

Summer Semester 2022

APRIL 2022

# ORIENTATION DAY

Berlin, 01.04.2022

# AGENDA - 01.04.2022- FRIDAY

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**Official Welcoming (Marc Zeugner – Campus Director)**

**1**

09:00 am

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**Introduction Students' Office**

**2**

9:15 a.m.

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**Introduction to Career Office**

**3**

10:30 a.m.

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**Health Insurance in Germany**

**4**

11:30 a.m.

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**Introduction to MyCampus**

**5**

02:00 p.m

**Marc Zeugner**  
Campus Director

**SUMMER 2022**



**WELCOME TO IU INTERNATIONAL UNIVERSITY OF APPLIED SCIENCES CAMPUS BERLIN**

**RESPECT**

**MUTUAL HELP**

**COLLABORATION**

**TEAMWORK**

**COMMUNICATION**

**VISION**

**PATIENCE**



# WHAT TO EXPECT



- Lots of opportunity
- Lots to learn and study
- Hard work
- Ups and Downs
- Success and Struggle

## **Trust your abilities**

- You are here, you are qualified, and you will succeed!

## **We support you**

- Students' office
- Study guide
- Examination Office
- Faculty
- Career Services
- Accounting Department

# WHEN ON CAMPUS PLEASE OBEY THE FOLLOWING

**3G**

The semester start will start under 3G Regulations (recovered, vaccinated, tested), this applies to all students and lecturers.



We will do random checks that the 3G regulations are being observed



Masks (medical or FFP2) must be worn on campus, this applies to all lecture rooms, hallways, common areas, bathrooms, etc.



Local hot-spot-regulations can be adjusted according to the corona safety ordinances



Should you show symptoms please remain at home to avoid potentially infecting others



Scanning of a QR code to document your presence on campus is no longer necessary

**THANK YOU**



➤ [Marc.zeugner@iu.org](mailto:Marc.zeugner@iu.org)

