My functions \rightarrow Administration of study \rightarrow Study report
- Registration for courses ٠
- Registration for exams •
- Overview of academic achievements/ credit points (e. ٠ g. for Foreigners' Registration Office)
- Change of address / contact details ٠

🔳 🍙 unisono	
<u>Home</u> Admission	
Startpage Application for admission Teaching offer	
Quicklinks	
Search for persons	Search for roc
Search for courses	

How to create your timetable of courses and how to register for courses



What is unisono?

Ú



https://www.youtube.com/watch?v=zDIJMgpVkeE

In order to create your schedule you need:

Studienordnung/ Prüfungsordnung/ Modulhandbuch

(study and/ or exam regulations and/ or module manual)

You can find them on the homepage of the course of studies or on the examination office



Modulhandbuch/Prüfungsordnung (exam regulations)

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	Modul P6: Technische Mechanik A													
		tatik 4MAB00420	JV 4	5,0 S	2									
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	Modul P10: Technische Thermodynamik				ΙT			ΙT		ΙT		ΙT		

Here you can find: how many hours per week you have classes, credit points, kinds of examination, in which semester you should do the course.

In order to create your schedule you need:

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Unisono

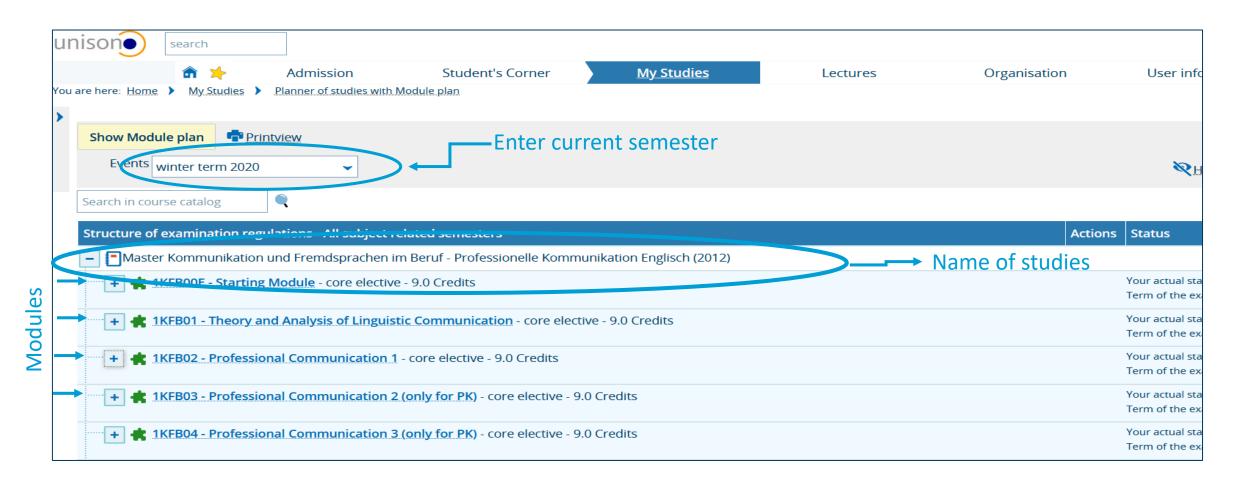


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Startpage Application for admission Teaching of	fer			↑	
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≡ Info channel				\square ×			
News about unisono At this point we would like to inform about news / changes or known p questions / suggestions to <u>unisono-support@zv.uni-siegen.de</u> Neu durch Update am 3.02.2020:	roblems in unisono. As always, please send					🚢 💭 30 [English
 Record stays abroad : Stays abroad can now be recorded as usual on the tab "Contact data" (My Studies ► Student Service ► Contact data), use link "Enter data for o - the tab "Stay abroad" is no longer available 	Planner of studies with Module	n Student's Corner	<u>My Studies</u>	Lectures	Organisation	User information ?	2.8.5.
≡ News feed Uni Siegen (German language)	plan Schedule	Planner of studies with Module plan Remark moduls, enroll lectures and sign in	for examinations				
Das Starterpaket für den Jobeinstieg Message from 02.10.2020 at 10:30 o'clock	Assignments and registrations My achievements Student Service	Schedule See events and examinations in your person Assignments and registrations	nal schedule				
	Course plan	Get an overview of your examinations and on the second sec		res.			
		<u>Student Service</u> Get an overview of your status, contact deta	ails, invoices and payments. (Create reports, reregistration			
		Course plan Course plan, filled with my semester and co	urse of studies.				







