



# First steps after arrival

uni-siegen.de

**Slides will be uploaded here:**

<https://www.uni-siegen.de/incoming/programs/orientation/degree.html.en?lang=en>

[www.uni-siegen.de](http://www.uni-siegen.de)



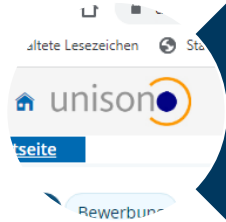


# The first administrative steps



- Signing the rental contract
- Registration of the apartment address with the city (city hall)
- Opening a bank account
- Registration for Broadcasting Fees
- Activation of the email address
- Taking out a liability insurance
- Application for a residence permit

# Registration / Enrollment



Health insurance +  
Registration via unisono



Paying the semester fee



Automatic enrollment



Getting the UsiCard

If you have not yet had an address in Germany, the UsiCard has not yet been sent to you.

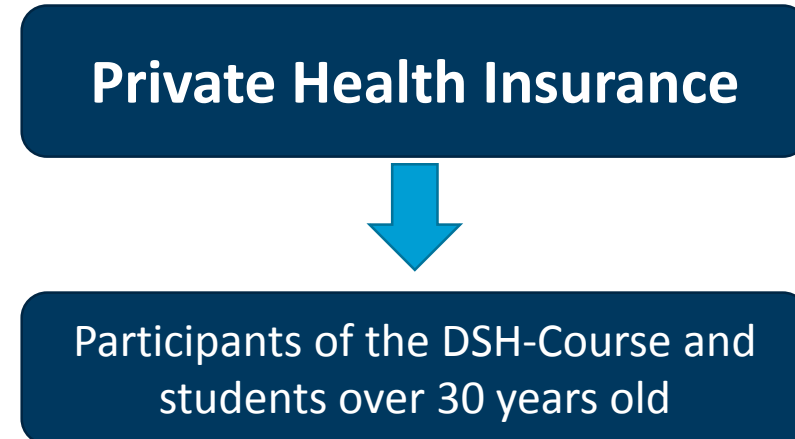
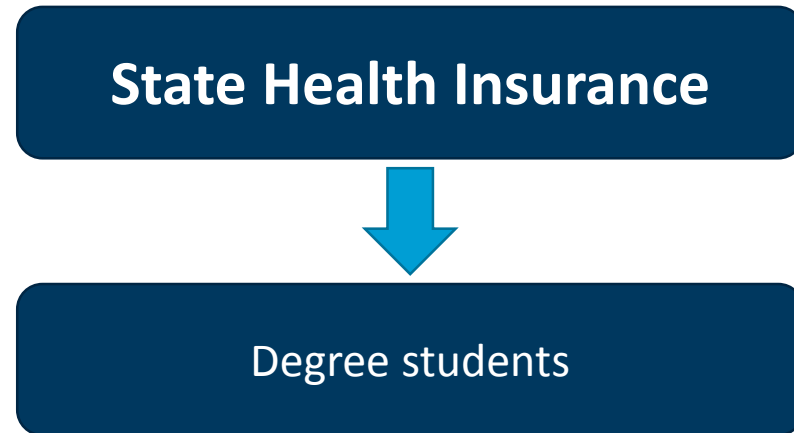
Please then inform the department STARTING of your new address ([registration@zv.uni-siegen.de](mailto:registration@zv.uni-siegen.de)) so that you can receive the UsiCard by mail or by appointment.

Attention! Put your name on the letter box. Otherwise, the letter will be sent back!!





# Healthcare System



- Everyone **MUST** have a health insurance.
- You can choose your insurance company by yourself.
- Especially if you go for private health insurance: please check if everything important is covered! (Please note: pregnancy for example is often not covered)
- If you have any questions feel free to turn to us.

Info:

<https://www.daad.de/deutschland/in-deutschland/regeln/de/8839-krankenversicherung-organisieren/>

<http://www.verivox.de/gesetzliche-krankenversicherung/>



# Liability Insurance and Contents Insurance



If you hurt someone or break something, it can become very expensive in Germany!

- This is why liability insurance is advisable.
- Costs just a few euros per month.
- You can arrange to have one for example at an insurance company or at a bank.

# Liability Insurance and Contents Insurance

Liability Insurance	Contents Insurance
<p>e.g. if you:</p> <ul style="list-style-type: none"><li>• Hurt someone</li><li>• Damage something</li><li>• Lose your keys (included only with some insurance policies)</li></ul>	<p>Is valid with the apartment, e.g.:</p> <ul style="list-style-type: none"><li>• Fire</li><li>• Damage by water</li><li>• Burglary</li><li>• → For some rental agreements, contents insurance is required</li></ul>

Here you can find insurance policies:

[https://www.check24.de/privathaftpflicht/lp/vergleichen/a/?wpset=google\\_phv\\_brand\\_01&qclid=EA1aIQobChMIruaL9fTw2QIV0cmyCh29dwiLEAAYASAAEqlo8vD\\_BwE](https://www.check24.de/privathaftpflicht/lp/vergleichen/a/?wpset=google_phv_brand_01&qclid=EA1aIQobChMIruaL9fTw2QIV0cmyCh29dwiLEAAYASAAEqlo8vD_BwE)





# Bank account

You need to open a bank account for regular transfers.

You can activate automatic (monthly) payments, for example for your rent.

## Bank comparison:

<https://finanzen.check24.de/konto-kredit/girokonto/girokonto-vergleiche/>



# About your stay in Germany



# Registration & Visa/ Residence Permit





# Registration in Siegen



Within 2 weeks after your arrival, you have to register your new address at the responsible Local City Office (Rathaus/ Bürgerbüro)

Please bring the following:

- ✓ Passport
- ✓ „Wohnungsgeberbestätigung“  
(form that has to be filled in by your landlord)

<https://www.siegen.de/fileadmin/cms/olsformulare/WohnungsgeberbestaetigungEinzugInclSpeichern.pdf>



# „Wohnungsgeberbestätigung“ example

**EINZUG**  
**Wohnungsgeberbestätigung**  
**zur Vorlage bei der Meldebehörde**  
 (§ 19 Bundesmeldegesetz (BMG))

**Auszug aus §19 Abs. 1 Satz 1 und 2 BMG**  
**Mitwirkung des Wohnungsgebers**  
 (1) Der Wohnungsgeber ist verpflichtet, bei der An- oder Abmeldung mitzuwirken.  
 Hierzu hat der Wohnungsgeber oder eine von ihm beauftragte Person der meldepflichtigen Person den Einzug oder Auszug schriftlich oder elektronisch innerhalb der in §17 Absatz 1 oder 2 genannten Fristen (2 Wochen) zu bestätigen.

Angaben zum Wohnungsgeber:	
Familienname / Vorname oder Bezeichnung bei einer juristischen Person:	_____
Straße / Hausnummer / Adressierungszusätze:	_____
PLZ / Ort:	_____
Telefonnummer: (Angabe freiwillig)	_____

- Der Wohnungsgeber ist gleichzeitig Eigentümer der Wohnung - oder -
- Der Wohnungsgeber ist nicht Eigentümer der Wohnung. Der Name und die Anschrift des Eigentümers lauten:  
 Familienname/Vorname oder  
 Bezeichnung bei einer juristischen Person: \_\_\_\_\_  
 Straße / Hausnummer /  
 Adressierungszusätze: \_\_\_\_\_  
 PLZ / Ort: \_\_\_\_\_

Anschrift der Wohnung in die eingezogen wird:	
Straße / Hausnummer:	_____
Zusatzangaben (z.B. Stockwerks- oder Wohnungsnummer):	_____
PLZ / Ort:	_____

In die oben genannte Wohnung ist/sind am \_\_\_\_\_ folgende Person/en eingezogen:  
Datum Einzug

Familienname: \_\_\_\_\_ Vorname: \_\_\_\_\_

Familienname: \_\_\_\_\_ Vorname: \_\_\_\_\_

Familienname: \_\_\_\_\_ Vorname: \_\_\_\_\_

Familienname: \_\_\_\_\_ Vorname: \_\_\_\_\_



# Registration in Siegen



## ATTENTION:

For registration an **appointment** must be made in advance.

<https://termine-buergerdienste.siegen.de/>

(Help: [https://www.uni-siegen.de/incoming/organization/visa/title/dokumente/anmeldung\\_rathaus\\_2022.pdf/](https://www.uni-siegen.de/incoming/organization/visa/title/dokumente/anmeldung_rathaus_2022.pdf/))

At the moment you might not get an appointment within 14 days. That's ok, but take an appointment as soon as possible!





# Welcome money



You have the possibility to get a refund for the local semester ticket for the first time you register in Siegen!

Steps:

1. Register your new address at the Bürgerbüro.
2. Go to AStA and bring:
  - Your UsiCard
  - The „Erstwohnsitz-Meldebescheinigung“ you get when you register your address.

**AStA**

<https://www.asta.uni-siegen.de/>



# Visa and Residence Permit

This applies to students who are **not** an EU- or EEA-citizen (European Union or European Economic Area):

- You have to apply for a residence permit before your visa expires.
  - Please ask for an appointment at the Foreigners' Registration Office (Ausländerbehörde) before your visa expires.

Please remember to ask for an extension in time!



## KONTAKT

**Stadt Siegen**  
**Ausländerbehörde**  
Rathaus/ Markt 2  
57072 Siegen

Telefon: (0271) 404-0  
Telefax: (0271) 404-1225  
E-Mail: [abh\(at\)siegen.de](mailto:abh(at)siegen.de)

# Visa and Residence Permit

According to the Foreigners' Registration Office, your studies have to be completed within a specific time frame (usually standard period of study +50%)

- Bachelor: 6 Semester + 3 Semester → 9 Semester
- Master: 4 or 5 Semester + 2 Semester → Semester

This means: **20 credit points per semester!**

If your studies happen to take longer let the Foreigners' Registration Office know ahead of time so problems can be avoided!

