

ASTA WEDEL
STUDENT BODY AT THE FH/PTL WEDEL E.V.

The freshmen Information sheet

Spring Semester 2017



April 10, 2017

Welcome / Introduction

Welcome at the University of Applied Science Wedel. With this Information sheet we (The AStA) want to give assistance for starting the semester without any problem.

What is 'Orientierungseinheit (OE)' ?

The OE is an offer of the AStA Wedel for everybody who start their studies at the FH Wedel.

It was generated to give you a first impression and to familiarize you with the university, its profs, lecturers, assistants and certainly with its students.

What contains the Information sheet?

All information for your studies are spread over the homepage of the FH. We want to give you an overview of the ones you will need early and which could be get off your mind if you have not explicit thought of it.

Therefore, this sheet is divided into three parts:

- 1. Beginning** You should read this part at first and with care. Possibly follow the additional links. This information are highly relevant during the first weeks.
- 2. Later** You should read this part during the semester. Most of the information is relevant at the end of the semester (e.g. how to apply for the exams).
- 3. Facilities** This part gives you an overview of the facilities at the University.

What is 'AStA'?

🌐 <http://asta-wedel.de>

The AStA are students from the FH Wedel, who work voluntary with a lot of fun and who help co-create the University. Our main part is the political students representation to the inside and outside. We represent you in front of the professors, the university direction and on demand in front of the state government.

Furthermore, we are the place to go to with any problem, e.g. study path guidance, specialised questions about lectures or exercises, lack of clarity in forms or university regulations. Generally we can help you immediately or we know who to ask. Moreover, we implement frequently projects and activities to improve our study and leisure time at the University.

A few examples are:

- The "Orientierungseinheit" (orientation unit) for you as a freshmen
- script-printing, which we particularly perform at the beginning of each semester. We print transparencies and documents of the university lecturers. This helps you, based on experience, to take notes during the lecture
- Disposal of stationary as notepads, pens, blanks and other
- Support of the programmers competition held semiannually
- "FH Kino" (University movies) with free entry, favourable snacks and thrilling movies. It takes place 11 times during the semester, Thursdays at 18 o'clock in lecture room 5
- the summer party with barbecue, sport competition against the profs and lecturers, karaoke and cocktails. As well as the Glühwein party in December with tombola, crêpes and other hot drinks

How can I participate?

- You have a question? Come around or write an e-mail ([✉ asta@fh-wedel.de](mailto:asta@fh-wedel.de))!
- You want to support or encourage the AStA? Become a member!
- Grow with your tasks - participate at small projects in the beginning and improve in stages your ability to work in a team
- You have an idea for an activity, party or event? Contact us and we will help you.
- Organize with your fellow students and get access to cloud-stored study material, make contact and interchange experiences.

Part 1: Beginning

Information and Communication

You need to use the communication channel at an early state of the semester. If not, it could be that you are not aware of the relevant information. So get started quickly with the options you have.

Online-Campus

- <http://www.fh-wedel.de/online-campus>

The Online-Campus is a central overall view website with all relevant links. you can reach this site directly from the homepage of the university of applied science Wedel.

Usernames and Passwords

- <http://www.fh-wedel.de/~jhu> → RZ-Informationen → Für Studierende und Schüler → Passwort

For every services at the university you will need a username and a password. You have to log in e.g. at the Handout-Server or at the computation center.

Your username is composed of the shorthand symbol of your study path and your 6-digit matriculation number: wing102532

Your initiated password should be sent with the documents from the FH.

Your e-mail address at the FH

- <http://www.fh-wedel.de/~psm> → RZ-Informationen → Für Studierende und Schüler → E-Mail

The university provides an e-mail address for every student, which is internally used as the primary communication channel.

Your e-mail address is a combination of your department and your student number.
e.g. (Informatics 100100): inf100100@fh-wedel.de

With your matriculation you agreed to read your e-mails on a regular basis. If you miss out on a deadline because of not reading your e-mails, it can have adverse consequences. The easiest way to receive your e-mails is to forward them to your existent address. You will find an instruction at the above-mentioned website

For the direct access of the e-mails you can use this web interface:

- <https://stud.fh-wedel.de/webmail/>

It is, of course, possible to send or edit the e-mails with external programs like Outlook or Mozilla Thunderbird.

