



Master Welcome Day

For students starting fall term 2016/17





What to expect in the next 45 minutes

- **Information**
 - **Organisational aspects**
 - **Most important service facilities at the WiSo Faculty and the University of Cologne**





WiSo Student Service

- You already were in touch with us during the enrollment process
- Answers questions about your studies
 - in general, e.g. enrollment status or how to find the content of courses
 - specific, e.g. which specialisation you can choose
- Provides news (Master Mailinglist)
- Provides information sessions
- You have the chance of giving feedback on your studies → your praise and criticism will be forwarded so that it has a direct impact on your studies





WiSo Student Service

Our staff

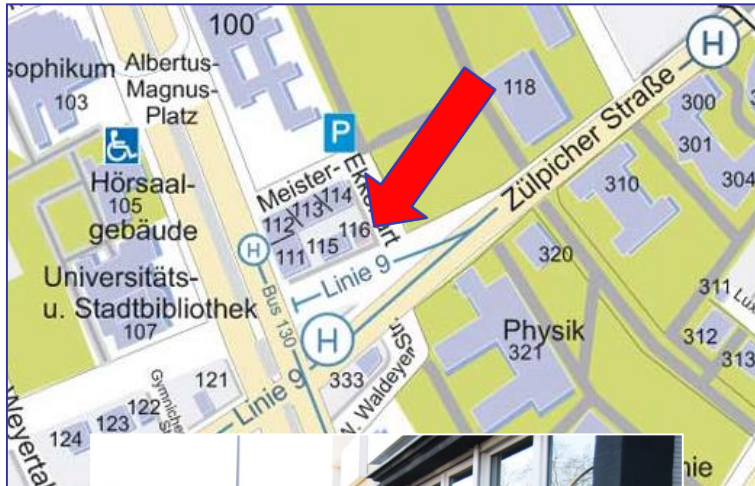
Carina Piek
M.Sc. Sociology
and SR

Nicole Kienel
Dipl. Economic
Education

Contact

WiSo Student Services
Meister-Ekkehart-Straße 1 (basement)
D-50937 Cologne

Phone: 0221 470-8818
Email: wiso-beratung@uni-koeln.de
www.wiso.uni-koeln.de/wiso-sbz.html





Organisational aspects

What do you
have to do
before your
first lecture?





Today...

1. **Activate your student account:
Access to all University of Cologne
online services**
<https://webmail.uni-koeln.de>

With this account, you can check your study status in KLIPS 2.0 and use all of the features.

Make sure you don't use the address you used for registration when you log in!

Username

Password

Mode
Automatic ▾

Language
English (British) ▾

Log in



Universität zu Köln • Webmail





One ID for all IT systems

1. Student account (“smail account”)

- Messages – e.g. important information about courses from the departments
- Webmail

2. ILIAS

- E-learning platform
- Materials for lectures will be provided here

3. KLIPS 2.0

- Electronic course catalogue
- Student documents like certificate of enrolment
- Prepare your course timetable
- Register for your courses
- Register for exams





Today...

1. Activate your student account:
Access to all University of Cologne online services

<https://webmail.uni-koeln.de>

2. **Subscribe to the WiSo Student Service master mailing list:**
For important updates regarding your studies...

<http://www.wiso.uni-koeln.de/newsletter.html>

Fakultät Aktuell Forschung Studium Praxis International Service

Uni > Studium > Beratung > WiSo-Studienberatungszentrum

Informationen zur Modellakkreditierung

Profil

Studieninteressierte

Studierende

Beratung

- WISO-Studienberatungszentrum
 - Aufgabenbereiche
 - WISO-Career-Service
 - Zentrum für internationale Beziehungen
 - WISO-Anrechnungszentrum
 - Weitere Beratungsangebote
 - Beschwerdemanagement
- FAQ
- Downloads

WISO-STUDIENBERATUNGSZENTRUM

Die Mitarbeiter des WiSo-Studienberatungszentrums helfen gerne weiter, wenn Sie Fragen rund um das Studium an der WiSo-Fakultät haben. Dazu stellen wir wichtige Serviceangebote für Studieninteressierte, Studierende und Mitglieder der WiSo-Fakultät bereit.