If you want to **change your course of studies**, you are only allowed to do so during the **1st-3rd semester**. In any case, you should talk to the Foreigners' Registration Office before!!



# Visa and Residence Permit

You can get the extension as well as further information at the **Foreigners' Registration Office**.





# Broadcast contribution (Rundfunkbeitrag)

- The German Rundfunkbeitrag is an obligation for all citizens of full age.  
It funds radio and television (even if you do not have a TV or Radio).
- ONE flat= ONE Rundfunkbeitrag (contribution)  
18,36 Euro €/month
- Each (shared) flat/ apartment only has to pay once. If more than one person lives in this flat/ apartment, only one person transfers money and all the others have to transfer their part to the paying person.

Important: everyone has to register! You can then indicate the number of the paying person, if it's not you (ask your roommates for the number!).

Please register: [www.rundfunkbeitrag.de](http://www.rundfunkbeitrag.de)



# Broadcast contribution (Rundfunkbeitrag)

## Payment rhythm

There is the possibility to change the payment frequency (e.g. every 3 months or every 6 months).

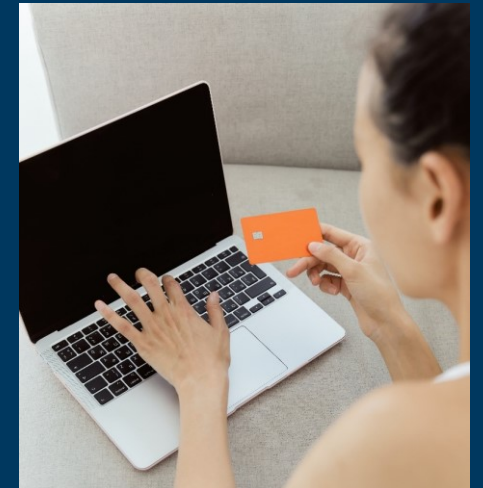
For 3 months → 55,08 Euro

For 6 months → 110,16 Euro

## Payment method

SEPA-Lastschrift

Bank transfer



# Finances / Working possibilities

Please plan your finances early on since you do not get any financial support from the ISA, the University or the city!

If you need help planning your finances please turn to us!

**Please note:** International students are allowed to work 120 full or 240 half days within one year!

**Attention:** if you do not have any German language knowledge, it will be hard to find a job.  
**So: work on your German!** 😊



## **Job Placement**

Room AR-D 4102 + 4103

Adolf-Reichwein-Str. 2

57076 Siegen

Phone: 0271/740 – 2060

E-Mail: [Jobvermittlung@zv.uni-siegen.de](mailto:Jobvermittlung@zv.uni-siegen.de)

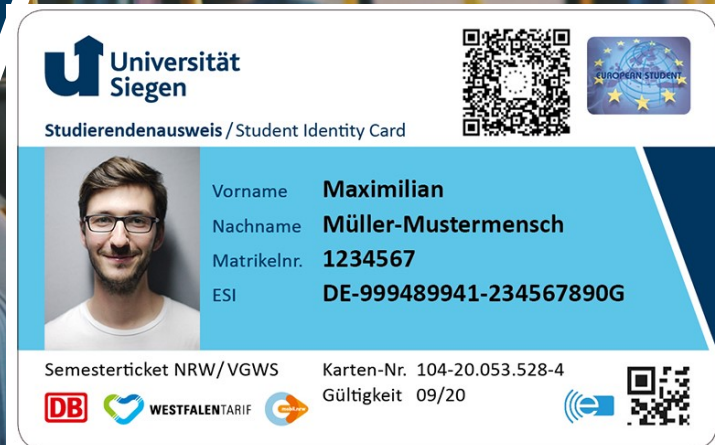
**Further information and job offers:**

[www.jobvermittlung.uni-siegen.de](http://www.jobvermittlung.uni-siegen.de)



# USiCard

- = electronic student ID card of the University of Siegen
- And electronic semester ticket (after semester fee is paid)
  - Free use of buses and trains throughout NRW
  - Attention: NO use of fast trains (ICE and IC)
  - Only for the owner of the card
- Can be activated as library card.
- Valid for 5 years



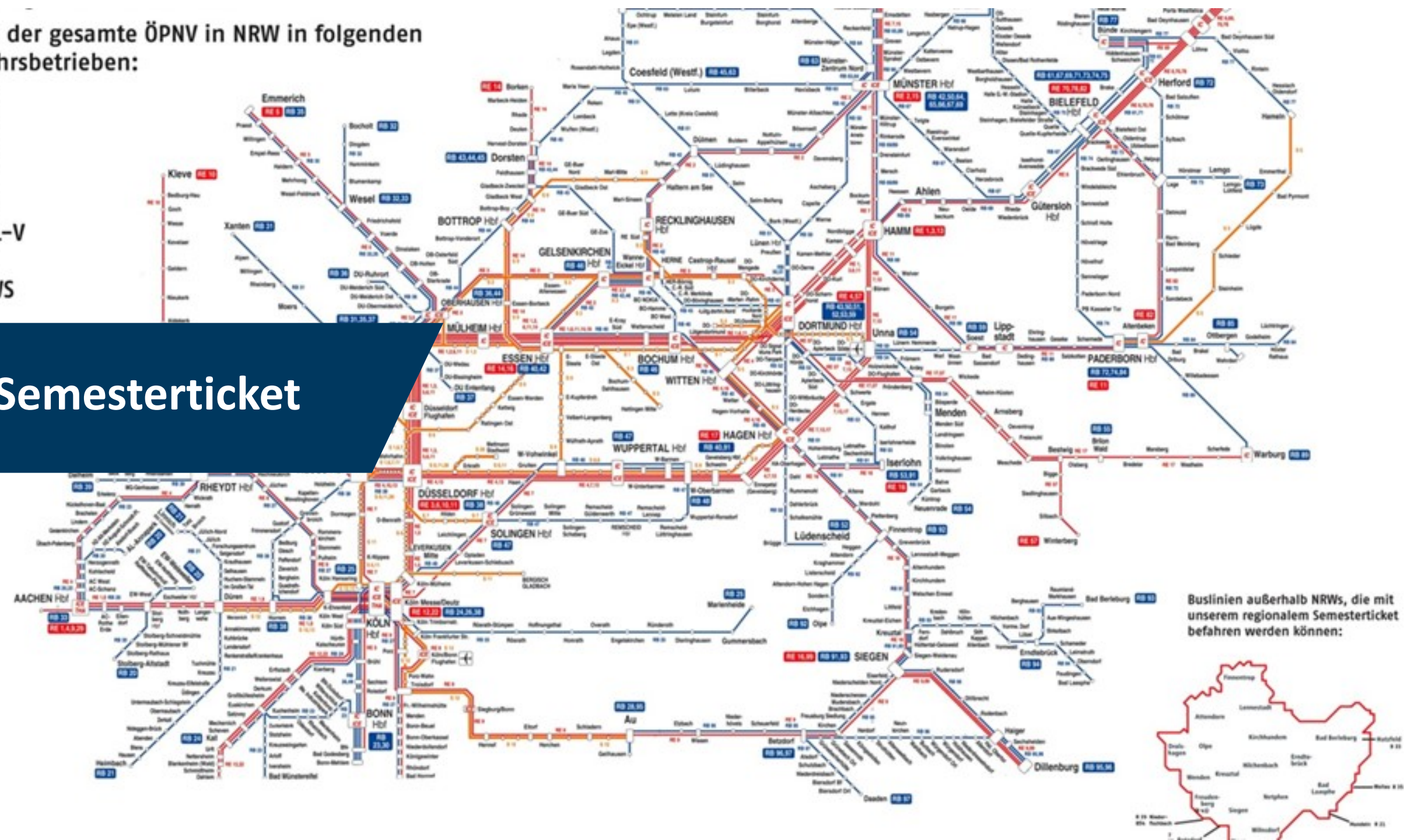
When you are travelling (to another state or city outside of NRW) always have a valid ticket. **Otherwise you will have to pay 60 Euros!**



sowie der gesamte ÖPNV in NRW in folgenden Verkehrsbetrieben:

- VRR
- VRS
- VRL
- AVV
- VGN
- OWL-V
- VPH
- VGWS

# Semesterticket



Buslinien außerhalb NRWs, die mit unserem regionalem Semesterticket befahren werden können:



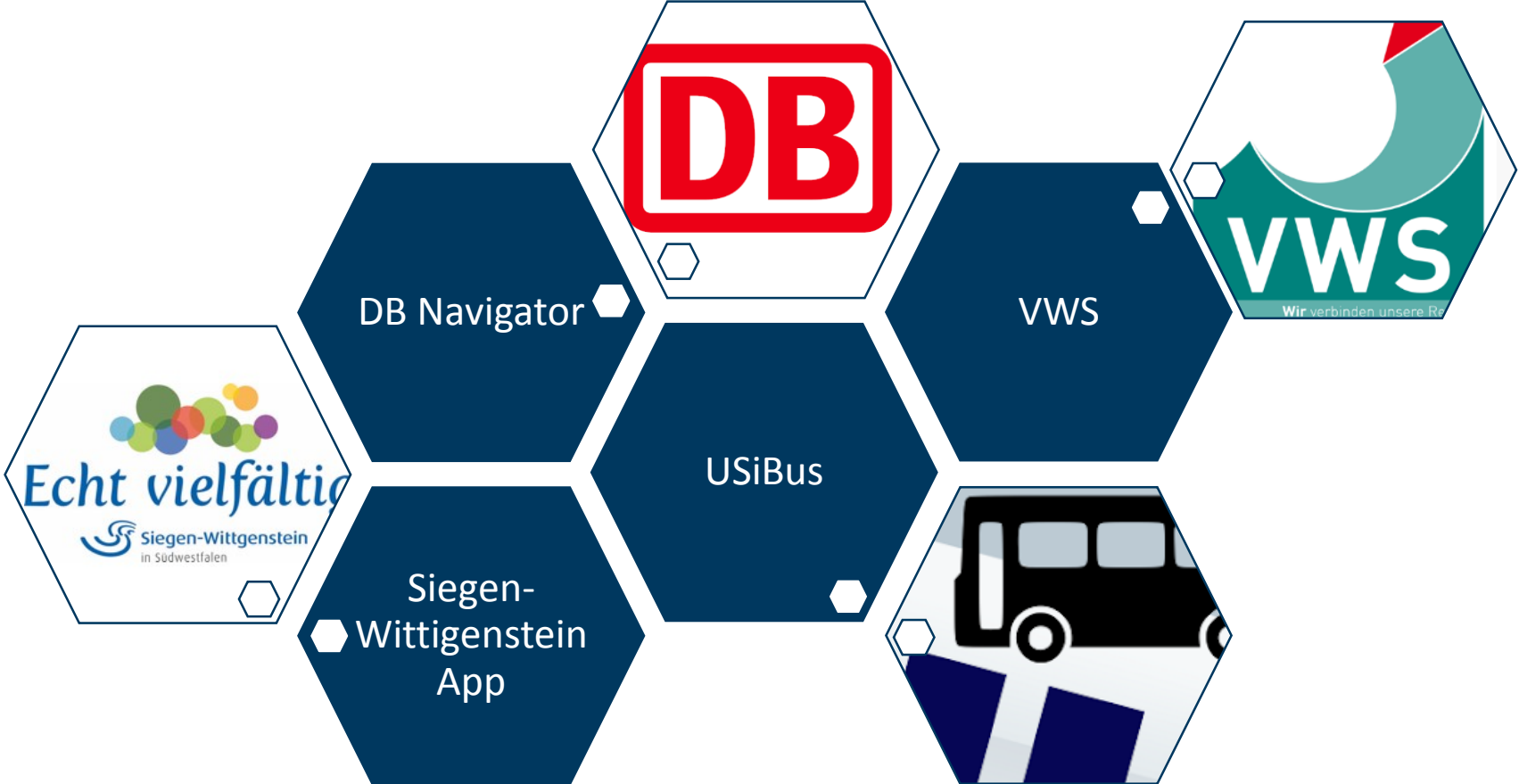
# Email account and WIFI

- Activation via unisono
- Activation of student's email account is very important! All important information will be sent to this email address.
- Please always use this account when communicating within university (with professors, examination office, service teams, ISA, etc.), so that you can be identified by them.

Infos: <http://www.zimt.uni-siegen.de/index.xml?lang=de>



# Useful Apps



# Information about your studies

All information regarding timetables and study contents can be obtained in the Introduction to the First Semester (ESE), from your academic advisor, the Examinations Office and/or the Student Council:

<https://www.uni-siegen.de/zsb/anfaenger/ese/erstsemestereinfuehrung.html>

Information about Deadlines and General Dates:

<https://www.uni-siegen.de/zsb/termine.html.en?lang=en>

The semester will start on  
**April 1, 2023**

The lecture periods start on  
**April 3, 2023**







# Public holidays in Germany (Feiertage)

Date	Holiday
April 7, 2023	Good Friday (Karfreitag)
April 10, 2023	Easter Monday (Ostermontag)
May 1	Labour day (Tag der Arbeit)
May 18, 2023	Ascension Day (Christi Himmelfahrt)
May 29, 2023	Whit Monday (Pfingstmontag)
June 8, 2023	Corpus Christi (Fronleichnam)
October 3	German Unity Day (Tag der deutschen Einheit)
November 1, 2023	All Saints' Day (Allerheiligen)
December 25 & 26	Christmas Days (1. und 2. Weihnachtsfeiertag)
January 1	New Year (Neujahr)

Shops will be closed



Some dates differ from year to year.  
Holidays might be different in other states!

# Help and counselling



If you face any problem or you have questions, please contact us!

**Students' representatives**  
(Allgemeiner  
Studierendenausschuss= AStA)  
[www.asta.uni-siegen.de](http://www.asta.uni-siegen.de)

**Psychological Counselling**  
(Psychologische Beratung)  
[www.uni-siegen.de/zsb/psychologische/?lang=d](http://www.uni-siegen.de/zsb/psychologische/?lang=d)

**Family Service Office**  
(Familienservicebüro)  
[www.uni-siegen.de/familiengerechte\\_hochschule/familienservicebuero](http://www.uni-siegen.de/familiengerechte_hochschule/familienservicebuero)

**Security on Campus**  
0271 – 740 2600  
[bmteam@uni-siegen.de](mailto:bmteam@uni-siegen.de)

**Accident/ Fire/ Emergency**  
112 / 911  
(the whole Europe and free of charge)



# Department ISA



The department International Student Affairs is happy to be there for you :




## **Our tasks:**

- Advising and supporting international degree-seeking-students
- Advising and supporting exchange students (incoming, outgoing)
- Advising on stays abroad (semesters abroad, language assistance, internships, etc.)

**Team:** <https://www.uni-siegen.de/isa/ansprechpartner/?lang=de>



# Contact people for international students

	Eva Grottschreiber	Advising and support for international degree seeking students	<a href="mailto:Eva.grottschreiber@zv.uni-siegen.de"><u>Eva.grottschreiber@zv.uni-siegen.de</u></a>
	<a href="mailto:Stefanie.aha@zv.uni-siegen.de"><u>Stefanie.aha@zv.uni-siegen.de</u></a>		
	Jenny Rödel	Student assistant	<a href="mailto:Alicia.platt@zv.uni-siegen.de"><u>Alicia.platt@zv.uni-siegen.de</u></a>

# Department STARTING

## The department STARTING is responsible for:

- Advice on application and university admission for applicants with a foreign school or university degree
- Admission to studies for foreign students
- Enrollment, issuing of unisono access data, re-registration, leave of absence, change of study program and ex-matriculation
- Organization and implementation of German language courses to prepare students for their studies

The team will be happy to help you!

[https://www.uni-siegen.de/zuv/studierendensevice/abteilung\\_6\\_4/?lang=de](https://www.uni-siegen.de/zuv/studierendensevice/abteilung_6_4/?lang=de)



# Stammtisch



- Every Thursday at 7:00 pm
- Everyone is welcome!
- Meet people, have nice conversations, practice the German language

## INTERNATIONAL STAMMTISCH

### MARCH

02.03 - Schellack Siegen

09.03 - Jojo's Pub Weidenau

16.03 - Schabernack Siegen

23.03 - Jojo's Pub Weidenau

30.03 - Jojo's Pub Weidenau



 Universität  
Siegen



# Stronger together



Do you find student life, living in a new country and learning a new language challenging?

Fellow students can support you and help you settle into student life in Siegen!

**stronger together**  
MENTAL HEALTH  
FOR  
INTERNATIONAL  
STUDENTS

INFORMATION  
ON THE GERMAN  
HEALTH SYSTEM

WORKSHOPS

MUTUAL SUPPORT

PEER TO PEER  
EXCHANGE

INTERCULTURAL  
UNDERSTANDING

We meet every Tuesday at 06:30-07:30 pm in front of the SSC building.



CONTACT US  
[strongertogether@zv.uni-siegen.de](mailto:strongertogether@zv.uni-siegen.de)



VISIT OUR WEBSITE  
[blogs.uni-siegen.de/strongertogether](https://blogs.uni-siegen.de/strongertogether)







# SieguVer

Siegen connects & supports you

The SieguVer program supports international students and PhD students in preparing for the German labor market and helps them to create an efficient network in the region.

Our offers:

- Application Support
- Intercultural Sessions
- Job Speed Dating
- International Breakfasts
- Excursions
- Voluntary Work

and much more...

Participation in the program is free.

For more information regarding our offers and upcoming events:

<https://blogs.uni-siegen.de/sieguver/>



# SieguVer

Siegen connects & supports you

# International Buddy Program

- you get assigned a local student as a contact person (to ask questions about living in Siegen, studies etc.)
- peer-to-peer offer to encourage intercultural exchange
- many events during the semester e.g. picnic in the park, cooking night,...
- → you make new friends easily 😊
- Registration: email to [stefanie.aha@zv.uni-siegen.de](mailto:stefanie.aha@zv.uni-siegen.de)  
Registration file: <https://www.uni-siegen.de/incoming/programs/buddy/index.html.en?lang=en>





# What you need to know for studying



# We are going to talk about...

- **Types of lectures**
- **unisono**
- **moodle**
- **how to register for exams**
- **library**
- **and much more...**





# 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.



A photograph of a library interior. The scene is filled with rows of bookshelves packed with books. The lighting is warm and soft, coming from several hanging Edison-style light bulbs that create a bokeh effect in the background. 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 differ: presentation, term paper...