Apply for courses



nternationa	al Product	ion Engin	eering and Ma	nagement 4	MAB70700V Lect	ure				
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erm Winte	er 2020/21	~								
Basic data	Parall	elgroups	Appointment	University	course catalog	Linked ex	aminatio	Modules / Courses	of study	Documents
Title				Production Eng	ineering and		Eve	nttype	Event/	Exercise
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	Teaching lang		german					*		
	Responsible		OlivProf. DrIng	<u>g. Peter Burggräf</u>						
	Rhythm	Weekday	From - To	Cancellation date	<u>Start date - End date</u>	Exp. Att.	Comment	Performing lecturers	Room	1
	• Weekly	Mon	4:00 PM - 6:00 PM	10/26/202012/21/2020	Nov 2, 2020 - Feb 8, 2021	1		UnivProf. DrIng. Peter Burgg	räf 👥 PB	<u>-A 342/1</u>

Apply for courses



•	Bewerbung S	tudentisches Leben	Mein Studium	Studienangebot	Organisation	Benutzer-Informationen ?
			Leseze	ichen		
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MAB20300	V Vorlesung/Übung: Produk	tentwicklung II /	Konstruktionstechnik II (PE	II)	• Eine Belegung	
Leistung wir	d angerechnet auf: Freiwillige Lei	stung				
	ng 2 - SoSe 2018: n läuft vom 19.03.2018 / 00:00 bi:	s zum 01.04.2018 / 2.	3:59			
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Sie habe	en gerade diese Gruppe belegt		 Definiting, 10.04.2018 - 17.07 Dozent/-in: Lohr, Wolfga 		chemilich PB-A 401	
Sie habe	en gerade diese Gruppe belegt		Dozent/-in: Lohr, Wolfga	ang <u>Reinicke, Tamara</u>		

After application for courses, wait for:

AN = Angemeldet (registered)

ZU = Zugelassen (accepted)

WL = Warteliste (waiting list)

AB = Abgelehnt (rejected; course will be

deleted automatically)

Apply and register for examinations

Different for exchange students



- 🗼 1KFB02 - Professional Communication 1 - core elective - 9.0 Credits	
IKFB2-VG1 - Kommunikation in Institutionen - compulsory	
Assigned elsewhere in your curriculum. To fade in please click on the link:	
Communication in Professional Settings	
380310 - Communication in Institutions - compulsory - 3.0 Credits	Apply st 2020
- TKFB2-VG2 - Angewandte Gesprächsforschung - compulsory	
IGERM2039V - Sprache im Fach - Seminar - core elective	
380320 - Applied Conversation Analysis - compulsory - 3.0 Credits	Apply st 2020
380399 - Examination in Professional Communication 1 - core elective - 3.0 Credits	Apply st 2020

Registration for exams has to be done after some weeks only!!

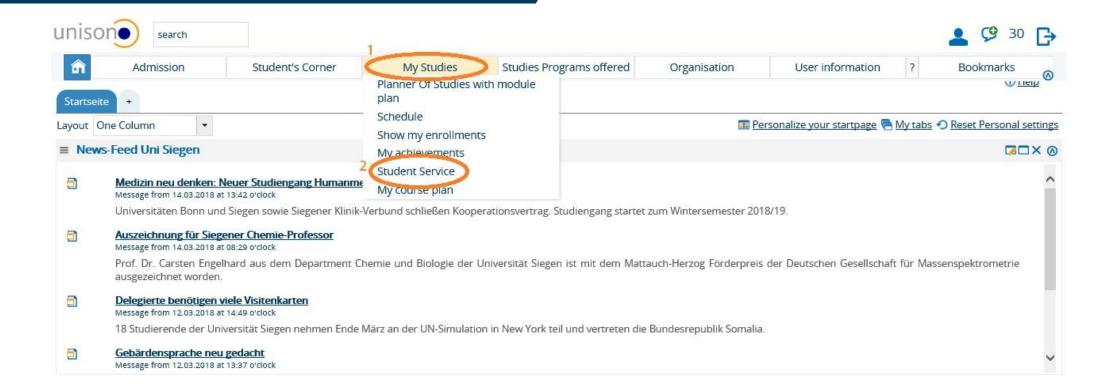
Leistungsübersicht – (List of achievements) credits & grades



