Universität Siegen

Orientation Days
SOSE 2024

Universität Siegen

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

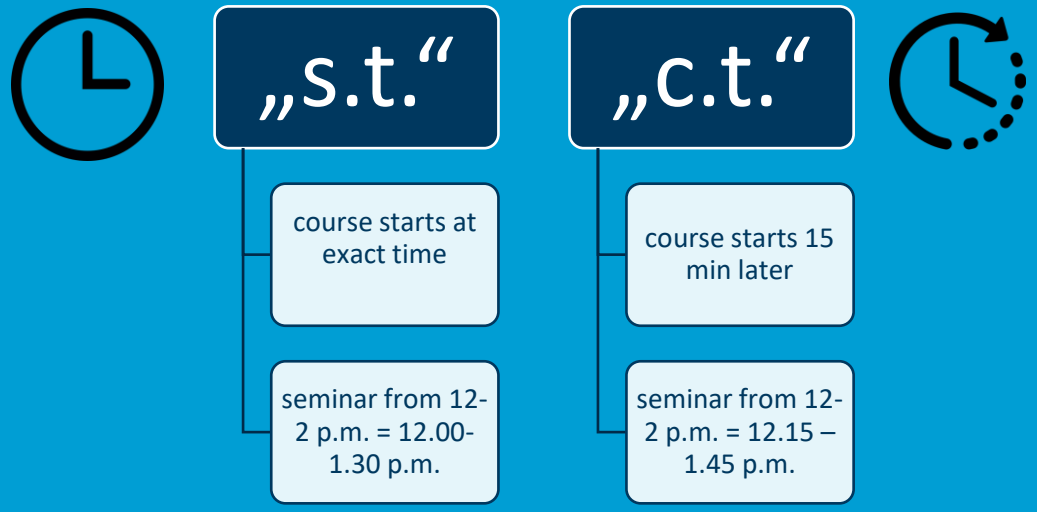
- Medium-sized groups, more intensive work
- Active participation is expected: give accompanying thoughts, ask questions, discuss etc.
- Academic evaluation differ: presentation, term paper…

Excercise course

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

Classes/ courses

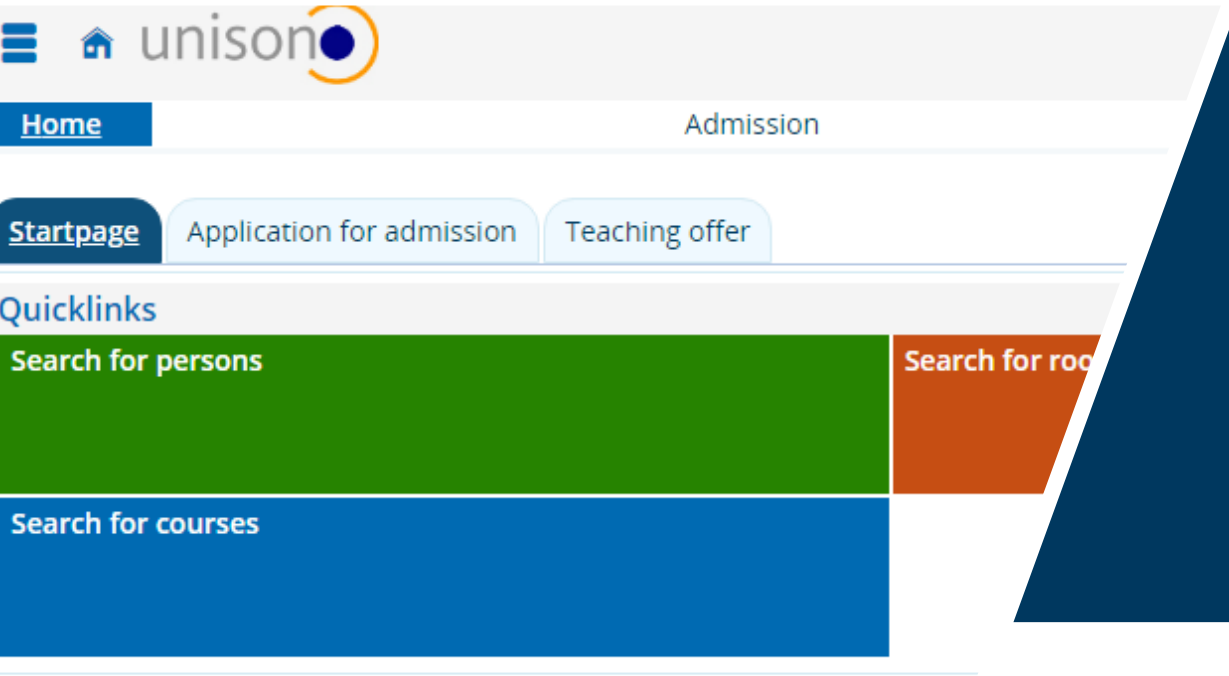
- **Usually once per week for 90 minutes**



→ teachers/ docents decide „s.t.“ or „c.t.“

- **or as a compact course**
  - ✓ during weekends (~2)
  - ✓ or in one week during semester break → very intensive

Unisono – Your Headquarter



Recommendation:
don´t use your phone for the registration

- Course catalogue
- Certificate of studies
  - ➢ My functions → Administration of study → Study report
- Registration for courses
- Registration for exams
- Overview of academic achievements/ credit points (e. g. for Foreigners´ Registration Office)
- Change of address / contact details

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

What is unisono?

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

Schedule

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)

UNIVERSITÄT SIEGEN

Modulhandbuch
für den Studiengang

BSc. Maschinenbau

Inhalt:

i. Studienverlaufsplan
ii. Liste der Modulverantwortlichen
iii. Modulbeschreibungen

i. Studienverlaufsplan

BSc. Maschinenbau (2010)		SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung
Modul/Modulelement	Veranst.-Nr.	1. Sem.			2. Sem.			3. Sem.			4. Sem.			5. Sem.			6. Sem.		
Mathematisch-naturwissenschaftliche Grundlagen	*4M AB01000V*																		
Modul P1: Mathematik A																			
Analysis I und lineare Algebra	4MAB00310V	7	8,0	SP2															
Modul P2: Mathematik B																			
Analysis II und gewöhnl. Differentialgl.	4MAB00320V				6	8,0	SP2												
Modul P3: Mathematik C																			
Vektoranalysis u. part. Differentialgl.	4MAB00330V							5	6,0	SP2									
Modul P4: Naturwissenschaften für Maschinenbau																			
Chemie für Maschinenbau	4MAB00730V	3	4,0	SP1															
Physik für Maschinenbau	4MAB00725V				3	4,0	SP1												
Modul P5: Informatik																			
Einführung in die Informatik I	4MAB00685V	3	3,0	SP1															
Einführung in die Informatik II	4MAB00690V				2	2,0	LN												
Summe (29 SWS, 35 ECTS)																			
Ingenieurwissenschaftliche Grundlagen	*4M AB02000V*																		
Modul P6: Technische Mechanik A																			
Statik	4MAB00420V	4	5,0	SP2															
Modul P7: Technische Mechanik B																			
Elastostatik	4MAB00430V				4	5,0	SP2												
Modul P8: Technische Mechanik C																			
Dynamik	4MAB00440V							4	5,0	SP2									
Modul P9: Numerische Verfahren																			
Einführung in Numerische Methoden und FEM	4MAB00340V										4	5,0	SP2						
Modul P10: Technische Thermodynamik																			

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.

Schedule

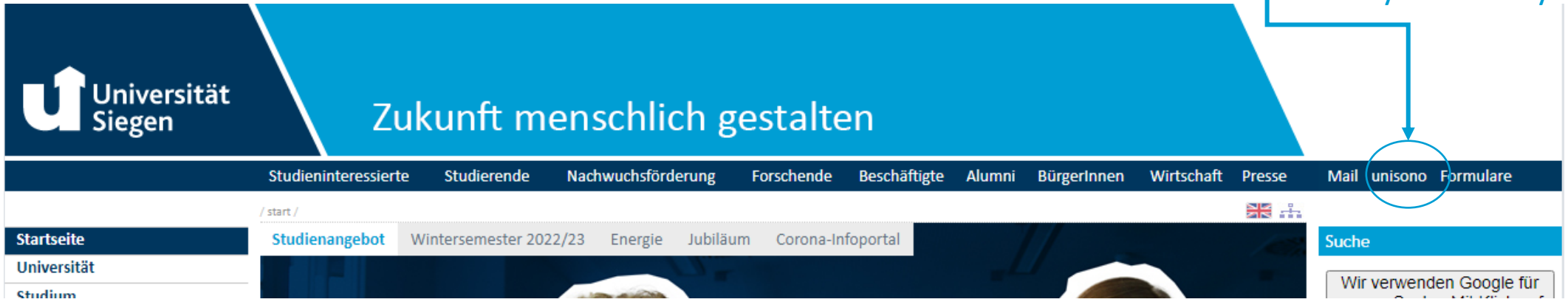
In order to create your schedule you need:

