

Rosenheim

Technical University
of Applied Sciences



STUDY GUIDE

INFO FOR NEW STUDENTS

ACADEMIC YEAR 2023/2024



**All info
about studies
online!**

He is educated who knows how to find out what he doesn't know.

Georg Simmel, German philosopher and sociologist

Index of topics

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Dear student,

Welcome to Rosenheim Technical University
of Applied Sciences!

You've made it! You have received your admission
to the TH Rosenheim 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 univer-
sity services and facilities you will be using every day
during your studies. This new chapter in your life will
now be all about studying. The advice network will
support you here, and will be your first and main
contact for any questions and issues you may have.
Outside the lecture halls there is a wide range of
sporting and leisure activities on offer. 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 team



Silke Kroneck and Ferdinand Bär

Checklists

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
- Check the main routes from your home to university
- Read the study and examination regulations (p. 8)
- Note the important semester dates (p. 9)
- Follow Rosenheim Technical University of Applied Sciences on social media
- See what university sports are on offer (p. 14)
- Activate your personal user ID and e-mail address (p. 5)

What needs to be done in the first few weeks?

- Take part in the degree starter days
- Validate your Student Card and load credit onto it – this card is also a form of payment (p. 7)
- Log in to the Learning Campus and download the lecture scripts (p. 6)
- Take part in a library tour (p. 5)
- Download the CampusApp from the Appstore or Google Play Store
- Go to an info event for organising examinations (information via an article in the Dashboard)
- Keep an eye on the TH Rosenheim's job portal – it offers exciting work experience, internships and much more (p. 11)
- Generate current certificates of student status in the Online Service Center (p. 5) and save copies of these

Degree starter programme:



Campus info

The library

The university library on Campus Rosenheim is open to the public. The range on offer is aimed at university-relevant topics 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. Quiet workstations provide the right atmosphere for concentration and learning. Lockers for storing bags are located in the library foyer and in building S.

Information about the libraries at our external locations:

Library
Campus Burghausen:



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 the TH Rosenheim offer several online platforms: the Online Service Center (OSC), the Learning Campus and the timetable system. These can all be accessed via the dashboard >> dashboard.th-rosenheim.de. If you go via the menu item **Intranet** on the homepage >> www.th-rosenheim.de 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, printing out certificates of student status, re-registration, changing your address, administrative and organisational functions.

INFO BOX

University Library
Main building C, 1st floor
Tel. +49 8031 805-2178
bibliothek@th-rosenheim.de



Learning Campus

The Learning Campus is the learning platform for our students.

Learning
Campus:



Timetable system

The timetable system (StarPlan) gives you access to your personal timetable, as well as current study-related events.

The **Computer Centre (RZ)** is open to all members of the university, offering a broad range of services:

Access to the university network (WiFi), printing scanning and plotting, computer courses for beginners and various software for downloading.

In addition, there are around 100 computer workstations available for students.

INFO BOX

Computer Centre (RZ)

Building S, 1st & 2nd floor
Help Desk: +49 8031 805-1111
it-support@th-rosenheim.de

Opening hours for rooms at the Computer Centre:

Mon – Fri 8am – 8:30pm
and Sat 8am – 1pm
(during lecture periods)

Mon – Fri 8am – 4pm
(during the lecture-free periods, only
room S 2.50)



Copying, printing and scanning

On Campus Rosenheim students can copy and print at the following printing stations (payment by Student Card):

- Building B, ground floor corridor
- Building C, library, entrance area
- Building D, corridor on level 3
- Building S, Room S 1.21 and S 2.50 (both in the RZ)



INFO BOX

StuBistro (canteen) and cafeteria

Main building C

The university canteen and cafeteria are closed from August to mid-September as well as at weekends and on public holidays.

University canteen

Everything to quench your thirst for knowledge and satisfy your hunger for information

Munich Student Union runs the StuBistro (canteen) in the main building at TH Rosenheim. 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.

