

Fall 2016/17

Information for first-year students of the **WiSo-Faculty** – StudyGuide



Innovation for society

University of Cologne
Faculty of Management, Economics and Social Sciences



Content

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Welcome to your Study Programme at the WiSo Faculty in Cologne!

We are pleased to welcome you to your study programme at the Faculty of Management, Economics and Social Sciences (WiSo Faculty) at the University of Cologne!

The WiSo Faculty is an excellent starting point for your future professional and personal plans. With almost 9,000 students, a large number of departments and academic staff, the WiSo Faculty is one of the largest and most prestigious Faculties for economic and social sciences in Europe. Our combination of research and teaching, theory and practice, and economic and social sciences forms the basis of our mission statement, which can be summed up as:

'Innovation for society'

The City of Cologne's great appeal adds to the attractiveness of our study programmes. Cologne is renowned for its lively and diverse cultural scene far beyond the carnival tradition and, together with its surrounding areas, forms one of Germany's most important economic centres.

Studying at the WiSo Faculty gives you a lot of freedom. The idea of this brochure is to provide you with information about your choices and to help you make the best of what is on offer. Brief and to the point, the information included here constitutes all you need to know about the most important terms and contacts to ensure an optimal start to your studies. We are confident that through initiative, hard work and a good level of independence, you will be successful in your studies and enjoy a once-in-a-lifetime experience at our University.

We would like to wish you all the best for a good start to student life and look forward to welcoming you at the WiSo Student Service!

Your team at the WiSo Student Service



Studying at the WiSo Faculty

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By enrolling in your study programme you have become a member of a dynamic, large and important campus-wide network that plays a key role at the University of Cologne. What follows is a brief introduction to our Faculty – a first impression of the ‘overall picture’.

The WiSo Faculty is one of six Faculties at the University of Cologne. The University is managed through ‘dual leadership’, both with different areas of responsibility:

The Rektorat (Rectorate), headed by the Rektor (Rector), is generally responsible for research, teaching and studies. The Kanzler (Chancellor) handles the budget and overall financial management, and is also responsible for administration.

The WiSo Faculty offers wide-ranging assistance, enabling you to complete your studies in an autonomous, purposeful and successful way. If you have any questions regarding the organisation and content of your study programme, the **WiSo Studienberatungszentrum (WiSo Student Service)** is happy to provide help throughout your studies. In addition to regular office hours, the Student Service offers special services such as this guide and events. The Zentrum für Internationale Beziehungen (**International Relations Center (ZIB)**) at the WiSo Faculty is your first point of contact for studies or terms abroad. The ZIB develops and supervises exchange programmes with partner universities and provides advice; if you are planning an exchange term you should enquire about the range of possibilities. The ZIB is also responsible for supporting guest students at the WiSo Faculty.

The **International Office** also offers a separate Study Abroad Programme that is open to students from all faculties.

The WiSo Career Service provides support in career planning and runs ‘Career Tuesday’, a series of events featuring interesting talks on issues such as job applications, internships, employment sectors and entry-level career opportunities.

