



Orientation  
Days

SOSE 2026



[uni-siegen.de](https://uni-siegen.de)

Studying in Siegen –  
What do I need to know?



# We are going to talk about...

- **Types of lectures**
- **ZIMT**
- **unisono**
- **moodle**
- **library**
- **and much more...**



# Expectations towards Students



In Germany a lot of **independence** is required of you.

You have to create **your timetable** yourself (each semester).

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



A photograph of a library interior. The scene is filled with rows of bookshelves packed with books. In the foreground, the spines of several books are visible on a shelf. The background shows more shelves receding into the distance. A series of warm, glowing light bulbs hang from the ceiling, creating a soft, ambient light. A dark blue, semi-transparent banner is overlaid on the left side of the image, containing the text 'Types of classes' in white.

# 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 differs: presentation, term paper...



# Excercise course

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



# Classes/ courses

- Usually once per week for 90 minutes



„s.t.“

course starts at  
exact time

seminar from 12-  
2 p.m. = 12.00-  
1.30 p.m.

„c.t.“

course starts 15  
min later

seminar from 12-  
2 p.m. = 12.15 –  
1.45 p.m.



→ 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





ZIMT

# ZIMT – Center for information and media technology

**Email:** [support@zimt.uni-siegen.de](mailto:support@zimt.uni-siegen.de)

**Phone:** +49 (0) 271 740 4777

**Room:** H-D 2203

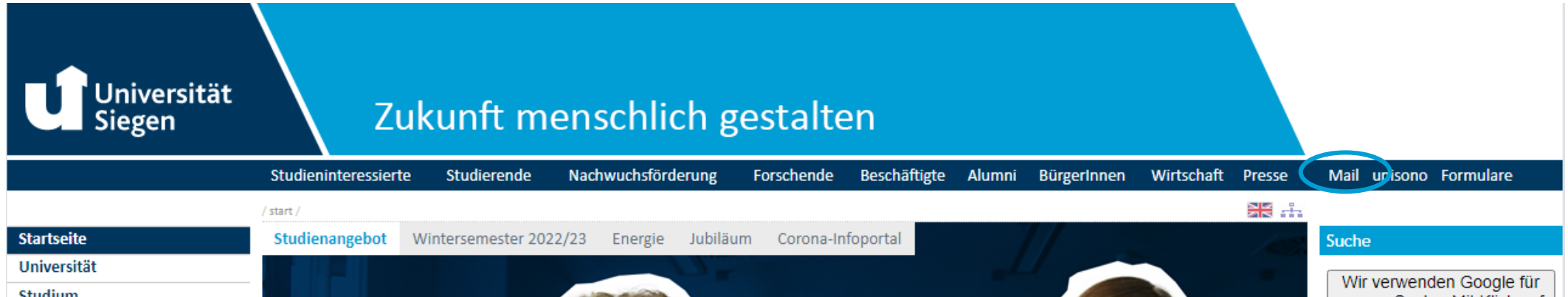
All information:

<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.

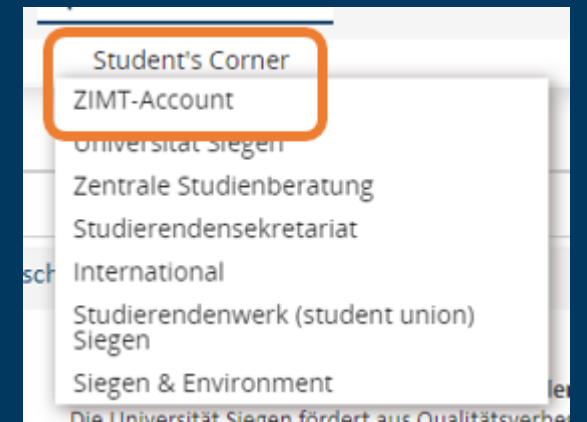
unisono



## 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 following link:

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

Please note that it is compulsory to follow this link.

## Step 4

Confirm the terms of use.

### Zustimmung zur Rahmen- und Benutzungsordnung

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

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

Abbruch

Fortfahren

# Student E-Mail account

## Step 5

Assign a password and continue.

Vergeben Sie ein neues Passwort

Neues Passwort

Bestätigen

## Step 6

Take a screenshot for your records.

Ihre Benutzerkennung lautet: **g12345**

Vorgang erfolgreich abgeschlossen  
Bitte notieren Sie sich Ihre persönliche Benutzerkennung.

Identität: **Mitarbeiter**

Benutzerkennung	<b>g12345</b>
mit Scope, z.B. für eduroam	<b>g12345@uni-siegen.de</b>
Nachname	<b>Muster</b>
Vorname	<b>Maik</b>
E-Mail-Adresse	<b>maik.muster@student.uni-siegen.de</b>

