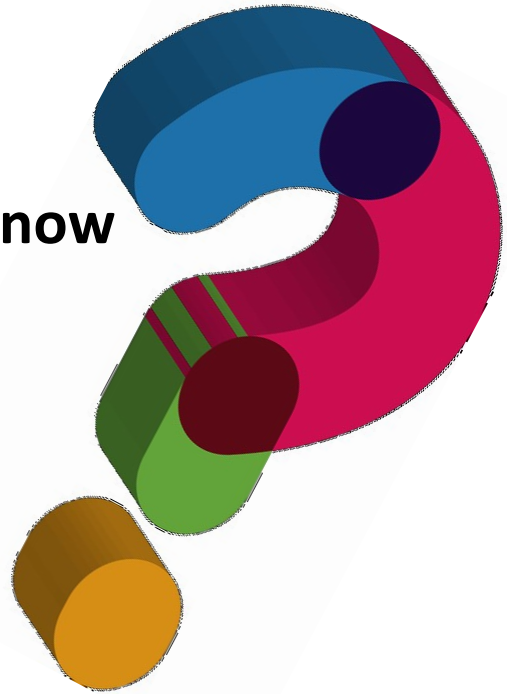
Vorbereitungstage – Preparatory Days

for international students

What do I have to know for my studies in Siegen??



Academic structure in Germany

In Germany a lot of independence is required of you.

You have to create your timetable yourself.

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

Types of classes

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Lecture

- Professor recites content of 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 participatioon is expected: give accompanying thoughts, ask questions, discuss etc.
- Academic evaluation differ: presentation, term paper…

Exercise course

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

Classes/ courses

Are held:

- Usually once per week for 90 minutes
  - ✓ normally „c.t.“ = course starts 15 min later
    → seminar from 12-2 p.m. = 12.15 – 1.45 p.m.
  - ✓ sometimes „s.t.“ = course starts at exact time
    → seminar from 12-2 p.m. = 12.00-1.30 p.m.

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

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

Unisono

What?

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

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

Time table

In order to create your time table you need:

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

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

Prüfungsordnung (exam regulations)

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UNIVERSITÄT SIEGEN

Amtliche Mitteilungen

Datum	28. Februar 2011	Nr.	12/2011

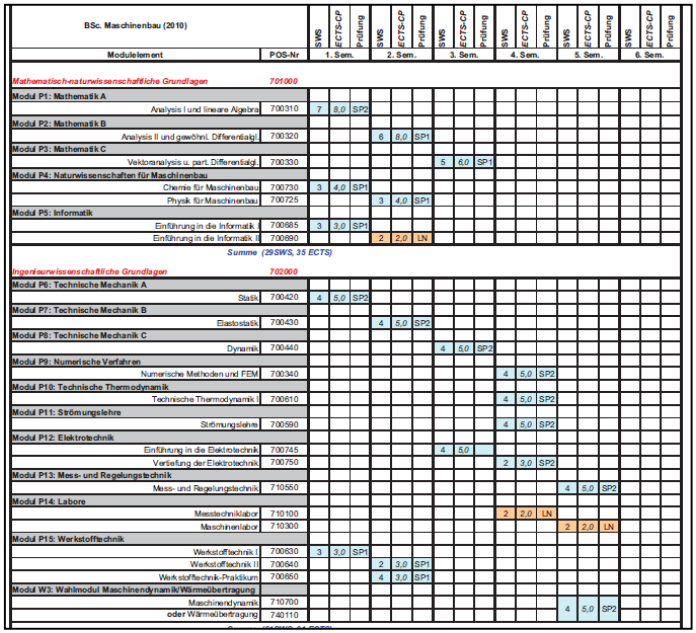
Inhalt:

Prüfungsordnung

für den

Bachelor-Studiengang Maschinenbau (MB)

des Fachbereichs Maschinenbau an der Universität Siegen



BSc. Maschinenbau (2010)		SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung	SWS	ECTS-CP	Prüfung
Modulelement	POS-Nr	1. Sem.			2. Sem.			3. Sem.			4. Sem.			5. Sem.			6. Sem.		
Mathematisch-naturwissenschaftliche Grundlagen	*701000*																		
Modul P1: Mathematik A																			
Analysis I und lineare Algebra	700310	7	8,0	SP2															
Modul P2: Mathematik B																			
Analysis II und gewöhnl. Differentialgl.	700320				6	8,0	SP1												
Modul P3: Mathematik C																			
Vektoranalysis u. part. Differentialgl.	700330							5	6,0	SP1									
Modul P4: Naturwissenschaften für Maschinenbau																			
Chemie für Maschinenbau	700730	3	4,0	SP1															
Physik für Maschinenbau	700725				3	4,0	SP1												
Modul P5: Informatik																			
Einführung in die Informatik I	700685	3	3,0	SP1															
Einführung in die Informatik II	700690				2	2,0	LN												
Summe (29SWS, 35 ECTS)																			
Ingenieurwissenschaftliche Grundlagen	*702000*																		
Modul P6: Technische Mechanik A																			
Statik	700420	4	5,0	SP2															
Modul P7: Technische Mechanik B																			
Elastostatik	700430				4	5,0	SP2												
Modul P8: Technische Mechanik C																			
Dynamik	700440							4	5,0	SP2									
Modul P9: Numerische Verfahren																			
Numerische Methoden und FEM	700340										4	5,0	SP2						
Modul P10: Technische Thermodynamik																			
Technische Thermodynamik I	700610										4	5,0	SP2						
Modul P11: Strömungslehre																			
Strömungslehre	700590										4	5,0	SP2						
Modul P12: Elektrotechnik																			
Einführung in die Elektrotechnik	700745							4	5,0										
Vertiefung der Elektrotechnik	700750										2	3,0	SP2						
Modul P13: Mess- und Regelungstechnik																			
Mess- und Regelungstechnik	710550													4	5,0	SP2			
Modul P14: Labore																			
Messtechniklabor	710100										3	2,0	LN						
Maschinenlabor	710300													2	2,0	LN			
Modul P15: Werkstofftechnik																			
Werkstofftechnik I	700630	3	3,0	SP1															
Werkstofftechnik II	700640				2	3,0	SP1												
Werkstofftechnik-Praktikum	700650				4	3,0	SP1												
Modul W3: Wahlmodul Maschinendynamik/Wärmeübertragung																			
Maschinendynamik	710700													4	5,0	SP2			
oder Wärmeübertragung	740110																		

Here you can find: how many hours per week you have classes, credit points, kind of examination, in which semester you should do the course.

Time table

In order to create your time table you need:

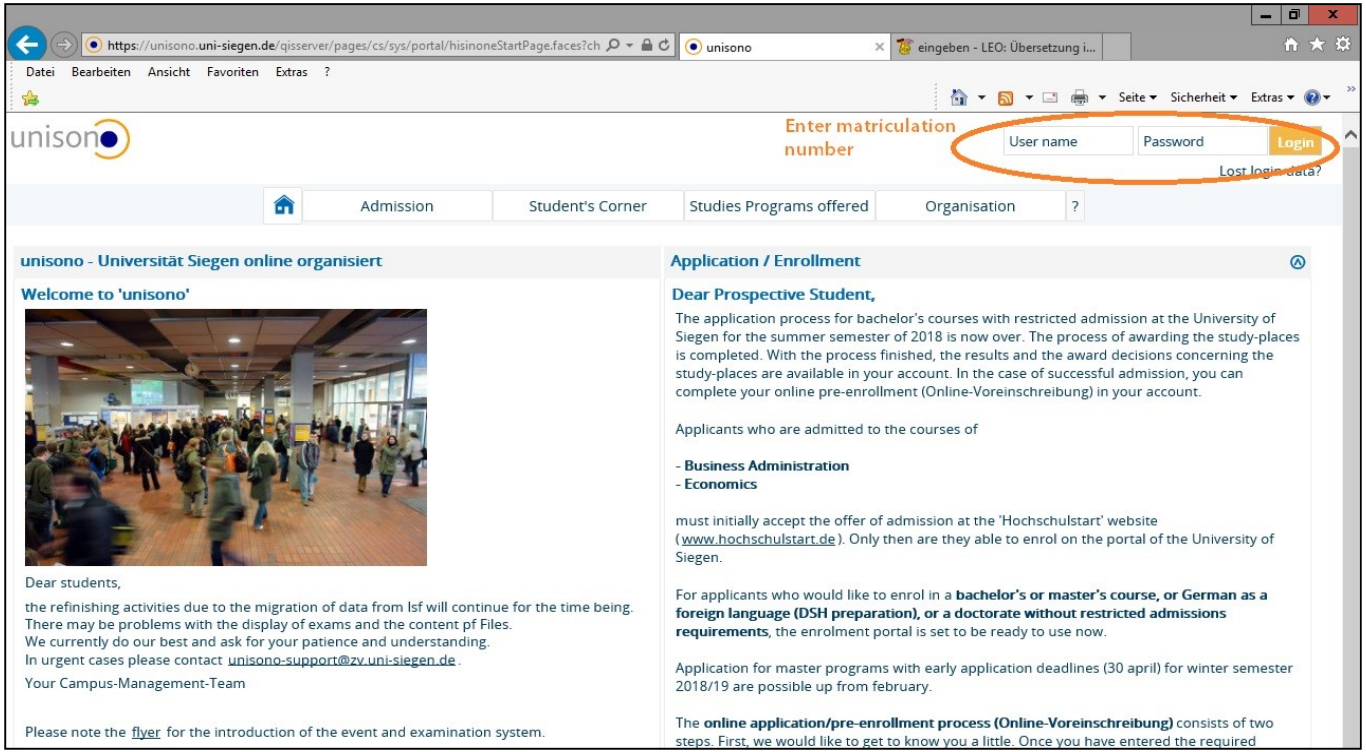
(1) Studienordnung/ Prüfungsordnung/ Modulhandbuch
(study and/ or exam regulations and/ or module manual)

→ You can find them on the homepage of the course of studies

(2) Vorlesungsverzeichnis (course catalogue in unisono)

Don‘t panic – you‘ll get help from your faculty!

unisono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unisono
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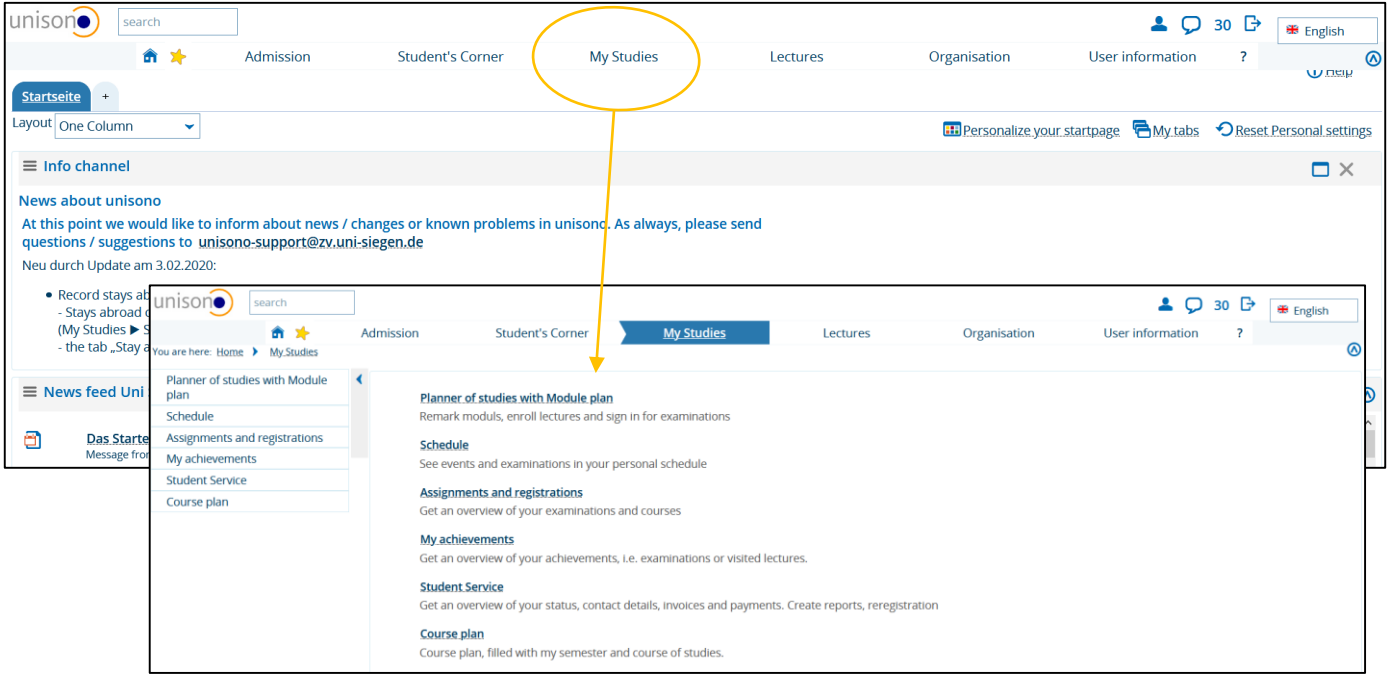
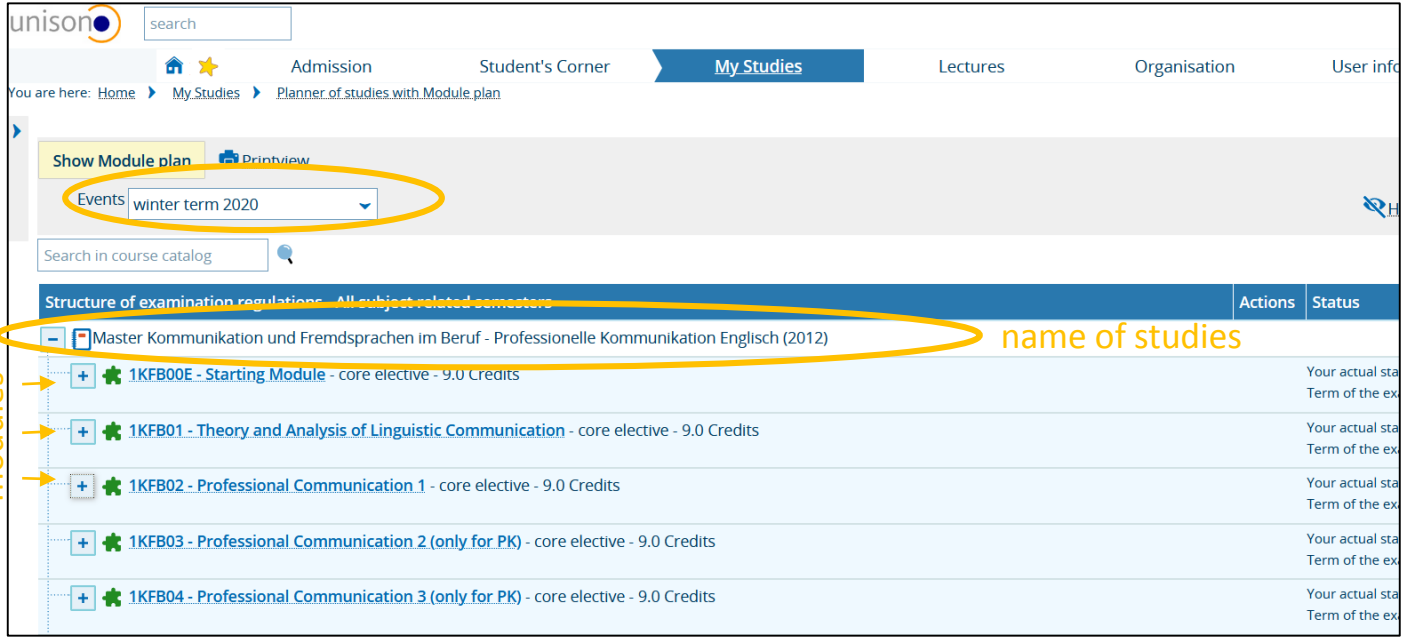
Datei Bearbeiten Ansicht Favoriten Extras ?
Seite Sicherheit Extras
unisono
Enter matriculation number
User name
Password
Login
Lost login data?
Admission
Student's Corner
Studies Programs offered
Organisation
?
unisono - Universität Siegen online organisiert
Welcome to 'unisono'
Dear students,
the refinishing activities due to the migration of data from lsf will continue for the time being.
There may be problems with the display of exams and the content pf Files.
We currently do our best and ask for your patience and understanding.
In urgent cases please contact unisono-support@zv.uni-siegen.de .
Your Campus-Management-Team
Please note the flyer for the introduction of the event and examination system.
Application / Enrollment
Dear Prospective Student,
The application process for bachelor's courses with restricted admission at the University of Siegen for the summer semester of 2018 is now over. The process of awarding the study-places is completed. With the process finished, the results and the award decisions concerning the study-places are available in your account. In the case of successful admission, you can complete your online pre-enrollment (Online-Voreinschreibung) in your account.
Applicants who are admitted to the courses of
- Business Administration
- Economics
must initially accept the offer of admission at the 'Hochschulstart' website (www.hochschulstart.de). Only then are they able to enrol on the portal of the University of Siegen.
For applicants who would like to enrol in a bachelor's or master's course, or German as a foreign language (DSH preparation), or a doctorate without restricted admissions requirements, the enrolment portal is set to be ready to use now.
Application for master programs with early application deadlines (30 april) for winter semester 2018/19 are possible up from february.
The online application/pre-enrollment process (Online-Voreinschreibung) consists of two steps. First, we would like to get to know you a little. Once you have entered the required