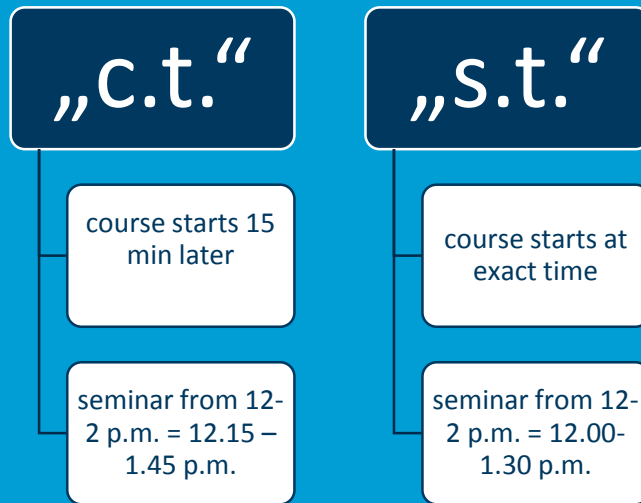
# Excercise course

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



# Classes/ courses

- Usually once per week for 90 minutes

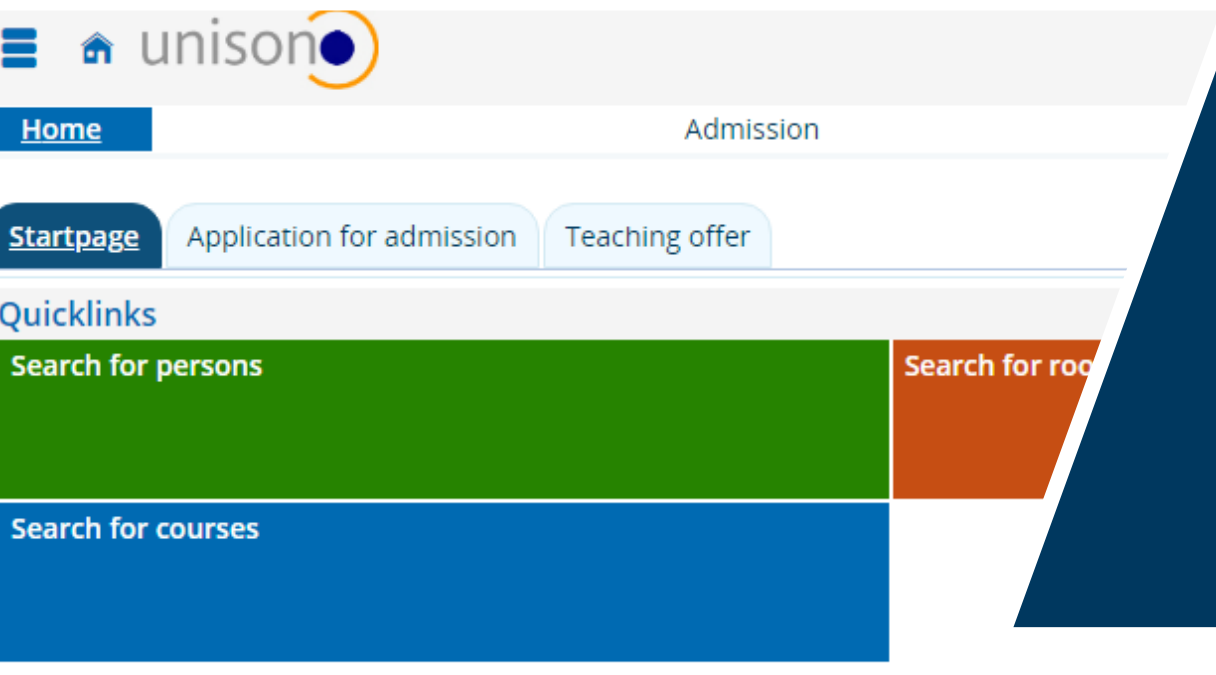


→ teachers/ docents decide „c.t.“ or „s.t.“

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



# Unisono – Your Headquarter



- 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





# Timetable

In order to create your time table you need:

**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 on the examination office

The screenshot shows the website of the University of Siegen, Faculty IV, Department Maschinenbau. The navigation menu on the left includes: Startseite, Department Maschinenbau, Institute, Departmentbüro, Praktikantenamt, Prüfungsamt, Übersicht (Prüfungs-)Termine, Anmeldung zu Prüfungen, Anmeldeformulare, Studienpläne, Prüfungsordnungen, Modulhandbücher, and Bewerbung zum Master-Studium. The main content area displays the title 'Übersicht der Modulhandbücher und Modulelementhandbücher' and a list of documents for the Bachelor program, including 'Maschinenbau', 'Maschinenbau (dual)', 'Maschinenbau (dual genial)', and 'Fahrzeugbau'. A search bar is visible on the right side of the page.



# Modulhandbuch/Prüfungsordnung (exam regulations)




UNIVERSITÄT SIEGEN

Modulhandbuch  
für den Studiengang

**BSc. Maschinenbau**

Inhalt:

- i. Studienverlaufsplan
- ii. Liste der Modulverantwortlichen
- iii. Modulbeschreibungen



UNIVERSITÄT SIEGEN

Modulhandbuch – Bachelor 1 Hauptfach Maschinenbau

## i. Studienverlaufsplan

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	
Modul/Modulelement		Veranst.-Nr.	1. Sem.			2. Sem.			3. Sem.			4. Sem.			5. Sem.			6. Sem.		
<b>Mathematisch-naturwissenschaftliche Grundlagen</b>		<b>4M AB01000V</b>																		
Modul P1: Mathematik A																				
	Analysis I und lineare Algebra	4MAB00310V	7	8,0	SP2															
Modul P2: Mathematik B																				
	Analysis II und gewöhnl. Differentialgl.	4MAB00320V				8	8,0	SP2												
Modul P3: Mathematik C																				
	Vektoranalysis u. part. Differentialgl.	4MAB00330V							5	6,0	SP2									
Modul P4: Naturwissenschaften für Maschinenbau																				
	Chemie für Maschinenbau	4MAB00730V	3	4,0	SP1															
	Physik für Maschinenbau	4MAB00725V				3	4,0	SP1												
Modul P5: Informatik																				
	Einführung in die Informatik I	4MAB00685V	3	3,0	SP1															
	Einführung in die Informatik II	4MAB00690V				2	2,0	LN												
		<i>Summe (29 SWS, 35 ECTS)</i>																		
<b>Ingenieurwissenschaftliche Grundlagen</b>		<b>4M AB02000V</b>																		
Modul P6: Technische Mechanik A																				
	Statik	4MAB00420V	4	5,0	SP2															
Modul P7: Technische Mechanik B																				
	Elastostatik	4MAB00430V				4	5,0	SP2												
Modul P8: Technische Mechanik C																				
	Dynamik	4MAB00440V							4	5,0	SP2									
Modul P9: Numerische Verfahren																				
	Einführung in Numerische Methoden und FEM	4MAB00340V										4	5,0	SP2						
Modul P10: Technische Thermodynamik																				

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



# Timetable

In order to create your time table you need:

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

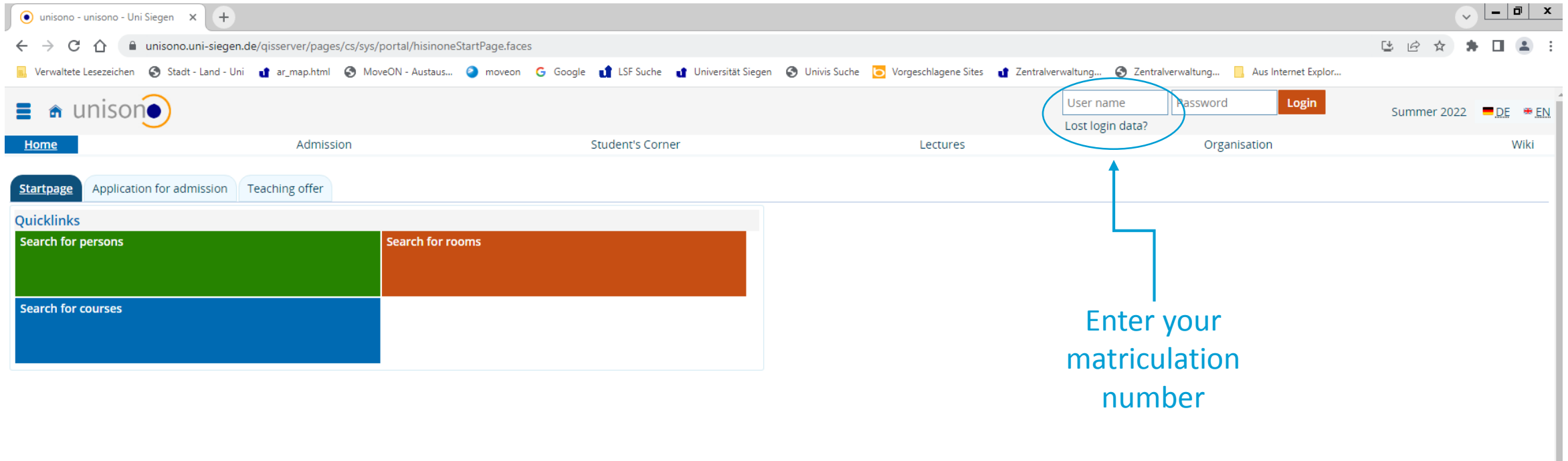
You can find them on the homepage of the course of studies or of the examination office

2. **Vorlesungsverzeichnis (course cataloge in unisono)**

Don't panic! You'll get help from your faculty!

The screenshot shows the top navigation bar of the University of Siegen website. The header features the university logo and the slogan 'Zukunft menschlich gestalten'. Below the header is a dark blue navigation bar with the following menu items: Studieninteressierte, Studierende, Nachwuchsförderung, Forschende, Beschäftigte, Alumni, BürgerInnen, Wirtschaft, Presse, Mail, unisono, and Formulare. The 'unisono' link is circled in blue. Below the navigation bar, there is a search bar and a language selector. The main content area is partially visible, showing a 'Startseite' button and a 'Suche' button.





The screenshot shows the web browser interface for unisono.uni-siegen.de. The browser's address bar displays the URL. The website's header includes the unisono logo, a navigation menu with items like Home, Admission, Student's Corner, Lectures, Organisation, and Wiki, and a language selector for Summer 2022. A login form is visible in the top right, with fields for 'User name' and 'Password', and a 'Login' button. A blue circle highlights the 'User name' field, and a blue arrow points from the text 'Enter your matriculation number' below to this field. Below the navigation menu, there are tabs for 'Startpage', 'Application for admission', and 'Teaching offer'. A 'Quicklinks' section contains three buttons: 'Search for persons' (green), 'Search for rooms' (orange), and 'Search for courses' (blue).