The login details are:

- Entry (POP3):** stud.fh-wedel.de:110 (STARTTLS encrypted)
- Exit (SMTP):** stud.fh-wedel.de:25 (STARTTLS encrypted)

The "Online-Sekretariat" (part 1) - access to exercises

🌐 <https://ssl.fh-wedel.de/sekretariat>

A lot of lectures will be accompanied with exercises, which are part of the module. Most of the exercises are to work out in groups of two, which will be formed directly at the registration.

The amount of places for each appointment are limited. Therefore it is a good idea to register to the exercises as early as possible to get the wished time-slot. Generally there are enough places. If not, an e-mail to the exercise instructor will help.

Lecture time-table

🌐 <http://www.fh-wedel.de/~splan/>

With this info sheet, you have a printed version of a lecture time-table for this semester, which fits to your study path. No later than next semester you have to take care of it yourself.

If you follow the regularly study progress, you can download and print your time-table by following the given link. additionally, you can change the view from "Standard" to "Benutzerdefiniert" to assemble your personal time-table. This will get more attention, if you want to postpone a lecture to an early or later semester.

You also have the choice to view the whole study time-table in one of the displays near lecture room 2.

TV-Infosystem

🌐 <http://www.fh-wedel.de/online-campus/information/scala>

There are so-called TV-Infosystems in the entire University. Here, you will find short-termed announcements, like lecture failures or adjournments. It is recommended to have a look at one of these TVs or to follow the above-mentioned link once a day to get informed.

Newsgroups

🌐 <http://www.fh-wedel.de/~jhu> → RZ-Informationen → Für Studierende und Schüler → Newsgroups

🌐 news.fh-wedel.de

Although in times of social media a newsgroup could appear a little archaic, these newsgroups are communication channel number one when it comes to organize exercises. The exercise instructors assume you to read the newsgroups as regularly as your e-mails.

To participate the newsgroup you only need a functioning e-mail address. It is recommended to use your address provided by the university. As sender of messages use your full name or matriculation number.

You will find a precisely instruction how to get access to the newsgroup with a program like Mozilla Thunderbird, at the above linked website.

Internet? - Wi-Fi!

🌐 <http://www.fh-wedel.de/~jhu> → RZ-Informationen → Für Studierende und Schüler → W-Lan

There is a Wi-Fi-network for students on the entire campus, with which you can surf the Internet on your mobile devices.

The WPA2-encryption for the FH-Visitor requires a login with your username and password.

The Internet connection runs via a proxy-server, which is usually recognized and configured by your device automatically.

You can get access to the proxy-server via: The proxy.fh-wedel.de via Port 3128. If the proxy-server is not set up correctly, you are not able to get access to other websites than the ones of the University.

Handout-Server

🌐 <https://stud.fh-wedel.de/handout>

Except for a very few exceptions, all the material for lectures can be found on the so-called “Handout-Server”. You have to log in with your username and password.

There is a folder for every employee for every lecture with the provided documents. All content of the Handout-Server can be printed at our AStA-office. The costs are cheaper than the of every private printer and (of course) copy shops.

Semester-ticket?

Even if it is in discussion we will not get a semester-ticket in near future. But you can get a discount for the HVV monthly ticket at the secretary. Ask for it and you will get a document, which you give your local HVV service by the time ordering the monthly ticket.

Part 2: Later

Things you should know

Exams

For most of the lectures you need to pass an exam. These exams take place in the recess time (no lectures). For the winter semester its from mid January to the end of February. For the summer semester it is from early August to early September.

It is reasonable to start preparing early. Subsequent works will do it. Optional exercises are recommended. It is expected to work independently.

The exam time-table will be in one of the displays near lecture room 2 during the exam weeks. You can also check it at the Online-Sekretariat

If you are not able to participate to an exam due to illness, you have to submit a doctor's certificate within 3 days. The date should be no later than the date of the exam. for the certificate there is a specific document! If you do not submit this certificate, it will lead to a charged sign-out from the exam which is currently 50 Euro.

Your study regulations (Curriculum)

 <http://www.fh-wedel.de/online-campus/pruefungsamt/ordnungen/>

Through out the course of the study it is recommended to get to know your study regulation. it will contain your lectures, the ECTS for each lecture and what kind of exam you have to take.

Often there is only one exam for a couple of lectures. The ECTS depending on one grade will be higher as expected.