# Unisono



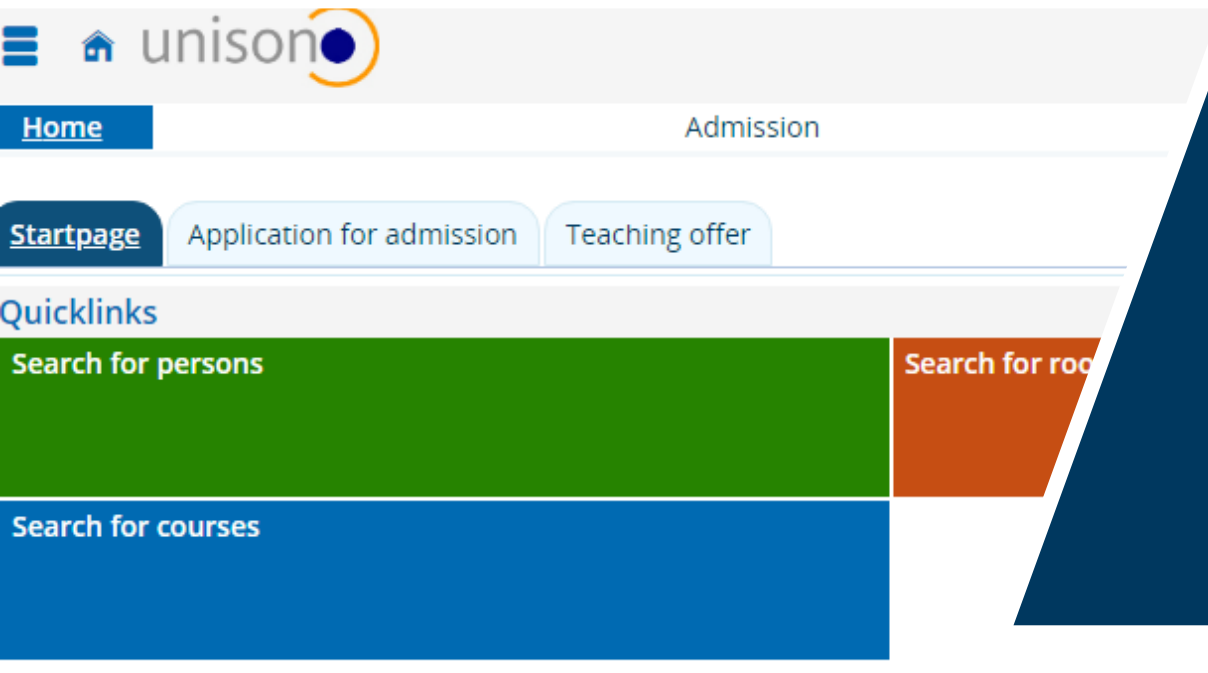
# What is unisono?



# Unisono – Your Headquarter for Organizing Your Studies



**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



# Click-Trail-Challenge



**Application for Courses**

September 24, 2024

 Share

# Schedule



unison search

Admission Student's Corner **My Studies** Lectures Organisation User information ?

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](mailto: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 off“
  - 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

unison search

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

The screenshot shows the 'My Studies' section of the unison portal. At the top, there is a search bar and navigation tabs for 'Admission', 'Student's Corner', 'My Studies' (active), 'Lectures', 'Organisation', and 'User info'. Below the navigation, a breadcrumb trail reads 'You are here: Home > My Studies > Planner of studies with Module plan'. A 'Show Module plan' button and a 'Printview' icon are visible. A dropdown menu for 'Events' is set to 'winter term 2020', with an arrow pointing to it labeled 'Enter current semester'. Below this is a search bar for the course catalog. The main content is a table titled 'Structure of examination regulations - All subject related semesters' with columns for 'Actions' and 'Status'. The table lists several modules under the heading 'Master Kommunikation und Fremdsprachen im Beruf - Professionelle Kommunikation Englisch (2012)'. A blue oval highlights the first row, with an arrow pointing to it labeled 'Name of studies'. On the left side of the table, a vertical label 'Modules' has arrows pointing to the first four rows of the table.

Structure of examination regulations - All subject related semesters	Actions	Status
- [ ] Master Kommunikation und Fremdsprachen im Beruf - Professionelle Kommunikation Englisch (2012)		
+ [ ] 1KFB00E - Starting Module - core elective - 9.0 Credits		Your actual sta Term of the ex
+ [ ] 1KFB01 - Theory and Analysis of Linguistic Communication - core elective - 9.0 Credits		Your actual sta Term of the ex
+ [ ] 1KFB02 - Professional Communication 1 - core elective - 9.0 Credits		Your actual sta Term of the ex
+ [ ] 1KFB03 - Professional Communication 2 (only for PK) - core elective - 9.0 Credits		Your actual sta Term of the ex
+ [ ] 1KFB04 - Professional Communication 3 (only for PK) - core elective - 9.0 Credits		Your actual sta Term of the ex


# 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

International Production Engineering and Management | 4MAB70700V | Lecture

Back 

Term Winter 2020/21

**Basic data** Parallelgroups / Appointments University course catalog Linked examinations Modules / Courses of study Documents


**Title** International Production Engineering and Management **Eventtype** Event/Exercise





**Number** 4MAB70700V **Frequency of offer** nur im Wintersemester

**Hours per week** 2.0

Term Winter 2020/21


**Basic data** Parallelgroups / Appointments University course catalog Linked examinations Modules / Courses of study Documents








International Production Engineering and Management 

 pre-booking for schedule  Export data as iCalendar (ics)  Showing single dates.  Open details

**Hours per week** 2.0

**Teaching language** german

**Responsible**  Univ.-Prof. Dr.-Ing. Peter Burggräf

Rhythm	Weekday	From - To	Cancellation date	Start date - End date	Exp. Att.	Comment	Performing lecturers	Room
 Weekly	Mon	4:00 PM - 6:00 PM	 10/26/2020  12/21/2020  12/28/2020  01/04/2021	Nov 2, 2020 - Feb 8, 2021			 Univ.-Prof. Dr.-Ing. Peter Burggräf	 PB-A 342/1