unison search]				
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You are here: Home > My Studies > Si	udent Service				
Planner of studies with Module plan	 Student status 	Contact data Bills and paym	ents Reports		
Schedule	My course of s	tudies			
Assignments and registrations	Reports				
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Student Service					
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	👼 Studienbesch	einigung nach §9 BAföG [PDF]			
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	👼 Studienverlau	ufsbescheinigungen Uni Siegen [I	PDF]		
	Bescheinigunge	en für Noten und Prüfungen			
	Leistungsübe	rsicht [PDF]			

Certificate of study





Certificate of study



â 🗲	Admission	Student's Corner	<u>My Studies</u>	Lectures	Organisatior
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You are not alone!



• Please visit the ESE of your faculty!



• If you have questions, please contact your faculty/ the student representatives of your course of studies.

• Information can be found here

https://www.uni-siegen.de/zsb/anfaenger/studienstart.html.en?lang=en

→ Information on your student email account, information on pre-courses, information on ESE, unisono video tutorial

Moodle

What is moodle?

- Online learning platform
- Log into your digital classroom
- Organization of courses
- Syllabus and important documents to prepare (literature, obtaining credit points...) and to learn (transcripts, etc.)
- Options for examinations (upload assignments, take tests...)
- Communication with other students
- Possibility to ask questions

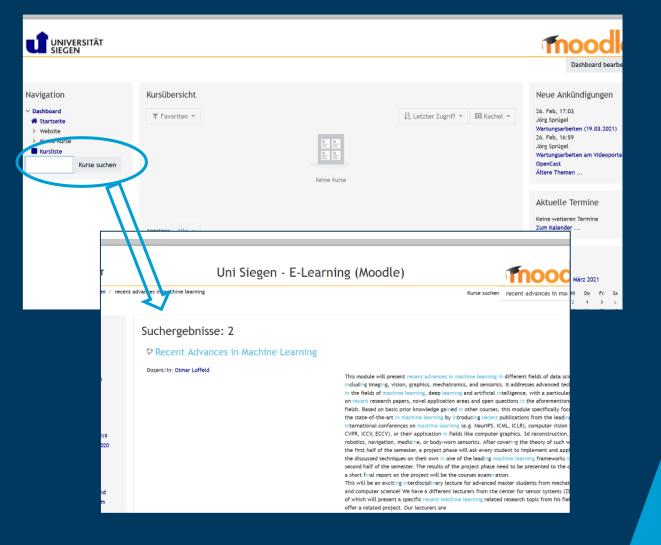
rnoodle

Moodle

fnoode moodle Uni Siegen - E-Learning (Moodle) https://moodle.uni-siegen.de/ Startseite Kursbereiche LOGIN Z(MT 🕿 Fakultät I Willkommen beim Lernmanagementsystem 🔊 Fakultät II 🞓 Fakultät III Das Zentrum für Informations- und Medientechnologie (ZIMT) der Universität Siegen bietet mit dem 🞓 Fakultät IV Lernmanagementsystem Moodle die Möglichkeit, Lehrveranstaltungen webbasiert zu unterstützen, d.h. virtuelle 🞓 Fakultät V Neue Ankündigungen Kursräume können begleitend zur Präsenzlehre eingesetzt werden. 🔁 Zentrum für Lehrerbildung und 7. Mai, 10:54 Bildungsforschung (ZLB) Jörg Sprügel Erste Schritte für Lehrende 🕿 Referat Studierendenservice Um in moodle Kurse erstellen zu können, beantragen Sie Ihre Erstellerrechte über den Link "Kursantragsformular UNIVERSITÄT SIEGEN 🔁 Zentrale für Lehrende" (s. auch rechts im Block "Informationen". Ebenfalls in diesem Block ist das PDF "Kurzeinführung für Zentraler Login der Universität Siegen JA-SIG Central Authentication Service Wissenschaftliche Lehrende" mit Anleitungen zum Erstellen erster Kurse verfügbar). Einrichtungen Als Kursersteller*in werden Sie in den Kurs "moodle-Portal für Lehrende" als Teilnehmer*in eingetragen. Dort Serviceeinrichtungen finden Sie aktuelle Informationen, Tipps & Tricks und FAQs rund um moodle. Sonstige hochschulinterne und -nahe Einrichtungen First steps as a teacher 🞓 Zentrale Organe. In order to create courses in moodle, you need to apply for your creator rights via the link Gremien ... "Kursantragsformular für Lehrende" (i.e. "Course application form for teachers"). 🗢 Zentrale Bitte geben Sie Ihren Benutzernamen und Ihr Passwort ein. Benutzername: Passwort: Ich möchte gewarnt werden, bevor ich mich in einen 9