The espresso bar in the cafeteria offers an indulgent array of speciality coffees. Several snack and drinks machines can also be found at various locations around the university grounds. You pay cashless using your Student Card.

Autoload

Top up your university canteen card in a flash

The Autoload system automatically tops up your Student Card at the checkout if your credit has fallen below a certain amount. You set this minimum amount and top-up amount yourself!



On Campus Burghausen there are lots of places to find food and drink within walking distance. Students on Campus Chiemgau will find various eateries, snack bars and bakeries in the nearby area.

All about studying Semester dates

Each semester, Student Services provides a detailed timetable with current study dates and periods at:



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 compulsory and elective lectures, examinations that must be taken, criteria for moving forward and so on. You should be familiar with the relevant study and examination regulations for your degree programme and inform yourself 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:



INFO BOX

Semester dates

Winter semester

Duration of the semester:

1 October to 14 March

Lecture-free period:

15 February to 14 March

Summer semester

Duration of the semester:

15 March to 30 September

Lecture-free period:

1 August to 30 September

Please note the re-registration periods (p. 25)!

Information about exams

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 advice and information on examinations can be found online.

Practical semesters & work experience

The TH Rosenheim prepares students specifically for their future careers. 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, as per its specifications.

General elective subjects (AW)

In addition to the mandatory curriculum, the TH Rosenheim offers courses for all students in which they can develop their social skills, acquire career-related as well as entrepreneurial know-how, and expand their own horizons by gaining knowledge from other disciplines. By doing so, they can expand their own skills profile and obtain a university certificate (Professional Skills+, Intercultural Competence+).

>> www.th-rosenheim.de/electives

INFO BOX

Study plans

Information on work experience placements in the study plan in the curriculum on your programme's website.

Exemption from the practical semester or prior work experience

In exceptional cases and for dual degree programmes, students may submit an application for exemption from prior work experience or the practical semester. The Internship Office is the contact point (p. 19).

Trainee positions

An overview of companies offering trainee positions can be found at the job portal (p. 11)

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 can be found online.



International info: Work experience and study semesters abroad

Grias di, bonjour, SA-WAS-DEE – this is how students are greeted in the TH Rosenheim foyer. The large number of international students who come to the university each year make for a colourful intercultural flair on campus. And vice versa - students from the TH Rosenheim are welcome to go abroad for one or more semesters to around 80 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 they gain valuable intercultural skills and international experience and benefit from these in their future careers. The International Office at the TH Rosenheim helps them plan and apply for their stay abroad.

International Office

Room R 2.22, international@th-rosenheim.de



University partnerships around the world:



Company contacts & career orientation

Career Center

The Career Service at the TH Rosenheim provides students with information and advice on various topics related to 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.

The Career Center uses various events to present tips and tricks.

Job portal

Students can also get in touch with companies via the internal and external job portals. This service offered by the university 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 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 the job portals can be found at:

>> www.th-rosenheim.de/job-portal

Dual degree programmes

Degree programmes with advanced work experience enable a close connection 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 these intensive practical study opportunities is provided here:





IKORO

The job fair Industrie- und Kontaktmesse (IKORO) at the TH Rosenheim 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 almost 30 years. Regardless of whether you are looking for work experience, internships or trainee positions, or even your first real job to start your career, IKORO offers the ideal platform due to the numerous representatives from companies that take part. More information for your visit to the next IKORO at:

>> 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.

Activities at the university

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



Student Representatives (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 StuPa helps students to get the best conditions at the TH Rosenheim. Get involved, have a say! Want to know more?

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)

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

>> fachschaft.ang@th-rosenheim.de

Fachschaft BW (Business Administration)

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

>> fachschaft.bw@th-rosenheim.de

Fachschaft CTW (Campus Burghausen) We are studying where you have the right chemistry.

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

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

>> fachschaft.gsw@th-rosenheim.de

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

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

>> fachschaft.holz@th-rosenheim.de

Fachschaft IAD (ARC, INN) (Interior Architecture)

Show me how you build and I'll show you who you are!