The "Online-Sekretariat" (part 2)

 <https://ssl.fh-wedel.de/sekretariat>

Since at first the registration to exercises is the most important, later on at the end of the semester, the exam registration will gain more attention. It is another important function of the Online-Sekretariat.

Exam registration

 <https://ssl.fh-wedel.de/sekretariat/stud/klausuren/klausuranmeldung>

You are responsible to register for your exams. The registration will be possible at the end of the semester at the Online-Sekretariat. With a few clicks you can confirm or cancel the attendance. Recognize that changes will only be saved by clicking on the button "Speichern"(save). After the deadline changes will only be possible for a fee at the secretary. The closer the exam weeks the higher the fee.

So take care of the deadlines. Non-appearance leads automatically to a sign off from the exam and will be charged with 50 €.

At the Online-Sekretariat you can generate your personal exam time-table. Please note that it can come to changes of the exam time-table during the exam weeks. Therefore update frequently during the week.

Abstract of grades

🌐 <https://ssl.fh-wedel.de/sekretariat/stud/noten>

The results of your exams will not given directly due to data privacy. You will receive an e-mail with an advice that the grade is gathered. Your abstract of grades ("Notenkonto") can be consulted at the Online-Sekretariat.

Final grade

🌐 <https://ssl.fh-wedel.de/sekretariat/stud/endnote>

A function, which calculate your final grade, based on every passed exam, is road testing at the moment. You can also find this function at the Online-Sekretariat.

Semester certificate

🌐 <https://ssl.fh-wedel.de/sekretariat/stud/noten/bescheinigung/semester>

Diverse institutions like a bank or insurance demand a matriculation certificate for special offers for students. You can create and print it at the Online-Sekretariat.

Re-registration (IMPORTANT)

At the beginning of each semester you have to independently re-register at the Online-Sekretariat. Requirements are:

1. You payed your study fees. The current valid data is find at the Online-Sekretariat. The study fees must be payed previous to the beginning of each semester.
2. You payed the student services fee. You can find the current valid data as well at the Online-Sekretariat. The student services fee must be payed at least one month in advance of the beginning of the semester.
3. You have no outstanding overdue fines at the library.

If you do not re-register, you will not matriculated again. If there are any problems with your re-registration, resolve this as fast as you can at the secretary.

Teaching assistance

🌐 <https://assistenz.fh-wedel.de/>

A teaching assistance is part of the curriculum of the most study paths. This course credit includes generally the guidance of students at exercises or the university representation at exhibitions. You have to apply for that at the above linked website.

Seminar registration

🌐 <http://www.wedeler-hochschulbund.de/veranstaltungen/seminar/>

At least one of the course credits includes a seminar presentation. The topics will be made public at the time with no lectures. At the link above you can apply for a seminar.

The seminar topics will be announced shortly before the end of a semester in a discrete meeting from the professor who will maintain the seminar. Only after you get a topic at this meeting, you are firmly registered to the seminar. To get a topic you need to register at the website above before.

So get well informed about the seminar and the subjects before the recess time.

Schedule / Calendar

🌐 <http://www.fh-wedel.de/online-campus/termine/>

🌐 <http://www.fh-wedel.de/online-campus/termine/kalender/>

Every appointment of the running semester and the next semester can be perceived over the appointment schedule or the calendar. It is recommended to subscribe to the calendar. So you will not miss an important appointment, especially the re-registration, the exam registration and the exam weeks.

Career Center

🌐 www.fh-wedel.de/wirtschaft/career-center/

In search for an internship or job? You can find current internships and jobs at our "Praktika- und Jobbörse".

Facilities at the FH

Secretary

The secretary will be a frequently place to go when it comes to exam registration and sign-out, as well as the registration for thesis and oral examination.

Office hours: Monday to Friday 10:30 to 13:00 o'clock,
Wednesday additional 14:00 to 17:00 o'clock

Library

 <http://www.fh-wedel.de/online-campus/knowledge-point/bibliothek/>

With the link above, you can reach the website of the library. Online researches and book reservations are possible over this website. If you are searching for a special book, which is not in stock of the library, you can talk to an employee. They will try to get this book for you.

Out of the **office hours** books can be restored in a box outside the library.

Office hours: Monday to Thursday 9:00 to 16:00 o'clock, Friday till 13:00 o'clock.