1. **Studienordnung/ Prüfungsordnung/ Modulhandbuch**
   (study and/ or exam regulations and/ or module manual)

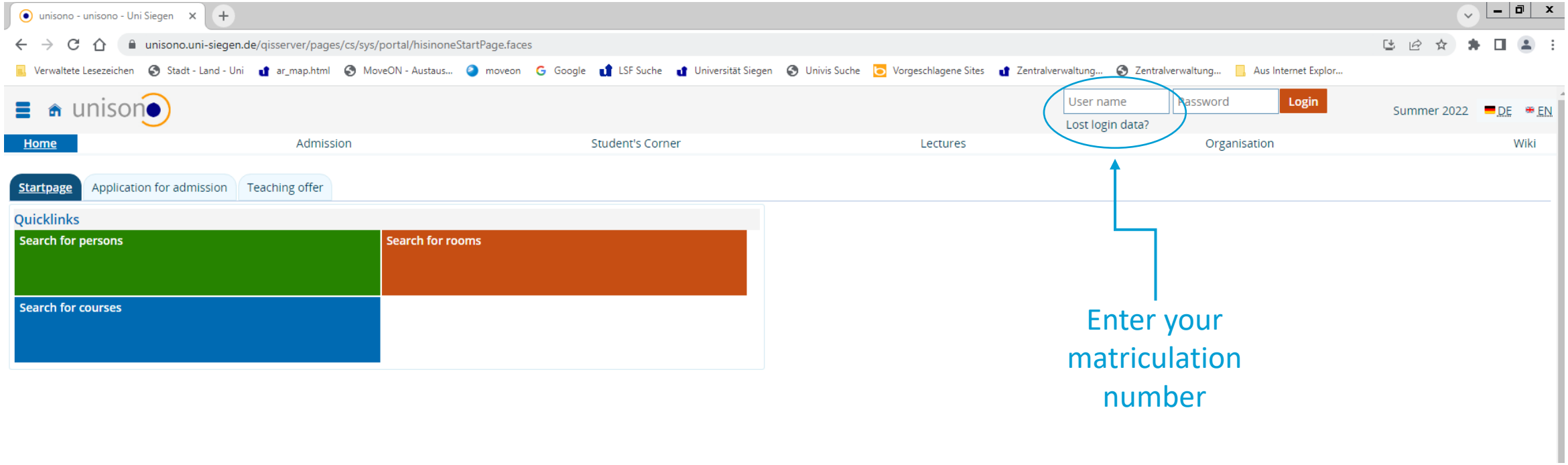
You can find them on the homepage of the course of studies or of the examination office

2. Vorlesungsverzeichnis (course cataloge in unisono)

Don´t panic! You´ll get help from your faculty!