Enter your  
matriculation  
number



# Schedule



unisono search

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

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

unisono search

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

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



unison 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)		
+ 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

Enter current semester

Name of studies

Modules



# 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

**Registration for examination**



# Schedule



unison search

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

unison search

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

You are here: Home > Lectures > Search for courses

Search for courses  
Show current courses  
Show university course catalog  
View module handbooks  
Show course of studies schedule  
Search Internships

Search Reset Help for search Save search

Basic data  
Search words product  
Term-dependent title  
Number  
Term winter term 2020

Lecturers, locations and dates  
Lecturers  
Room =

New search Change search  
Search words: Search words: product ; Term: wt 2020  
Found Courses Show filter Edit table

	Number	Title of course	Kind of course	Responsible lecturer	Performing lecturer	Organizational unit	Actions
	2MU203073V	<a href="#">Digitale Musikproduktion in Gleichstellungsprojekten</a>	Seminar	Prof. Dr. Florian Heesch	Prof. Dr. Florian Heesch	Musicology	
	4MAB70700V	<a href="#">International Production Engineering and Management</a>	Event/Exercise	Univ.-Prof. Dr.-Ing. Peter Burggräf	Univ.-Prof. Dr.-Ing. Peter Burggräf	Chair of International Production Engineering and Management	
	1ANGL4012V	<a href="#">Text Production</a>	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 **Eventtype** Event/Exercise

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

**Hours per week** 2.0

Organi 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

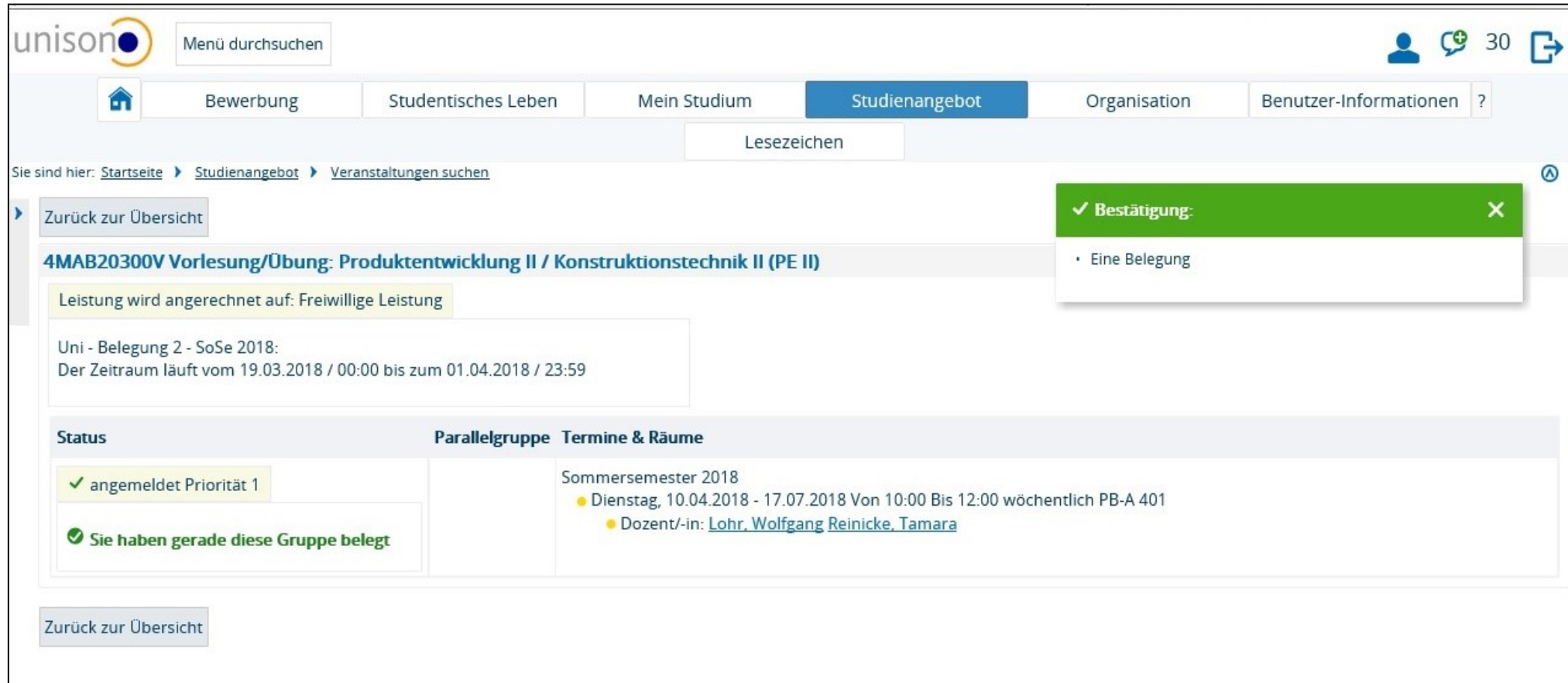
Teaching language german

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	<ul style="list-style-type: none"><li>10/26/2020</li><li>12/21/2020</li><li>12/28/2020</li><li>01/04/2021</li></ul>	Nov 2, 2020 - Feb 8, 2021			Univ.-Prof. Dr.-Ing. Peter Burggräf	PB-A 342/1



# Schedule



unison Menü durchsuchen

Benutzer 30

Bewerbung Studentisches Leben Mein Studium **Studienangebot** Organisation Benutzer-Informationen ?

Lesezeichen

Sie sind hier: [Startseite](#) > [Studienangebot](#) > [Veranstaltungen suchen](#)

[Zurück zur Übersicht](#)

### 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
<b>✓ angemeldet</b> <small>Priorität 1</small>		Sommersemester 2018
<b>✓ Sie haben gerade diese Gruppe belegt</b>		<ul style="list-style-type: none"><li>• Dienstag, 10.04.2018 - 17.07.2018 Von 10:00 Bis 12:00 wöchentlich PB-A 401</li><li>• Dozent/-in: <a href="#">Lohr, Wolfgang Reinicke, Tamara</a></li></ul>







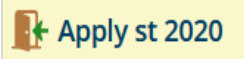




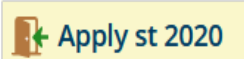

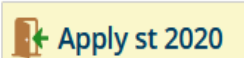
[Zurück zur Übersicht](#)

**✓ Bestätigung:**

- Eine Belegung

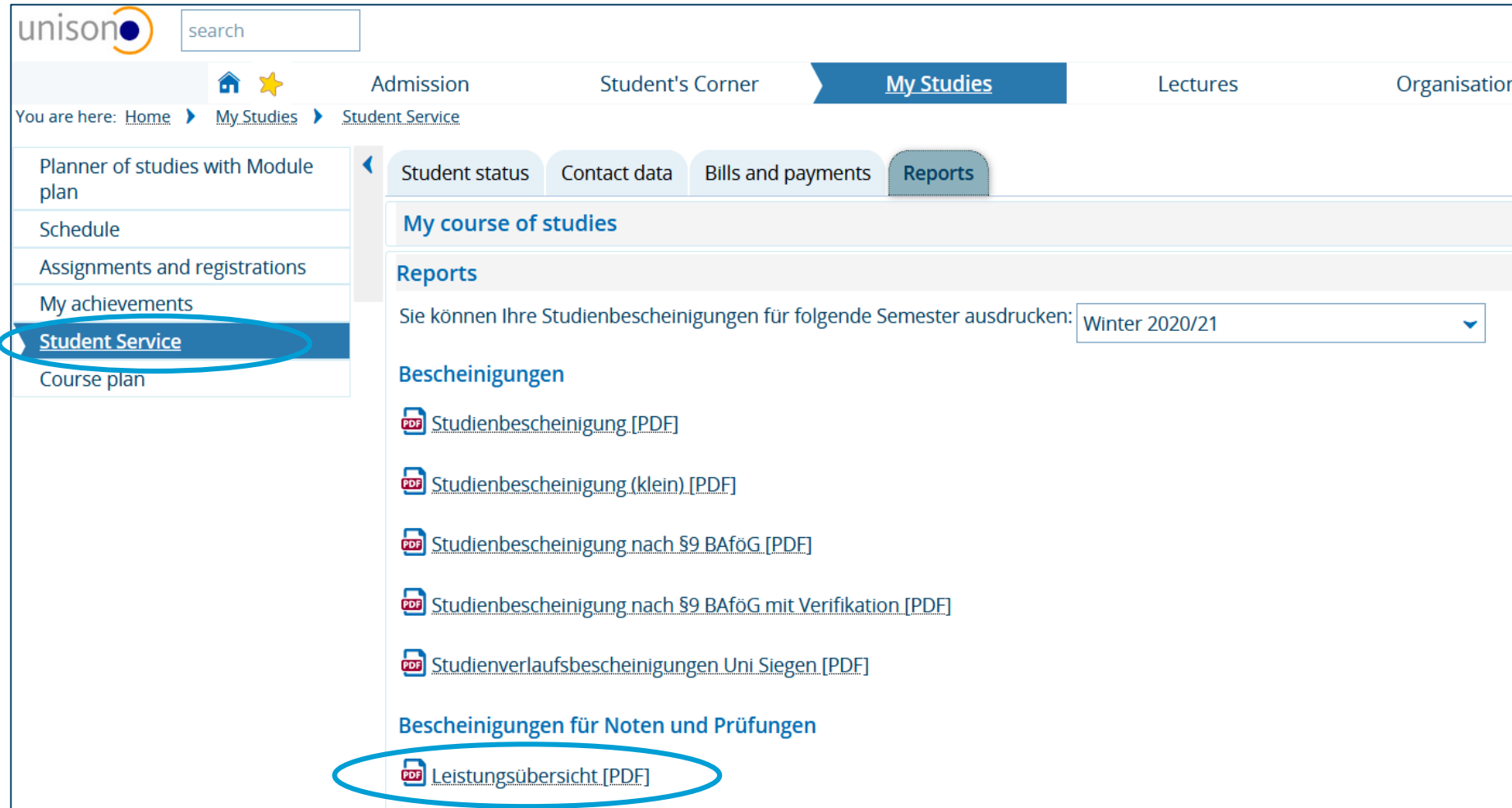
# Apply and register for examinations

\*Different for exchange students\*

  <a href="#">1KFB02 - Professional Communication 1</a> - core elective - 9.0 Credits	
<ul style="list-style-type: none"><li> <a href="#">1KFB2-VG1 - Kommunikation in Institutionen</a> - compulsory</li></ul> <p>Assigned elsewhere in your curriculum. To fade in please click on the link:</p> <p> <a href="#">Communication in Professional Settings</a> </p>	
<ul style="list-style-type: none"><li> <a href="#">380310 - Communication in Institutions</a> - compulsory - 3.0 Credits</li></ul>	
  <a href="#">1KFB2-VG2 - Angewandte Gesprächsforschung</a> - compulsory	
<ul style="list-style-type: none"><li> <a href="#">1GERM2039V - Sprache im Fach</a> - Seminar - core elective</li></ul>	
<ul style="list-style-type: none"><li> <a href="#">380320 - Applied Conversation Analysis</a> - compulsory - 3.0 Credits</li></ul>	
<ul style="list-style-type: none"><li> <a href="#">380399 - Examination in Professional Communication 1</a> - core elective - 3.0 Credits</li></ul>	