Schedule


unisono
search
30
English
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
Neu durch Update am 3.02.2020:
News feed Uni
Das Starte
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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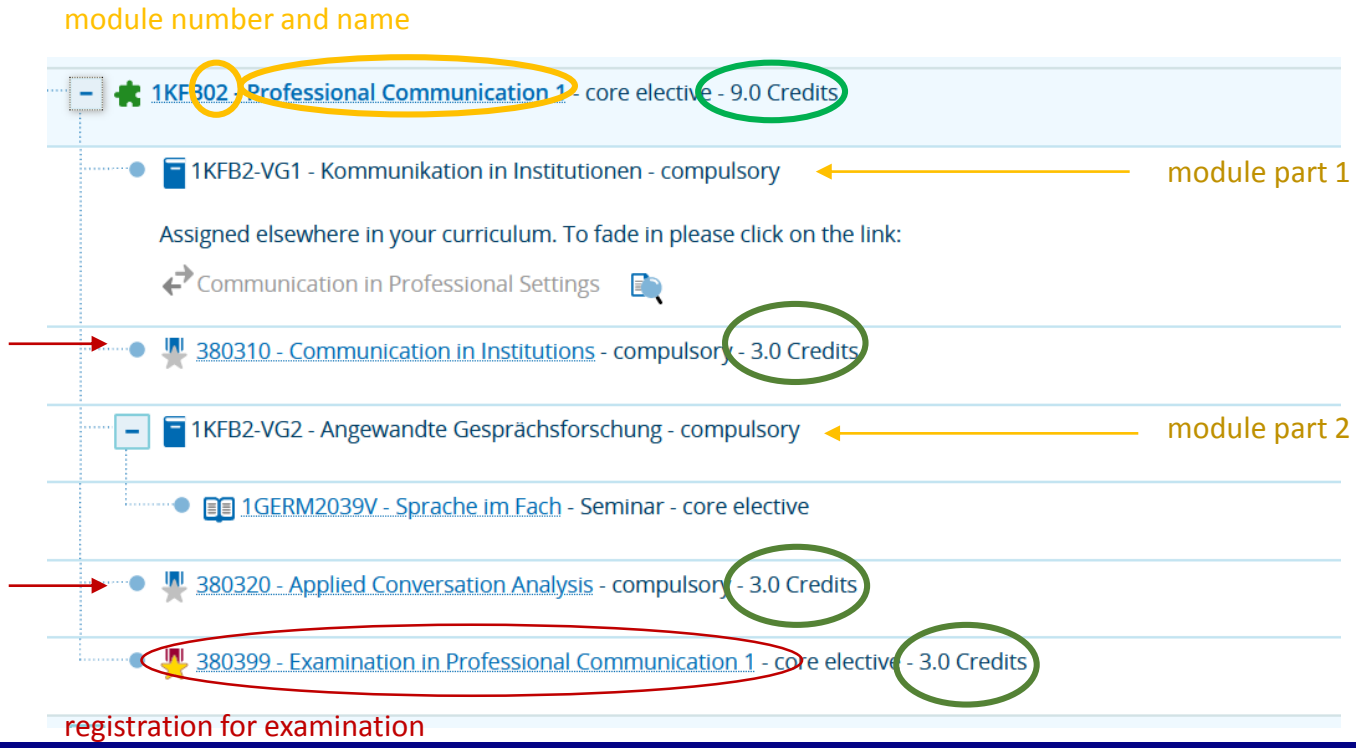
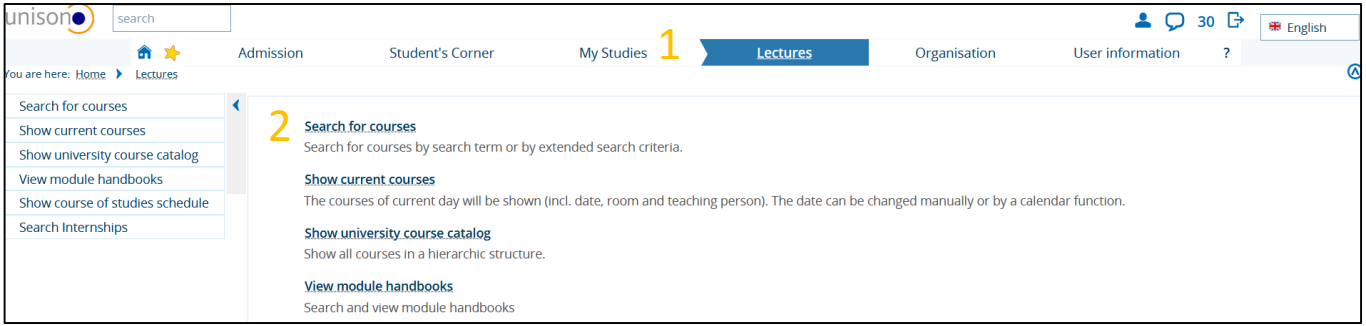
search
Admission
Student's Corner
My Studies
Lectures
Organisation
User info
You are here: Home My Studies Planner of studies with Module plan
Show Module plan
Printview
Events
winter term 2020
Search in course catalog
Structure of examination regulations - All subject related semesters
Actions
Status
Master Kommunikation und Fremdsprachen im Beruf - Professionelle Kommunikation Englisch (2012)
name of studies
modules
1KFB00E - Starting Module - core elective - 9.0 Credits
1KFB01 - Theory and Analysis of Linguistic Communication - core elective - 9.0 Credits
1KFB02 - Professional Communication 1 - core elective - 9.0 Credits
1KFB03 - Professional Communication 2 (only for PK) - core elective - 9.0 Credits
1KFB04 - Professional Communication 3 (only for PK) - core elective - 9.0 Credits

Schedule


module number and name
1KFB302 - 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
registration for examination