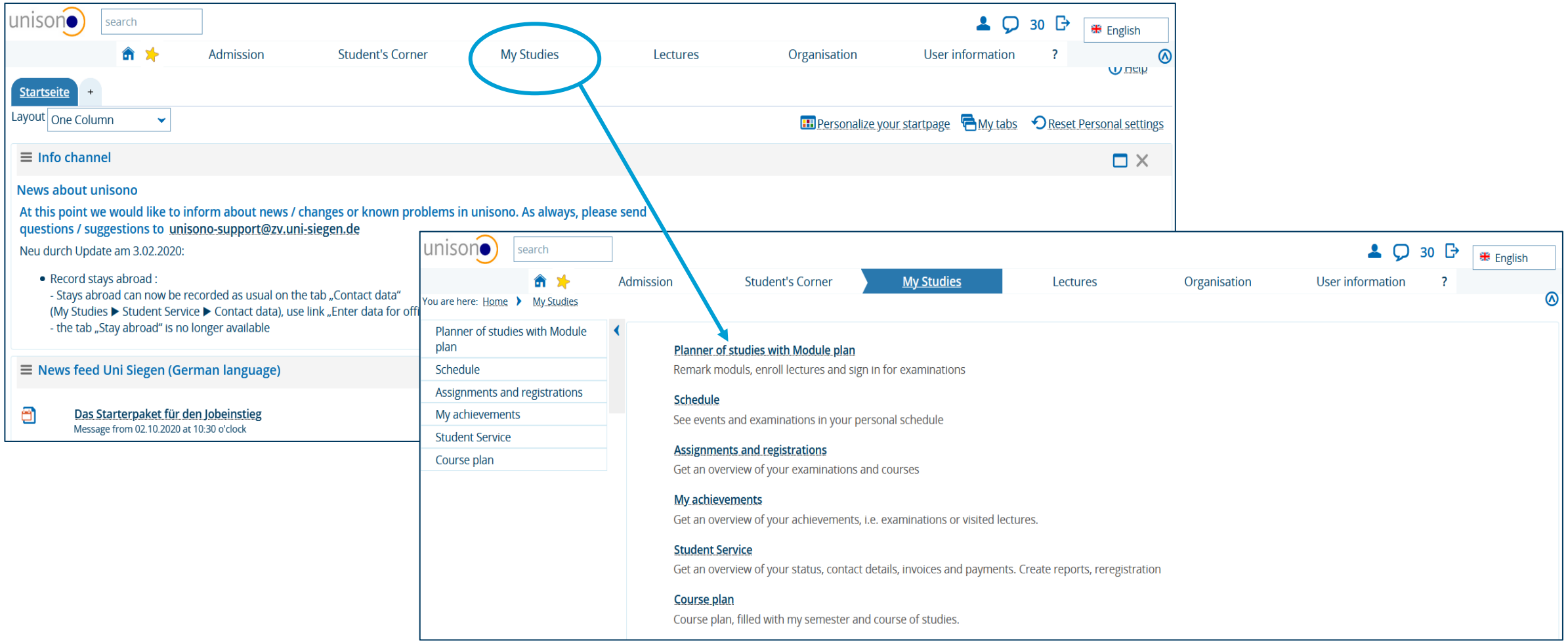


Unisono

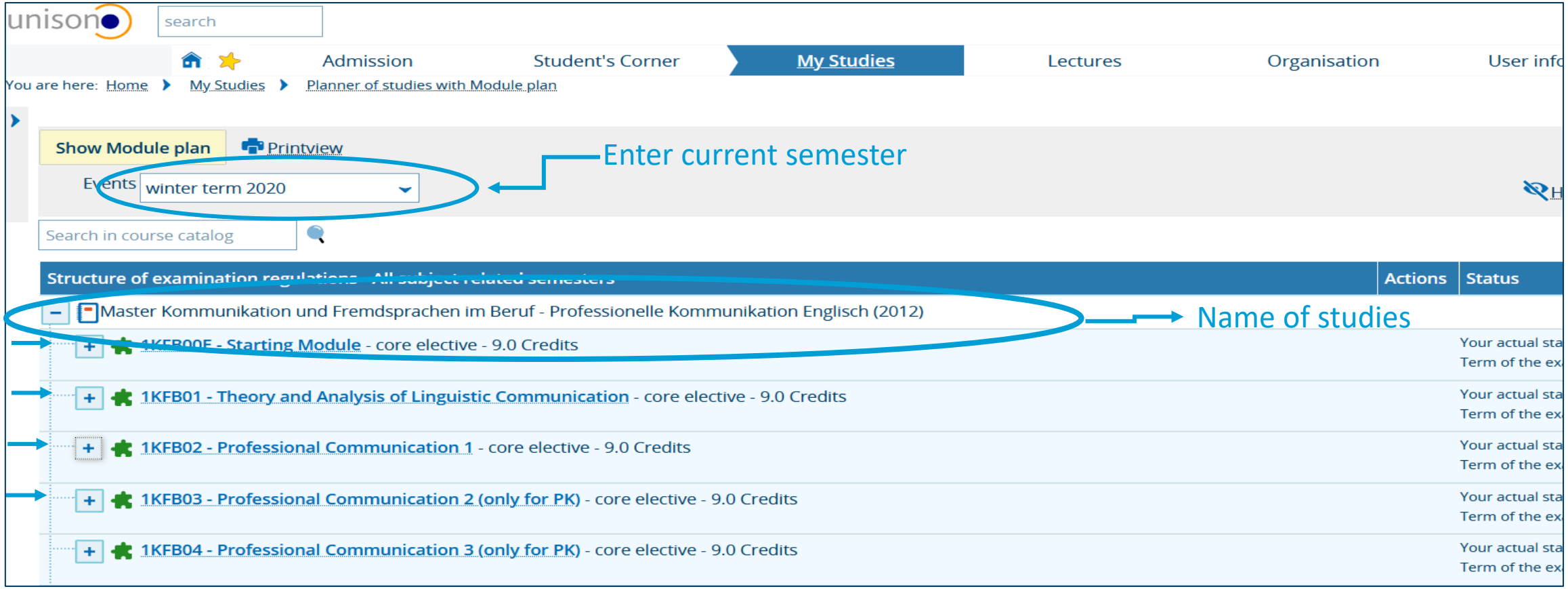


Enter your matriculation number

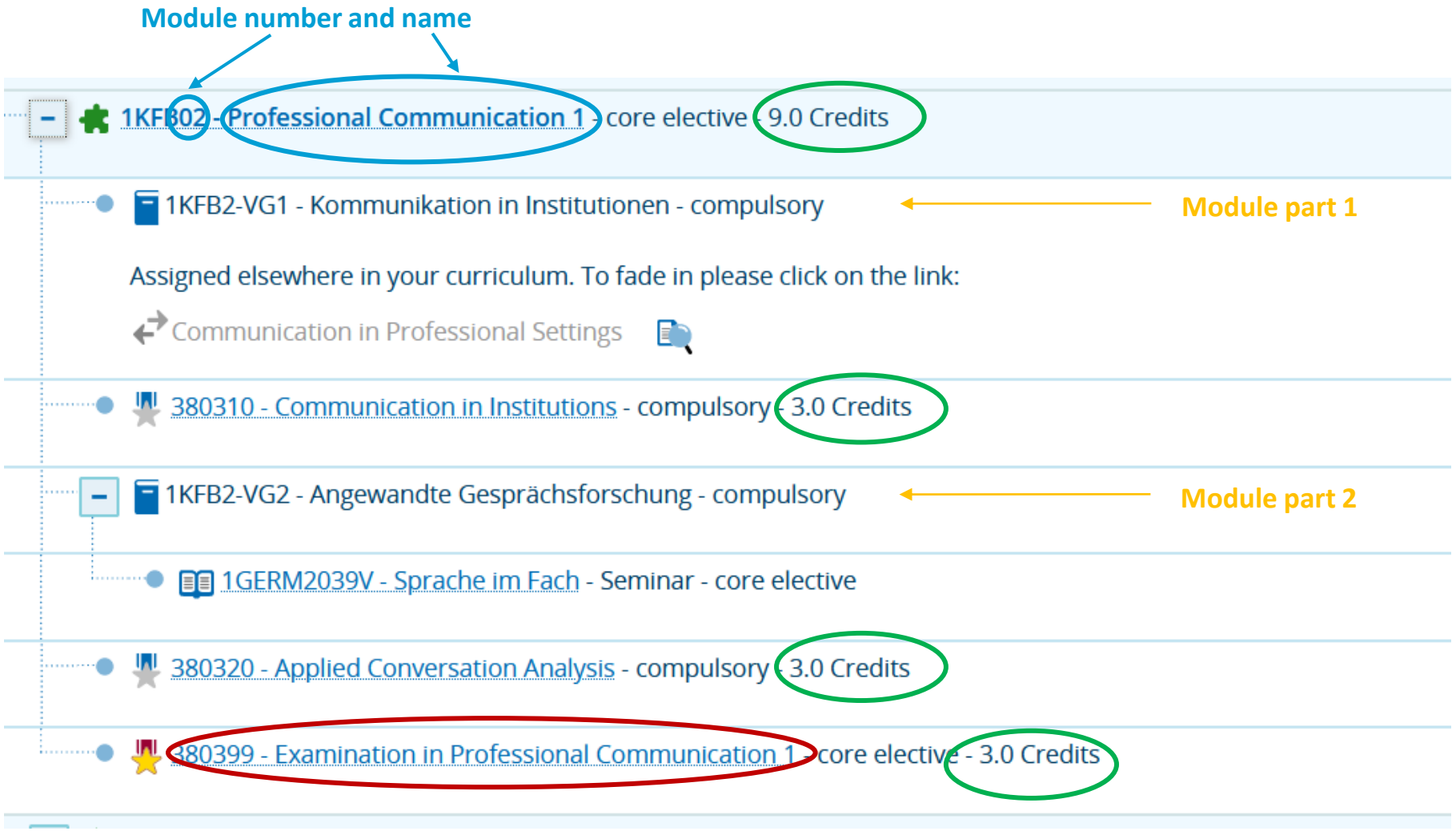
Schedule


unisono
search
30
English
Admission
Student's Corner
My Studies
Lectures
Organisation
User information
?
Help
Startseite
+
Layout
One Column
Personalize your startpage
My tabs
Reset Personal settings
Info channel
News about unisono
At this point we would like to inform about news / changes or known problems in unisono. As always, please send questions / suggestions to unisono-support@zv.uni-siegen.de
Neu durch Update am 3.02.2020:
• 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 offi
- the tab „Stay abroad“ is no longer available
News feed Uni Siegen (German language)
Das Starterpaket für den Jobeinstieg
Message from 02.10.2020 at 10:30 o'clock
unisono
search
30
English
Admission
Student's Corner
My Studies
Lectures
Organisation
User information
?
You are here: Home ❯ My Studies
Planner of studies with Module plan
Schedule
Assignments and registrations
My achievements
Student Service
Course plan
Planner of studies with Module plan
Remark moduls, enroll lectures and sign in for examinations
Schedule
See events and examinations in your personal schedule
Assignments and registrations
Get an overview of your examinations and courses
My achievements
Get an overview of your achievements, i.e. examinations or visited lectures.
Student Service
Get an overview of your status, contact details, invoices and payments. Create reports, reregistration
Course plan
Course plan, filled with my semester and course of studies.

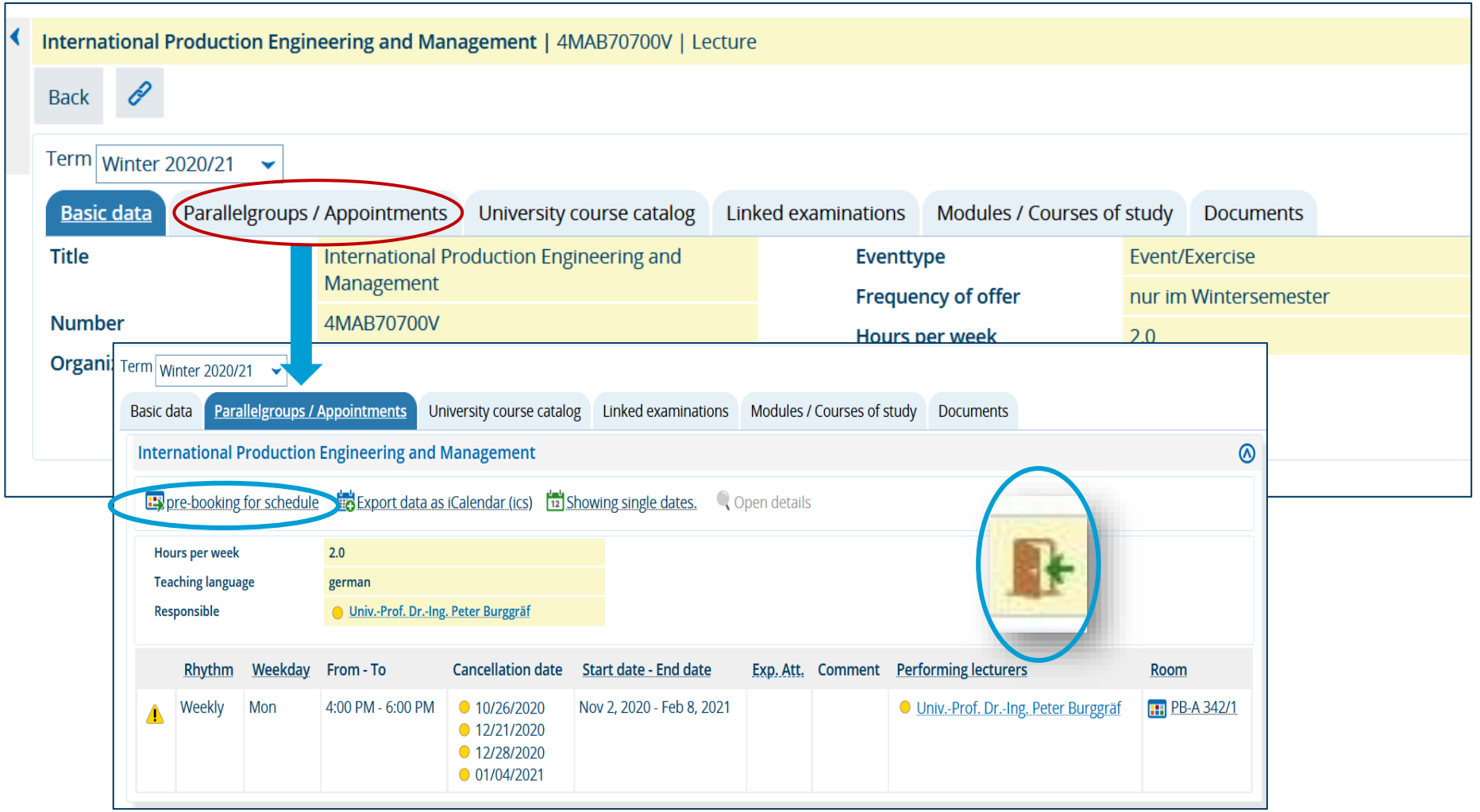
Schedule


search
Admission
Student's Corner
My Studies
Lectures
Organisation
You are here: Home My Studies Planner of studies with Module plan
Show Module plan
Printview
Events
winter term 2020
Enter current semester
Search in course catalog
Structure of examination regulations
Actions
Status
Master Kommunikation und Fremdsprachen im Beruf - Professionelle Kommunikation Englisch (2012)
Name of studies
Modules
1KFB00E - Starting Module - core elective - 9.0 Credits
1KFB01 - Theory and Analysis of Linguistic Communication - core elective - 9.0 Credits
1KFB02 - Professional Communication 1 - core elective - 9.0 Credits
1KFB03 - Professional Communication 2 (only for PK) - core elective - 9.0 Credits
1KFB04 - Professional Communication 3 (only for PK) - core elective - 9.0 Credits