anderen Bereich einlogge.

Find your courses and log in





- Once the semester starts you'll find your courses on moodle.
- Lecturers will usually give you a password in the first class and tell you the name of the course on moodle.
- If there are several search results take the most recent one.

Find your courses and log in

moodle

UNIVERSITÄT SIEGEN	Uni Siegen - E-Learning (Moodle)	٢
Dashboard / Kurse		
Navigation ~ Dashboard	Kurse suchen Start 3	
 Startseite Website 	Fakultät I	
> Meine Kurse	Fakultät II	
Kurse Kursliste	Fakultät III	
Kursiiste Kurse suchen		
Nulse suchen	Fakultät IV	
	Fakultät V	
	Zentrum f ür Lehrerbildung und Bildungsforschung (ZLB)	
	Referat Studierendenservice	
	Zentrale Wissenschaftliche Einrichtungen	
	Serviceeinrichtungen	
	Sonstige hochschulinterne und -nahe Einrichtungen	
	▶ Zentrale Organe, Gremien	
	Zentrale Universitätsverwaltung	
	▶ Semesterapparate	

Alternatively you can also find your courses by searching in the list of courses.

Course Organization

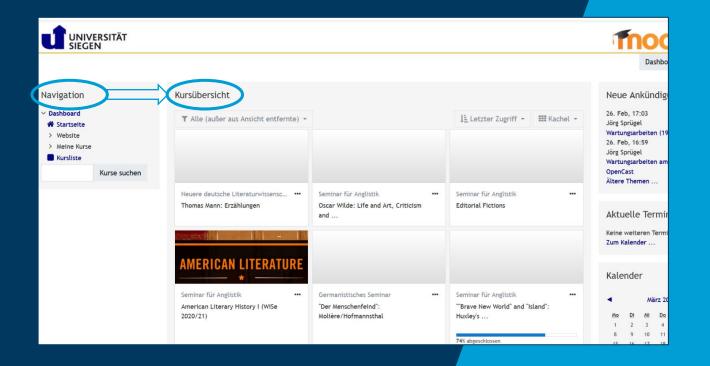
- Once you are logged into the course you'll get an overview.
- Here you'll find the syllabus, important information and documents.
- This may look different, depending on your lecturer.



UNIVERSITÄT SIEGEN	"Der Menschenfeind": Molière/Hofmannsthal	moo		
Dashboard / Meine Kurse / "Menschenfe	eind"		Oscar Wilde: Life and Art, Criticism and Cosmopolitanism	
Navigation ~ Dashboard # Startseite	Rankündigungen	Dashboard / My courses / Oscar Wilde		_
 > Website > Meine Kurse > Am Lit Hist I (2020/21) > Beat Poetry > BNW and Island > Irish Theatre 	Lektüresitzung	Navigation V Dashboard Site home Site pages V My courses	Course Syllabus Course Syllabus MAPs (and Other Exams) Planning PL and SL Requirements	
 "Menschenfeind" Teilnehmer/innen Badges Bewertungen Allgemeines Lektüresitzung 	Die Form des Dramas Vogel, "Who's there?" Mang, "Schattenspiele" Alankaya et al., Die Form des Dramas	 > Am Lit Hist I (2020/21) > Beat Poetry > BNW and Island > Irish Theatre > "Menschenfeind" > Editorial Fictions > English Literature II 2019 	 MAP Guidelines How to Begin Writing a Scholarly Paper Presentations Course Terms 	
 Die Form des Dramas Die höfische Gesellschaft Erster Weltkrieg und die Künste Wiener Theaterlandschaft 	Die höfische Gesellschaft	English Literature IV 2020 Free Speech History and Music HeD1 Drama2	15 July 2019	
um 1900 Editorial Fictions Egglish Literature II 2019	 Defaux, "The Comic at its Limits" Broch, Hofmannsthal und seine Zeit 	 > Jane Austen and Beyond > Musical Autobiographies > Nach Szondi ~ Oscar Wilde 	10:00-12:30 Welcome & Introductions 12:30-13:15 Lunch 13:15-15:00 "The Decay of Lying" (970-992)	

Dashboard

moode



To see an overview of all your courses simply navigate to "Dashboard".