Schedule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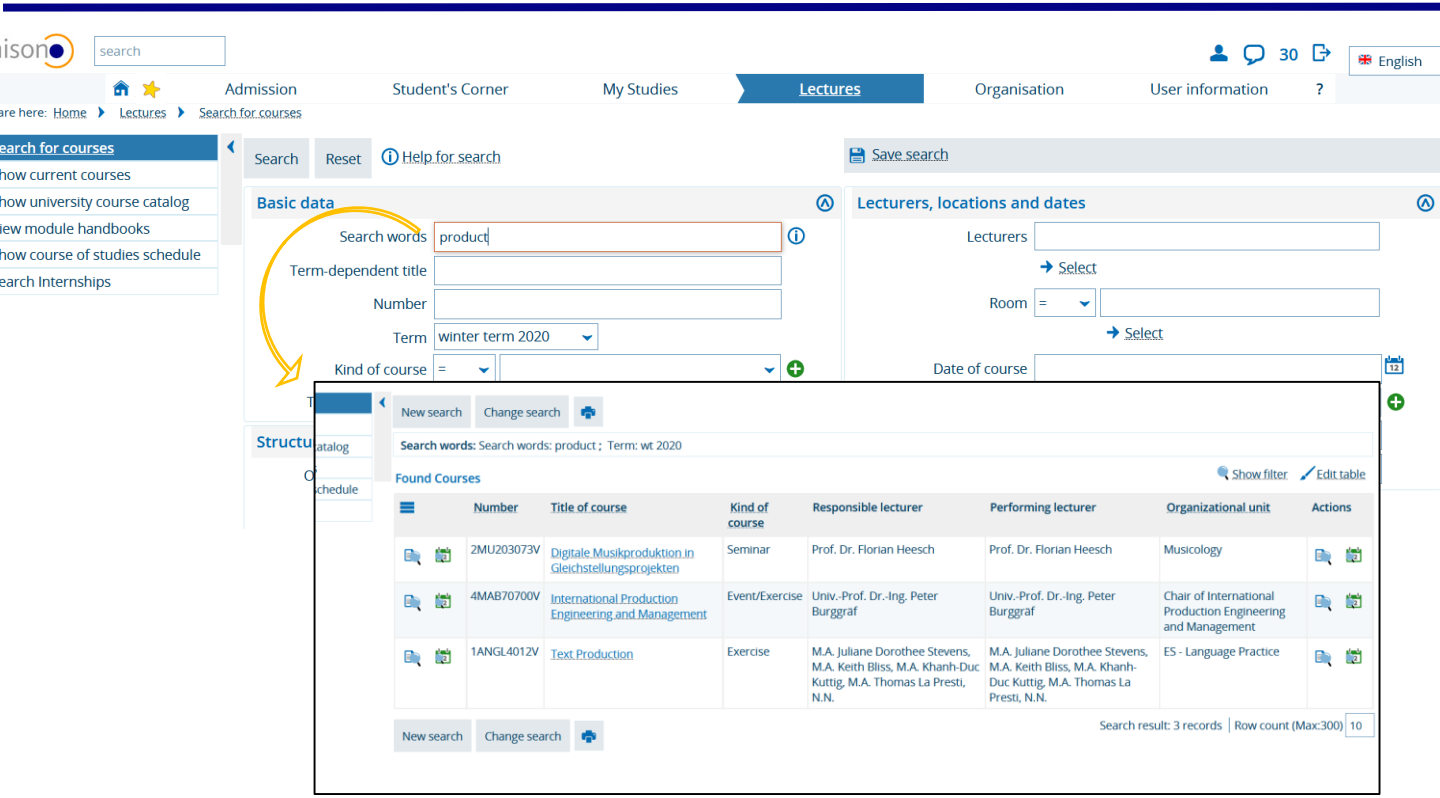
English
Admission
Student's Corner
My Studies
1
Lectures
Organisation
User information
?
You are here: Home Lectures
Search for courses
Show current courses
Show university course catalog
View module handbooks
Show course of studies schedule
Search Internships
2
Search for courses
Search for courses by search term or by extended search criteria.
Show current courses
The courses of current day will be shown (incl. date, room and teaching person). The date can be changed manually or by a calendar function.
Show university course catalog
Show all courses in a hierarchic structure.
View module handbooks
Search and view module handbooks

Schedule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Basic data
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product
Term-dependent title
Number
Term
winter term 2020
Kind of course
Lecturers, locations and dates
Lecturers
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Room
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Date of course
New search
Change search
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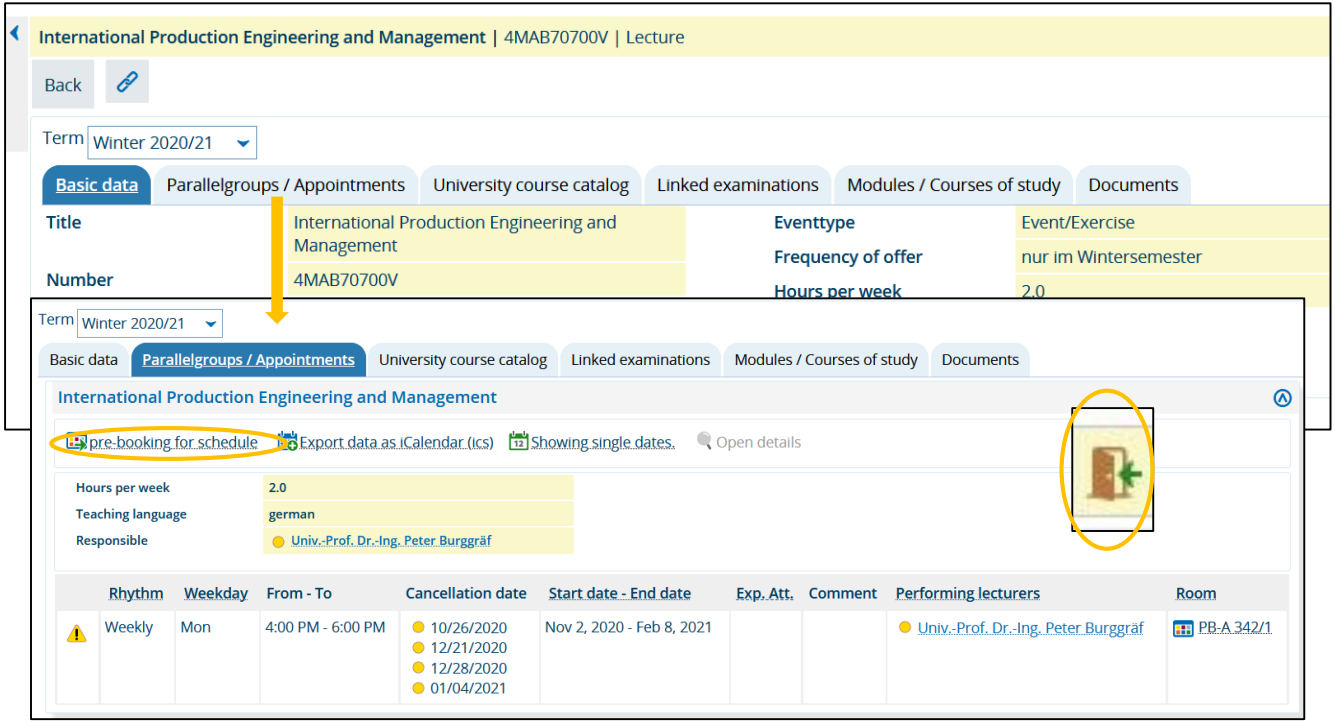
Found Courses
Show filter
Edit table
Number
Title of course
Kind of course
Responsible lecturer
Performing lecturer
Organizational unit
Actions
2MU203073V
Digitale Musikproduktion in Gleichstellungsprojekten
Seminar
Prof. Dr. Florian Heesch
Prof. Dr. Florian Heesch
Musicology
4MAB70700V
International Production Engineering and Management
Event/Exercise
Univ.-Prof. Dr.-Ing. Peter Burggraf
Univ.-Prof. Dr.-Ing. Peter Burggraf
Chair of International Production Engineering and Management
1ANGL4012V
Text Production
Exercise
M.A. Juliane Dorothee Stevens, M.A. Keith Bliss, M.A. Khanh-Duc Kuttig, M.A. Thomas La Presti, N.N.
M.A. Juliane Dorothee Stevens, M.A. Keith Bliss, M.A. Khanh-Duc Kuttig, M.A. Thomas La Presti, N.N.
ES - Language Practice
New search
Change search
Search result: 3 records
Row count (Max:300)
10