# Apply for courses

The screenshot shows the unison web portal interface. At the top left is the unison logo and a search bar labeled 'Menü durchsuchen'. The navigation menu includes 'Bewerbung', 'Studentisches Leben', 'Mein Studium', 'Studienangebot' (highlighted), 'Organisation', and 'Benutzer-Informationen'. A 'Lesezeichen' button is also present. The breadcrumb trail reads: 'Sie sind hier: Startseite > Studienangebot > Veranstaltungen suchen'. A confirmation pop-up is displayed, stating '✓ Bestätigung: Eine Belegung'. The main content area shows the course '4MAB20300V Vorlesung/Übung: Produktentwicklung II / Konstruktionstechnik II (PE II)' with a note 'Leistung wird angerechnet auf: Freiwillige Leistung'. Below this, it specifies 'Uni - Belegung 2 - SoSe 2018: Der Zeitraum läuft vom 19.03.2018 / 00:00 bis zum 01.04.2018 / 23:59'. A table with columns 'Status', 'Parallelgruppe', and 'Termine & Räume' shows the application status as 'angemeldet Priorität 1' and 'Sie haben gerade diese Gruppe belegt'. The 'Termine & Räume' section lists 'Sommersemester 2018' with dates 'Dienstag, 10.04.2018 - 17.07.2018' and time 'Von 10:00 Bis 12:00 wöchentlich' in room 'PB-A 401', taught by 'Dozent/-in: Lohr, Wolfgang Reinicke, Tamara'. A 'Zurück zur Übersicht' button is located at the bottom left.

# After application for courses, wait for:

**Angemeldet** *Enrolled*

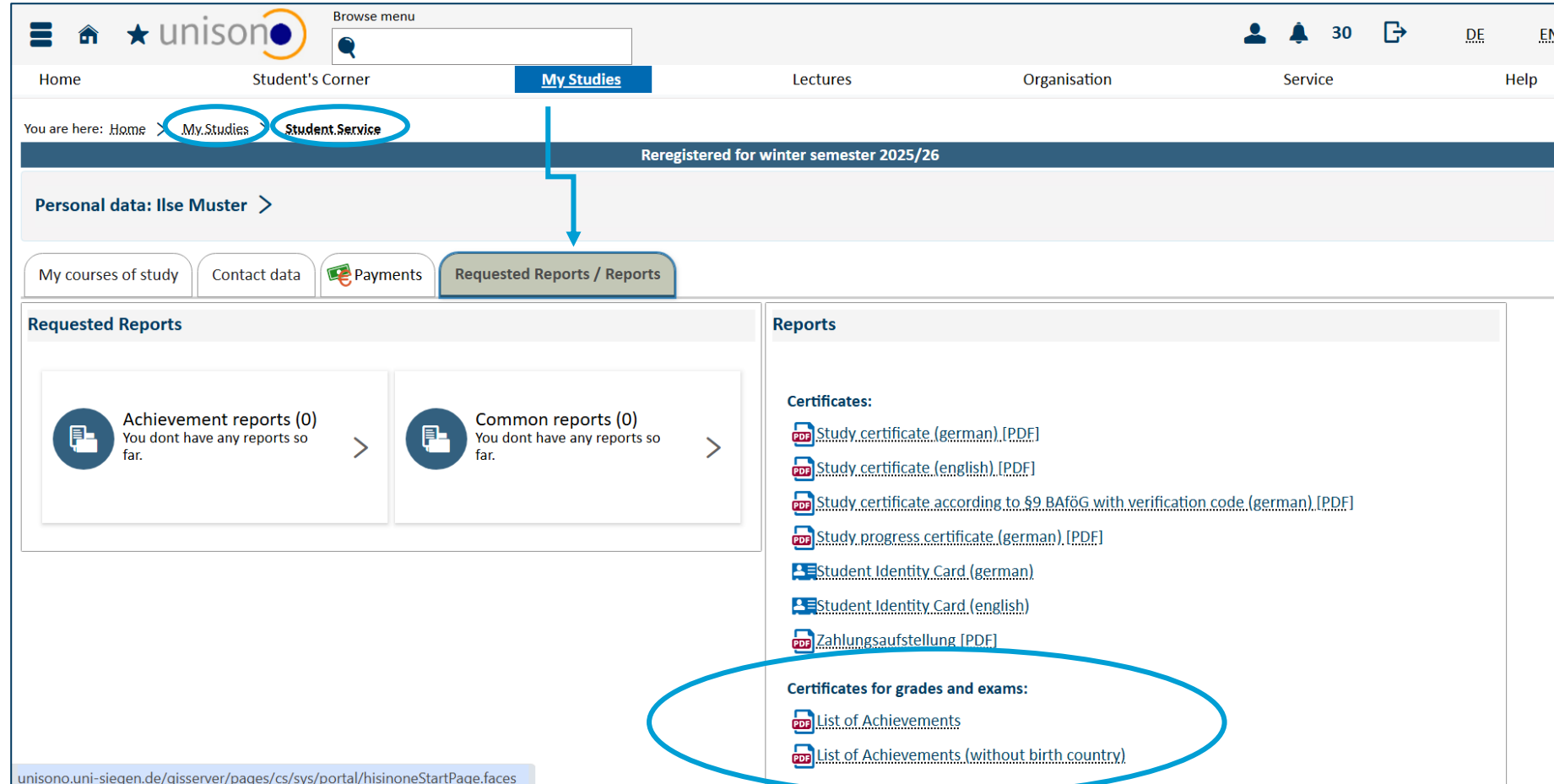
**Zugelassen** *Admitted*

**Warteliste** *waiting list* or **Abgelehnt** *rejected*

(course will be deleted from your schedule automatically)

