

Advisory and Support Services at “Bergische Universität Wuppertal” (BUW)

It is difficult to make up your mind to study in another country, due to differences between the various educational systems and the general problems of living abroad. But these differences can all be enriching, and most people gain more than they lose by going abroad.

We suggest you look first at the web site <http://www.study-in.de/en/>, which is intended specially for international students in Germany. There you can find links to all the topics you might be interested in. The page <http://hsw-international.de> was designed for those international students interested in studying in Wuppertal.

In some countries students are used to a tightly structured study program with set timetables. In Germany you will have to get used to structuring your program of lectures and courses largely by yourself. Studying in Germany requires self-discipline and self-reliance, as well as such soft skills as motivation, language competence, teamwork, responsibility and initiative; because German universities see their task as preparing students for leading positions in education, science, administration and the economy, where those qualities are a must. In the interests of your success at university BUW offers the following academic and general advisory and support services:

1. Akademisches Auslandsamt (AAA) / International Office <http://www.internationales.uni-wuppertal.de/basics/aaa/index-en.html>

The AAA acts as interface for all international activities and processes in which BUW is involved. It coordinates international affairs, and develops and manages projects and programs in cooperation with international partners.

Plus, the AAA provides support and advice to international students enrolled at BUW as well as to those interested in studying here. Among other things, it offers assessment of international certificates, consulting services to help with admission, enrollment, language courses and general prerequisites as well as a program of activities like orientation events, day trips, excursions and intercultural training.

The AAA is the contact point for all members of the university (students, lecturers and researchers) who are planning a stay abroad or working on international projects. The AAA provides information and support for German students interested in studying abroad and supervises the ERASMUS exchange program.

Our services are organized in several units or departments. This sharing of tasks is designed to make it as easy as possible for you to find the information and services you require. We invite you to contact our team at the AAA with your queries, suggestions, criticism or proposals.

Contact: House O, Floor 06, Room 13, E-mail: kreimendahl@verwaltung.uni-wuppertal.de, Phone: +49 (0) 202 439 3836.

2. Zentrale Studienberatung (ZSB) / Central Student Advisory and Counseling Service

<http://www.zsb.uni-wuppertal.de>

The ZSB aims to support BUW students in mastering the step from school to university and from university to professional life, as well in the various critical situations of student life. Working from the individual personal and social situation, the ZSB offers information and advice aimed at helping students to develop their own abilities and choose their own course of action: student counseling is about help towards individual problem-solving.

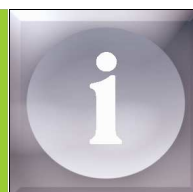
The ZSB also provides a comprehensive overview of degrees awarded and advisory services offered by the university. **Contact: House B, Floor 05/06, E-mail: zsb@uni-wuppertal.de**

ZSB Intercultural Counseling last Tuesday in the month, 1-3 p.m. by Iryna Zavhorodnya, Dipl. Psych, in B.06.06a. Please contact: iryna.zavhorodnya@uni-wuppertal.de

3. Studienfachberatungen / Departmental counseling

Within the various faculties and the School of Education, departmental counselors are available to advise and support you in all matters concerned with your university program – organizational matters, courses, examinations, recognition of qualifications and international exchanges. Departmental counselors will also advise you before you start university, e.g. about choosing your major subject, setting up your personal course schedule, structuring your program efficiently etc. And don't delay: contact your departmental and student counselor early on by e-mail and arrange a personal meeting. That's the only way to get individual first-hand information. You can find out who to speak to from the ZSB online advisory service guidelines:

<http://www.zsb.uni-wuppertal.de/nt/OBF/>



Contact details:

FB A – Faculty of Humanities

<http://www.zsb.uni-wuppertal.de/>

FB B - Faculty of Economics – Schumpeter School of Business and Economics

E-Mail: studienberatung@wiwi.uni-wuppertal.de

<http://www.wiwi.uni-wuppertal.de/studium-und-lehre/student-services/studienfachberatung.html>

FB C -Faculty of Mathematics and Natural Sciences

<http://www.fbc.uni-wuppertal.de/studium/fachstudienberatung.html>

FB D - Faculty of Architecture, Civil Engineering, Mechanical Engineering and Safety Engineering

<http://www.zsb.uni-wuppertal.de/>

FB E -Faculty of Electrical , Information and Media Engineering

<http://www.zsb.uni-wuppertal.de/>

FB F - Faculty of Art and Design

<http://www.gt.uni-wuppertal.de/bewerbung/studienberatung/>

FB G - Faculty of Educational and Social Sciences

<http://www.fbg.uni-wuppertal.de/studium/studienfachberatung/>

4. WUSEL – Student online portal <https://wusel.uni-wuppertal.de/>

Our student online portal WUSEL accompanies you throughout your university studies, providing detailed information (e.g. about courses) that will help you organize your own class schedule. You can put your name down on course lists, and in some faculties you can also register for examinations and find out the results online. In addition, the portal enables you to print your semester ticket for regional public transport, and notify change of address. You activate your UniWebMail account via the link <http://www.zim.uni-wuppertal.de/meinZIM/account.html>, using the password and PIN you receive with your UW registration (or renewal of registration) papers. The user name and password of your UniWebMail account are at the same time your user name and password for WUSEL. For additional security you will require a TAN (transaction number) list in order to register for examinations, and later to use with other online facilities. You will receive your first TAN list by post after completing registration at BUW; when that is used up, you can download the next one on WUSEL.