Schedule


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
Number
4MAB70700V
Eventtype
Event/Exercise
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
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Showing single dates.
Open details
Hours per week 2.0
Teaching language german
Responsible Univ.-Prof. Dr.-Ing. Peter Burggräf
Rhythm
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From - To
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Start date - End date
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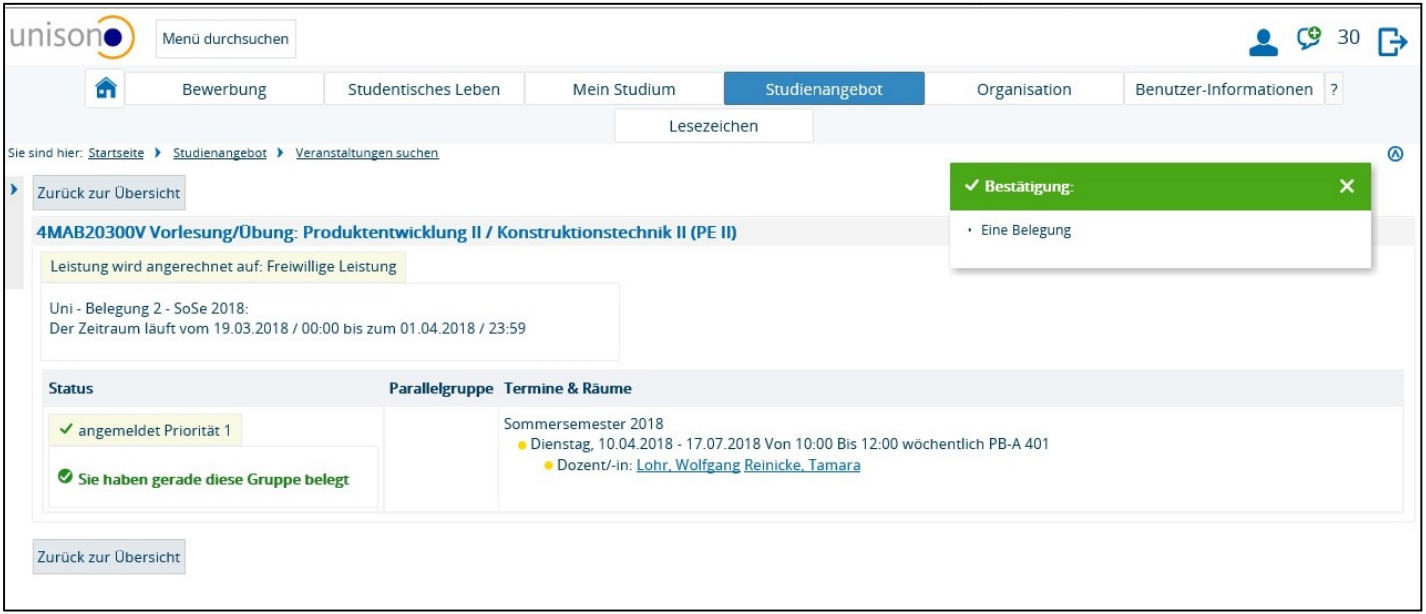
12/21/2020
12/28/2020
01/04/2021
Nov 2, 2020 - Feb 8, 2021
Univ.-Prof. Dr.-Ing. Peter Burggräf
PB-A 342/1

Schedule


unisono
Menü durchsuchen
30
Bewerbung
Studentisches Leben
Mein Studium
Studienangebot
Organisation
Benutzer-Informationen
?
Lesezeichen
Sie sind hier: Startseite › Studienangebot › Veranstaltungen suchen
Zurück zur Übersicht
Bestätigung:
Eine Belegung
4MAB20300V Vorlesung/Übung: Produktentwicklung II / Konstruktionstechnik II (PE II)
Leistung wird angerechnet auf: Freiwillige Leistung
Uni - Belegung 2 - SoSe 2018:
Der Zeitraum läuft vom 19.03.2018 / 00:00 bis zum 01.04.2018 / 23:59
Status
Parallelgruppe
Termine & Räume
angemeldet Priorität 1
Sie haben gerade diese Gruppe belegt
Sommersemester 2018
Dienstag, 10.04.2018 - 17.07.2018 Von 10:00 Bis 12:00 wöchentlich PB-A 401
Dozent/-in: Lohr, Wolfgang Reinicke, Tamara
Zurück zur Übersicht

Schedule

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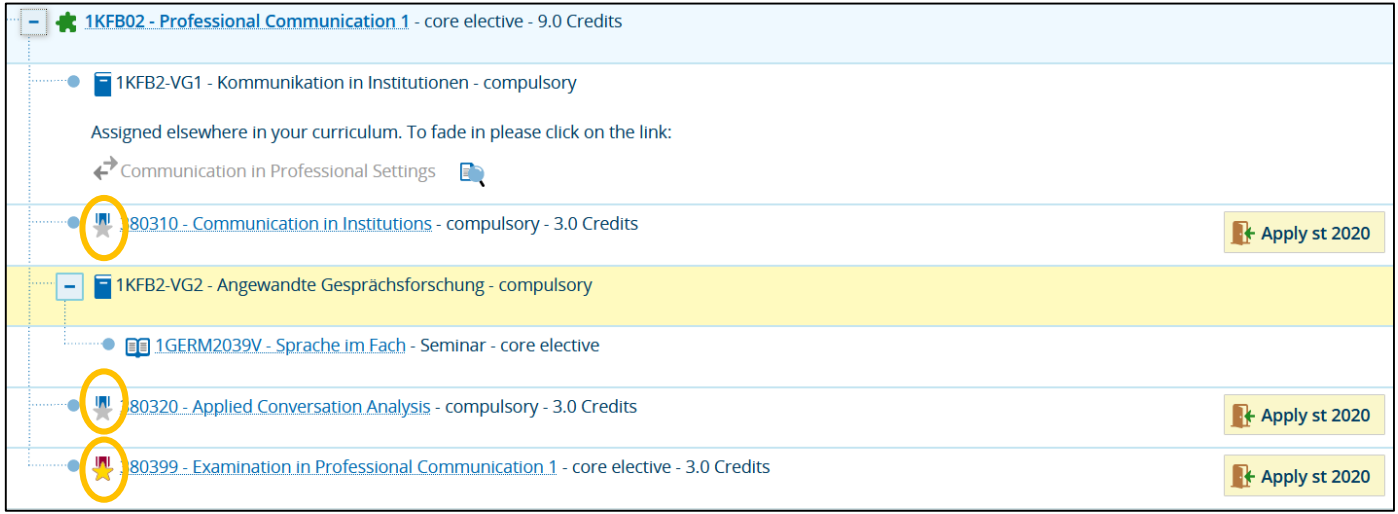
- Attention: Please note the deadlines for course enrollment!
- Possible reactions:
  - AN = angemeldet/registered (please wait)
  - ZU = zugelassen/admitted (Participation is possible)
  - AB = abgelehnt/rejected (Participation not possible)
  - WL = Warteliste/waiting list (Perhaps there will be a place soon.)
- If something did not work, please email the instructor.