# Useful Documents

# Leistungsübersicht – (List of achievements) credits & grades



The screenshot shows the unison student portal interface. At the top, there is a navigation bar with 'Home', 'Student's Corner', 'My Studies', 'Lectures', 'Organisation', 'Service', and 'Help'. Below this, a breadcrumb trail shows 'You are here: Home > My Studies > Student Service'. A blue arrow points from the 'My Studies' link in the breadcrumb to the 'Requested Reports / Reports' button in the main navigation. The main content area is divided into two columns. The left column, titled 'Requested Reports', contains two boxes: 'Achievement reports (0) You dont have any reports so far.' and 'Common reports (0) You dont have any reports so far.'. The right column, titled 'Reports', contains a list of certificates: 'Study certificate (german) [PDF]', 'Study certificate (english) [PDF]', 'Study certificate according to §9 BAföG with verification code (german) [PDF]', 'Study progress certificate (german) [PDF]', 'Student Identity Card (german)', 'Student Identity Card (english)', and 'Zahlungsaufstellung [PDF]'. Below these, a section titled 'Certificates for grades and exams:' contains two links: 'List of Achievements' and 'List of Achievements (without birth country)'. The 'List of Achievements' link is circled in blue. The URL at the bottom of the page is 'unisono.uni-siegen.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces'.

# Certificate of study



unison

Browse menu

Home Student's Corner **My Studies** Lectures Organisation Service Help

You are here: Home > My Studies > Student Service

Reregistered for winter semester 2025/26

Personal data: Ilse Muster >

My courses of study Contact data Payments **Requested Reports / Reports**

**Requested Reports**

Achievement reports (0)  
You dont have any reports so far.

Common reports (0)  
You dont have any reports so far.

**Reports**

**Certificates:**

- Study\_certificate\_(german). [PDF]
- Study\_certificate\_(english). [PDF]
- Study\_certificate\_according\_to\_§9\_BaföG\_with\_verification\_code\_(german). [PDF]
- Study\_progress\_certificate\_(german). [PDF]
- Student\_Identity\_Card\_(german)
- Student\_Identity\_Card\_(english)
- Zahlungsaufstellung. [PDF]

**Certificates for grades and exams:**

- List\_of\_Achievements
- List\_of\_Achievements\_(without\_birth\_country)

unison.uni-siegen.de/qisserver/pages/cs/sys/portal/hisnoneStartPage.faces

# 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




# Overview moodle and Unisono

Why are there two different, yet important platforms?



- Choose courses and register/ apply
- Schedule and organizational matters
- Login with matriculation number 



- Platform on which the content of the respective courses is published
- 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!