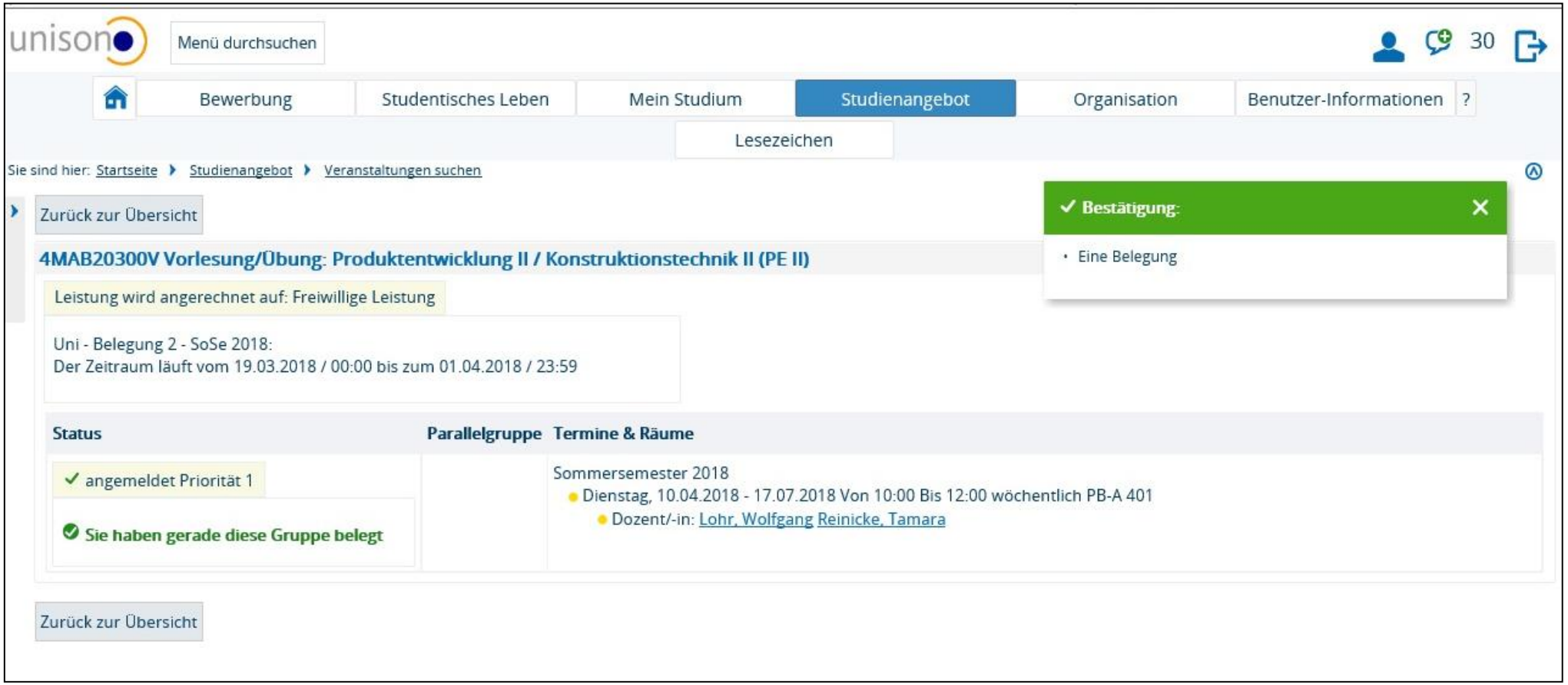
Schedule


Module number and name
1KFB02 - Professional Communication 1 - core elective - 9.0 Credits
1KFB2-VG1 - Kommunikation in Institutionen - compulsory
Module part 1
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
1KFB2-VG2 - Angewandte Gesprächsforschung - compulsory
Module part 2
1GERM2039V - Sprache im Fach - Seminar - core elective
380320 - Applied Conversation Analysis - compulsory - 3.0 Credits
380399 - Examination in Professional Communication 1 - core elective - 3.0 Credits

Apply for courses



Apply for courses



After application for courses, wait for:

AN = Angemeldet (registered)

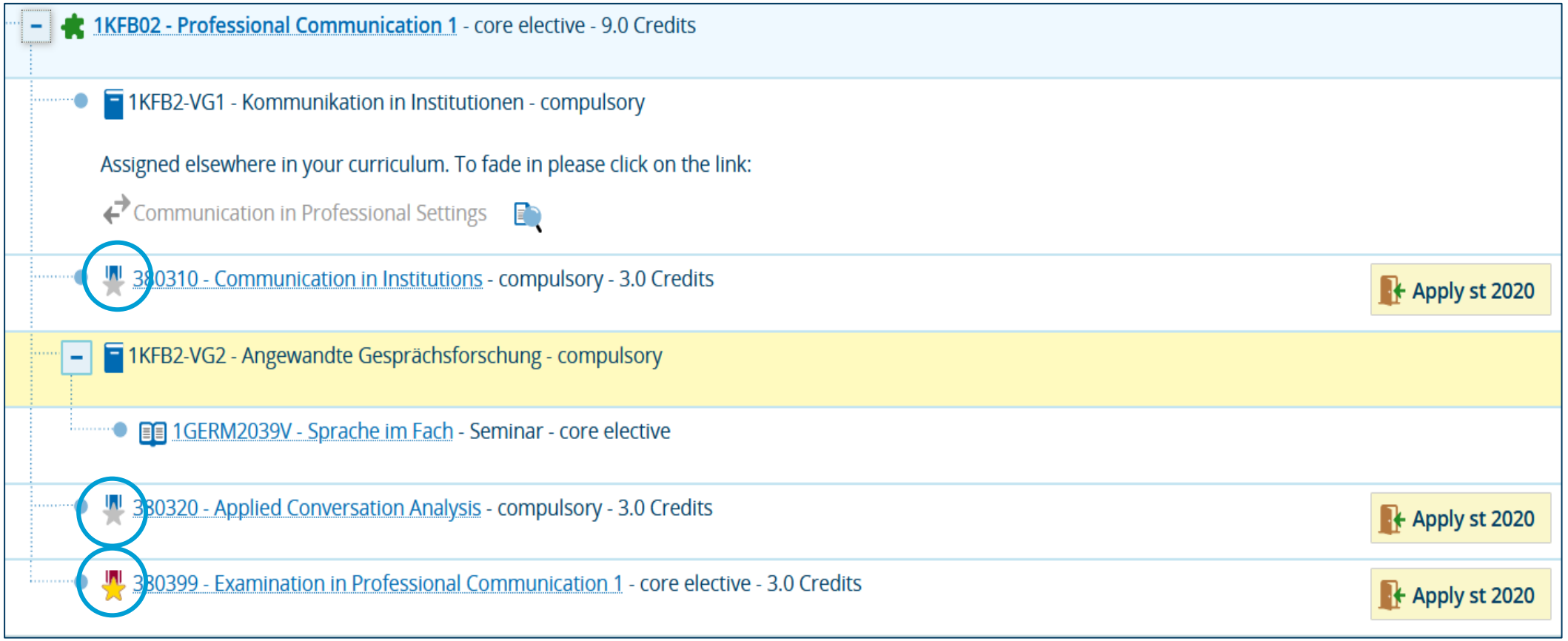
ZU = Zugelassen (accepted)

WL = Warteliste (waiting list)

AB = Abgelehnt (rejected; course will be deleted automatically)