# STUDENTS' OFFICE



# OUR TEAM



**Julia Wolter**  
Head of Students' Office



**Paul Galeano Araque**  
Administration Students' Office



**Stephanie Arreola**  
Administration Students' Office



**Priyanka Saigal**  
Administration Students' Office

# OUR TEAM



**Michaela Fleming**

Administration Students' Office DS



**Katharina Wust**

Administration Students' Office DS



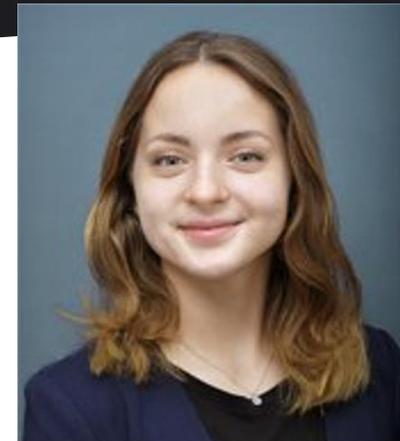
**Mahek Yousaf**

Team assistent Administration



**Greisjana Toci**

Campus Office Bachelor Trainee



**Jennifer Dorn**

Campus Office Bachelor Trainee

# OUR TEAM



**Petros Triantis**  
Front Desk



**Yanula Abudourexiti**  
Study Guide



**Sasha Antschak**  
Study Guide

# OUR TEAM – COURSE MANAGEMENT



**Tanja Rink**  
Course Management



**Mandy Pjede**  
Course Management

## Responsibility:

**- Organization of campus tutorials**



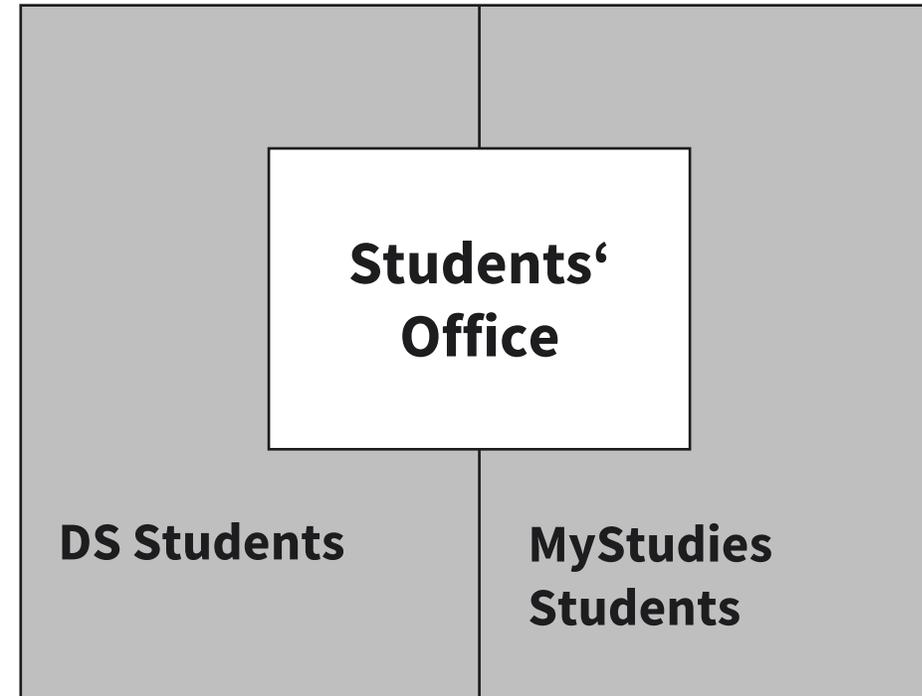
**Irene Ruiz laveda**  
Course Management



**Francesca Vaccaro**  
Course Management

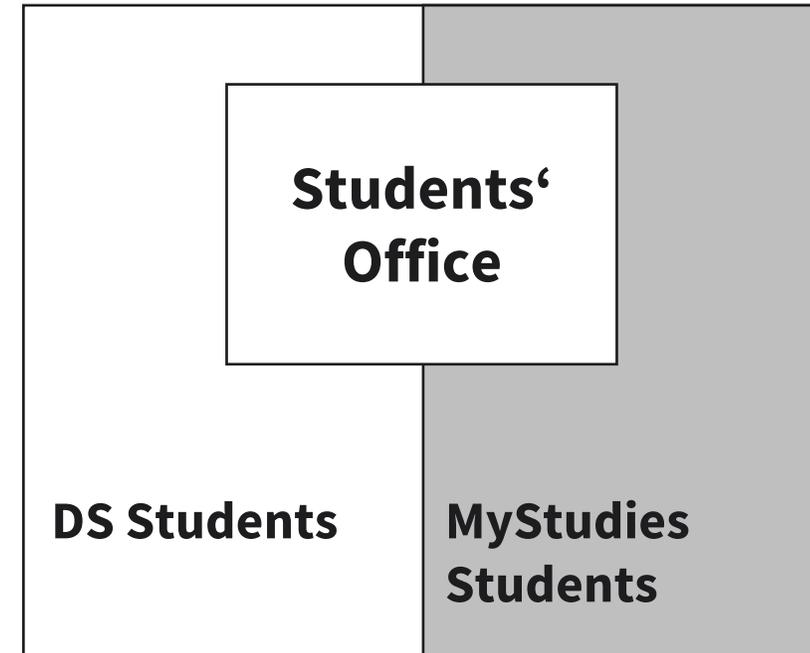
# WHAT WE DO FOR STUDENTS

- Enrollment
- Student Files
- Documents
- Certificates
- Complaints
- Event organization
- General Inquiries



# WHAT WE DO (ESPECIALLY FOR MY-STUDIES STUDENTS)

- Organization Orientation Day
- Provide documents and assist with “Anmeldung”, Residence Permit, etc.
- Applications for gap semester, course change and campus change
- Contract changes in agreement with International Admissions.
- Contract extensions
- De-registration
- Student File



