

Information Sheet for First Semester Students

1. Course schedules, Study groups

After you have successfully enrolled and received your OTH Regensburg card, you are officially a student of the Ostbayerische Technische Hochschule (OTH) Regensburg. **Course schedules**, which indicate your weekly lecture hours, are published on [WebUntis](#) (currently available in German only)

The allocation and announcement of the study group (if any) is done by your faculty.

2. Introductory lectures, Starting your studies

Lectures begin on Monday, 18th March 2024. Information events organized by the individual faculties may be held in advance. You can find more information on their faculty pages.

You can find further information about the start of your studies and introductory lectures at [Start of your Studies](#).

3. Certificate of Study, Student ID (OTH Regensburg Card) with semester ticket

You can obtain study certificates for BAföG, The Department for Child and Family Services (Familienkasse), etc. for the summer semester from 01 March and for the winter semester from 01 September in the [Student Service Portal](#) (SSP).

You can download your user name and password from the HISinOne portal three days after enrolment. Please contact the information desk of the computer centre.

Please note: If you have changed your degree programme internally at OTH Regensburg, you will keep your account and your student ID.

Your **student ID**, in the form of the **OTH Regensburg Card**, will be sent by post. After receiving it, you will still need to "**validate**" (= activate for the semester) the card at a validation station so that it is valid for the semester at hand.

Your student ID card or the validated OTH Regensburg card itself includes the "**Semester ticket**". It is valid as a ticket for the public transport transportation network of the RVV during the entire semester. The semester ticket is a mandatory component and cannot be reimbursed by us.

4. Re-registration

You must re-register for each semester you wish to study at the OTH Regensburg by remitting your payment within the deadline (for a winter semester in June and for a summer semester in January) and *set yourself a reminder in this regard!*

You can find more information on the re-registration procedure on our website under Re-registration. [Re-registration](#).

5. General Studies Elective Courses ("AW Fächer")

With the general study elective modules (AW-Modulen) you can expand your professional horizon. You can find out which modules are currently on offer in the AW section [AW-Bereich](#) (currently available in German only). The study and exam regulations (SPO) of your degree programme provide more detailed information on which courses or modules, if any, are compulsory for your enrolment. Registration takes place via WebUntis. The registration period for semester courses begins approx. one week before the start of the respective semester (March or Sept/Oct) and ends approx. one week after the start of the semester. Please note that you still have to register separately for each corresponding exam.

6. Department of Studies (Examinations and Internships, Admissions and Organisation)

The Department of Studies is your contact point for all matters concerning your studies. It is located in the main building of the university at Seybothstraße 2, 93053 Regensburg, main floor, Room numbers V006 – V018.

Opening hours: **Monday - Friday** **8:30 am - noon**
 Tuesday and Thursday **1:00 pm – 3:00 pm**

You can also find a wealth of information on the internet pages of the [Department of Studies](#).

7. General Student Advisory Service and International Office

Here you can be advised on all questions concerning your studies: study procedures, examination regulations, studying with a child, studying with a handicap, personal problems, study semesters or practical semesters abroad or questions from foreign students. The General Student Advisory Service [General Student Advisory Service](#) and the [International Office](#) have offices in the university building Galgenbergstraße 30, Central Lecture Hall Building, 1st floor.

8. Departmental Course Advisory Service, faculty secretariats as well as faculty notice boards are located in the university buildings Prüfeninger Straße 58, Seybothstraße 2 and Galgenbergstraße 30.

The **Departmental Course Advisory Service** is responsible for all subject-related and content-related questions about your degree programme. You can find them on the right-hand side of the respective [study programme overview](#). The course advisory service is conducted by an appointed lecturer of the faculty at regular times during the lecture period.

Each degree programme belongs to a specific faculty. The first point of contact in the faculty is the **faculty secretariat**. Your secretariat is located in the university building where the courses for your degree programme are mainly held. You can find more information about the secretariats and their location on your [faculty's page](#) (currently available in German only).

9. Computer Centre (RZ) account for the use of the computers in the CIP pools.

An RZ account is required to use the computers in the CIP pools of the OTH Regensburg. You can download your RZ account from the HISinOne portal three days after enrolment.

If you have any questions or problems with your RZ account, please contact the [RZ-Info Centre](#).

10. "Student E-Mail Account"

All students have a student e-mail address with the corresponding mailbox. All information and notices from the university or the faculty regarding your studies are only sent via this student email address and not via your private email address. You are therefore obliged to consistently check your student e-mail box to ensure that your studies run smoothly. Any negative consequences of not complying with this obligation are purely at your expense. Alternatively, you can set up a forwarding of e-mails from your student account to your private account. You can find instructions on how to do this here [Anleitung](#) (currently available in German only). However, please make sure that your mailbox is not full and that no automatic deletion of your e-mails is stored in your settings.

11. "SSP" = Student Service Portal

Study certificates, exam registrations, grade announcements, changes of addresses etc. can be obtained through the [SSP](#).

12. In-house mentoring "first steps"

The "first steps" programme is aimed at all students in their first semester. Experienced students from the higher semesters (mentors) support students in the first semester (mentees) through periodical talks and answer questions about their studies and the organisation of their studies. The aim is to provide support and make it easier for students to start their studies. You can find more

information and the possibility to register under [Mentoring](#) (page is currently available in German only).

13. The OTH Library

The OTH Regensburg card (student ID) is also a library card. With it, students can borrow the materials of the university library (main and branch library) as well as the university library and the state library of Regensburg free of charge. They also have access to all electronic services of the university library (e-books, e-journals, subject databases), which can also be used from home via VPN. Access and further information can be found on our [Website](#).

Do you have further questions? We can be reached by telephone during our [opening hours](#) under 0941/943-1038 or per E-Mail under bibliothek@oth-regensburg.de.

The university library offers an extensive training programme, tutorials and individual counselling for questions regarding the search for literature or Citavi. Appointments can also be made for virtual consultation via ZOOM or by telephone. Send us an e-mail with your questions and suggested appointments to: bib-kurse@oth-regensburg.de or contact Stephan Ligl, Head of the Information Department (Tel. 0941/943-1042, E-Mail: stephan.ligl@oth-regensburg.de)

14. "Career Service"

- job application portfolio check
- personal advisory service for job applications, internships, jobs and starting your career
- seminars and workshops
- advisory service for scholarships

[Online-job openings](#) for internships, theses & jobs.

Semester programme & Info can be found here: [Career Service](#).

15. Do you have a disability or a chronic illness?

Students who, due to a disability, are unable to take an examination in whole or in part in the intended form shall be granted disadvantage compensation insofar as this is necessary to ensure equal opportunities.

A request for compensation for a disadvantage must be made in writing. The application should be made no later than when registering for the examination.

Information and the application form are available on the following page: [Studieren mit Behinderung](#) (currently available in German only)

Advisory service regarding your application:

Andrea März-Bäumel, Representative for students with disabilities/chronic illnesses

Room D107, Tel. 0941/943 9710, E-Mail: andrea.maerz-baeuml@oth-regensburg.de

and Prof. Dr. Striepling, Head of the Examination Board, E-Mail: pruefungsausschuss@oth-regensburg.de

16. OTH App – the official Campus app

By students for students: your daily companion for day-to-day life as a student here at the OTH Regensburg. Keep up-to-date with the latest information about your studies. Numerous features condensed into one app, available for download for Android and iOS.

Find out more on the page of the student council. [Student Council](#) (currently available in German only).

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