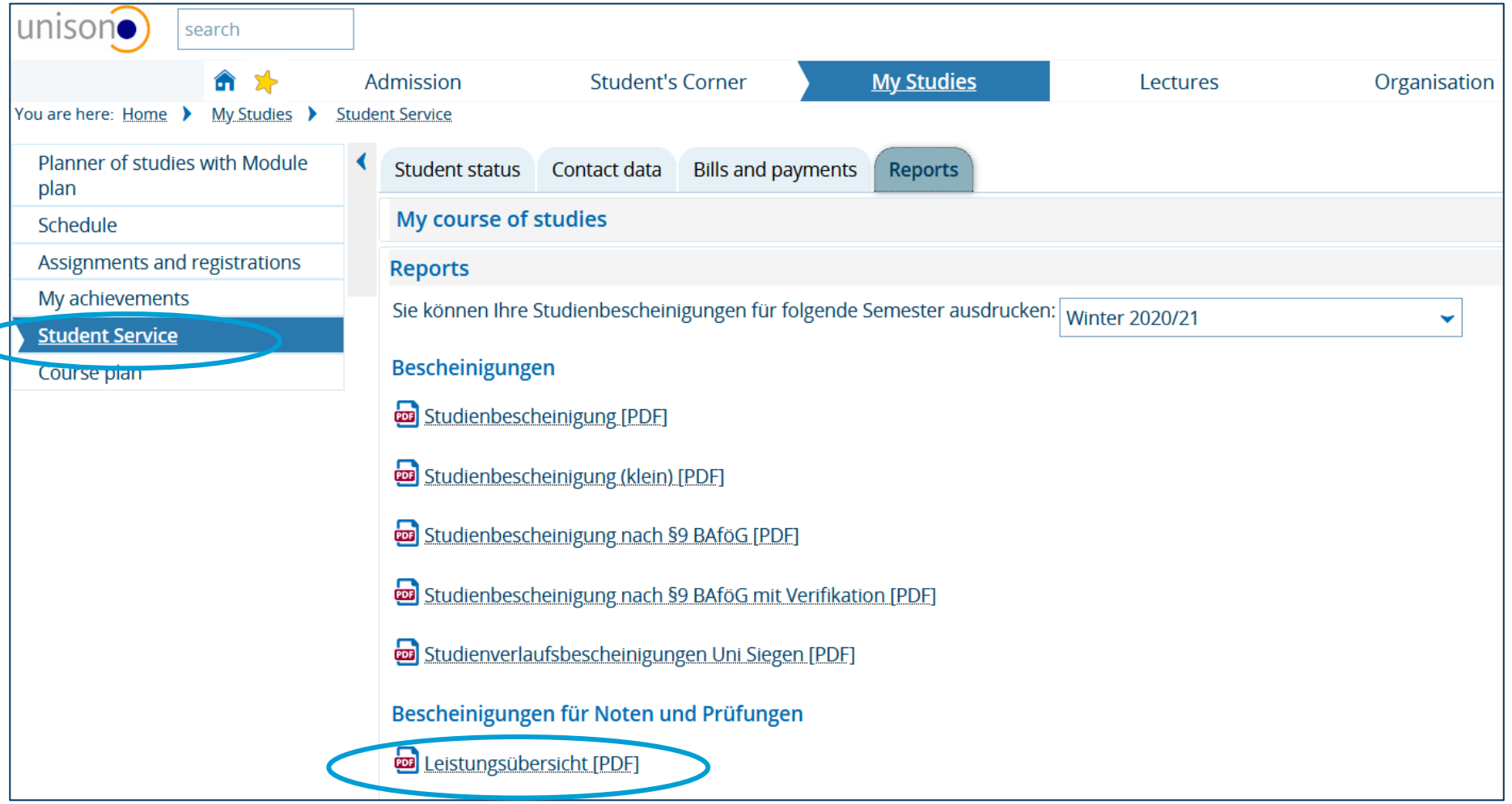
Apply and register for examinations

Different for exchange students

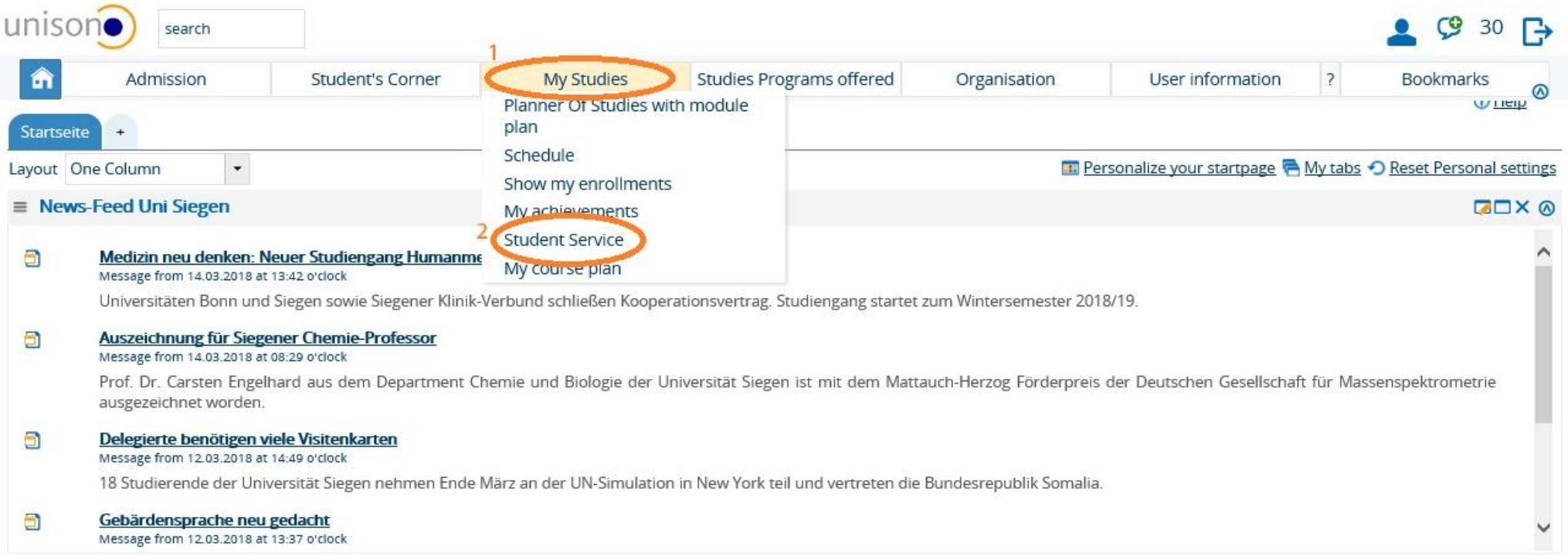


Registration for exams has to be done after some weeks only!!

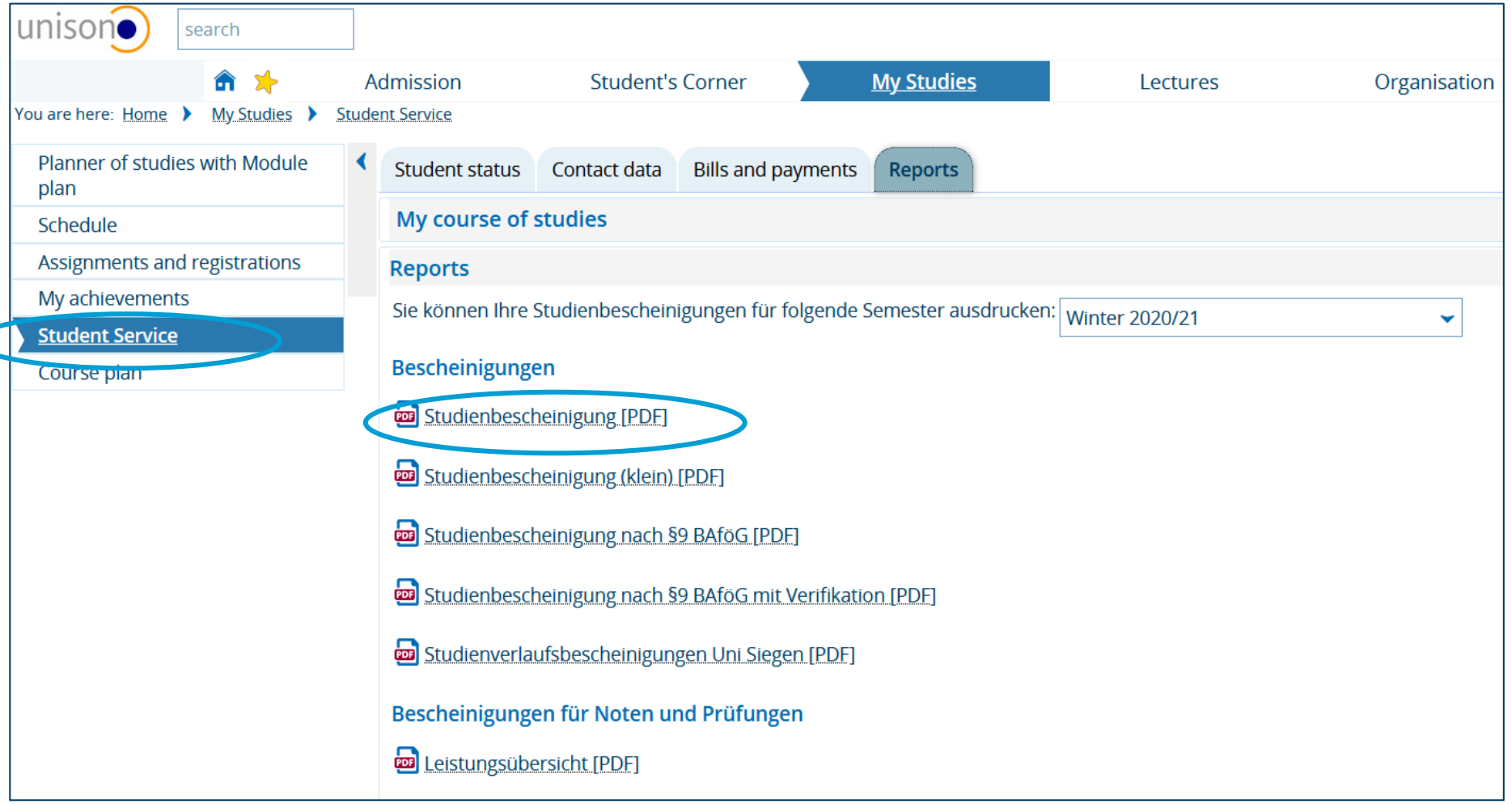
Leistungsübersicht – (List of achievements) credits & grades