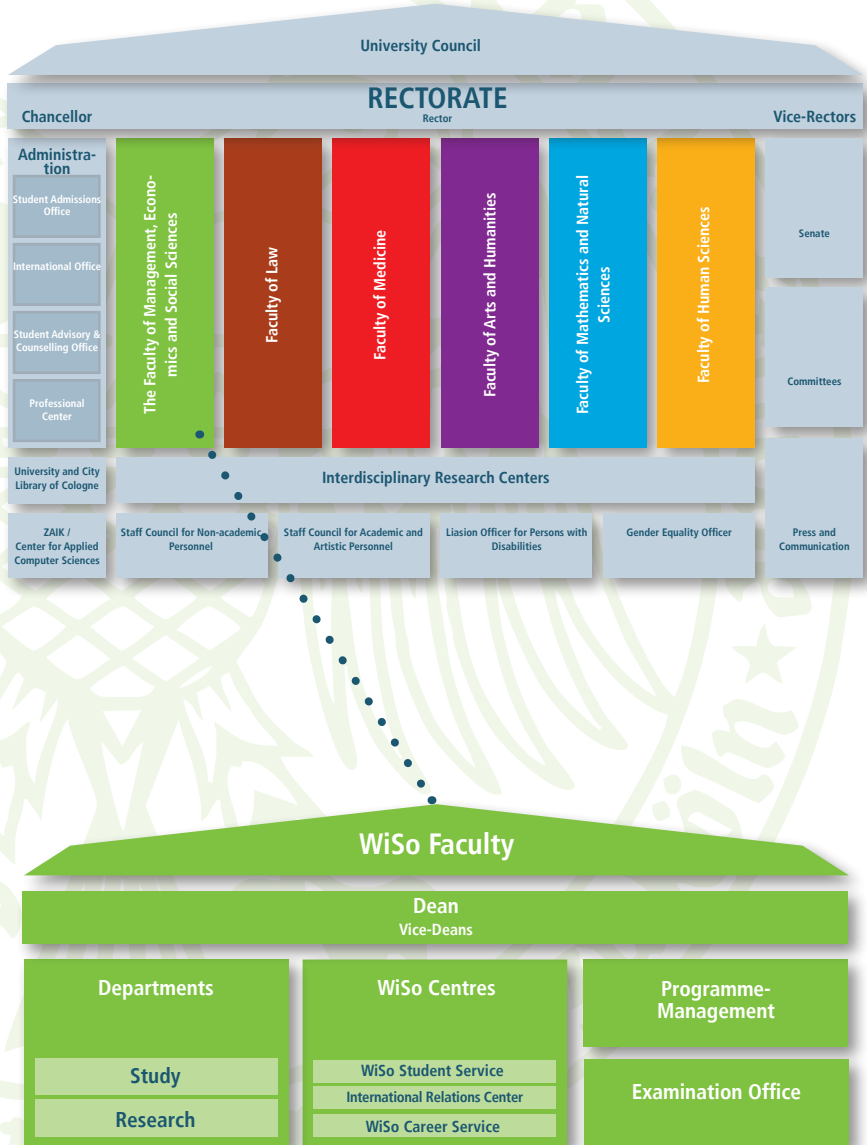
The WiSo Prüfungsamt (**Examination Office of the WiSo Faculty**) is of particular importance for your studies; it is here that you apply for an examination candidate ID and register (online) for exams within set time periods via **KLIPS 2.0** (Kölner Lehr-, Informations- und Prüfungs-Service / Cologne Teaching, Information and Examination Services).

All courses can be found in KLIPS 2.0, the University’s electronic course catalogue.

In addition, the Fachschaft (**Students’ Association of the WiSo Faculty**), which represents the interests of students, offers advisory ‘student-to-student’ services on a voluntary basis, including special services for first-year students in cooperation with the WiSo Faculty. There are also a number of student initiatives worth getting involved in.

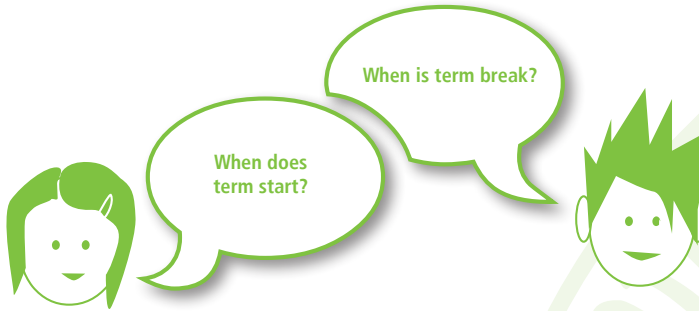
The following pages provide detailed information on all the important issues. Contact details are listed at the end of the brochure.

The University of Cologne and the Structures of the WiSo Faculty at a glance



1. Key Dates / Bank Holidays

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It is important to know and keep to the key dates and deadlines. Missing re-registration for a new term, for example, may result in de-registration (see chapter 10).