Hierzu zählen die Beratung und zentrale Bereitstellung von Informationen zu Studiengangstrukturen und empfohlenen Studiengangverläufen für die verschiedenen Bachelor-, Master- und Diplomstudiengänge.

Öffnungszeiten

Bitte beachten Sie folgende Änderung der Öffnungszeiten: Ab dem 20.02.2015 hat das WiSo-SBZ zukünftig freitags ganztägig geschlossen.

Aufgrund des derzeit sehr starken Beratungsaufkommens kann die Beantwortung von E-Mails nicht mehr innerhalb von 2-3 Werktagen gewährleistet werden. Wir bitten um Ihr Verständnis und bemühen uns, Ihre Anfrage weiterhin schnellstmöglich zu beantworten.

Anfragen können jederzeit per Email gestellt werden. Außerdem stehen wir Ihnen zu den u. a. Zeiten telefonisch und persönlich zur Verfügung.

Terminvereinbarungen sind **nicht** erforderlich. Bitte beachten Sie, dass Sie ausrei-

Linkliste

- Email
- Lageplan
- Newsletter**





Today...

1. Activate your student account:
Access to all University of Cologne online services:
<https://webmail.uni-koeln.de>
2. Subscribe to the master mailing list :
For important updates regarding your studies www.wiso.uni-koeln.de/wiso-sbz.html

3. “Like” the WiSo Faculty on Facebook 

www.facebook.com/wiso.uni.koeln





Before term starts...



... you should have received your UCCard, which has the following functions:

- Electronic wallet (e.g. for the canteen)
- University Library borrowing card
- Electronic transport pass for public transport in NRW
- Identity card for exams (after admission to the examination procedure)
- Identity card for student council elections





Registration for courses and examinations

a) Registration for courses

vs.

b) Registration for examinations

- **These registrations are independent from each other**
- If you are admitted to a course in KLIPS 2.0, you still have to register for the exam separately in KLIPS 2.0.
- You can also register for the exam if you haven't been admitted to the course (exception: seminars)





a) Registration for courses

- Via online course catalogue in KLIPS 2.0 from **9 to 26 September 2016** (2nd module application period = “2. Belegphase”)
- **KLIPS 2.0 – Allocation of remaining places: 18 October to 10 November 2016**
- You will only have access to the **learning materials in ILIAS** if you are admitted to a course in KLIPS 2.0





a) Registration for courses

- A list of all courses for which you have to register via KLIPS can be found on the Faculty's website:
https://www.wiso.uni-koeln.de/sites/fakultaet/user_upload/KlipsbelegungenWiSe1617.pdf
- If you cannot register for a course in KLIPS 2.0, you can usually just attend the course
- The registration for exams is independent of the course registration in KLIPS 2.0. You have to register for the exam additionally in KLIPS 2.0 (Exception: seminars. You have to be admitted to the course for these)!





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ACCREDITED

b) Registration for examinations

Prior to registering for your first exam, you have to sign up for the examination procedure once at the beginning of your study degree.

→ This also applies to students with a bachelor degree from the University of Cologne. **If you have not requested general admission to the examination procedure yet, please make your request as soon as possible!**

- Application via the WiSo Examination Office: <https://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsaemter/po-2015/rund-ums-studium/beginn-des-studiums-und-zulassung-zum-pruefungsverfahren/>
- The application document (and where necessary, documents, if you took a master programme at another university) have to be posted in the green postbox in the WiSo foyer (next to lecture hall I).





b) Registration for examinations

- Registration for every single examination:
- During term
- Online via KLIPS 2.0 by using the “P” button for each course
- Please note the **deadlines** (registration or withdrawal after the deadline is not possible)!
- Examination dates and deadlines (including deadlines for withdrawal) can be found in KLIPS 2.0