Certificate of study



Certificate of study



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

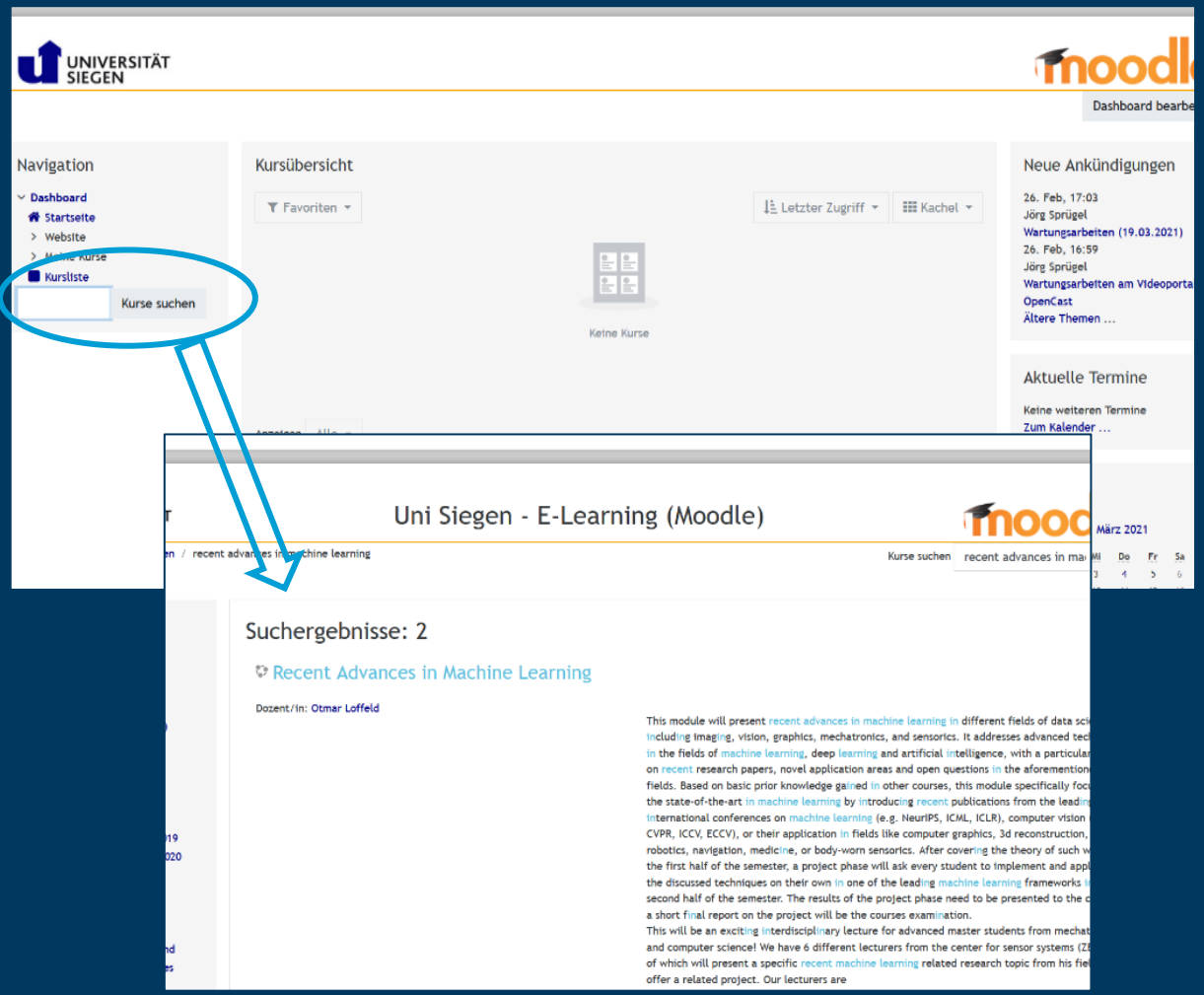
What is moodle?

- 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

Moodle

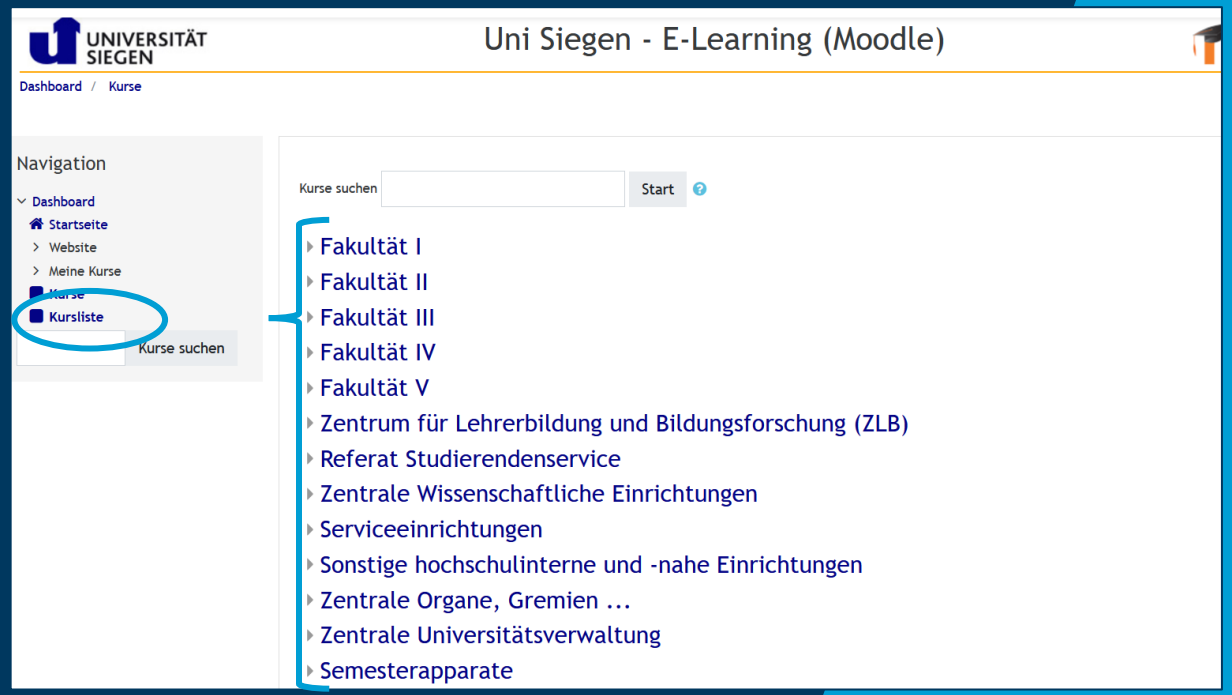
https://moodle.uni-siegen.de/

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.