All current deadlines and dates can be found on

www.portal.uni-koeln.de/termine.html

Dates for fall term 2016/17

Start of voluntary preparatory maths course	15 Sep- 11 Oct 2016
Welcome day for first-year students, organised by the WiSo Student Service	8 Sep or 5 Oct 2016 2:00 pm, HS I (lecture hall I)
KLIPS 2.0 welcome day for first-year students organised by the WiSo Student Service (Bachelor and Master!)	9 Sep 2016, 10-11:30 am, HS II (lecture hall II) 1st session 13 Sep 2016, 2:30-4 pm in lecture hall I --> FAQ and personal consultation 20 Sept.2016, 2:30- 4 pm, lecture hall II 2nd session 15 Sep 2016, 2:00-4 pm, lecture hall I (session held in English)
KLIPS 2.0 registration period	9 Sep - 26 Sep 2016
Start of term	01 Oct 2016
Master Welcome Day	06 Oct 2016, 10:00 am lecture hall I
Orientation phase (O-Phase) of the WiSo Students' Association (Master)	05 Oct- 06 Oct 2016
Orientation phase (O-Phase) of WiSo Students' Association (Bachelor)	13 Oct- 14 Oct 2016
Lectures start	17 Oct 2016
Welcome event for first-year students by the Rector	17 Oct 2016, 9:00 am Aula 1
No lectures	03 Oct 2016 (Anniversary of German Unification) 01 Nov 2016 (All Saints' Day) 23 Dec 2016 - 06 Jan 2017 (Christmas holidays)
Lectures end	10 Feb 2017
Deadline for re-registration (transfer semester contribution) for spring term 2017	15 Feb 2017

2. Checklist



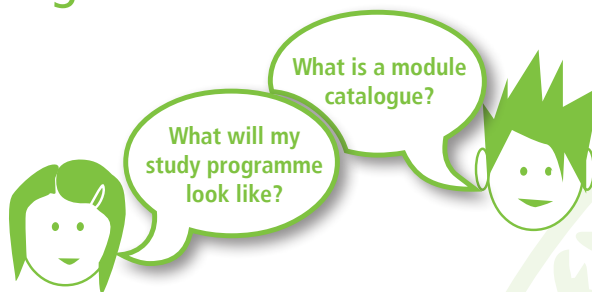
What do I have to do before starting my studies at the WiSo Faculty?

Checklist for First-year Students:

Have you ...	Done	See page
...activated your student account (Smail-Account) and do you know what you can do with it?	<input type="radio"/>	22
...gained access to your student email address through your student account?	<input type="radio"/>	22
...registered for the WiSo Faculty's bachelor or master newsletter with your student email address?	<input type="radio"/>	9
...registered with a 'peer group' for the "O-Phase" (orientation phase) or Master Welcome days run by the WiSo Student Association	<input type="radio"/>	9
...attended the welcome day for first-year students held by the WiSo Student Service? (Bachelor) 08 Sep or 05 Oct 2016 2- 4:30 pm, lecture hall I	<input type="radio"/>	9
...attended the KLIPS 2.0 welcome event of the WiSo Student Service? 09 Sep, 10:00- 11:30 am, lecture hall I or 20 Sept 2016, 2:30-4 pm in lecture hall II (Bachelor and Master!)	<input type="radio"/>	10
...taken part in the preparatory course 'Mathematical Methods' (if necessary) (Start 15 Sep 2016) (for Bachelors, held in German)	<input type="radio"/>	9
...registered for your courses in KLIPS 2.0? Bachelor as well as Master! (Registration period 09 Sep- 26 Sep 2016)	<input type="radio"/>	9
...attended the Master Welcome day on 06 Oct 2016, 10 am lecture hall I	<input type="radio"/>	9
...attended the O-Phase of the WiSo Student Association on 13 and 14 Oct 2016 (Bachelor)	<input type="radio"/>	9
...applied the admission to the examination procedure at the Examination Office and been admitted?	<input type="radio"/>	17
...read the Examination Regulations?	<input type="radio"/>	8
...browsed the bachelor and/or master module catalogue of your study degree?	<input type="radio"/>	8
...checked out the campus map and found out how to find the most important contact persons?	<input type="radio"/>	30

3. Study Programme Structure

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The WiSo Faculty of the University of Cologne offers the following degree programmes:

Bachelor B.Sc.