Achievements / Credit points

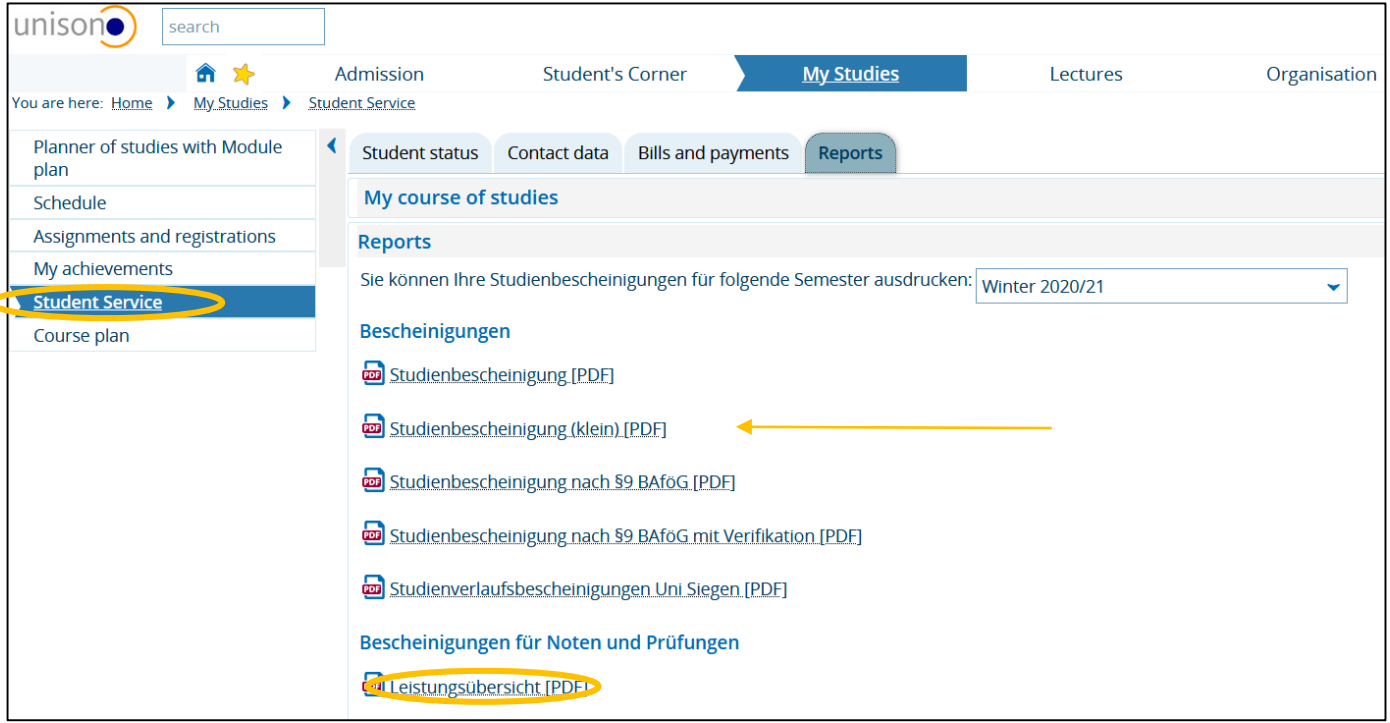
- Successful completion of a course gives you credit points (CP or LP for short)
- Number of credits is usually fixed for each course.
- Normally distinguished between:
  - „Studienleistung“ (can usually be repeated infinitely; grade usually does not count)
  - „Prüfungsleistung“ (only 2-3 trials, grade counts)

- You have to register for the achievements after some weeks! (Very important!!)

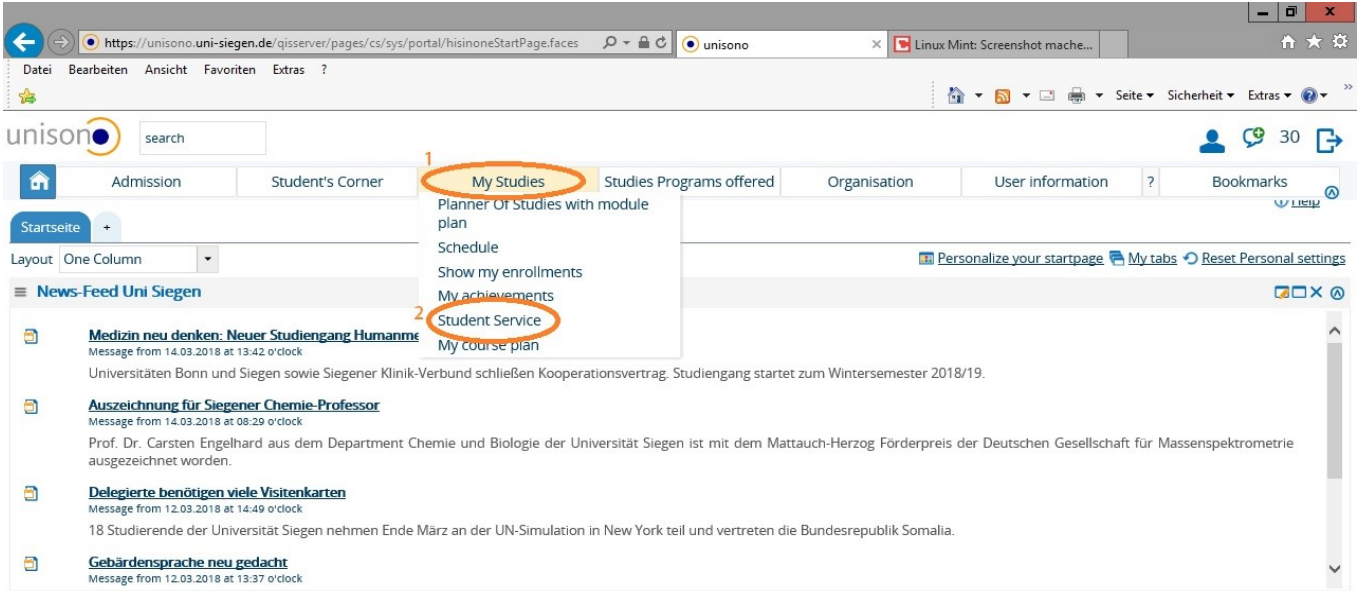
Apply and register for examination



Leistungsübersicht – credits & grades



Certificate of study



You are not alone!

- Please visit the “Erstsemestereinführung“ (ESE) of your faculty or get in touch with your student advisor!
  https://www.uni-siegen.de/zsb/anfaenger/studienstart.html.en?lang=en

- If you have questions, please contact your faculty/ the student representatives of your course of studies.

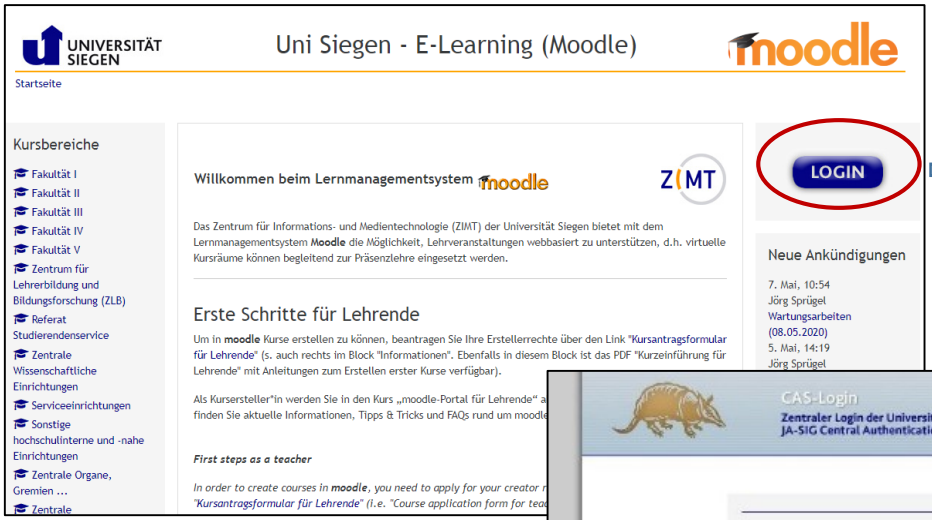
- Information can be found here
  https://www.uni-siegen.de/zsb/anfaenger/studienstart.html.en?lang=en
  → Information on your student email account, information on pre-courses, information on ESE, unisono video tutorial

moodle

What?