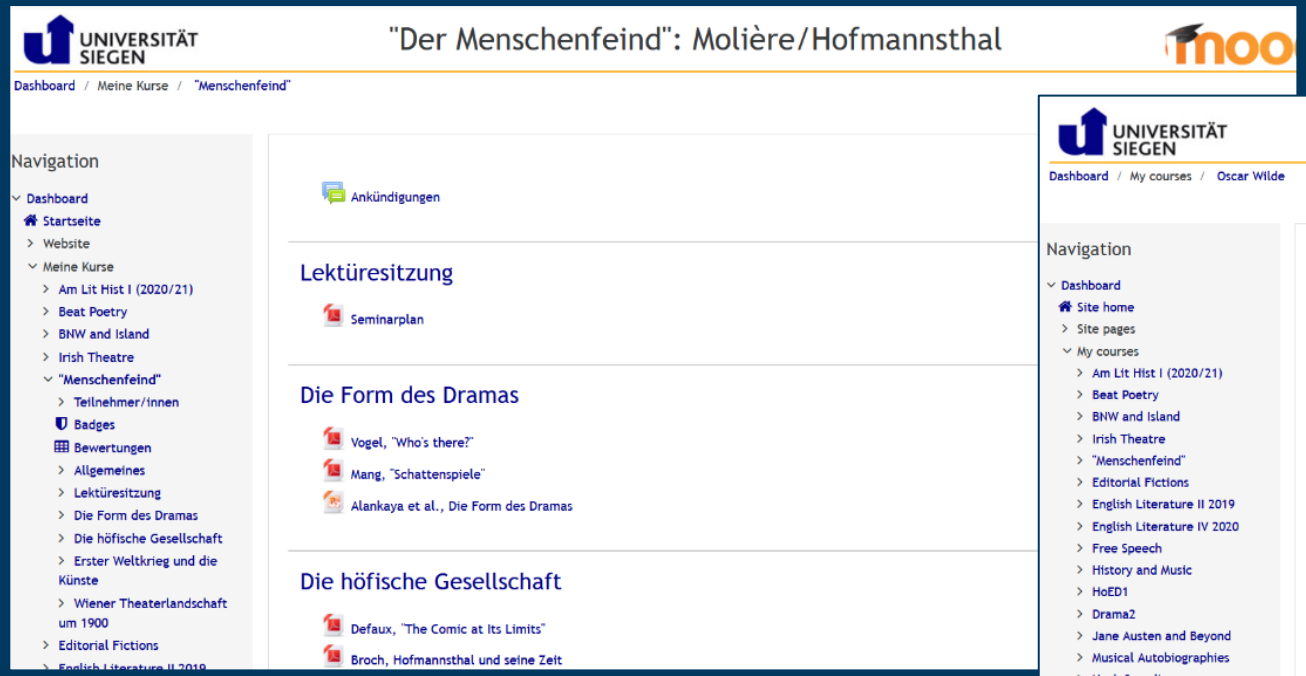
Find your courses and log in



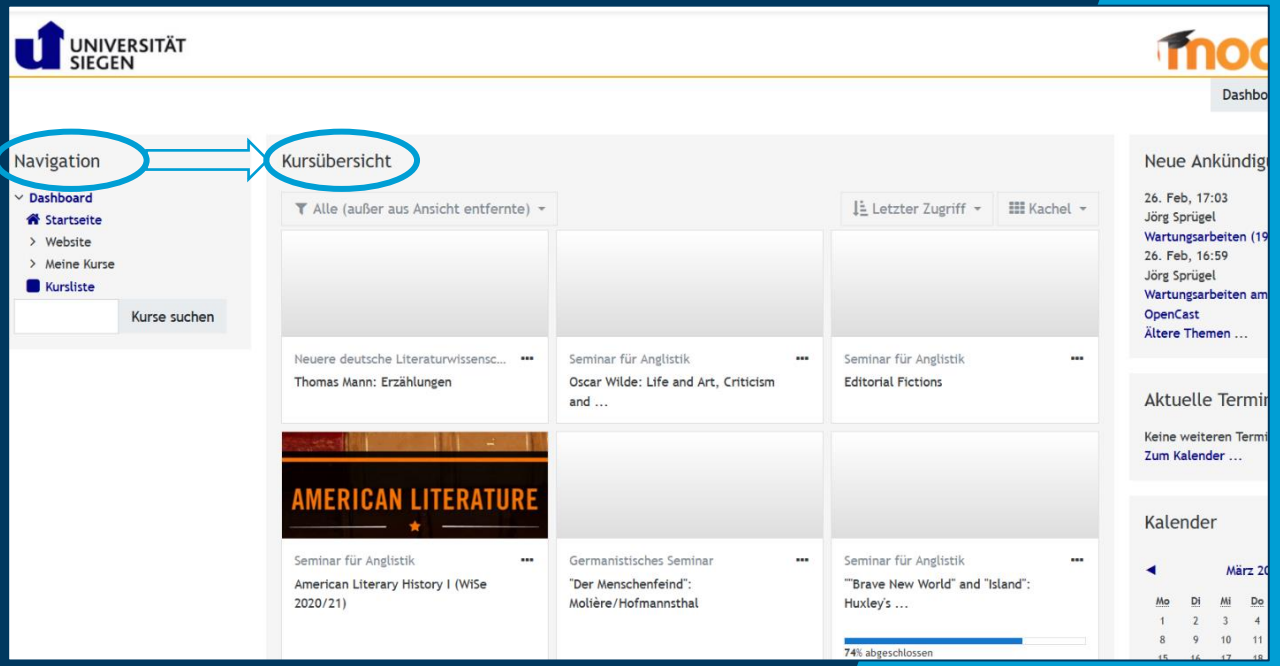
Alternatively you can also find your courses by searching in the list of courses.

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.