# ENROLLMENT – IMPORTANT DOCUMENTS



- your school leaving certificate (original)
- your Bachelor or Master degree (original)
- Confirmation of deregistration (if you have been at a German university before)
- A certificate of a German Health Insurance (as soon as you enter Germany)

**Please note:**

**You can only be fully registered as a student at IU and get your Student ID, the Campus Card and the Semester Ticket AFTER we received the above listed documents.**



**Note: In Germany, a valid health insurance is mandatory latest when entering Germany!**

**Pathway, Pre Studies, Pre Master or Non-Business Master program  
must have private Health Insurance until end preparation study program!**

→ Once start of regular Bachelor or Master → *change to public health insurance.*

## **Bachelor / Master Students**

- Public health insurance confirmation  
OR
- private health insurance + an **exemption letter from the public insurance**  
(no exemption needed if age >30)



Please note: depending on the health insurance, you might be charged the full amount for your whole study duration!

# SICK NOTES

- CE's / Presentations / Colloquium - Examination Office
- An **official doctor's** note must be submitted **within 3 working days** to the Students' Office
- **(counting from the first day of sickness/ absence)** via e-mail and/or in paper format
- Exam sick notes - Examination Office
- must be submitted **via MyCampus/ request management only!**



**IF YOU HAVE QUESTIONS REGARDING....**

# IF YOU HAVE QUESTIONS REGARDING....

...Examinations → Examination Office

**Exams-office@iu.org**

...Payments & invoices (Tuition fees, Studierendenwerk fee, semester ticket fee, payment reminders or in relation with your Support Package) → Accounting Department

**reminder-bad-honnef@iu.org**

...Your Tutorials on campus → Course management

**coursemanagement-international@iu.org**

....Course Registration Online Courses → Course Online

**study-international@iu.org**

... discounts, contracts, special offers → **admission-international@iu.org**

The screenshot displays the MYCAMPUS student portal interface. At the top left, the IU logo and name are visible. The main navigation menu on the left includes: DASHBOARD, CALENDAR, NEWS, ORGANIZE YOUR STUDIES, COURSES, EXAMINATION, and INFO CENTER. The main content area shows the date TUESDAY, 18/09/2023 and a news item titled "New - Library at Teams!" with a sub-headline "You can now contact your library via teams!". Below this is a "Current Courses" section listing five courses with their respective IDs and titles:

- DLBCSC01**: Introduction to Computer Science
- DLBCSH01**: Mathematics I
- DLBCSO01**: Object-oriented Programming with Java
- DLBCSI01**: Intercultural and Ethical Decision-Making
- DLBCIA01**: Introduction to Academic Work

At the bottom of the course list, the ID **OPTGER110** is partially visible. On the right side of the dashboard, there is a "MY STUDY TIMETABLE" section for September 2023, which includes a calendar grid. Below the calendar is a "MY UPCOMING APPOINTMENTS" section listing several events:

- Live tutorial September 2023
- Tomorrow, 7:30 PM
- Introduction to the Online Library
- Friday, 1 October, 2:00 PM + 3:00 PM
- Examination Office & Library and Information Services - Thesis Get Together - Campus Studies Bad Mönstedt + Berlin - online
- Wednesday, 6 October, 12:00 PM + 1:00 PM

# YOUR STUDENT CARD



- Student ID, semester ticket & library card at the same time
- Valid for all VBB transport in zones A, B & C
- (S-Bahn, U-Bahn, regional train, tram, bus, ferry)
- If lost: Please contact students office. You will have to pay a fee of 20 EUR to get your new ID.
- It is your personal semester ticket! It cannot be used by anybody else but you.
- Please always keep a photo ID with you when you travel!

# OFFICE HOURS

**Mondays to Fridays  
9.00 a.m. – 5.00 p.m.**

**For better service contact us to  
set up an appointment**

**WE ARE AT YOUR SERVICE  
THANK YOU**

Students' Office Berlin

 +49 30 208 986 836

 [Students-ber-international@iu.org](mailto:Students-ber-international@iu.org)