Registration for examinations

- Once you have registered for an exam, your registration is **binding!**
- In some cases, you have to select a section/module when registering for an exam. This choice might also be binding (**see examination regulations!**)
- If the examination regulations permit changes, please **submit your change of module application to the examination office in time.**





Failed examinations

- If you score a 5,0 in an exam or you registered for the exam but didn't appear, the examination will be deemed failed and **you will not receive any ECTS.**
- You have **three attempts** to pass the exam for every module.
- The attempts **are not intended** for retaking exams that you have already passed (e.g. if you aren't satisfied with your grade)
- If an exam is failed three times, the **“two additional attempts”** (“joker”) rule applies. If these are also failed, you are deemed to have **failed with final effect.** => In this case, please contact the WiSo Student Service beforehand for support.





WiSo Faculty Examination Office

- You will find the WiSo Examination Office on the 8th floor of the WiSo building.



- More information about the **opening hours and contact persons** can be found at the following link:
<https://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsaemter/kontakt/>
- Please note that the **Examination Office cannot be contacted via email** due to data protection regulations.





The WiSo Faculty's most important service facilities



- A short overview -





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Institutions at the WiSo Faculty

1. **International Relations Center (ZIB WiSo)**
2. **WiSo Career Service**
3. **WiSo IT**





1. International Relations Center (ZIB WiSo)

- **The International Relations Center is responsible for:**
 - The internationalisation of the Faculty
 - Provision of information about international study experience at the WiSo Faculty (for students from abroad or WiSo students wishing to study abroad)
 - Business English courses
 - Mentoring of incoming students





1. International Relations Center (ZIB WiSo)

- Questions concerning international studies and studies abroad
- <https://www.wiso.uni-koeln.de/de/international/>
- Office address:
Aachener Str. 209 (entrance from Richard-Strauss-Str. 1)
5th and 6th floor
D-50931 Cologne
- Today at the “information fair” on the 1st floor of the lecture hall building from 12 noon to 2 pm





2. WiSo Career Service



Universität zu Köln
Wirtschafts- und Sozialwissenschaftliche Fakultät
WiSo-Career-Service



- Uni > WiSo-Career > Veranstaltungen
- Career Tuesday SoSe 2016
- Career Tuesday WiSe 2016/2017
- Recruitingevents & Workshops WiSe 2016/17
- SoSe 2016 Rückblicke
- Zusatzveranstaltungen
- Career-Kalender
- Semesterrückblicke

VERANSTALTUNGEN		
Career Tuesday	09.10.2016	17:45 - 19:15 Uhr
Recruitingevents & Workshops	10.10.2016	17:45 - 19:15 Uhr
SoSe 2016 Rückblicke	11.10.2016	17:45 - 19:15 Uhr
Zusatzveranstaltungen	12.10.2016	17:45 - 19:15 Uhr
Career-Kalender	13.10.2016	17:45 - 19:15 Uhr
Semesterrückblicke	14.10.2016	17:45 - 19:15 Uhr



Kontakt
 WiSo-Career-Service
 WiSo-Flachtrakt, Souterrain
 Räume 049a und 049b
 Universitätsstraße 24
 50931 Köln

[E-Mail](#)
[Homepage](#)
[Lageplan](#)



Sie wollen keine Veranstaltung verpassen?
 Melden Sie sich über die [Kartendatenbank](#) für unseren Newsletter an!

Wir empfehlen Ihnen über die [Datenbank unseren Newsletter zu abonnieren](#). So erhalten Sie regelmäßig Informationen zu unseren Veranstaltungen sowie zu externen Recruitingevents.

Auch über ein ["Like" auf Facebook](#) freuen wir uns!

Career Tuesday

Der Career Tuesday findet semesterbegleitend immer dienstags von 17:45 - 19:15 Uhr in Hörsaal XXIII im WiSo-Trakt statt.