5. Das Mentorensystem / Mentoring system

<http://www.qsl.uni-wuppertal.de/qualitaetsentwicklung-evaluation/mentorensystem.html>.

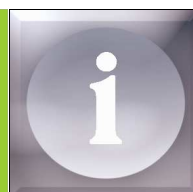
The mentoring system aims to support students in their early semesters and to establish direct contact between students and teaching staff from the beginning of the degree program. You do not have to choose a mentor: she or he will contact you, generally with a written or verbal invitation to an initial meeting at the beginning of the semester. During your first year at BUW you will meet your tutor at least two times each semester. The purpose of the meetings is to enable you to talk in a relaxed atmosphere about any aspect of your study program, and to discuss any difficulties or problems that may have arisen, without direct reference to a specific course. Participation in the mentoring system is obligatory for all students beginning their university program, and confirmation of participation must be submitted when applying for admission to the bachelor's or intermediate examination (*Zwischenprüfung*).

6. Zentrales Prüfungsamt (ZPA) / Central Examinations Office <http://www.verwaltung.uni-wuppertal.de/zpa>

The Central Examinations Office holds your examination results and student progress account, as well as issuing certificates, transcripts of records, and the diploma supplement. You apply to the Central Examinations Office if you want to register for, or withdraw from, an examination, or if you need confirmation of your current progress (or admission to the advanced study level) for the Foreign Citizens' Registration Office, BUW International Office etc. The Central Examinations Office homepage contains all the information and links, as well as downloads of forms and guidelines, relevant to examinations. The Office is responsible for all BUW degree programs with the exception of Safety Engineering.

N.B. The Central Examinations Office is not immediately responsible for giving advice about examinations. You should first contact your head of department, or departmental counselor, mentor, or module coordinator, or any member of staff responsible for holding university examinations.

Contact: House T, floor 10



- 7. Sprachlehrinstitut (SLI) / Language Center** <http://www.sli.uni-wuppertal.de>
SLI offers a wide range of language courses, including German as a second language and German for special subjects, as well as facilities for various language tests and examinations such as the German Language Proficiency Test for University Admission (DSH).
Contact: House S, Floor 09, Room 06.
- 8. Fachschaften / Faculty Student Representative Committees** <http://www.zsb.uni-wuppertal.de/nt/>
The Faculty Student Representative Committees are honorary student organizations whose purpose is to advise students of the faculty on courses, organization of personal schedules, and any other matter concerned with their study program, as well as providing space for social contact and stimulating interest in higher education politics. The committees work closely together with the dean and faculty teaching staff, especially in the organization of introductory events and advice sessions for first semester students, and they are represented in Student Union (AStA) decisions by members of the Student Representative Committee Conference (FsRK).
- 9. Fachtutoren / Tutors**
Tutors offer special classes (supplementary to lectures and seminars) to deepen basic knowledge in specific subjects. You can find information about them on the information board in the departments or through the lecturer concerned.
- 10. Allgemeiner Studierendenausschuss (AStA) / Student Union** <http://www.asta.uni-wuppertal.de/>
The Student Union (AStA) is the official representative body for BUW students vis à vis the university management and state government. Elected annually by the Student Parliament (StuPa), it offers a wide range of advisory and other services, including issuing the international student identity card (ISIC) and the semester ticket, as well as a stationery shop (house ME, floor 04) with the cheapest photocopying service on campus.
Contact: House ME, Floor 04.
- 11. International Student Team (I.S.T)** www.ist.uni-wuppertal.de
I.S.T is a voluntary organization involved with students from all over the world. It offers you support before your arrival and during your stay in Wuppertal (e.g. members of I.S.T pick you up at the main train station when you arrive in Wuppertal). They will also accompany you to sign your accommodation lease, register at the Foreign Citizens' Residence Office and enrol at BUW. At the beginning of each semester, the AAA and I.S.T organize guided tours through the university and the city of Wuppertal, bowling activities, parties, and excursions. I.S.T can be contacted for all kinds of problems and questions concerning student life.
Contact: E-mail: ist@uni-wuppertal.de.
- 12. Wohnheimtutoren / Residence hall tutors** <http://www.iwt-wuppertal.de>
These tutors organize cultural programs at your student hall of residence (movies, excursions, parties etc.). Additionally they offer advice for international students. [EDV-Tutoren](#) offer support for internet installation in the Neue Burse and Albert-Einstein-Str. student halls. Events are posted in the halls, or you will find information on the [Events Homepage](#) . **Contact: tutoren@iwt-wuppertal.de**
- 13. Zentrum für Informations- und Medienverarbeitung (ZIM) / University Information and Media Center**
<http://www.zim.uni-wuppertal.de/>
ZIM is BUW's central service unit for IT, communications, and digital media. It is responsible for the university communications network, server and workstation systems, and applications software, and provides user support, advice and training, as well as a media service with audio, video and poster production, a media and hardware lending service, software sales, e-teaching etc. If you have any questions about these matters, please contact ZIM's user advice service.
Contact: House T, Floor 11, Room 4, E-Mail: zimer@uni-wuppertal.de