# Moodle



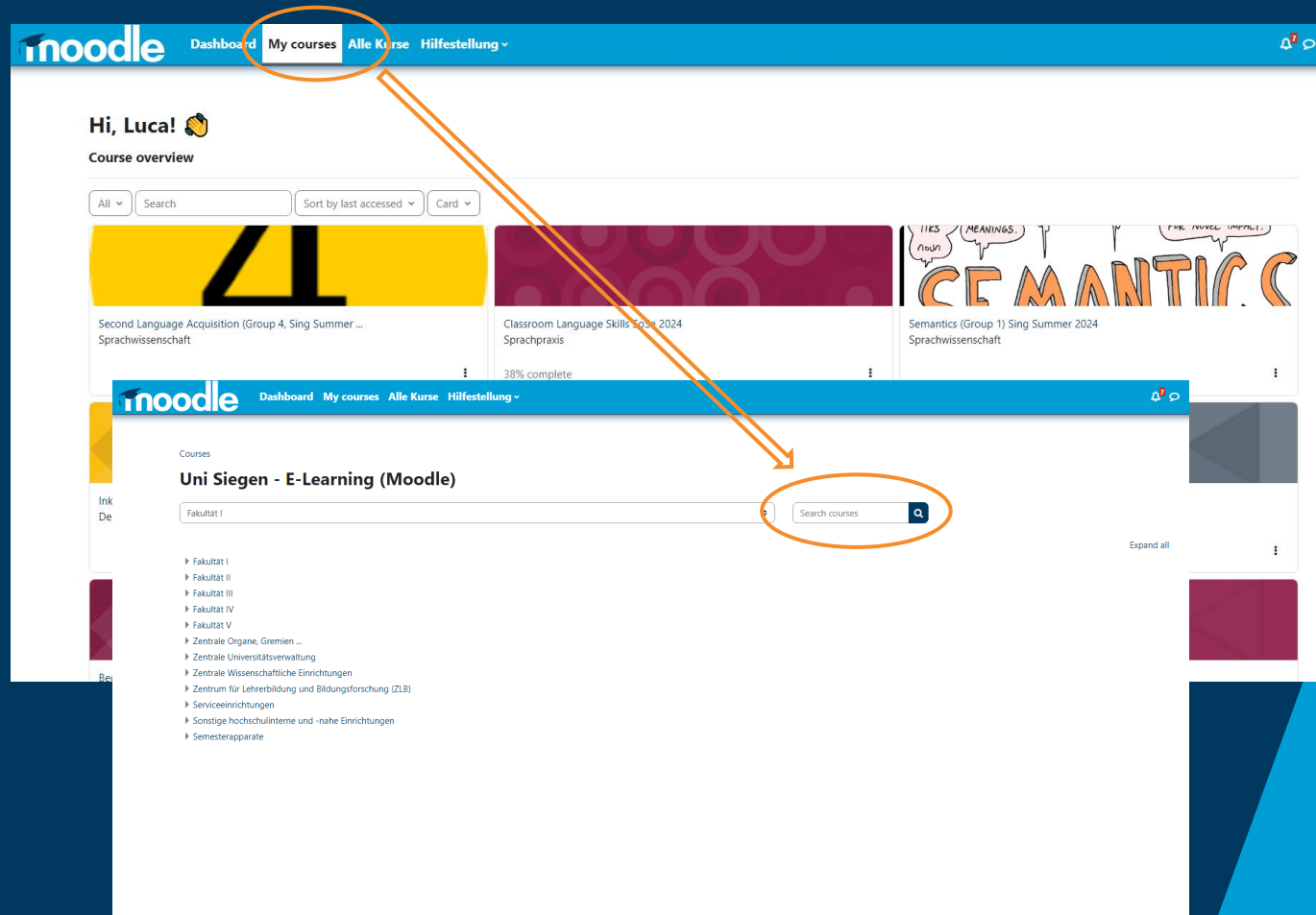
<https://moodle.uni-siegen.de/>

The screenshot shows the Moodle homepage for Uni Siegen. The header includes the Moodle logo, navigation links for 'Alle Kurse' and 'Hilfestellung', and a language dropdown set to 'English (en)' with a 'Log in' button. The main content area is titled 'Uni Siegen - E-Learning (Moodle)' and contains a welcome message, instructions for teachers, and access information for students. A sidebar on the right lists course categories and latest announcements. An orange circle highlights the 'Log in' button in the header, with an arrow pointing to the login form in the adjacent image.

The screenshot shows the Moodle login form. It features the Moodle logo at the top, followed by input fields for a username (containing 'g063982') and a password. A 'Log in' button is positioned below the fields. There is a link for 'Lost password?'. Below the login form, there is a section titled 'Is this your first time here?' with instructions for new users. At the bottom, there are links for 'English (en)' and 'Cookies notice'.



# Find your courses and log in



The screenshot displays the Moodle user interface. At the top, the navigation bar includes 'moodle', 'Dashboard', 'My courses', 'Alle Kurse', and 'Hilfestellung'. The 'My courses' menu item is circled in orange. Below the navigation bar, the user is greeted with 'Hi, Luca!' and a 'Course overview' section. This section features a search bar, a 'Sort by last accessed' dropdown, and a 'Card' dropdown. Three course cards are visible: 'Second Language Acquisition (Group 4, Sing Summer ... Sprachwissenschaft)', 'Classroom Language Skills Spring 2024 Sprachpraxis', and 'Semantics (Group 1) Sing Summer 2024 Sprachwissenschaft'. Below the course overview, there is a 'Courses' section for 'Uni Siegen - E-Learning (Moodle)'. This section includes a search bar labeled 'Search courses' with a magnifying glass icon, which is also circled in orange. Below the search bar is a list of faculties and departments, such as 'Fakultät I', 'Fakultät II', 'Fakultät III', 'Fakultät IV', 'Fakultät V', 'Zentrale Organe, Gremien ...', 'Zentrale Universitätsverwaltung', 'Zentrale Wissenschaftliche Einrichtungen', 'Zentrum für Lehrerbildung und Bildungsforschung (ZLB)', 'Serviceeinrichtungen', 'Sonstige hochschulinterne und -nahe Einrichtungen', and 'Semesterapparate'.



- 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



A screenshot of the Moodle user interface for Uni Siegen. The top navigation bar includes the Moodle logo, "Dashboard", "My courses", "Alle Kurse", and "Hilfestellung". The main content area is titled "Courses" and "Uni Siegen - E-Learning (Moodle)". It features a dropdown menu currently set to "Fakultät I" and a search bar labeled "Search courses". A list of course categories is displayed on the left, with a blue bracket highlighting the first five items: "Fakultät I", "Fakultät II", "Fakultät III", "Fakultät IV", and "Fakultät V". Other categories include "Zentrale Organe, Gremien ...", "Zentrale Universitätsverwaltung", "Zentrale Wissenschaftliche Einrichtungen", "Zentrum für Lehrerbildung und Bildungsforschung (ZLB)", "Serviceeinrichtungen", "Sonstige hochschulinterne und -nahe Einrichtungen", and "Semesterapparate". An "Expand all" link is visible on the right side of the list.