Personal Profile

moodle



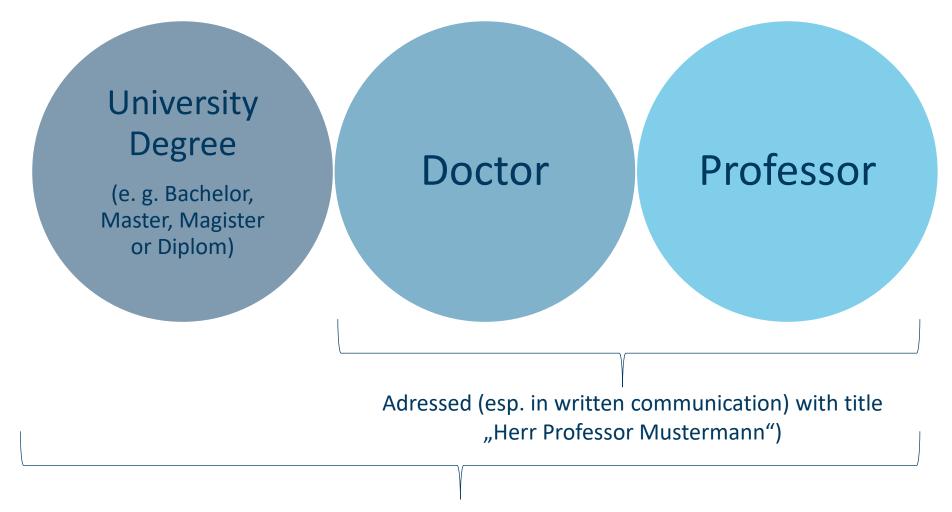
You can complete your personal profile so lecturers and students can get to know you. This is not mandatory.

Overview moodle and Unisono

Why are there two different, yet important platforms?

unison	moodle
Choose courses and register	 Find courses you have been accepted in
Schedule and organizational matters	Learning & Course management
Login with matriculation number	Login with g-number
You can only participate in courses if you register for them via Unisono before the semester starts!	Admissions do NOT happen via moodle!

",Dozent" (Lecturer) = "teacher" at the Uni



Not every lecturer is a professor

How to communicate with lecturers?

Important:

Report when you have questions or problems!

Most lecturers have office hours. Information on them can be found on the lecturer's homepage.



Keep in mind:

- Usually, docents do not work on weekends or late at night.
- It is very likely that lecturers do not answer immediately, please leave enough time and do not contact them more often.
- Always be **polite!**
- Lecturers are not responsible for your studies.

How to communicate with lecturers? Email to lecturers

- Polite address.
 - "Sehr geehrte*r Frau/ Herr Professor*in ..."
- Be concise.
 - Explain briefly but politely what your concern is and how he / she may help you.
- Specify information on you.
 Matriculation number, which course at what day and what time, which semester, what do you study.
- Use a polite conclusion such as: "Vielen Dank im Voraus für Ihre Antwort" Mit freundlichen Grüßen, *your name*



Always talk to lecturers formally; in German use the word **"Sie"** unless they offer you "Du" (which basically never happens.)

How to behave correctly! (Quiz)

Course starts at 10 am (c. t.). I arrive			
a) at 9.55am	 b) at 10.10am ✓ c.t. =starts at 10:15 am ✓ Punctuality is very important in Germany. ✓ Docents normally start their courses on time and expect students to be there. 	c) at 10.30am	

Even though you tried to be on time, you are 10 min late. What do you do?

a) I knock and apologize b) I skip the course. loud and clearly.

c) I enter the roomquietly and sit down onthe nearest availableseat.