# Leistungsübersicht – credits & grades



The screenshot shows the unison student portal interface. At the top left is the unison logo and a search bar. Below it is a navigation bar with tabs for Admission, Student's Corner, My Studies (highlighted), Lectures, and Organisation. A breadcrumb trail reads: You are here: Home > My Studies > Student Service. On the left side, there is a sidebar menu with options: Planner of studies with Module plan, Schedule, Assignments and registrations, My achievements, Student Service (circled in blue), and Course plan. The main content area is titled 'My course of studies' and has sub-tabs for Student status, Contact data, Bills and payments, and Reports (selected). Under the Reports tab, there is a dropdown menu for 'Sie können Ihre Studienbescheinigungen für folgende Semester ausdrucken:' set to 'Winter 2020/21'. Below this, there is a section 'Bescheinigungen' with a list of PDF links: Studienbescheinigung [PDF], Studienbescheinigung (klein) [PDF], Studienbescheinigung nach §9 BAföG [PDF], Studienbescheinigung nach §9 BAföG mit Verifikation [PDF], and Studienverlaufsbescheinigungen Uni Siegen [PDF]. At the bottom, there is a section 'Bescheinigungen für Noten und Prüfungen' with a circled link: Leistungsübersicht [PDF].

# Certificate of study



unison search

Admission Student's Corner **My Studies** Studies Programs offered Organisation User information ? Bookmarks

Startseite +

Layout One Column

News-Feed Uni Siegen

**Medizin neu denken: Neuer Studiengang Humanme**  
Message from 14.03.2018 at 13:42 o'clock  
Universitäten Bonn und Siegen sowie Siegener Klinik-Verbund schließen Kooperationsvertrag. Studiengang startet zum Wintersemester 2018/19.

**Auszeichnung für Siegener Chemie-Professor**  
Message from 14.03.2018 at 08:29 o'clock  
Prof. Dr. Carsten Engelhard aus dem Department Chemie und Biologie der Universität Siegen ist mit dem Mattauch-Herzog Förderpreis der Deutschen Gesellschaft für Massenspektrometrie ausgezeichnet worden.

**Delegierte benötigen viele Visitenkarten**  
Message from 12.03.2018 at 14:49 o'clock  
18 Studierende der Universität Siegen nehmen Ende März an der UN-Simulation in New York teil und vertreten die Bundesrepublik Somalia.

**Gebärdensprache neu gedacht**  
Message from 12.03.2018 at 13:37 o'clock



# 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



# Moodle



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

UNIVERSITÄT SIEGEN

Uni Siegen - E-Learning (Moodle)

moodle

Startseite

Kursbereiche

- Fakultät I
- Fakultät II
- Fakultät III
- Fakultät IV
- Fakultät V
- Zentrum für Lehrerbildung und Bildungsforschung (ZLB)
- Referat
- Studierendenservice
- Zentrale
- Wissenschaftliche Einrichtungen
- Serviceeinrichtungen
- Sonstige hochschulinterne und -nahe Einrichtungen
- Zentrale Organe, Gremien ...
- Zentrale

Willkommen beim Lernmanagementsystem moodle

ZIMT

Das Zentrum für Informations- und Medientechnologie (ZIMT) der Universität Siegen bietet mit dem Lernmanagementsystem Moodle die Möglichkeit, Lehrveranstaltungen webbasiert zu unterstützen, d.h. virtuelle Kursräume können begleitend zur Präsenzlehre eingesetzt werden.

Erste Schritte für Lehrende

Um in moodle Kurse erstellen zu können, beantragen Sie Ihre Erstellerrechte über den Link "Kursantragsformular für Lehrende" (s. auch rechts im Block "Informationen"). Ebenfalls in diesem Block ist das PDF "Kurzeinführung für Lehrende" mit Anleitungen zum Erstellen erster Kurse verfügbar.

Als Kursersteller\*in werden Sie in den Kurs „moodle-Portal für Lehrende“ als Teilnehmer\*in eingetragen. Dort finden Sie aktuelle Informationen, Tipps & Tricks und FAQs rund um moodle.

*First steps as a teacher*

*In order to create courses in moodle, you need to apply for your creator rights via the link "Kursantragsformular für Lehrende" (i.e. "Course application form for teachers").*

7. Mai, 10:54  
Jörg Sprügel

Neue Ankündigungen

LOGIN

JA-SIG Login

Zentraler Login der Universität Siegen  
JA-SIG Central Authentication Service

UNIVERSITÄT SIEGEN

Bitte geben Sie Ihren Benutzernamen und Ihr Passwort ein.

Benutzername:

Passwort:

Ich möchte gewarnt werden, bevor ich mich in einen anderen Bereich einlogge.

ANMELDEN LÖSCHEN



# Find your courses and log in



UNIVERSITÄT SIEGEN

moodle

Dashboard bearbeiten

Navigation

- Dashboard
- Startseite
- Website
- Meine Kurse
- Kursliste**

Kursübersicht

Favoriten

Letzter Zugriff

Kachel

Keine Kurse

Neue Ankündigungen

26. Feb, 17:03  
Jörg Sprügel  
Wartungsarbeiten (19.03.2021)

26. Feb, 16:59  
Jörg Sprügel  
Wartungsarbeiten am Videoportal  
OpenCast  
Ältere Themen ...

Aktuelle Termine

Keine weiteren Termine  
Zum Kalender ...

Uni Siegen - E-Learning (Moodle)

recherchen / recent advances in machine learning

Kurse suchen recent advances in machine learning

Suchergebnisse: 2

Recent Advances in Machine Learning

Dozent/in: Otmar Loffeld

This module will present recent advances in machine learning in different fields of data science including imaging, vision, graphics, mechatronics, and sensorics. It addresses advanced techniques in the fields of machine learning, deep learning and artificial intelligence, with a particular focus on recent research papers, novel application areas and open questions in the aforementioned fields. Based on basic prior knowledge gained in other courses, this module specifically focuses on the state-of-the-art in machine learning by introducing recent publications from the leading international conferences on machine learning (e.g. NeurIPS, ICML, ICLR), computer vision (CVPR, ICCV, ECCV), or their application in fields like computer graphics, 3d reconstruction, robotics, navigation, medicine, or body-worn sensorics. After covering the theory of such work in the first half of the semester, a project phase will ask every student to implement and apply the discussed techniques on their own in one of the leading machine learning frameworks in the second half of the semester. The results of the project phase need to be presented to the class and a short final report on the project will be the courses examination. This will be an exciting interdisciplinary lecture for advanced master students from mechatronics and computer science! We have 6 different lecturers from the center for sensor systems (ZfS) of which will present a specific recent machine learning related research topic from his field of research and offer a related project. Our lecturers are

- 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 course search interface for Uni Siegen. The page title is "Uni Siegen - E-Learning (Moodle)". The breadcrumb trail shows "Dashboard / Kurse". On the left, a "Navigation" sidebar lists "Startseite", "Website", "Meine Kurse", "Kurse", and "Kursliste", with "Kursliste" circled in blue. A blue bracket on the right side of the list groups the first five items. At the top of the main content area, there is a search bar labeled "Kurse suchen" with a "Start" button and a help icon. Below the search bar is a list of search results, each preceded by a right-pointing arrow: "Fakultät I", "Fakultät II", "Fakultät III", "Fakultät IV", "Fakultät V", "Zentrum für Lehrerbildung und Bildungsforschung (ZLB)", "Referat Studierendenservice", "Zentrale Wissenschaftliche Einrichtungen", "Serviceeinrichtungen", "Sonstige hochschulinterne und -nahe Einrichtungen", "Zentrale Organe, Gremien ...", "Zentrale Universitätsverwaltung", and "Semesterapparate". A blue bracket on the left side of the list groups the first five items.

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.