Cafeteria

The Cafeteria is inside the FH-building and offer diverse beverages and foods. Midmorning there are sandwiches, at lunch there are warm meals and salads. In the afternoon you can get cakes and other sweets. The Cafeteria offers a lot of vegetarian food and on some days even vegan options.

Opening hours: Monday to Friday 8:30 to 17:00 o'clock, Friday till 15:30 o'clock.

Canteen

 <http://www.fh-wedel.de/studiengaenge/rund-ums-studium/mensa/>

The canteen is located in the building right to the university (at the tower building). There are three changing dishes daily, one of them is vegetarian.

Opening hours: Monday to Friday 11:30 to 14:00 o'clock.

Public relations

Nelly Tekhaus and Beatrix Behrendt take care of the representation of the university. They keep our homepage up to date as well as our social media channels Facebook and Twitter. They organize events like the career fair or the graduation. They are also responsible of the information material of the FH Wedel. If you know topics, which are interesting for our homepage or the press, just visit the office in room BG 1, only a few doors away from the AStA..

 <https://www.facebook.com/FH.Wedel/>

 04103-8048-50

 Nelly Tekhaus: nte@fh-wedel.de

 Beatrix Behrendt: bbe@fh-wedel.de

University senate

🌐 <http://www.fh-wedel.de/wir-ueber-uns/hochschulsenat/>

The assignment of the senate is to work on recommendations for the academical development of the university. Besides the representators of the professors and the academic and non-academic assistants, there is also a students representative.

Examination board

🌐 <http://www.fh-wedel.de/online-campus/pruefungsamt/pruefungsausschuss/>
✉ pruefungsausschuss@fh-wedel.de

The examination board is responsible for the adherence of the examination regulations. It decides on any issues in the examination procedures.

If you have any concerns to the examination board, you should do this informal and written via e-mail.

Liaison lecturer

🌐 <http://www.fh-wedel.de/mitarbeiter/hs>

Prof. Dr. Häuslein

The main task of the liaison lecturer is to help students with conflicts between each other and between them and employees of the FH.

Wedeler Hochschulbund e.V. (WHB)

🌐 <http://www.wedeler-hochschulbund.de>

The WHB is the booster club of our university. Members are companies, employees and alumni of the FH and private persons.

The WHB offers interest-free credits. These credits can be payed back after the studies. Preconditions are a financial distress, good grades and a lack of rights for BAFÖG. The WHB also sponsors events and the AStA and awarded prizes for an outstanding thesis. Counterpart of the WHB is Prof. Dr. Weber. His substitute is Prof. Dr. Hoffmann.

Events

Beside regular lectures and exercises there are a few optional events. These are generally organized by students or employees of the university.

If you want to organise an event for the students, ask us and we will help you.

Party's

The AStA organizes party's every semester. The summer party takes place, wait for it, in the summer semester near the end of the lectures. The Glühweine party with changing program takes place in December during the winter semester.

Career fair

Every summer semester there is a career fair for two days with over 60 exhibitors of all branches at the FH. Aim of the event is to offer an exchange platform for students and companies. It will help you to get informed about internships, jobs, topics for your thesis ad to get in touch with the companies.

Colloquium

There are colloquia every Wednesdays 17:00 to 18:15 and Fridays 12:30 to 13:45. They are held by guest lecturers about different topics. Sometimes there are seminar lectures held as q colloquium lecture. Have a look at the TV-Infosystem to get informed. The attendance is optional, but recommended, due to very interesting subjects.

Mittalk

 <http://www.fh-wedel.de/mitarbeiter/uh/mittalk/>

A Mittalk is an informal meeting during the lunch hour. The idea behind is to get to know running and up coming projects and activities. It lasts ca. 60 minutes in which two persons or groups introduce their thing.

It is common to quit the lunch at the Cafeteria or Mensa and bring your food to this little event (have a look at "Brown-Bag-Session").

Every student and employee can participate. It takes place every 4th Thursday of the month at 12 : 30 lunch hour in lecture room 5.

You can find the current subjects for the FH Wedel Mittalk with the Twitter-Hashtag `verb|#fhwmittalk|`.

Programmer competition

There is a programmer competition every summer. It is sponsored by one or more companies. Therefore this competition is a good way to distinguish oneself and win some prizes. Do not get discouraged by older students. Just because of their higher semester, they are not necessarily better than you. The winner will be announced during the so-called "SShoot-out" with nice food and drinks.