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

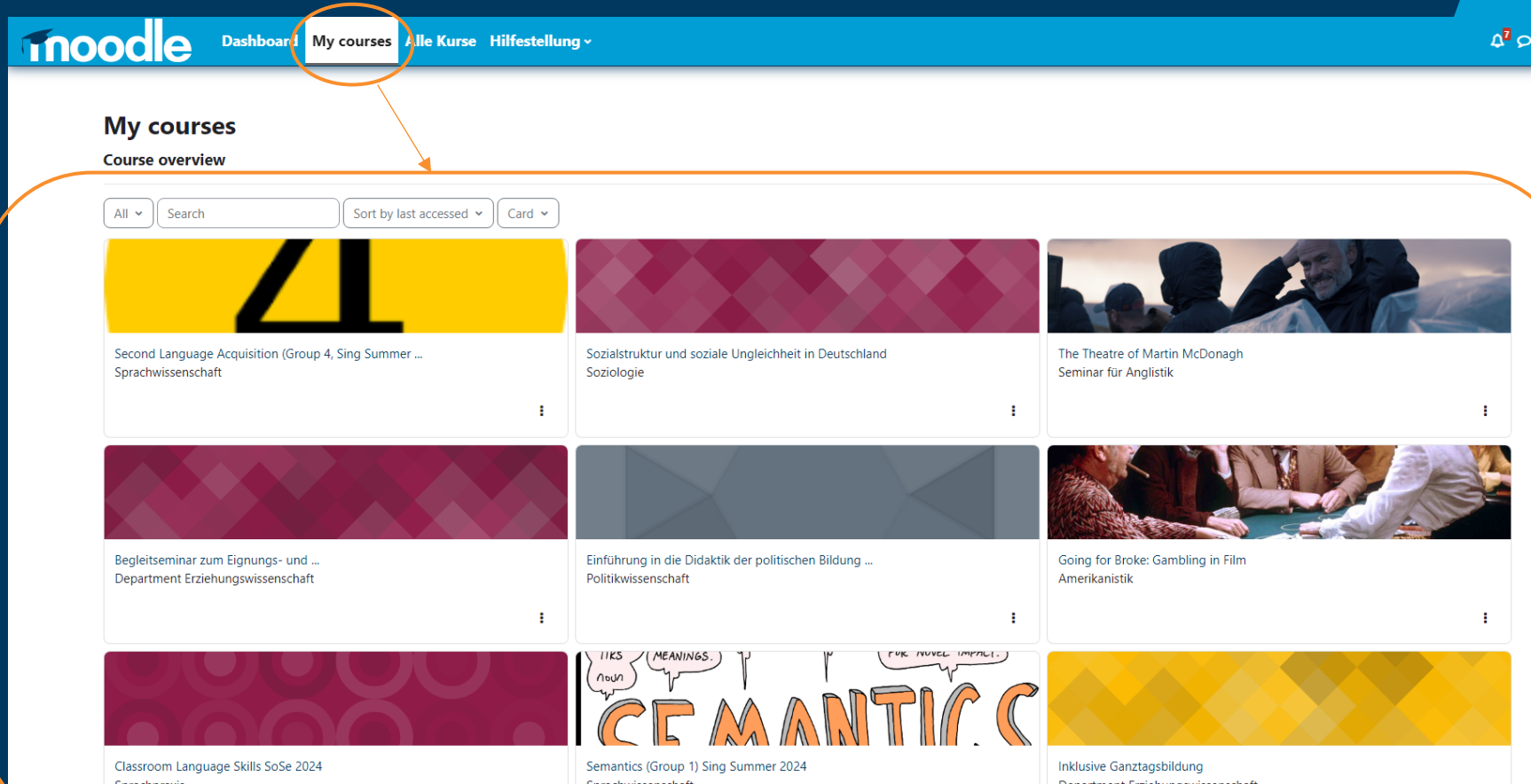
# Course Organization

- 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.



The image displays two screenshots of the Moodle course interface. The left screenshot shows a course page for 'Sozialstruktur und soziale Ungleichheit in Deutschland' (Faculty I / Seminar für Sozialwissenschaften / Soziologie). The page has a sidebar menu with sections for 'General', 'Programm', and 'Folien'. The 'General' section includes 'Ankündigungen'. The 'Programm' section includes 'Vorlesung Sozialstruktur - Übersicht'. The 'Folien' section includes 'Sozialstruktur 01' through 'Sozialstruktur 14'. The right screenshot shows a course page for 'Second Language Acquisition (Group 4, Sing Summer 2024)' (Faculty I / Seminar für Anglistik / Sprachwissenschaft). The page has a sidebar menu with sections for 'General information', 'Organisational matters', 'Group project', 'Introduction & Orientation', 'Laying the foundations I', and 'Laying the foundations II'. The 'General information' section includes 'Announcements, news and important information' and 'Frequently asked questions (FAQs)'. The 'Announcements, news and important information' section contains a list of information types: general information that concerns all participants, changes regarding course contents and schedule, information regarding course requirements, and last-minute announcements or reminders. The 'Frequently asked questions (FAQs)' section contains a paragraph: 'I am sure that you have many questions, which is why I've decided to establish this FAQ forum. So, the idea is that you raise questions in this forum (rather than by personal email to me) and that we address these questions in a collaborative effort, which means that we all try to help each other out. I realise, of course, that some questions are best answered by me, but who knows, your answers may even be better than mine or you may be slightly quicker to reply ;-)'.

# Course Overview



The screenshot shows the Moodle interface with the 'My courses' menu item highlighted in the top navigation bar. Below it, the 'My courses' section is titled 'Course overview'. The page features a grid of course cards, each with a header image and a title. The cards are arranged in three rows and three columns. The first row includes 'Second Language Acquisition (Group 4, Sing Summer ... Sprachwissenschaft)', 'Sozialstruktur und soziale Ungleichheit in Deutschland Soziologie', and 'The Theatre of Martin McDonagh Seminar für Anglistik'. The second row includes 'Begleitseminar zum Eignungs- und ... Department Erziehungswissenschaft', 'Einführung in die Didaktik der politischen Bildung ... Politikwissenschaft', and 'Going for Broke: Gambling in Film Amerikanistik'. The third row includes 'Classroom Language Skills SoSe 2024 Sprachwissenschaft', 'Semantics (Group 1) Sing Summer 2024 Sprachwissenschaft', and 'Inklusive Ganztagsbildung Department Erziehungswissenschaft'. The 'My courses' menu item is circled in orange, and an arrow points from it to the 'Course overview' section. The entire 'My courses' section is enclosed in a larger orange rounded rectangle.