UNIVERSITÄT SIEGEN "Der Menschenfeind": Molière/Hofmannsthal

Dashboard / Meine Kurse / "Menschenfeind"

Navigation

- Dashboard
- Startseite
- Website
- Meine Kurse
  - Am Lit Hist I (2020/21)
  - Beat Poetry
  - BNW and Island
  - Irish Theatre
  - "Menschenfeind"
    - Teilnehmer/Innen
    - Badges
    - Bewertungen
    - Allgemeines
    - Lektüresitzung
    - Die Form des Dramas
    - Die höfische Gesellschaft
    - Erster Weltkrieg und die Künste
    - Wiener Theaterlandschaft um 1900
    - Editorial Fictions
    - English Literature II 2019

Ankündigungen

### Lektüresitzung

Seminarplan

### Die Form des Dramas

- Vogel, "Who's there?"
- Mang, "Schattenspiele"
- Alankaya et al., Die Form des Dramas

### Die höfische Gesellschaft

- Defaux, "The Comic at Its Limits"
- Broch, Hofmannsthal und seine Zeit

UNIVERSITÄT SIEGEN Oscar Wilde: Life and Art, Criticism and Cosmopolitanism

Dashboard / My courses / Oscar Wilde

Navigation

- Dashboard
- Site home
- Site pages
- My courses
  - Am Lit Hist I (2020/21)
  - Beat Poetry
  - BNW and Island
  - Irish Theatre
  - "Menschenfeind"
  - Editorial Fictions
  - English Literature II 2019
  - English Literature IV 2020
  - Free Speech
  - History and Music
  - HoED1
  - Drama2
  - Jane Austen and Beyond
  - Musical Autobiographies
  - Nach Szondi
  - Oscar Wilde

- Course Syllabus
- MAPs (and Other Exams) Planning
- PL and SL Requirements
- MAP Guidelines
- How to Begin Writing a Scholarly Paper
- Presentations
- Course Terms

### 15 July 2019

15 July 2019 (10:00-15:00)	
10:00-12:30	Welcome & Introductions
12:30-13:15	Lunch
13:15-15:00	"The Decay of Lying" (970-992)

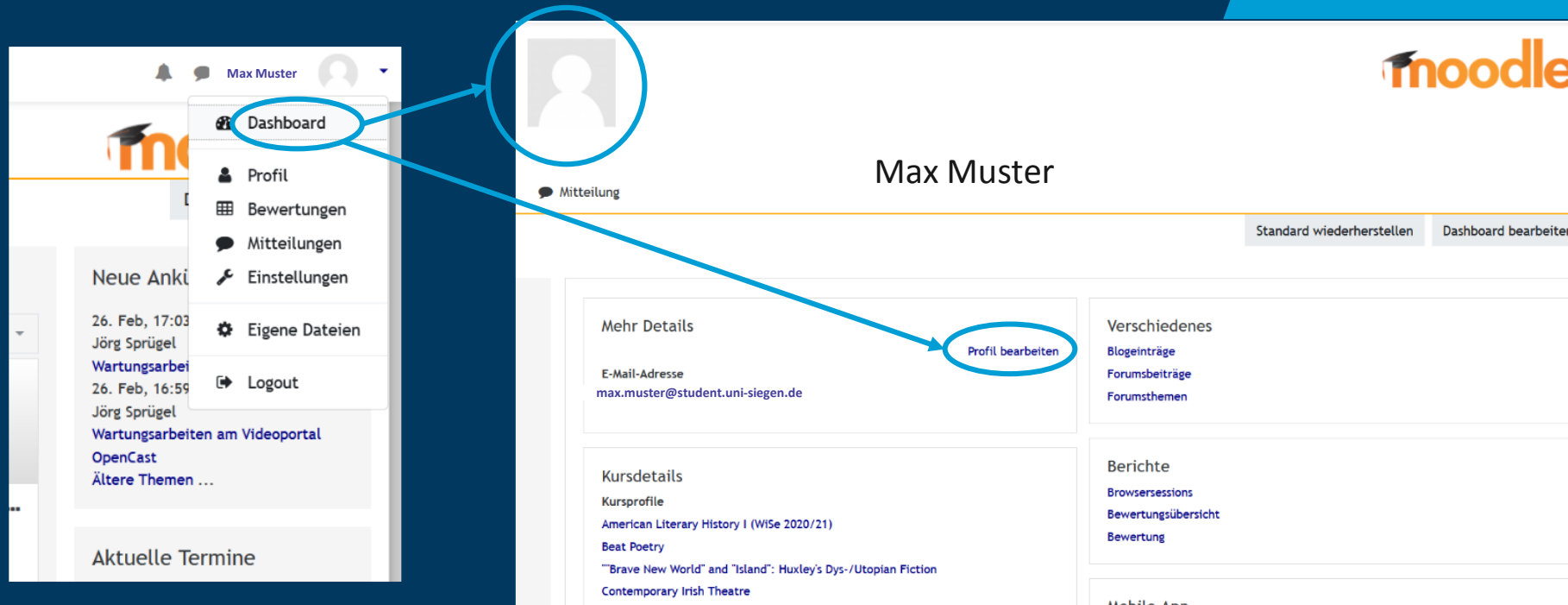
# Dashboard



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?



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



You can only participate in courses if you register for them via Unisono before the semester starts!



- Find courses you have been accepted in
- Learning & Course management
- Login with g-number



Admissions do NOT happen via moodle!

# 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

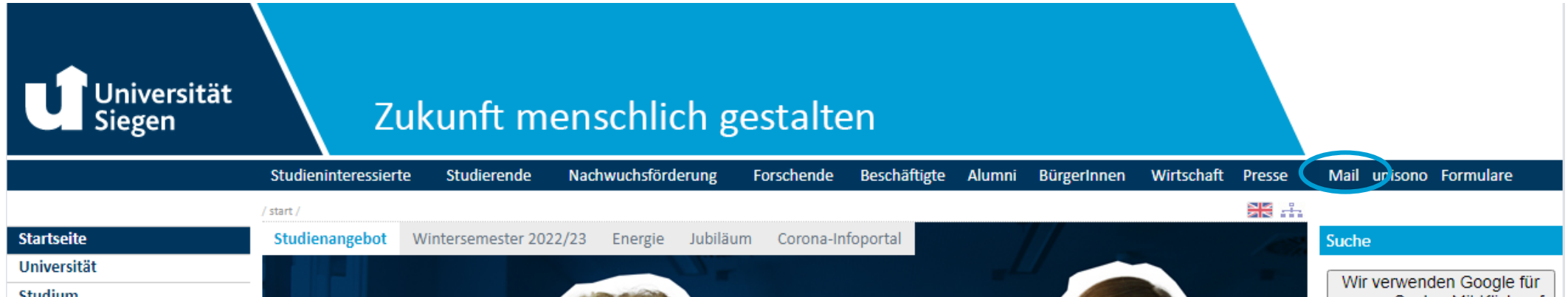
All information:

<https://www.zimt.uni-siegen.de/>



- Student email account
- WiFi
- Moodle
- Sciebo
- ...

# 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.





# Copying, scanning and printing

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



# 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.

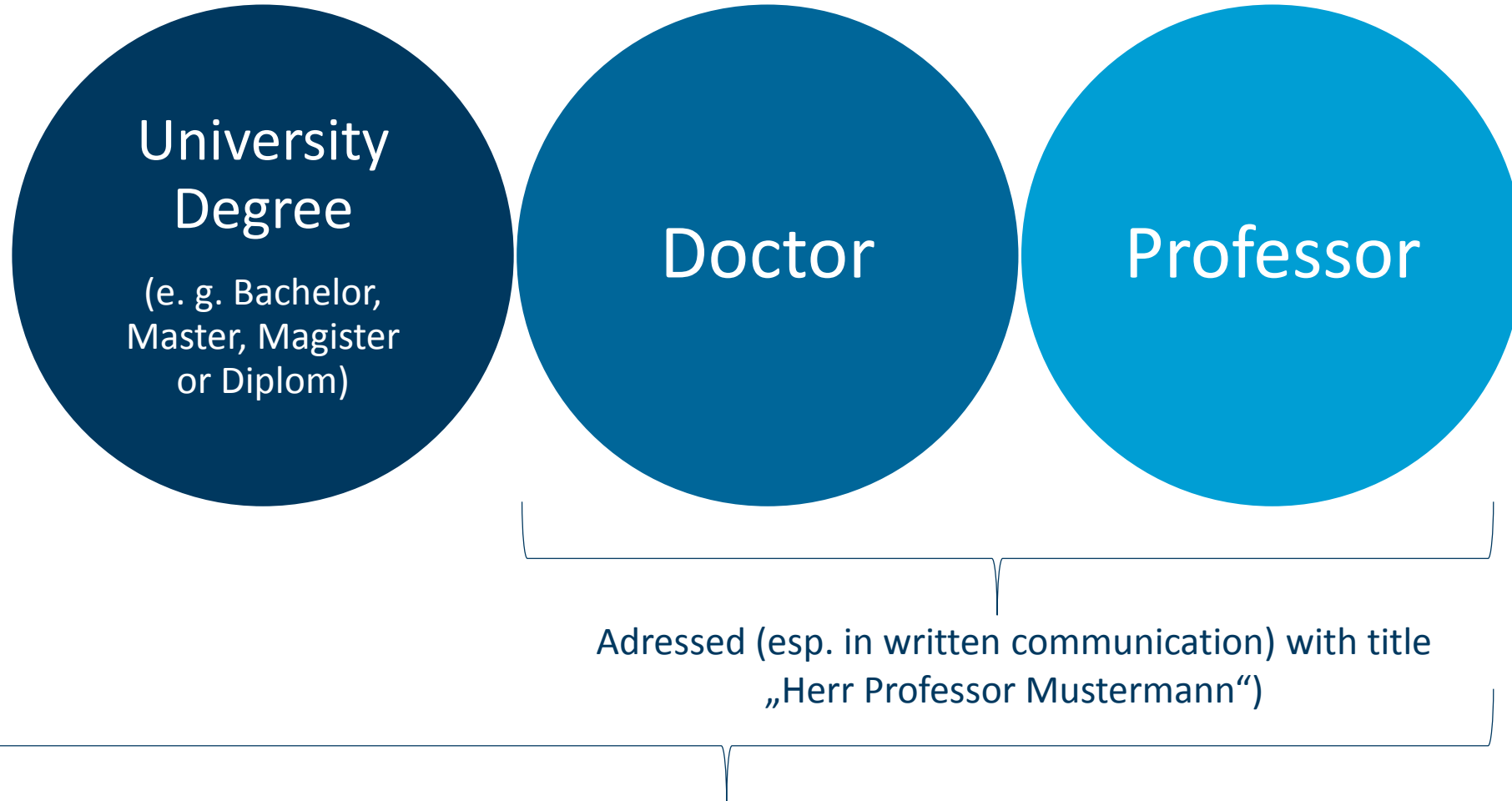
# Library - Training



- 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)



# „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 professors / lecturers **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.)