Less disturbance
 when you enter
 quietly and carefully

You are supposed to have a presentation with fellow students who you do not know.

a) I prepare my part independently and bring it with me on the day of the presentation. b) I contact my fellow studentsand we work on the presentationtogether.

- ✓ Teamwork is very important in Germany. It does not create a good impression if you did not communicate with your fellow students
- ✓ If you decide to not have the presentation, please tell your fellow students and your docent in time.

c) I do not want to have a presentation with them,therefore I just do not show up for the presentation.

You do not understand something your docent just said.

a) I raise my hand and ask, or I report to my docent after the course.

- ✓ Most lecturers appreciate when you report to them in case of any questions or misunderstandings. You can also ask fellow students.
- ✓ Attention: in Germany, falling asleep during a course is very impolite!

b) I try to understand it c) I get frustrated, put at home.

my head on the table and fall asleep.

You are supposed to have a presentation in a few weeks. What do you do?

a) I wait until my lecturer gives me the necessary information. b) On the day before the presentation, I copy some information from the internet.

c) I independently search for literature and other sources and contact my lecturer ahead of time.

 A lot of independence will be expected of you. You should search for literature and sources on your own, however you will receive assistance from your docents if you ask them politely.

You have to write a term paper.

a) I search on the internet for good information and copy it myself or maybe change it a little. b) I search the internet and in the library for literature, write down my ideas and write my own text.

- ✓ Look for (qualified) literature (e. g. NOT Wikipedia, <u>www.hausarbeiten.de</u> etc. and ask your docent if the literature is okay.)
- In Germany, you are expected to cite all information that is not your own.
- Plagiarism (copying ideas/ texts without any quotation or reference) is very dangerous – you can be exmatriculated!
- There are different services which can help you with your term paper (e. g. Language Centre).

c) I just use the term paper of my friend.

You have to hand in a term paper in two weeks but you already know that you can not finish it in time.

- a) I immediately contact my lecturer, explain my situation and ask politely if it was possible to postpone the deadline.
- Most lecturers are very strict when it comes to deadlines, but if you ask politely, many will be willing to postpone the deadline a little bit – it is important (and fair) to be honest.

b) I just hand in the paper two weeks late. It will be okay. c) I write to my lecturer the night before the deadline that my cat died and I can only hand in my paper in two weeks.

Important values and behaviour

Be honest towards yourself, to your fellow students and to your docents. In Germany, honesty is very important. Admit when you have made a mistake.

Honesty and Fairness



Presence/ Independence/ Self-motivation

You chose to study – so please regularly attend and participate. This is the only way to go ahead. Ask your fellow students for help. If there are any problems report them, e.g. ask docents or us, the staff of ISA.

Please be on time for your lectures/ seminars. If you do arrive late enter quietly and sit down.

Punctuality





Respect and tolerance

Respect values, opinions and abilities of others.

ZIMT – Center for information and media technology

Email: <u>support@zimt.uni-siegen.de</u> Phone: +49 (0) 271 740 4777 Room: H-D 2203 All information: <u>https://www.zimt.uni-siegen.de/</u>



- Student email account
- WiFi
- Moodle
- Sciebo
- Lending of devices & Media tech

• ...

Student Email account



Activation at ZIMT or online (unisono)

Important:

- Check your email account regularly.
- Professors and Lecturers use this email address for all their communication.
- University of Siegen sends important information to this address (like reminders for your semester fee, information on examinations or bus transportation, update on corona-situation...).
- Some e-mail programs offer an automatic forward of e-mails to another address.

Student E-Mail account

Step 1

Log in to unisono.

Username corresponds to your matriculation number.



<u>Step 2</u>

Follow the following path:

- **1.** Student's Corner
- 2. ZIMT Account



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Student E-Mail account

Step 3

Follow the registration link.

Information about your ZIMT-account

Your ZIMT account consists of an e-mail account, with a personalized e-mail address, access to the teaching- and learning platform Moodle, access to EduROAM (Wi-Fi at German Universities), VPN access to the internal network of the University of Siegen, and other services

In order to be able to use your ZIMT account you have to perform a one-time activation acquiring your own password. To activate the account and acquire your password please click on the follo

https://stud-registrierung.zimt.uni-siegen.de/studikonto/

Please note that it is compulsory to follow this link.

Step 4

Confirm the terms of use.