moodle Dashboard **My courses** Alle Kurse Hilfestellung

## My courses

Course overview

All Search Sort by last accessed Card

- Second Language Acquisition (Group 4, Sing Summer ... Sprachwissenschaft
- Sozialstruktur und soziale Ungleichheit in Deutschland Soziologie
- The Theatre of Martin McDonagh Seminar für Anglistik
- Begleitseminar zum Eignungs- und ... Department Erziehungswissenschaft
- Einführung in die Didaktik der politischen Bildung ... Politikwissenschaft
- Going for Broke: Gambling in Film Amerikanistik
- Classroom Language Skills SoSe 2024 Sprachwissenschaft
- Semantics (Group 1) Sing Summer 2024 Sprachwissenschaft
- Inklusive Ganztagsbildung Department Erziehungswissenschaft

If you click on „My courses“ you can find an overview of all your courses

# Dashboard

**Dashboard**

Timeline

Next 7 days ▾ Sort by dates ▾ Search by activity type or name

Friday, 26 July 2024

23:59 **Carry out a corpus analysis (DA\_group01)** [Add submission](#)  
Assignment is due · Second Language Acquisition (Group 4, Sing Summer 2024)

Recently accessed courses

- Second Language Acquisition (Group 4, ... Sprachwissenschaft
- Sozialstruktur und soziale Ungleichheit i... Soziologie
- The Theatre of Martin McDonagh Seminar für Anglistik
- Begleitseminar zum Eignungs- und Ori... Department Erziehungswissenschaft
- Einführung in die Didaktik der politische... Politikwissenschaft

Calendar

All courses ▾ [New event](#)

← June **July 2024** August →

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7



To see an overview of your recently accessed courses and a calendar of work you have to hand in, click “Dashboard”.

# Personal Profile

The image shows two screenshots of the Moodle interface. The left screenshot displays the 'My courses' page with a course overview grid. The right screenshot shows the user profile page for 'Luca Sahn'. Orange circles and arrows indicate the navigation path: starting from the user menu in the top right of the Moodle header, clicking 'Profile', and then clicking the 'Edit profile' button on the profile page.

**My courses**  
Course overview

Second Language Acquisition (Group 4, Sing Summer ... Sprachwissenschaft)

Sozialstruktur und soziale Ungleichheit in D Soziologie

Begleitseminar zum Eignungs- und ... Department Erziehungswissenschaft

Einführung in die Didaktik der politischen Bi Politikwissenschaft

Classroom Language Skills SoSe 2024 Sprachwissenschaft

Semantics (Group 1) Sing Summer 2024 Sprachwissenschaft

**moodle** Dashboard My courses Alle Kurse Hilfestellung

Profile  
Grades  
Calendar

**moodle** Dashboard My courses Alle Kurse Hilfestellung Edit mode

Profile Luca Sahn Message

User details

Email address .de (Visible to other course participants)

Timezone Europe/Berlin

Course details

Course profiles

Begleitseminar zum Eignungs- und Orientierungspraktikum (Claudi)

Classroom Language Skills SoSe 2024

Einführung in das ökonomische Denken II - SoSe 2023

Einführung in das ökonomische Denken I Wintersemester 2022/23

Einführung in die Didaktik der politischen Bildung SoSe 2024

Einführung in die Pädagogische Psychologie\_WiSe 23/24

Einführung in die Politikwissenschaft (Lehrämter)

Going for Broke: Gambling in Film

History of English Drama I

Inklusive Ganztagsbildung

Introduction to Linguistics WS 22/23 (Reimers)

Kämpfe um Asyl in Europa. Zur Rolle von Nichtregierungsorganisationen (NGO).

Second Language Acquisition (Group 4, Sing Summer 2024)