Business Administration
Economics
Economics with Social Sciences
Social Sciences
Information Systems
Health Economics

Teaching Degree (Bachelor)

BK I

Master M.Sc.

Business Administration
International Management (CEMS MIM)
Economics
Economic Education

Double Master's programmes

Business Administration

Cologne- Helsinki; Cologne - Louvain; Cologne - Warschau; Cologne - Ahmedabad

European Studies

Cologne - Maastricht

Health Economics and Management

Cologne - Maastricht

Demography and Social Inequality

Cologne- Groningen

Political Science

Sociology and Social Research

Health Economics

Information Systems

The WiSo Faculty also offers courses for other study programmes, including combined programmes with the Faculty of Arts such as Regional Studies and Media Science.

At the University of Cologne bachelor and master degrees are divided into modules. A module consists of at least one course and can generally be completed in one term – in exceptional circumstances in two terms – by passing the relevant exams. Students must accumulate the required number of **ECTS** (European Credit Transfer System) points.

One credit point is equivalent to a total of 30 hours of study. The exact structure of the course is determined by the Examination Regulations and the Module Catalogues. Study plans provide guidelines on how to combine modules in the right order. More information can be found under "Downloads" in the "Study" section of the WiSo Faculty website.

www.wiso.uni-koeln.de → Studium → Downloads

Admission to master programmes at the WiSo Faculty is limited and subject to an application procedure. All of the key information concerning the programmes, especially further admission requirements, can be found on our website.

www.wiso.uni-koeln.de → Studium

4. First Steps

At the beginning of your degree, the main focus is on showing you that you're most likely to fulfil your potential by taking an independent and responsible approach to your studies, drawing on the support structures that are in place and the possibilities for shaping your study experience. A particular hallmark of Cologne WiSo graduates has always been their high level of independence, initiative and personal commitment. The problem-solving strategies you develop during your time at university will also help you later on in your professional life.

The combination of theory and practice is one of the defining strengths of the study programmes at the WiSo Faculty. Our lectures are complemented by talks from people in the field, case studies and research placements. Further practical exposure is guaranteed by the fact that more than 50 of the Faculty's lecturers have industry experience.

For the best-possible start to your degree we advise you to go through the checklist for first-year students which you find in this Study Guide and complete all the items on it before the beginning of term, and to work through the individual points. The welcome and information events at the WiSo Faculty are of particular importance in this context. There is an additional advisory service for international first-year students. Further information can be found on KLIPS 2.0.

To receive important updates regarding your studies at the WiSo Faculty, please subscribe to the bachelor and master mailing lists of the WiSo Student Service using your student email address.

→ www.wiso.uni-koeln.de/newsletter.html

News from the Faculty and the University can also be found on the WiSo Faculty's Facebook page. Simply 'like' us and you're in:

→ www.facebook.de/wiso.uni.koeln

As a first-year bachelor student you should sign up for a peer group when you start your course. The WiSo Student Association runs an orientation phase (O-Phase) in cooperation with the WiSo Faculty for first-year bachelor students during which students are coached in small groups (peer groups) by a student mentor. This coaching is continued during the lecture period in the first term.

www.wiso-buero.uni-koeln.de → **Erstsemester** → **Bachelor-Orientierungsphase**

You should also attend the (voluntary) preparatory course 'Mathematical Methods' (for further information see KLIPS 2.0).

Assess your own mathematical knowledge and skills with our online maths test.

https://www.ilias.uni-koeln.de/ilias/goto_uk_tst_187142.html

As a first-year master student you should sign up for a peer group when you start your course. The WiSo Student Association runs an orientation phase (O-Phase) in cooperation with the WiSo Faculty for first-year master students during which students are coached in small groups (peer groups) by a student mentor. This coaching is continued during the lecture period in the first term.