- How do I find the right job?
- How can I improve my application documents and where do I find job openings?
- How can I contact potential employers?

The WiSo Career Service supports students as they look for employment. It offers individual advice, tells them about potential employers and offers them the opportunity to find our more about "the working world".





2. WiSo Career Service

- **Questions concerning your career options**
- www.wiso-career.uni-koeln.de
- www.facebook.com/wiso.careerservice.uni.koeln

Office address:

The WiSo Career Service is located in the WiSo corridor,
basement
rooms 049a and 049b, Universitätsstraße 24, D-50931 Cologne

Today at the “information fair” on the 1st floor of the lecture
hall building from 12 noon to 2 pm





Seminar Succeeding in job interviews



Application do's & don'ts and cultural etiquette in Germany

The **Intercultural Training workshop*** shows how to embrace cultural differences and how to face daily situations at **University**, during **career internships** and in **recruiting/interviewing** situations.

When? 03 Nov 2016 1:30 pm until 6 pm

Where? Seminar room S3, green seminar building

How? Registration via the [career database \(www.wiso-career.uni-koeln.de\)](http://www.wiso-career.uni-koeln.de)

***Please be aware that this course is not appropriate for German students.**

WiSo-Career-Service

Weitere Informationen unter www.wiso-career.uni-koeln.de





3. WiSo IT

- [Startseite](#)
- [Unser Team](#)
- [Dienste](#)
- [Kontakt](#)

Various services, e.g.

- Computer pools
- Printing
- Software licences
- IT courses

Contact:

it-sekretariat@wiso.uni-koeln.de

HERZLICH WILLKOMMEN BEI DEN WISO IT-SERVICES!

Wir sind die IT-Ansprechpartner der Wirtschafts- und Sozialwissenschaftlichen Fakultät der Universität zu Köln. Auf unserer Webseite finden Sie aktuelle Hinweise zu IT-Themen, Informationen zu unseren Lehrveranstaltungen und Support zu Ihren Fragen und Problemen im täglichen Umgang mit IT.

Am 27.7.2016 hat die WiSo-IT gantztägig geschlossen

Aktuelle Informationen

Bitte prüfen Sie Ihre DHCP-Einstellungen!

Einrichtungen der WiSo-Fakultät, die ihre IP-Adressen händisch verwalten, müssen Anpassungen an der [DHCP-Einstellung vornehmen](#).

Schnellzugriff auf alle Dienste der WiSo IT-Services



[Problemlösung & Hilfestellung](#)

WISO Domäne	WISO Account	E-Mail Dienste
TYPO-3	Daten speichern	PC-Pools
Drucken	Software& Lizenzen	Internet& Netzwerk

Die WiSo IT-Services sind für studentische Belange geöffnet:

Mo. und Mi. von 9:00 - 12:00 und von 14:00 - 16:00 Uhr

Kontakt

WiSo IT-Services
Kerpener Str. 4, 2. OG
50937 Köln
Tel.: 0221 470-6631
Fax: 0221 470-6701

[So finden Sie uns.](#)

Postanschrift

Universität zu Köln
WiSo IT-Services
Albertus-Magnus-Platz
50923 Köln





University of Cologne service facilities





International Office

There, you can find valuable information about special services for enrolled international students at our International Office.