>> fachschaft.inn@th-rosenheim.de

Fachschaft INF (AAI, INF, WIF) (Computer Science) It worked yesterday!

>> fachschaft.inf@th-rosenheim.de

Fachschaft ING (EIT, KT, MB, MEC, MT) (Engineering)

Dreamers want to change things, engineers just do it.

>> fachschaft.ing@th-rosenheim.de

Fachschaft SW (Social Sciences, Campus Mühldorf am Inn) With us, people count!

Fachschaft WI (Management and Engineering)

Multi-talented in management and technology: we aren't just good with numbers, but can work machines as well!

>> fachschaft.wi@th-rosenheim.de

Erstwoche

You still have more questions? The Erstwoche for freshers - for students by students!

>> erstwoche.stupa@th-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.



Music at the university

Orchestra project: all instruments, beginners and advanced musicians

String project: violin, viola, cello, double bass, beginners and advanced musicians Info here:

anmeldung@hochschulgemeinde.de

Choir project: all singing voice ranges, beginners and advanced musicians Info here:

chorprojekt@hochschulgemeinde.de

A cooperation with the Catholic and evangelical university community (p. 18).

Research and development

Theoretical understanding and practical implementation are also vital at the TH Rosenheim.

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 Centre for Research, Development and Technology Transfer at any time.

ROCKET | Rosenheim Center for Entrepreneurship – use your idea!

ROCKET – funded by the Federal Ministry for Economic Affairs and Climate Action (BMWK) and its EXIST funding programme – supports students, employees, alumni and researchers at the TH Rosenheim on matters relating to start-ups. We offer a broad range of advisory services and events in the areas of idea and innovation development, networking and self-employment.



Our services:

- Start-up coaching and advice: open consultation hour, initial feedback on the idea, business model appraisal, business plan support, mentoring up until and after the new company is set up
- Advice on funding and financing
- Events from initial contact on the subject of start-ups through to training in a broad range of methods & skills
- Maintaining links with the Bavarian start-up network BayStartUP, with the entrepreneurship network of Bavarian universities Hochsprung (Ludwig-Maximilians-Universität München (LMU Munich)), with colleges, universities and other institutions active in the start-up environment

Observatory

TH Rosenheim 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:



Financing studies

Studying is not free. Anyone starting a degree programme needs to think about the financial aspect. Costs for rent, insurance, 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, bank loans, student loans, housing benefits, international scholarships and support programmes. You can also apply for a scholarship and it could be granted. They are not just for students with the best grades. It's worth finding out!

>> www.th-rosenheim.de/financing-studies

Virtual learning

Students at the TH Rosenheim can use the Virtual University of Bavaria's (vhb) online lectures for free. This is a good way to learn useful material for (and in addition to) the standard curriculum (web design, foreign languages or basic knowledge in other subjects). An overview of the vhb courses can be found here:



The vhb courses that are recognised at the TH Rosenheim are published in a current online catalogue. Students are able to sit some vhb examinations on site (in Rosenheim, Mühldorf am Inn or Burghausen) as part of the vhb examination day.

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 provides advice on questions and problems related to degree programmes. You can just drop by for a brief chat. You can also make an appointment for a personal consultation or send an e-mail or call.

Central Student Advisory Office

Rooms A 2.20/A 2.21
studienberatung@th-rosenheim.de

Find the appropriate contact person based on your programme of study:



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 online.

Advice Network

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.

In addition to the Student Advisory Office, the advice network has suitable and available contacts so that no-one gets left behind, and everyone has a helpful place to go.



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, BAföG, 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 (Studierendenwerk München Oberbayern)

Sabine Stöhr, Room A 4.11, Tel. +49 8031 805-2256,
asberatung-rosenheim@stwm.de
Mon – Thur 9:30am – 1pm; Appointments for personal sessions or video sessions can be made individually.