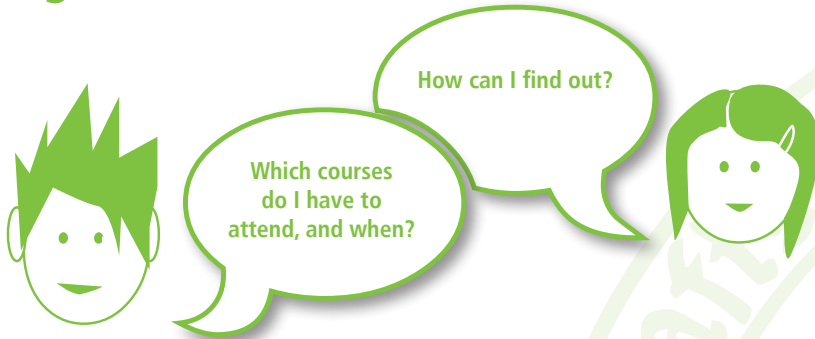
www.wiso-buero.uni-koeln.de → **Erstsemester** → **Master-Orientierungsphase**

Use the 'Lernen lernen' ('Learn how to learn') e-learning offer in the fall term 2016/2017: You can sign up for it in ILIAS (University's E-Learning platform) via:

https://www.ilias.uni-koeln.de/ilias/goto_uk_crs_70664.html

Use the 'Lernen lernen' ('Learn how to learn') e-learning offer in the fall term 2016: Subscribe to the course in ILIAS via: https://www.ilias.uni-koeln.de/ilias/goto_uk_crs_70664.html

5. Registration for Courses



There is no compulsory course schedule when you start your programme. You should therefore set up your own, personalised schedule. We offer a variety of tools to help you with this.

First-year bachelor students **should read the recommendations on the WiSo Student Service website. Certain modules are recommended for the first term of your course. With KLIPS 2.0 you can set up your individual schedule.**

Further information can be obtained, for example, through attending information events of the WiSo Student Service and particularly the peer groups of the orientation phase. The advice details all the requirements and options for putting together your course from the second term onwards.

Information and advice on the first semester can be found at:
www.wiso.uni-koeln.de/bachelorerstsemester.html

As first-year master student you also have to set up your course schedule via KLIPS 2.0. Advice on how to organise your studies can be found on the WiSo Student Service website.

KLIPS 2.0 information events:

- 09 Sep 2016, 10-11:30 am, lecture hall I (1st session)
- 13 Sep 2016, 2:30-4pm, lecture hall I=> FAQ and personal consultation
- 15 Sep 2016, 2:00-4 pm, lecture hall I (session held in English)
- 20 Sep 2016, 2:30-4pm, lecture hall II (2nd session)

The course catalogue of the WiSo Faculty can be found in KLIPS 2.0.
www.klips2.uni-koeln.de

The University of Cologne provides detailed information regarding KLIPS 2.0 here:
<http://klips2-support.uni-koeln.de>

Please note: Do not forget to register for courses at KLIPS 2.0 – that goes for bachelor and master students! Be aware that a registration via KLIPS is no application for an exam!
Please note that you need the separate admission to the examination procedure from the Examination Office (registration via their homepage) and be admitted before you can register for the examinations!

6. Welcome Pack

Anything missing?
The WiSo first-year bag!



The WiSo first-year student bag

First-year students at the WiSo Faculty receive a great welcome gift (kindly sponsored by Deloitte) – the WiSo student bag! It's perfect for carrying everything you need for your studies, like books, laptop and pens.

For further information on how to collect your welcome present, please visit:

<http://www.wiso.uni-koeln.de/en/studies/study/bachelor/information-for-new-students/>

<http://www.wiso.uni-koeln.de/en/studies/study/master/entering-students/>



The Dean of the WiSo Faculty, Prof. Mellis, at the welcome bag presentation event for the first year students.



7. Types of Courses / Final Exam Papers

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The WiSo Faculty offers different types of courses, varying in the degree of independent study required:

Lectures are the most common form of courses at the university. Subjects are presented and structured by a professor. There is generally little interaction between the professor and his or her students.

Exercises serve to deepen and expand the subject matter presented in lectures. Prior to participation in exercises students must independently acquire knowledge on how to use and apply academic theory. They are usually held in smaller groups and delve deeper into important topics; they are taught through the use of case studies. Exercises are generally held by the professor's teaching assistants.