# 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.





# 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!



# Sprachenzentrum Language Center

Sprachkurse in  
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Sprachcafé

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Fachsprachen  
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# 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!**



# Living in Germany





# Accommodation

Please take note of your rental contract – German landlords are quite strict with it, e.g.:

## Cancellation period

- Normally there is a cancellation period of 3 months, running until the end of a month. If e.g. you cancel your contract on June 14th, you have to rent the apartment until end of september.
- If you live in a shared flat (WG), please talk to your flatmates and ask for details.

## Deposit

- Normally you have to pay a deposit when renting a room/flat (like 3 monthly rents, after signing the contract)
- Confirmation of the deposit: e.g receipt or note in the rental agreement
- When you move out, you only get the (whole) amount back if you leave the apartment clean and tidy. It may take some months until you get back the deposit.

## „Kalt- und Warmmiete“ (basic rent + additional costs)

- The basic rent (Kaltmiete) is paid for the use of the rooms.
- The additional costs and operating costs (Warmmiete) are e.g. for water, heating, garbage disposal, janitor etc..
- Cold rent + service charges = warm rent (paid to the landlord).
- Attention: In addition, there are usually costs for electricity, Internet / telephone, etc..



# Waste separation / recycling



## Gelber Sack (Yellow bag)

- Plastic
- Metal (e.g. tins)
- Packaging  
(e.g. milk cartons,  
yoghurt cups...)
- Aluminum foil



## Kompost/ Bio (organic waste)

- Leftovers from fruits  
and vegetables
- Eggshells
- Tea bags
- Leftovers from food



## Papier (paper)

- Newspaper
- Magazines
- Carton
- Cardboard



## Glas (glass)

- Bottles and jars  
(sorted by colour:  
Green, brown, white)



## Restmüll (residual waste)

- Everything else (but  
no electronic devices/  
pieces)
- Werkstoffhof  
(recycling centre)
- You can bring  
batteries to drug  
stores (DM, Müller,  
etc.)



**Further information:** <https://www.siegen.de/leben-in-siegen/buergerservice/abfallentsorgung/abfall-abc/>  
<https://www.siegen.de/fileadmin/cms/pdf/Abfallentsorgung/AbfallTrennenMehrsprachig.pdf>  
<https://www.siegen.de/leben-in-siegen/buergerservice/abfallentsorgung/abfallkalender/>

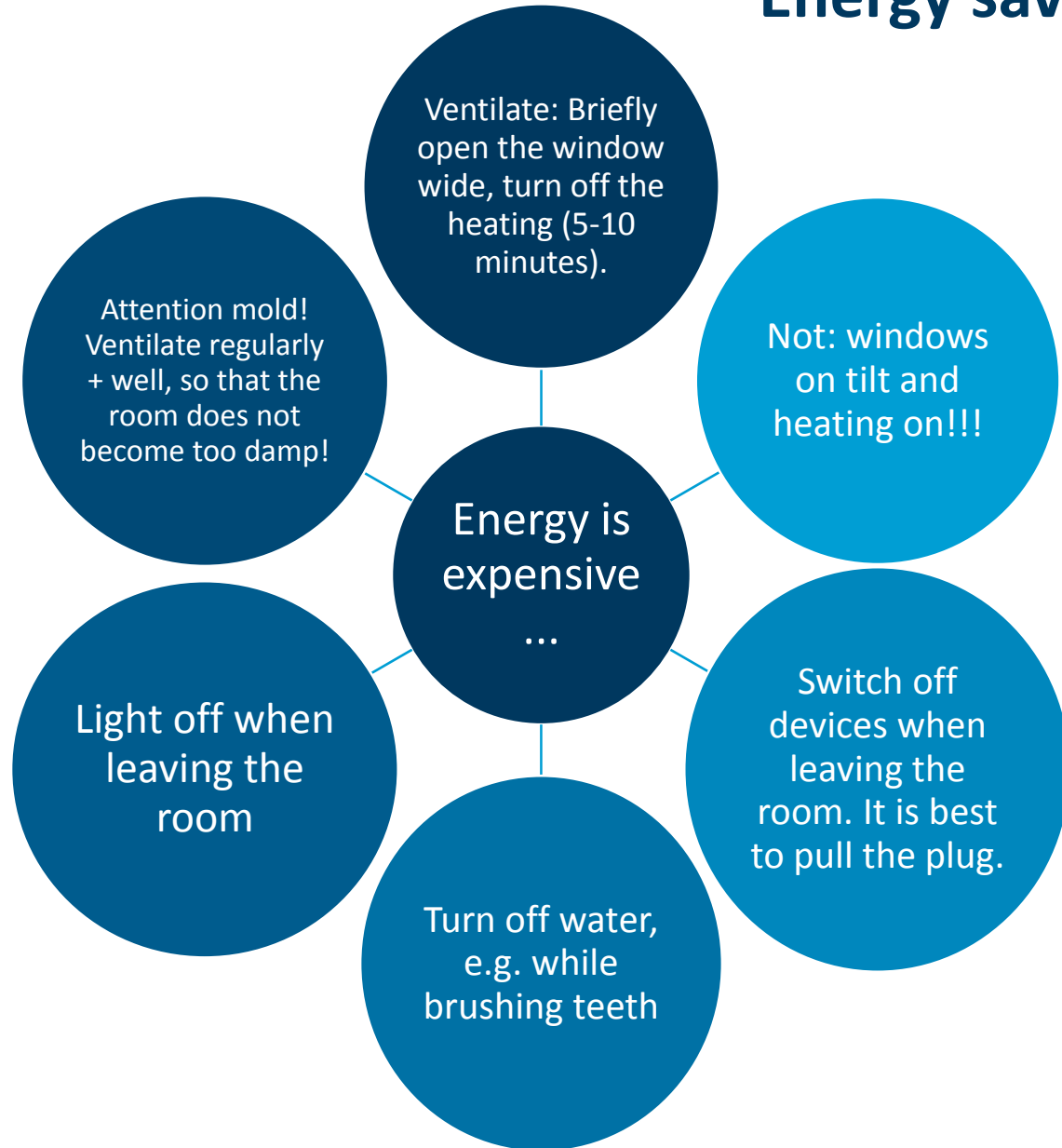
# Bottle deposit



If you buy drinks in glass, plastic bottles or in cans, most of the time you have to pay a deposit which is between 8 and 25 cent.

As soon as you bring back the empty bottles/ cans to the supermarket, you'll get the money back. So do not just throw them into the waste!

# Energy saving tips







# Typical German behavior...

(though, of course not alle Germans are like this... ;-)

# Rules



Germans tend to love rules. They have rules for most situations and like to follow them very closely.

(See traffic lights)

Misbehavior can be punished!





# Punctuality & Reliability



Germans usually take punctuality very seriously!

Especially at:

- work (job interviews, meetings, etc.)
- university (exams, lectures, etc.)
- Invitations (except parties)
- Appointments

→ Up to 5 minutes earlier or later is (just!) ok, otherwise better inform the person about your delay.

→ If something has been agreed upon, it should be kept.

# Rest periods



Attention: The understanding of "loud" and "quiet" can be very different -> If in doubt, ask the neighbor.

In Germany, there are legally regulated rest periods:

- Night rest: 10 p.m. to 7 a.m.
- All day on Sundays and public holidays
- Noon rest: regulated by landlord

That means, at this time:

- "indoor volume"
- no loud work
- no loud conversations
- no loud listening to music (-> headphones!)
- no meetings / parties

Germans usually take this very seriously! In case of disregard, the police can be called!

If a party or similar is planned, please inform neighbors friendly before (and invite them ;- ) ).





# Direct communication



- Germans are very direct in their communication.
- It is appreciated if you are open and honest (even if it sometimes seems rude).
- Admitting mistakes is (mostly) appreciated (and expected)!

# Bargaining



- Bargaining is very uncommon in Germany (except in flea markets and in the business world).
- Not good idea: Attempting to negotiate grades / exam results.
- Attempts to negotiate / bargain usually have negative consequences!

# Bureaucracy



- There is a lot of bureaucracy in Germany.
- Lots of rules, lots of paperwork, lots of forms....

## Tips:

- Keep calm.
- Stay friendly.
- Ask and / or get help.
- And: Even Germans often do not understand the forms ! ;-)





# Privacy



- Privacy is important to Germans.
- Separation of work and career
- Possibilities of retreat, being alone
- Clear separation between "yours" and "mine"



# Social manners



## „Siezen“ and „Duzen“

- There are two pronouns to address someone. “Du” is rather personal, “Sie” is more respectful:
- As a rule, you use “Sie” with people you do not know and/or who are persons of respect (i.e. lecturers, at work, etc.).
- Students say “du” to each other.
- If in doubt, wait until someone offers you the “Du”

## Eating

- Normally you wait until everyone is seated before you start eating.
- You try to eat quietly (no smacking) and talk friendly.



**Be attentive and observe. It takes a little time to know a country and its rules of behavior.**

**Ask if you don't understand something (-> Stronger together on Thursday!).**



Thanks a lot!

[www.uni-siegen.de/international](http://www.uni-siegen.de/international)



Quellen der verwendeten Bilder:  
<https://suedwestfalen.portal.pixelboxx.com> - [www.pexels.com](http://www.pexels.com) - <https://pixabay.com> - [www.uni-siegen.de](http://www.uni-siegen.de)