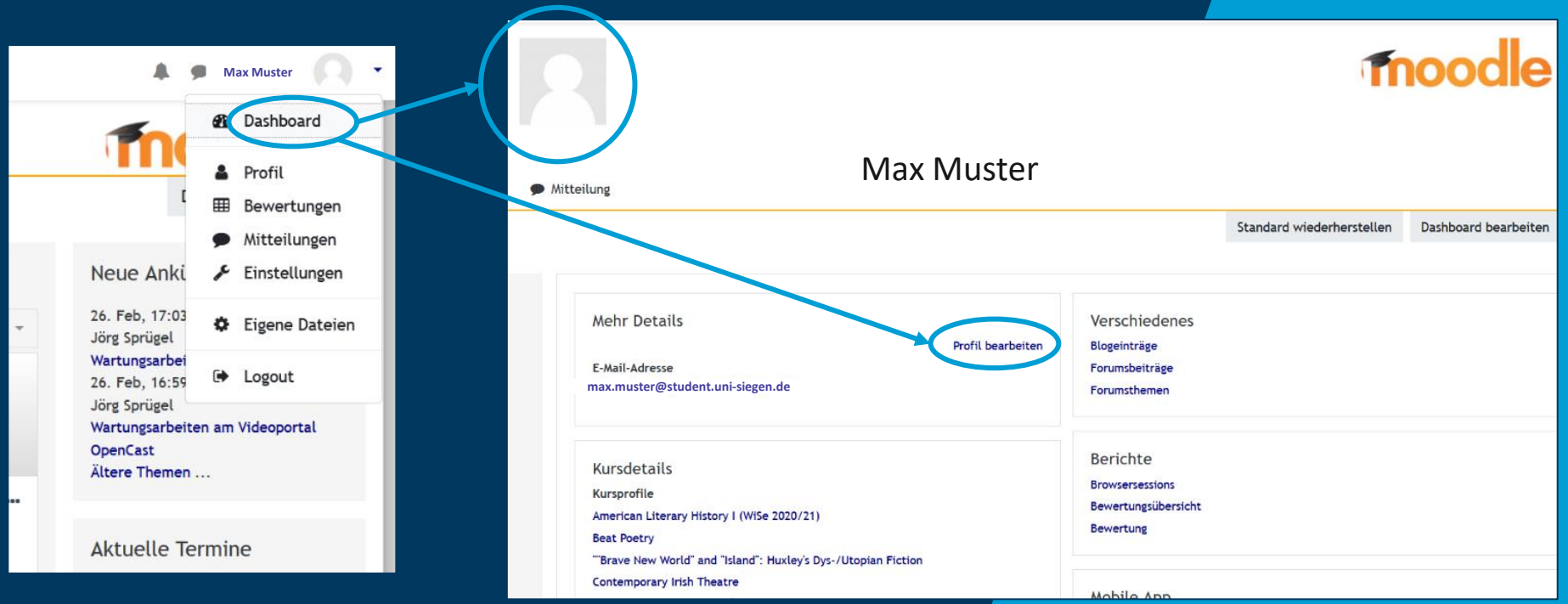


Dashboard



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

Personal Profile



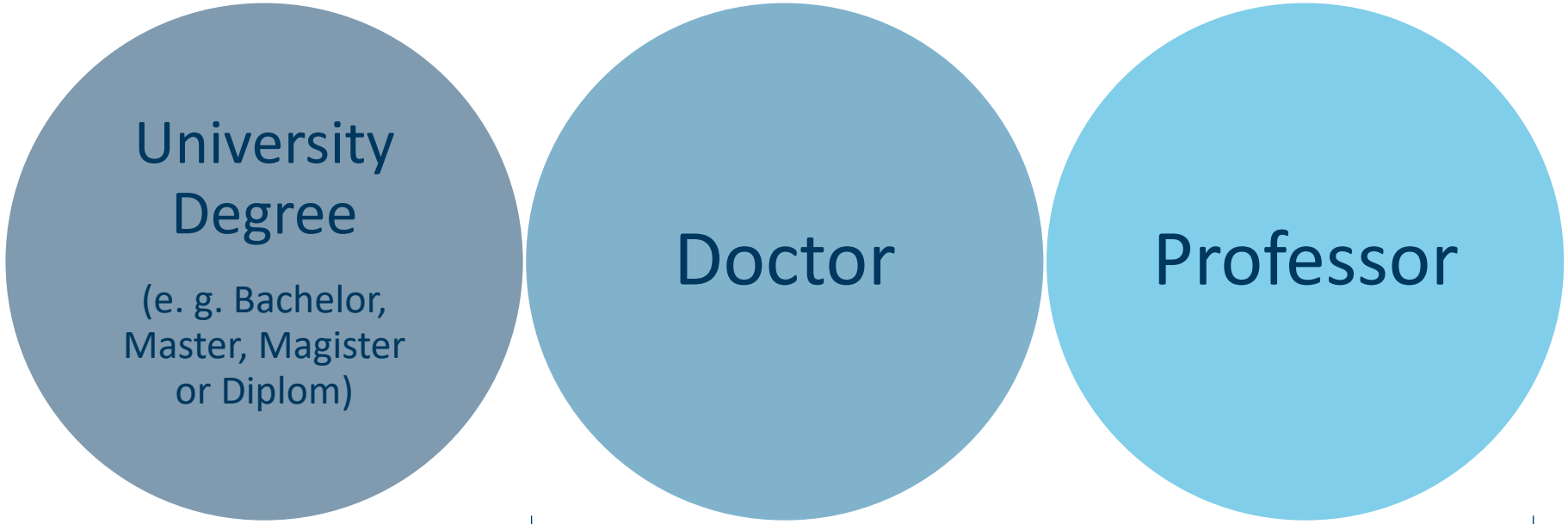
You can complete your personal profile so lecturers and students can get to know you. This is not mandatory.

Overview moodle and Unisono

Why are there two different, yet important platforms?

unisono	moodle
• Choose courses and register • Schedule and organizational matters • Login with matriculation number	• Find courses you have been accepted in • Learning & Course management • 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



Adressed (esp. in written communication) with title „Herr Professor Mustermann“)

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)

How to behave correctly

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

How to behave correctly

Even though you tried to be on time, you are 10 min late. What do you do?		
a) I knock and apologize loud and clearly.	b) I skip the course.	c) I enter the room quietly and sit down on the nearest available seat. ✓ **Less disturbance when you enter quietly and carefully**

How to behave correctly

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 students and we work on the presentation together. ✓ **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.

How to behave correctly

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 at home.	c) I get frustrated, put my head on the table and fall asleep.

How to behave correctly

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.**

How to behave correctly

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, www.hausarbeiten.de 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.

How to behave correctly

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

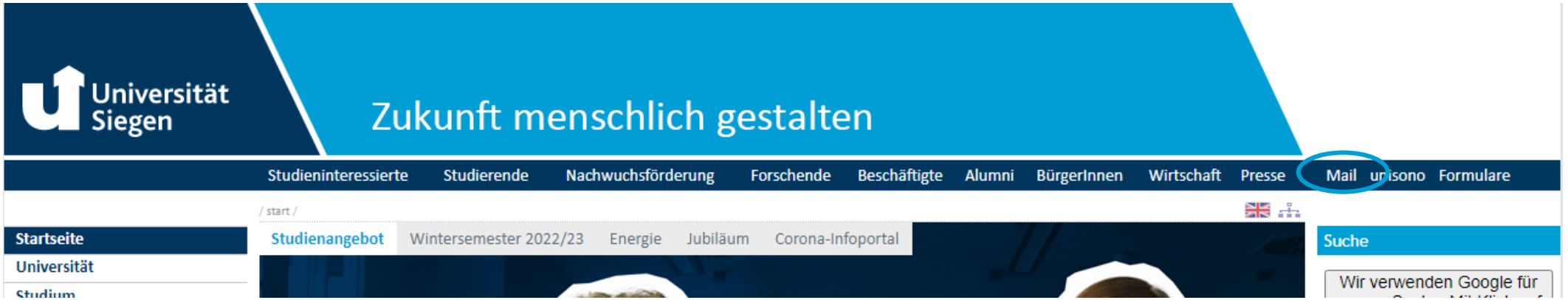
Respect values, opinions and abilities of others.

ZIMT – Center for information and media technology

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

- 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

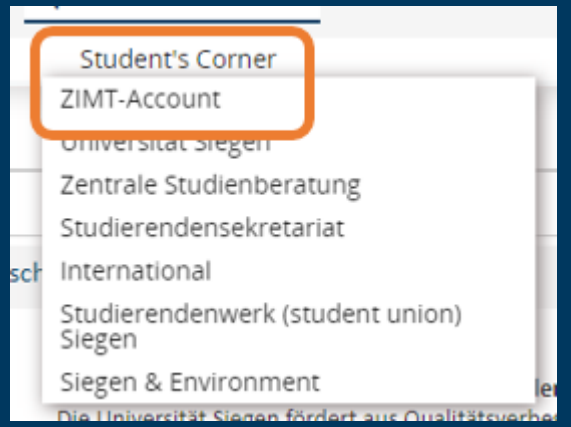
Log in to unisono.

Username corresponds to your matriculation number.

Step 2

Follow the following path:

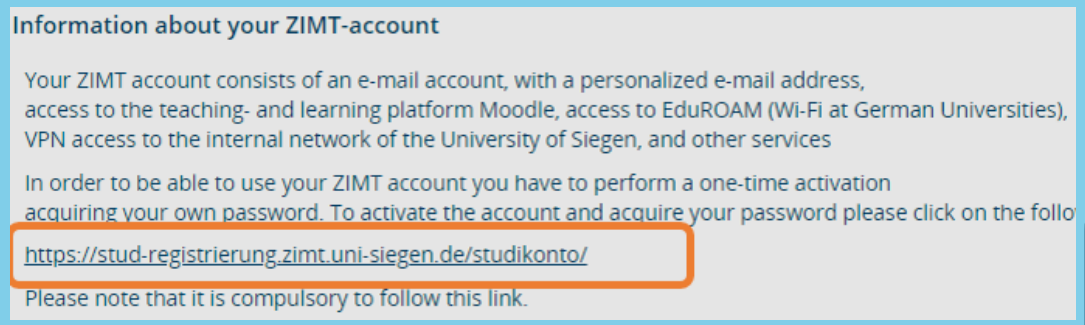
1. Student´s Corner
2. ZIMT Account



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.

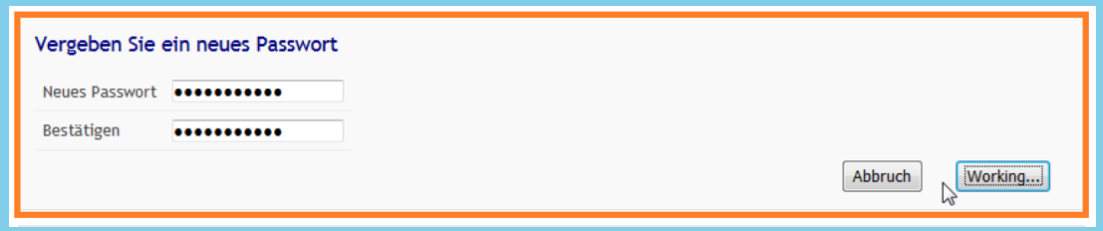
Step 4

Confirm the terms of use.

Student E-Mail account

Step 5

Assign a password and continue.



Step 6

Take a screenshot for your records.

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: https://www.ub.uni-siegen.de/index.php?id=1&L=1

UB UNIVERSITÄTSBIBLIOTHEK

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: benutzung@ub.uni-siegen.de.
- 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

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 e-resources 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: https://www.ub.uni-siegen.de/index.php?id=schulungen&L=1

- **Tutorials:** https://www.ub.uni-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**

https://www.youtube.com/watch?v=Yh3T0AzRceg

How can I improve my German?

Try to talk to many people and make friends

Join a tandem /buddy program

Register for German courses at the Language Centre

Watch movies German language

Find hobbies where you get in touch with people

Read German books, magazines, newspaper s

Listen to German radio/ songs

Don‘t give up!

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) http://www.uni-siegen.de/zsb/studierende/fachstudienberatung.html?m=e
- **Student Representatives (Fachschaften)** (students that invest in your field of study) https://www.asta.uni-siegen.de/index.php/studis/fachschaften/

Where do I find help?

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

Please contact us if you have any questions or problems!

Universität Siegen

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

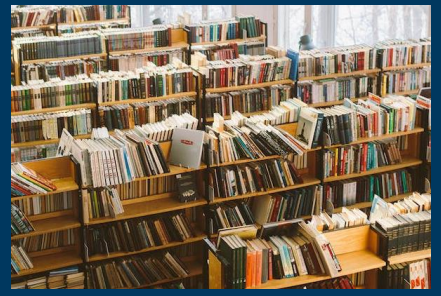
The next days…

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

ESN Siegen

Thank you!

See you tomorrow!!

Follow us

on Instagram

Quellen der verwendeten Bilder:
https://suedwestfalen.portal.pixelboxx.com - www.pexels.com - https://pixabay.com - www.uni-siegen.de