Miscellaneous

Blog entries

My certificates

Forum posts

Forum discussions

Reports

Browser sessions

Grades overview

Grades

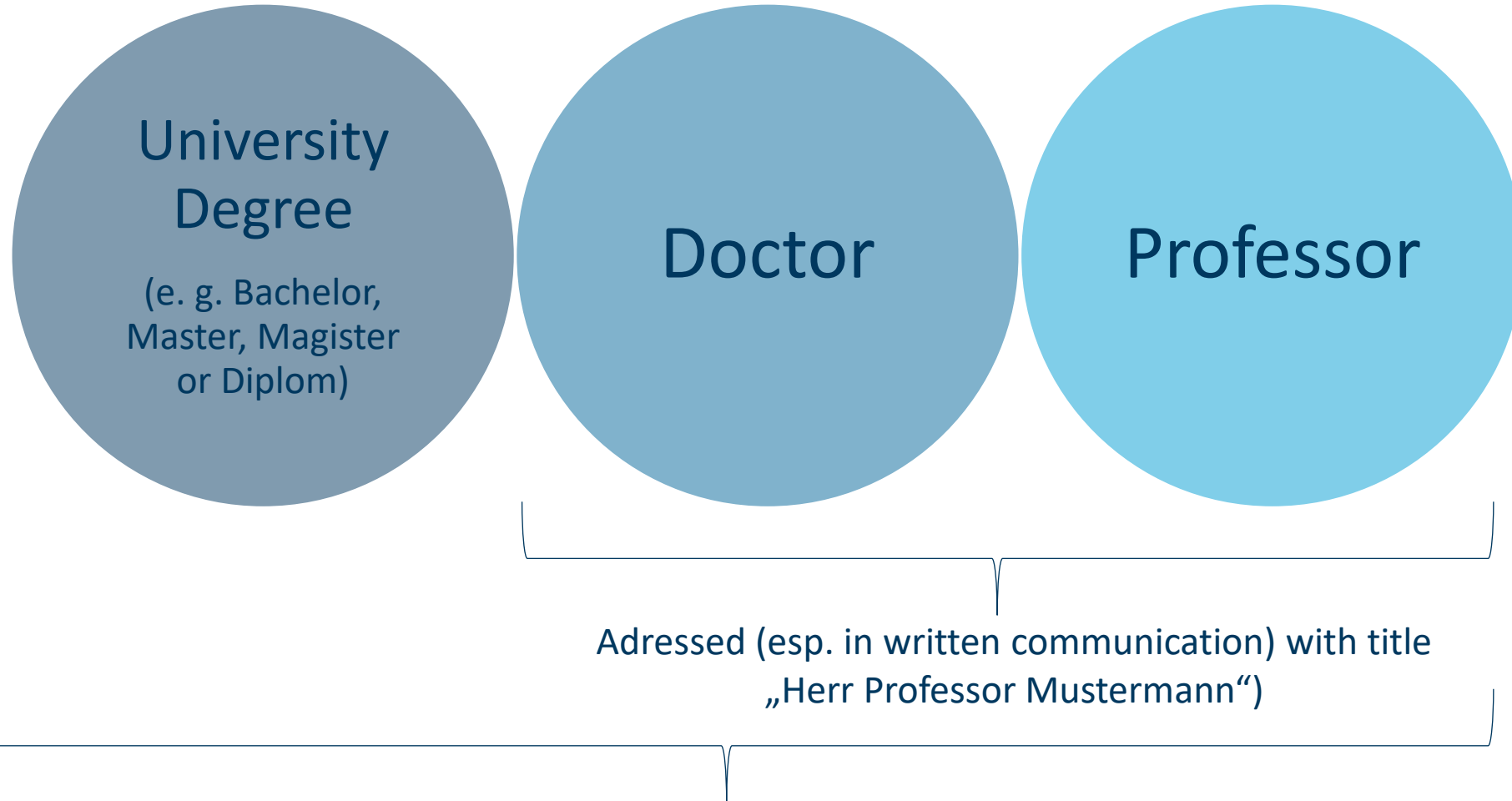
Mobile app

This site has mobile app access enabled.  
Download the mobile app.

Reset page to default

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

# „Dozent“ (Lecturer) = „teacher“ at the Uni



Not every lecturer is a professor

# How to communicate with lecturers?

## Important:

Report when you have questions or problems!

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



## Keep in mind:

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

# How to communicate with lecturers?

## Email to lecturers

- **Polite address.**

„Sehr geehrte\*r Frau/ Herr Professor\*in ...“

- **Be concise.**

Explain briefly but politely what your concern is and how he / she may help you.

- **Specify information on you.**

Matriculation number, which course at what day and what time, which semester, what do you study.

- **Use a polite conclusion such as:**

„Vielen Dank im Voraus für Ihre Antwort“

Mit freundlichen Grüßen,

\*your name\*



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

# How to write mails in Germany

**Subject:** Inquiry Regarding [Topic or Course Name]

Dear Professor [Last Name],

My name is [Your Name], and I am a Master's student in [Department] at [University Name]. I am writing to inquire about the seminar "[Seminar Name]" that will be offered next semester. Could you please let me know what prerequisites are required for participation and if there are still available spots?

Thank you in advance for your response, and I look forward to hearing from you.

Kind regards,

Your Full Name (First Name + Family Name)

Student ID number ("Matrikelnummer")

Master's Student in [Department]

[University Name]



# How to communicate with lecturers?

## Email to lecturers

- Don't write mails without salutation
- Don't forget to close politely and sign-off



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

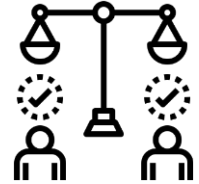
# How to behave correctly! (Quiz)



# 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.

# 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



# Library – Library Card

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

## 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](mailto: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?

Access 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](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](https://www.ub.uni-siegen.de/index.php?id=750&L=%24%7B_hash_%7Dc2622)

**Library tour: Thursday, 09.04.26 – English**  
**12:00 – 1:00 pm Group 1**  
**1:00 – 2:00 pm Group 2**

# 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

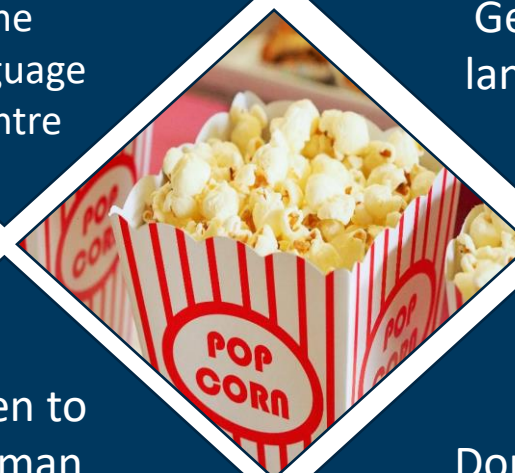
Watch  
movies  
German  
language

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!**