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 the TH Rosenheim

Kathinka Hauerwaas and Dr Christoph Rothmayr,
Room A 4.11, Tel. +49 8031 805-2554,
kathinka.hauerwaas@caritasmuenchen.de
christoph.rothmayr@caritasmuenchen.de
Office hours: Mon 8:30 – 9:30am, every 14 days

Campus Burghausen & Campus Chiemgau:

Diakonie Altötting
socio-psychiatric service
spa.beratung@diakonie-traunstein.de
Tel. +49 8671 12630

Addiction prevention and advice

Recreation or excessive use, very often there is only a fine line between the two. The transition is fluid and sometimes unnoticeable. Once established, a dependency can trigger both physical and psychological problems. It is not easy to free yourself of such a dependency and you are more likely to succeed with help. The staff at the addiction advice centre (Suchtberatungsstelle) can provide those seeking help (either personally or for a relative) with emotional and specialist support and further assistance. Services relate to problems with alcohol, prescription medicines, illegal drugs as well as non-substance-related addictions like pathological gambling, social media misuse or other addictive behaviours.

Diakonie Rosenheim

Monika Schindler and Maximilian Jaroljmek, Tel. +49 8031 356280, fachambulanz@sd-obb.de

University community: counselling and more

The university community offers students examination coaching if they have trouble preparing for exams or 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 non-denominational 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)

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

Other places to go

Important contact details before, during and after your studies

TH Rosenheim provides students with comprehensive support in their individual study organisation.

Institution	Responsibilities	Contact
Student Administration	<ul style="list-style-type: none"> Applications, admission and enrolment Formal aspects of a degree programme such as the Student Card, student union contributions, official leaves of absence 	studienamt@th-rosenheim.de >> www.th-rosenheim.de/studienamt.html
Examinations Office	<ul style="list-style-type: none"> Examination matters Recognition of academic achievements Certificates and grade confirmation 	pruefungsamt@th-rosenheim.de >> www.th-rosenheim.de/pruefungsamt.html
Internship Office	<ul style="list-style-type: none"> Prior work experience, practical semesters, dual degree programmes Work experience abroad Application forms, contracts 	praktikenamt@th-rosenheim.de
Faculty Offices and Course Secretariats	<ul style="list-style-type: none"> Contact point for organisational issues and questions related to everyday student issues 	>> www.th-rosenheim.de/en/th-rosenheim/faculties
Center for careers, communication and competence	<ul style="list-style-type: none"> Career planning and starting out in the world of work, company contacts Language and Writing Center Contacts for alumni - General electives and compulsory electives 	careercenter@th-rosenheim.de >> www.th-rosenheim.de/center-for-careers-communication-and-competence
Contact for sexual discrimination	<ul style="list-style-type: none"> Confidential advice on sexual discrimination and violence Support for the next steps and solving the issue 	>> www.th-rosenheim.de/discrimination
Women's Officers	<ul style="list-style-type: none"> Promoting women in technical degree programmes Mentoring programme for students 	mentoring@th-rosenheim.de >> www.th-rosenheim.de/mentoring
Officer for students with disabilities and chronic illnesses	<ul style="list-style-type: none"> Students with disabilities or chronic illnesses Help in organising and managing your studies 	behindertenbeauftragter@th-rosenheim.de >> www.th-rosenheim.de/behindertenbeauftragter.html

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, 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.



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. An overview on 'studying when you have children' is available on the web pages by the TH Rosenheim's Family Office. As it is not possible to address every single issue, we recommend an individual consultation. Contact the Central Student Advisory Office for issues relating to organising your studies; Munich Student Union for information on financing your studies, welfare benefits and general advice; Student Administration to register a pregnancy.



Wanted: an 'Ersti's' experience

Theresa Maria (24) is studying Healthcare Management at the TH Rosenheim. 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.

How are you enjoying your time at the TH Rosenheim?

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 fellow 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 Dashboard, the Learning Campus 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 social media groups and pages.

What must an Ersti not miss under any circumstances?

The TH 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 Silentium 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 or at the Asta-Kneipe.

