

Summer Semester 2022

APRIL 2022

ORIENTATION DAY

Berlin, 01.04.2022

AGENDA - 01.04.2022- FRIDAY

Official Welcoming (Marc Zeugner – Campus Director)

1

09:00 am

Introduction Students' Office

2

9:15 a.m.

Introduction to Career Office

3

10:30 a.m.

Health Insurance in Germany

4

11:30 a.m.

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

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



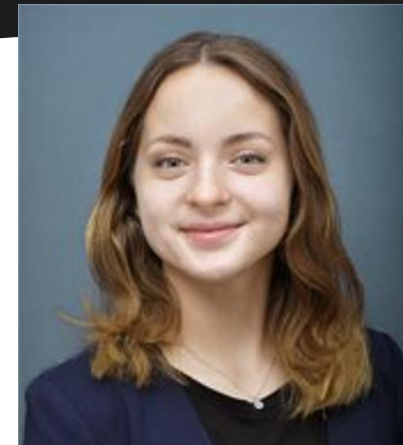
Mahek Yousaf

Team assistant Administration



Greisjana Toci

Campus Office Bachelor Trainee



Jennifer Dorn

Campus Office Bachelor Trainee

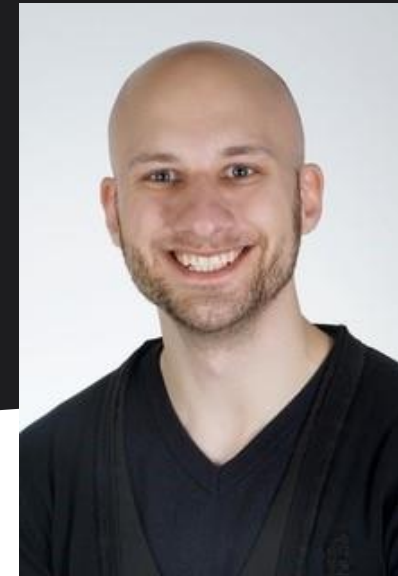
OUR TEAM



Petros Triantis
Front Desk



Yanula Abudourexiti
Study Guide



Sasha Antschak
Study Guide

OUR TEAM – COURSE MANAGEMENT



Tanja Rink
Course Management



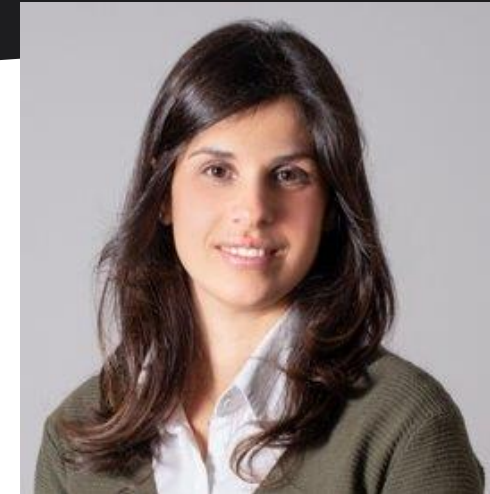
Mandy Pjede
Course Management

Responsibility:

- Organization of campus tutorials



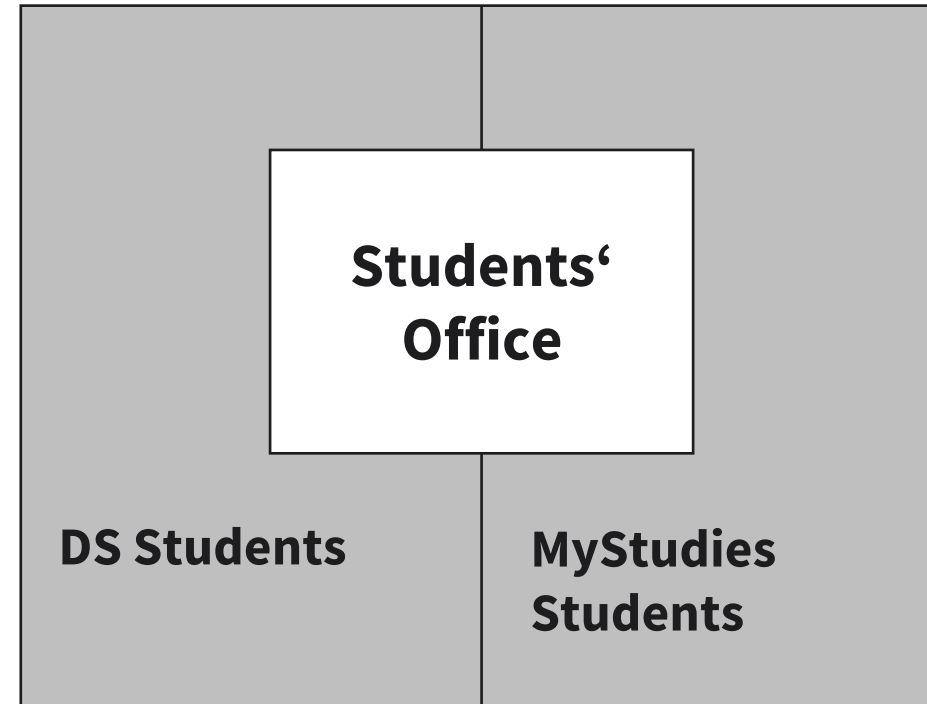
Irene Ruiz laveda
Course Management



Francesca Vaccaro
Course Management

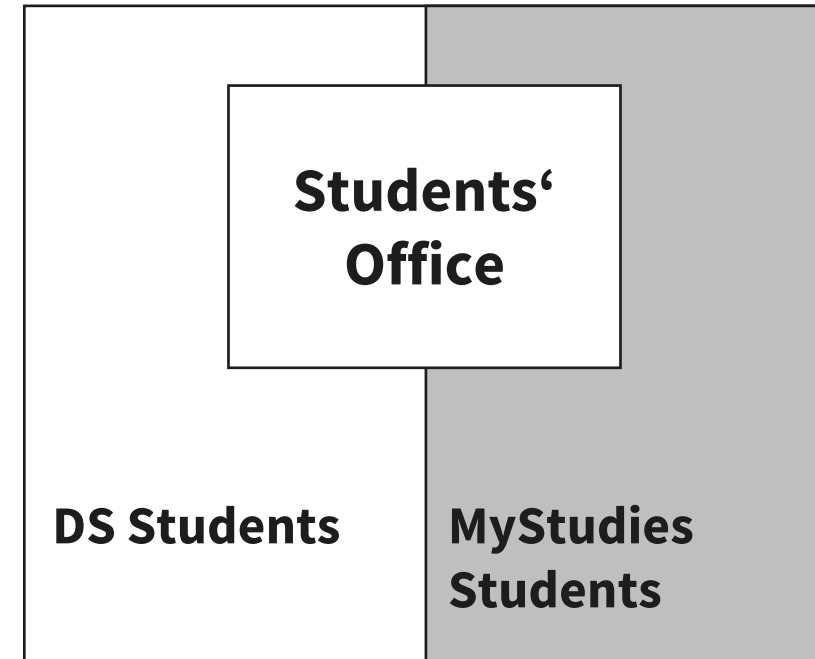
WHAT WE DO FOR STUDENTS

- 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....

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...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 portal interface. On the left is a dark sidebar with navigation links: DASHBOARD, CALENDAR, NEWS, ORGANIZE YOUR STUDIES, COURSES, EXAMINATION, and INFO CENTER. The main content area has a header with the Iu logo, a date (TUESDAY, 18/09/2023), and a notification about library access via Teams. Below this is a 'Current Courses' section listing several courses with their IDs and titles: Introduction to Computer Science (DLBCSC01), Mathematics I (DLBCSM01), Object-oriented Programming with Java (DLBCSOOP01), Intercultural and Ethical Decision-Making (DLBCSIOM01), Introduction to Academic Work (DLBCSIKW01), and OPTGER110. On the right side, there is a 'MY STUDY TIMETABLE' section showing a calendar for September 2023, and a 'MY UPCOMING APPOINTMENTS' section listing events like 'Live tutorial September 2023' and 'Introduction to the Online Library'.

Current Courses

- DLBCSC01**
Introduction to Computer Science
- DLBCSM01**
Mathematics I
- DLBCSOOP01**
Object-oriented Programming with Java
- DLBCSIOM01**
Intercultural and Ethical Decision-Making
- DLBCSIKW01**
Introduction to Academic Work
- OPTGER110**

MY STUDY TIMETABLE

September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MY UPCOMING APPOINTMENTS

- 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 Homburg - Berlin - online
Wednesday, 4 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