- Online Learning Platform
- Log into your digital classroom
- Organization of courses
- Syllabus and important documents to prepare (literature, obtaining credit points…) and to learn (transcripts, etc.)
- Options for examinations (upload assignments, take tests…)
- Communication with other students
- Possibility to ask questions

moodle



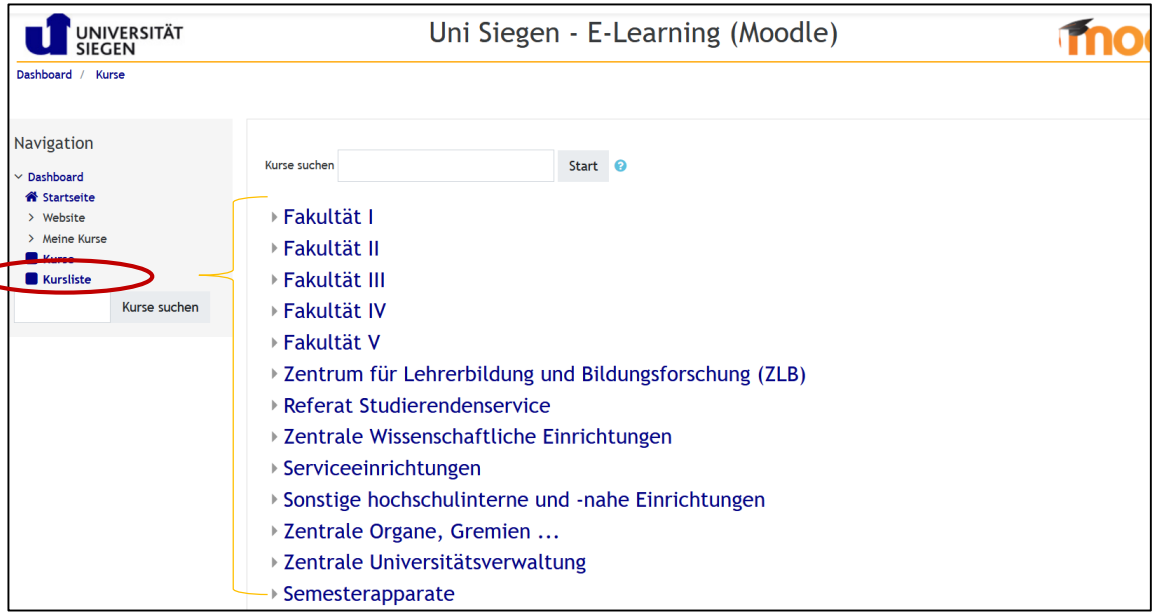
https://moodle.uni-siegen.de/

Find your courses and log in

- Once the semester starts you‘ll find your courses on moodle.
- Lecturers usually will give you a password in the first class and tell you the name of the course on moodle.
- If there are several search results take the most recent one.

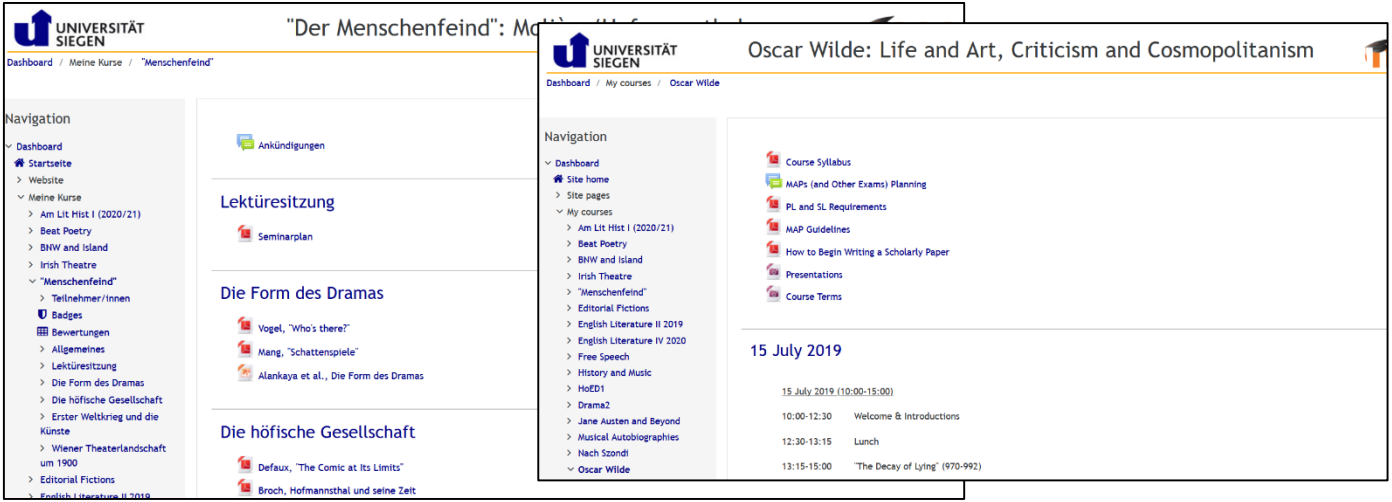
Find your courses and log in

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



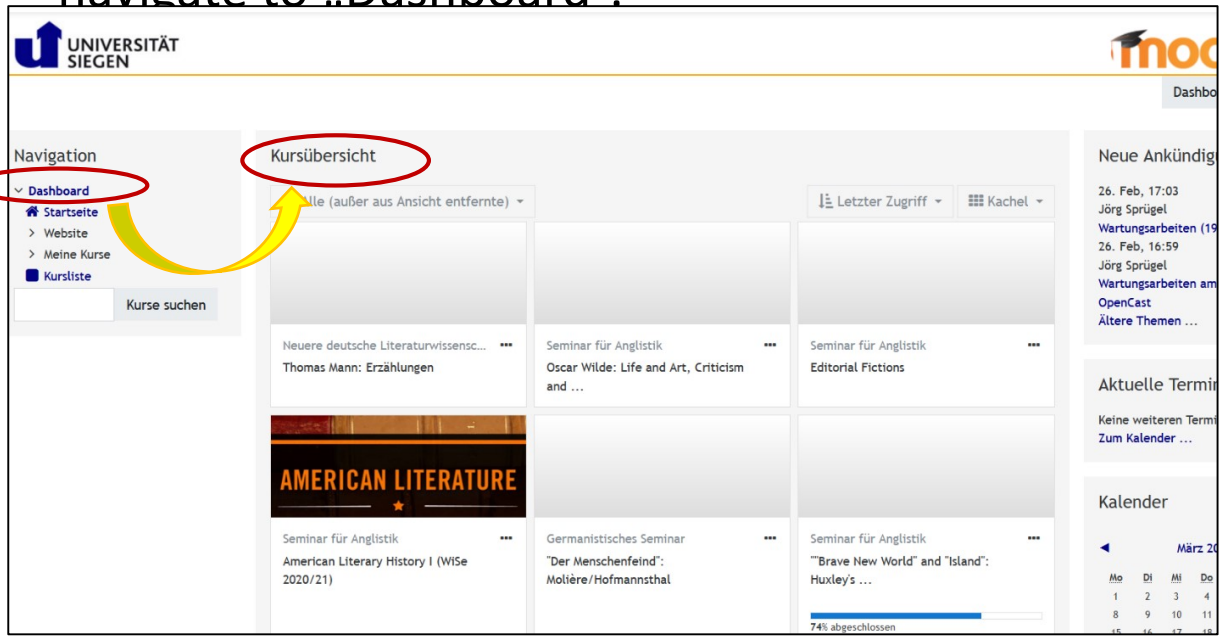
Course Organisation

- 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 differently, depending on your lecturer.