Glossary

Academic Advising	A professor from each degree programme is named/ elected as the 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
Accommodation	Munich Student Union has two residential halls directly next to the Rosenheim campus. Students at the Burghausen campus can apply for a place at the student residence in Burghausen. There are also other options for accommodation. >> www.th-rosenheim.de/housing	Page 4
Advice we offer	TH Rosenheim has a wide range of advisory services to help you. Study-related topics and matters are discussed and overcome together.	Page 16–20
BAföG (federal training assistance)	A degree programme is associated with a number of costs: Student Union contributions, study materials, 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 the TH Rosenheim can advise you on all financial aspects and review potential BAföG applications.	Page 15
Center for Careers, Communication and Competence (CCC)	The Center for Careers, Communication and Competence (CCC) sees itself as a competence center for interdisciplinary learning and personal development. It offers general electives, compulsory electives and supplementary qualifications and supports students in all phases of career planning.	Page 11
Canteen	Culinary delights can be found in the university canteen. Breakfast and a large lunch buffet are offered at discounted prices.	Page 7
Childcare	There are spaces in TH Rosenheim's crèche 'Studentenflöhe' for students who have children.	Page 20
Company or business contacts	Building up a career network is also important, in addition to studying. The university offers several events and facilities which provide support: IKORO, Center for Careers, Communication and Competence, the Internship Office and Research and Development.	Page 11
Computer courses	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
Computer Centre	The Computer Centre provides university members with all central IT services.	Page 6
Copying, scanning and printing	Students can copy, scan and print documents at various printing stations around the university.	Page 6

Copying, scanning and printing	Students can copy, scan and print documents at various printing stations around the university.	Page 6
Dates	The winter semester runs from 1 October to 14 March, the summer semester runs from 15 March to 30 September.	Page 8
Dual degree programmes	Dual degree programmes combine theory and practice. In addition to a degree programme at TH Rosenheim, it is also possible to work at a company in parallel to your studies. A degree programme with advanced work experience is possible in many of our degree programmes.	Page 11
Elective subjects	There are general required elective modules (AWPM) and specialist required elective modules (FWPM) according to the study plan for the respective degree programme. Voluntary optional modules can also be taken as well.	Page 9
Examinations	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
Faculties	A faculty at the university is a collection of similar scientific fields. TH Rosenheim has ten faculties overall and one university institute.	Page 27
Final degree certificate	The degree certificate is issued and awarded by the Examinations Office.	Page 19
Financing studies	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
Grade certificates with a seal	An officially valid grade certificate can only be obtained at the Examinations Office.	Page 19
Grade transcripts	You can get current grade transcripts for printing out from the Online Service Center.	Page 5
IKORO	The job fair Industrie- und Kontaktmesse (IKORO) at TH Rosenheim 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
International Office	The International Office is the first place to go for information and advice on international activities.	Page 10
Insurance	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: >> www.th-rosenheim.de/insurance-cover	Page 15

IT services	IT services connect the various offers from the Computer Centre. From printing, plotting and scanning through to online services and computer courses.	Page 5
Job portal	Work experience placements, student jobs, theses and a start to the world of work can be found in the internal job portal. Have a look – maybe you will find an exciting job?	Page 11
Leave of absence	Students may apply to Student Administration for a 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
Learning Campus	The Learning Campus is the online learning platform for students at TH Rosenheim.	Page 6
Lockers	Lockers are located in the library foyer and in S-Building (S-Bau). Keys to lockers are issued in the library during opening hours.	Page 5
Lost and found	If you lose anything during the semester, such as personal items, documents or the like, please go to the main entrance of building A on Campus Rosenheim and ask at the gate. For Campus Burghausen or Campus Mühldorf am Inn, please go to the secretariat.	Page 27
Master's degree programme	Many students can continue with a Master's degree after completing the Bachelor's degree programme. This can also be done at TH Rosenheim in a consecutive or executive Master's degree programme.	Page 12
Mentoring	Mentoring is a method of accompanying and encouraging people who wish to develop themselves. The TH Rosenheim offers programmes for juniors and pros.	Page 20
Module	The Bachelor's degree programme is divided up into subjects, called modules. The module handbook for a degree programme contains the corresponding modules.	Page 8
Psycho-social advisory service	The Caritas psycho-social advisory service and the Diakonie can help with any personal problems or worries you may have.	Page 17
Removal from the university register	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; please go to Student Administration. The individual's student status also comes to an end with his/her removal from the university register.	Page 19
Re-registration	Re-registration for the coming semester is carried out by submitting your online consent form for a direct debit payment of 85 Euros per semester to the Student Union. This is done via the Online Service Center. Confirmation for the summer semester must take place between 15 January and 14 February, and from 1 to 31 July for the winter semester.	Page 5
Scholarships	The Central Student Advisory Office or Scholarship Advisory Service by Munich Student Union can provide information on awarding scholarships. Find it here: >> www.th-rosenheim.de/financing-studies	Page 15