Zustimmung zur Rahmen- und Benutzungsordnung Rahmen- und Benutzungsordnung des ZIMT der Universität Siegen (neues Fenster)

Ich bestätige dass ich die Rahmen- und Benutzungsordnung des ZIMT gelesen habe und ihr zustimme 🔲

Abbruch

Fortfahren

50

Student E-Mail account

Step 5

Assign a password and continue.

Step 6

Take a screenshot for your records.

hre Benutzerkennung lautet: g12345			
Vorgang erfolgreich abgeschlossen Bitte notieren Sie sich Ihre persönliche Benutzerkennung. Jatzt drucken			
Identität: Mitarbeiter			
Benutzerkennung	g12345		
mit Scope, z.B. für eduroam	g12345@uni-siegen.de		
Nachname	Muster		
Vorname	Maik		
E-Mail-Adresse	maik.muster @student.uni-siegen.de		

Copying, scanning and printing

- Libraries
- Modern scanners (free of charge)
- Printing: Free if you bring your own paper -Copy: no longer possible!
- Copy shops in Siegen/ Siegen-Weidenau
 - Book Shop Makelmuth (on campus AR)



Library – Library Card

- Different departments at different campuses
- Information: <u>https://www.ub.uni-siegen.de/index.php?id=1&L=1</u>

Requesting the library card (included in your USiCard)



- Fill in and sign form: Formular für Studierende der Universität Siegen
- Send form, copy of your passport and confirmation of studies via email to: <u>benutzung@ub.uni-</u> <u>siegen.de</u>.
- Or go to main library at Adolf-Reichwein-Campus.
- You'll be contacted by email as soon as the card is ready and can be picked up (Campus Adolf Reichwein) → please bring your passport



VPN offers the possibility to connect from a foreign network (e.g. from home) to the network of the University of Siegen in a safe way.

Why is it important?

Acess to licensed databases and electronic journals with full texts of the University Library.



Manuals for each software





Library – E-Resources



- With the VPN client you can connect to the university network from outside.
- Information regarding download of the VPN client: https://www.zimt.uni-siegen.de/dienste/netzwerk/vpn/software_anleitungen.html.en?lang=en



If the VPN is activated you have access to all <u>e-resources</u> of the library of the University of Siegen.

Library - Training



- Orientation in the library is not very easy.
- You should definitely take a training course.
- Training offers and dates: <u>https://www.ub.uni-</u> siegen.de/index.php?id=schulungen&L=1
- Tutorials: <u>https://www.ub.uni-</u> siegen.de/index.php?id=750&L=%24%7B_hash_%7Dc2622

Library tour: Thursday, 04.04.24

- 2 p.m. English
- 3 p.m. German

How can I improve my German?



Where do I find help?



- **Docents** (regarding the course)
- Fellow students
- Study consultation (for the organisation of your studies and questions, usually at every faculty) <u>http://www.uni-</u> <u>siegen.de/zsb/studierende/fachstudienberatung.html?m=e</u>
- Student Representatives (Fachschaften) (students that invest in your field of study) <u>https://www.asta.uni-</u> <u>siegen.de/index.php/studis/fachschaften/</u>

Where do I find help?



- General Student Council (AStA) (elected student representatives at Uni Siegen)
 <u>https://www.asta.uni-siegen.de/</u>
- Department International Student Affairs (ISA)
 <u>http://www.uni-siegen.de/isa/ansprechpartner/?lang=de</u>
- Department STARTING
 <u>https://www.uni-siegen.de/starting/</u>
- Psychological counselling
 http://www.uni-siegen.de/zsb/psychologische/

Please contact us if you have any questions or problems!



City tour

"Around the golden Crown" - a Discovery tour along more than 800 Years of spectacular Siegen history

Sunday, 7th April 2024 at 2.30 p.m.

Fee: 10,registration: hallo@visitsiegen.de

uni-siegen.de





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Thursday 9.30 a.m. – around 4 p.m.

Living in Germany – Tips and Tricks

➢ Pizza (You are invited ☺)

2 pm Library Tour

Evening program: International Stammtisch at *Schabernack,* Kornmarkt 10 7 p.m.









Friday 9.30 p.m. – around 4 p.m.

>Intercultural Awareness

≻Lunch

City Tour





Evening program: Pub Crawl with ESN