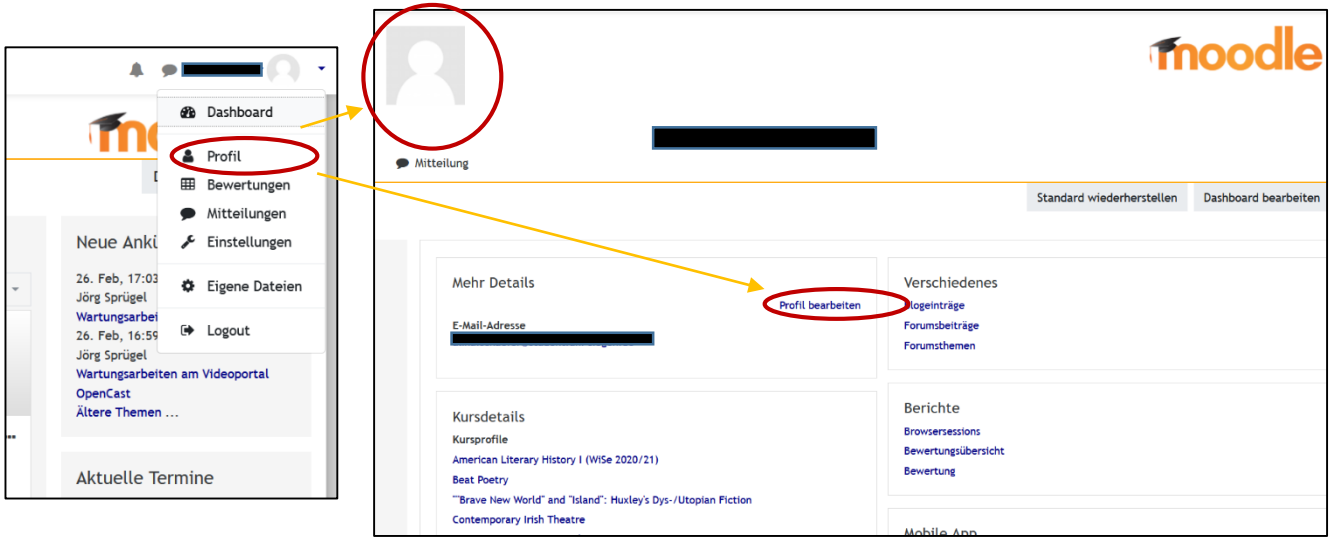
Dashboard

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



Personal Profile

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



Overview moodle and Unisono

Why are there two different, yet important platforms?

Unisono	**moodle**
• Choose courses and register. ⚠ You can only participate in courses if you register for them via Unisono before the semester starts! • Schedule and organizational matters • Login with matriculation number	• Find the courses you have been accepted in. Admissions do NOT happen via moodle! • Learning & Course Management • Login with g-number

ZIMT – Centre for information and media technology

- student email account
- WiFi
- moodle
- sciebo
- lending of devices & Mediathek
- and more

Email: *support@zimt.uni-siegen.de*

Phone: +49 (0) 271 740 4777

Room: H-D 2203

All information: *https://www.zimt.uni-siegen.de/*

Student email account

- Activation at ZIMT or online (unisono)
- **Important:**
  - ✓ **Check your email account regularly.**
  - ✓ Docents use this email address for all their communication.
  - ✓ University Siegen sends important information to this address (like reminders for your semester fee, information on bus transportation…).

Copying, scanning and printing

- AStA-Shop at AR Campus (you pay cash)
- Libraries

→ For printing and copying in the library and the PC pools, you will need to purchase a copy card in the library or at ZIMT office.
US Library has a different (card) systems as the other libraries.

- 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

Request for the library card or activation of your USi-Card:

- Fill in and sign form: https://www.ub.uni-siegen.de/en/library-card-and-usicard/
  - copy of your passport
  - and confirmation of studies
  - Confirmation of registration in town

  → via email to: benutzung@ub.uni-siegen.de.
- Or go to main library at Adolf-Reichwein.
- You'll be contacted per email as soon as the card is ready and can be picked up (Campus Adolf Reichwein) or is activated -> please bring your passport

Library – E-Resources

- With the VPN client you can connect to the university network from outside.
- Information regarding download of the VPN client: https://www.zimt.uni-siegen.de/dienste/netzwerk/vpn/software_anleitungen.html.en?lang=en

If the VPN is activated you have access to all e-resources of the library of the University of Siegen.

Library - trainings

- Orientation in the library is not very easy.
- You should definitely take a training course.

- Training offers and dates (at the moment about zoom): 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

- **Digital visit of the library for international students on Thursday, March 24, at 11.30 a.m.!!**

Dozent= „Lehrer“ an der Uni

University Degree (e. g. Bachelor, Master, Magister or Diplom

Doctor

Professor

adressed (esp. in written communication) with title „Herr Professor Burkhardt“)

Docents

→ not every docent is a professor

How to communicate with docents?

- Important: Report when you have questions or problems.
- Most docents have office hours. Information on them can be found on the docent‘s homepage.

But:

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

How to communicate with docents?

- Always talk to docents formally; in German use the word „Sie“ unless they offer you „Du“ (which basically never happens.)
- **E-Mail to docents**
  - ✓ **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_

How to behave corre

-a short quiz-

How to behave correctly

Course starts at 10am (c. t.). I arrive…

a) … at 9.55am

b) … at 10.10am

c) .. at 10.30am

How to behave correctly

Even though you tried to be on time, you are 10 min late. What do you do?

a) I knock and apologize loud and clearly.

b) I skip the course.

c) I enter the room quietly and sit down on the nearest available seat.

How to behave correctly

You are supposed to have an presentation with fellow students who you do not know.

a) I prepare my part independently and bring it with me on the day of the presentation.

b) I contact my fellow students and we work on the presentation together.

c) I do not want to have a presentation with them, therefore I just do not show up for the presentation.

How to behave correctly

You do not understand something your docent just said.

a) I raise my hand and ask, or I report to my docent after the course.

b) I try to understand it at home.

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

How to behave correctly

You are supposed to have a presentation in a few weeks. What do you do?

a) I wait until my docent gives me the necessary information.

b) On the day before the presentation, I copy some information from the internet.

c) I independently search for literature and other sources and contact my docent ahead of time.

How to behave correctly

UNIVERSITÄT SIEGEN

You have to write a term paper.

a) I search in the internet for good information and copy it myself or maybe change it a little.

b) I search the internet and in the library for literature, write down my ideas and write my own text.

c) I just use the term paper of my friend.

How to behave correctly

You have to hand in a term paper in two weeks but you already know that you can not finish it in time.

a) I immediately contact my docent, explain my situation and ask politely if it was possible to postpone the deadline.

b) I just hand in the paper two weeks late. It will be okay.

c) I write to my docent the night before the deadline that my cat died and I can only hand in my paper in two weeks.

Important values and behaviour

- **Honesty and Fairness**
  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.
- **Presence/ Independence/ Self-motivation**
  You chose this 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.
- **Punctuality**
  Please be on time for your lectures/ seminars. If you do arrive late enter quietly and sit down.
- **Respect and tolerance**
  Respect values, opinions and abilities of others.

How to improve my German?

- Try to meet and talk to many people and find friends (you will get more tips on this topic this afternoon).
- **Register for German courses at the Language Centre (see next page).**
- Join a tandem/ buddy program, e. g. at the Language Centre.
- Watch German movies (e.g. movies you already know).
- Read German books, magazines, newspapers.
- Find hobbies where you get in touch with people.
- Don‘t give up! ☺

German language courses in the Language Center

UNIVERSITÄT SIEGEN

UNIVERSITÄT SIEGEN
Sprachenzentrum

- Numerous offers of German courses
- Registration via unisono lectures→ show university course catalogue→ Additional Course Offers → Language Center (Sprachzentrum) Courses → General Language Courses
- Please take part in the placement test!

- Niveau A1
- Niveau A2
- Niveau B1
- Niveau B2

- Niveau A1
  - Deutsch 1 - Zielstufe A1.1
  - Deutsch 2 - Zielstufe A1.2
- Niveau A2
  - Deutsch 3 - Zielstufe A2.1
  - Deutsch 4 - Zielstufe A2.2
- Niveau B1
  - Deutsch 5 - Zielstufe B1.1
  - Deutsch 6 - Zielstufe B1.2
  - Deutsch 6+ - Zielstufe B1+
- Niveau B2
  - Deutsch 7 - Zielstufe B2.1
  - Deutsch 8 - Zielstufe B2.2
- Niveau C1
  - Deutsch 9 - Zielstufe C1, Teil A
- Sonstige
  - Deutsch - Wortschatz und Konversation A2
  - Deutsch - Grammatikkurs
  - Deutsch - Grammatik aktiv (Niveau B2/C1)
  - Deutsch - Aussprachetraining / German pronounciation training
  - Deutsch für den Beruf
  - Wirtschaftsdeutsch, Niveau B2
  - Deutsch Schreibkompetenz: Wissenschaftliches Schreiben im Stu

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/
- **General Student Council (AStA)** (elected student representatives at Uni Siegen)
  https://www.asta.uni-siegen.de/

Where do I find help?

- **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!