Secretariat	The secretariats for the individual degree programmes are the contact points for organisational questions related to everyday student life.	Page 19
Sexual discrimination	Anyone affected by sexual discrimination or violence at the university can turn to the contact for sexual discrimination for advice and assistance. The contact is subject to professional secrecy. The consultation is confidential and it may also be conducted anonymously.	Page 19
Sick notes for examinations	Information about sick notes for examinations is available here: >> www.th-rosenheim.de/examinations	Page 19
Social advice	The General Advice Service of Munich Student Union is the place to go for any social or financial issues related to student life.	Page 17
Sports	The university's sports programme can be found under the term 'University sports'.	Page 14
Starting out in the world of work	A degree programme is over faster than you might think. The Career Service recommends a consultation session so that you can get the best possible start to your working life. The Agentur für Arbeit (job centre) is also another important place to go.	Page 11
Studies abroad	Those wishing to complete a degree programme abroad should find out about planning and financing this in good time. The International Office recommends coming in for a first discussion around 18 months beforehand.	Page 10
Student Card	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
Student advice	Information, orientation and advice: the Central Student Advisory Office is there to answer any questions you may have about organising your studies at the TH Rosenheim.	Page 16
Student Union contribution	All students registered at one of Munich Student Union's universities are required to pay the Student Union a fee of (currently) 85 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
Study and examination regulations	The study and examination regulations (SPO) provide important information on the contents and structure of a degree programme. They contain all the regulations relevant to the particular degree programme. All students should familiarise themselves with the corresponding study and examination regulations (SPO) for their degree programme.	Page 8
Study plan	The study plan contains information about the procedure and the modules of the respective degree programme.	Page 8
Studying with disabilities / chronic illnesses	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

Studying when you have children	The Central Student Advisory Office, Student Administration, the Student Union's advisory services and the university's Family Office can provide advice related to studying when you have children.	Page 20
The library	The range on offer at the library is aimed at university-relevant topics from technology, business, healthcare & social 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
Timetable	You can view the lecture periods of all degree programmes in the central timetable system StarPlan.	Page 6
University sports	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
“Unternehmen und Hochschule” (companies and university)	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
Viewing examination papers	It is possible to view your examination papers during the first four weeks of the following semester. Please make an appointment with the relevant examiner.	Page 9
VPN client	By using a so-called VPN it is possible to access the TH Rosenheim's internal network via an encrypted connection from any computer that is connected to the Internet. You can find further information on installation here: >> intranet.th-rosenheim.de/einrichtungen/rechzentrum/systemzugang/vpn	Page 5
Wi-Fi	Students at the university can use our Wi-Fi to get on the Internet. You can find more information and instructions at: >> intranet.th-rosenheim.de/einrichtungen/rechzentrum/systemzugang/wlan	Page 6
Women's Officer	The team of Women's Officers at TH Rosenheim 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
Work experience abroad	The International Office can provide information and tips on planning and financing work experience abroad.	Page 10
Work experience placements & practical semesters	The Internship Office provides information on work experience placements and practical semesters.	Page 9
Working while studying	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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