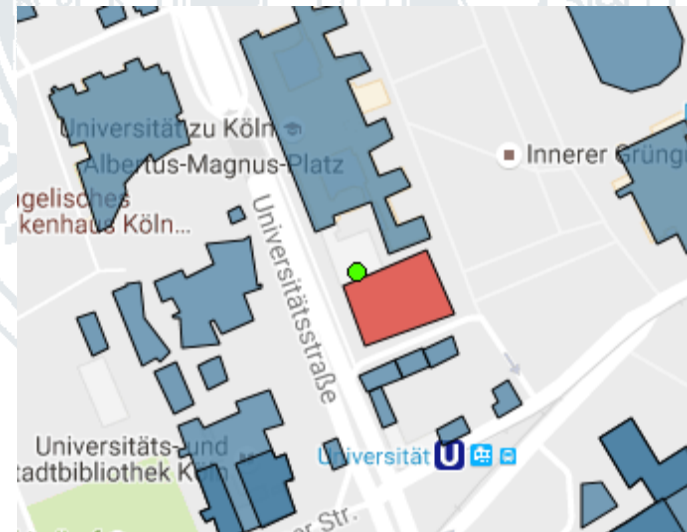
<http://international.uni-koeln.de>

- German Language Courses
- Immigration and Residence
- Financing your studies

Open consultation hours:

Tuesday and Thursday 10 am - 12:30 pm
Wednesday 5 pm - 7 pm

at the SSC (Student Service Center), ground floor





Professional Center at the University of Cologne

The Professional Center offers a wide range of courses and services to help make your studies a success and prepare you for professional life.

You can gain key skills on courses or find out more about different types of jobs in practical projects. The Career Service and the coaching programme offer guidance during your studies and support with career choices and job applications.

Further information can be found here:
www.professionalcenter.uni-koeln.de

- Learning and study guidance
- Skills courses
- Career Week
- Meeting point
- “Power Your Life”
- “Service Learning”
- Lecture series with workshops
- Coaching





Guidance for students with a disability or chronic disease

Students with a disability or chronic disease can contact the **Center for students with a disability or chronic disease** (in the SSC/Building 102) for information and support during their studies.

This includes e.g.

- **Technical and organisational support for students' studies**
- Information and support by **compensating for disadvantages**
- **Accessible computer workstations** with special hardware and software

Contact:

Hannah Scherer

Phone: +49 221 470-7716,

Email: h.scherer@verw.uni-koeln.de

Nadine Mitzkus

Phone: +49 221 470-7018

Email: n.mitzkus@verw.uni-koeln.de

Further information: <http://uni-koeln.de/best>





Guidance for students with a mental illness

Students with a mental illness can turn to the **Psychological Counselling Center** for information and support during their studies.

Ms Martin provides a wide range of services, including:

- Advice on dealing with mental illness during your studies
- Support in returning to study after absence due to illness
- Individual guidance on how to plan your studies in a realistic manner

Contact:

Ms Lana Martin Phone: 0221 470-8822

Email: l.martin@verw.uni-koeln.de

Internet: <http://uni-koeln.de/best>





Further important institutions

- **Some examples:**
 - WiSo Alumni Services
 - Student Groups such as Economic Congress Organisational Forum (Organisationsforum Wirtschaftskongress (OFW), enactus, PIM&CEMS etc.
 - GATEWAY business start-up service of UoC

... feel free to contact the institutions in person at the “information fair” on the 1st floor of the lecture hall building





Master Welcome Day Programme, 6 October 2016

12.15-1:00p.m.	Study organisation for international students (same information as in today's earlier presentation but this time held in English language)	lecture hall I Hörsaal I	WiSo Student Services
12:00-2:00p.m.	Information fair <ul style="list-style-type: none"> • WiSo Student Service Clarification of individual questions • WiSo-Career-Service Your interface to the working world & student initiatives • International Relations Center Study abroad options • WiSo-Alumni Stay in contact with your Alma Mater! • GATEWAY start-up service of the University of Cologne Start-up, self-employment and freelancer 	Auditorium building (Hörsaal- gebäude) 1st floor	
From 9:00p.m. onwards	party of the WiSo student body	YUCA Club Bahnhof Ehrenfeld	WiSo student body of the faculty

*Seminar building (Seminargebäude)

** Auditorium building (Hörsaalgebäude)





Any questions?



Bildquelle: de.fotolia.com





**We're delighted to welcome you to
the WiSo Faculty and we'd like to
wish you a successful start to your
studies!**