Tutorials explore academic questions and problems further through specific assignments. Students develop solutions independently and present them in class. Tutorials are normally held by students in higher semesters. There is a high level of interaction and individual feedback; generally the number of participants is therefore limited and registration (via KLIPS 2.0) is recommended.

Seminars put more emphasis on the interaction between the professor and his / her students. Here, students, usually in small groups, work independently on a particular topic. Some professors demand basic knowledge of the topic as a prerequisite for participation.

In most cases students are required to write a **term paper** and give a presentation to fellow students in the seminar group. Specific course requirements are determined by the lecturer responsible for the seminar. Attendance is often compulsory.

In general, the number of places available in seminars is limited. Registration for seminars is done via KLIPS 2.0.

The latest information concerning seminar registration and topics in Social Sciences, Health Economics and Information Systems can be found on the website of the respective Departments and institutes:

www.wiso.uni-koeln.de → Faculty → Faculty Divisions

In order to graduate, every student is required to submit a bachelor or master thesis that demonstrates his / her academic skills.

A minimum of credit points is required for approval to write a bachelor thesis. The time allowed for writing and the length of the thesis are defined by the examination regulations.

Subjects are either specified by the relevant Department or chosen by the student him or herself. These at the Chairs of Business Administration are assigned in a centralised procedure via KLIPS 2.0 and are subject to a fixed time plan. For certain empirical studies, these sponsored by companies or with other Departments, students are asked to contact the relevant Departments and Chairs directly.

A good initial source of information on all matters relating to courses and examinations is the WiSo Faculty's student portal:

www.wiso.uni-koeln.de → Study → Students → Organising your studies

General information regarding individual course content can also be found in the module catalogues. General information regarding the content of courses can be found in the course catalogues in the "downloads" area of the WiSo Faculty's website.

Departments use ILIAS (Integriertes Lern-, Informations-, und Arbeitskooperationssystem / Integrated Teaching, Information and Work Collaboration System) as a course platform. In addition to the latest course information, you can find slides, reading and other course material in the downloads section www.ilias.uni-koeln.de

Reading material such as textbooks or articles from scientific journals can be borrowed or photocopied at the University Library (see chapter 16) or relevant departments.

Note:

You will need a 'UCC card' to use the photocopiers of the University. For more information, please visit: http://uccard.uni-koeln.de/im_studium/das_ist_die_uccard/index GER.html



8. Studying at the WiSo Faculty

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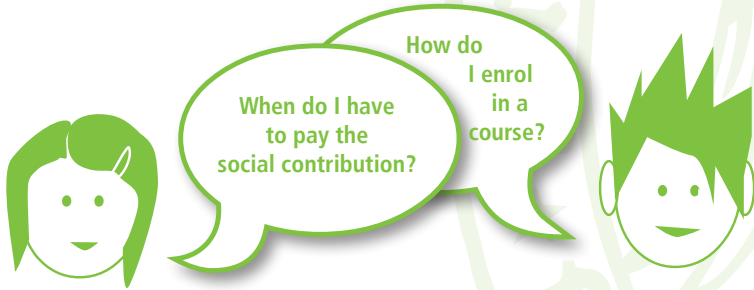
Studying at the WiSo Faculty is different from school or vocational training. You are personally responsible for your level of progress and success. This means working through study material independently, preparing and following up coursework, setting priorities and focus areas, and learning how to master exam conditions. You may be required to take up to five exams per term, which makes good time management during term crucial.

As a first-year student it is advisable to concentrate and work on the way you study. The “Lernen lernen” (“Learn how to learn”) in ILIAS course will give you a number of practical tips on how to start your studies in a well-structured and organised way.

→ Register for ‘Lernen lernen’ on:

https://www.ilias.uni-koeln.de/ilias/goto_uk_crs_70664.html

9. Enrolment / Re-registration



Enrolment is the initial registration for a university degree, which requires official admission to study at university. You then use your Zulassungsbescheid (admission letter) to register at the University Registrar’s Office or at the International Office. After payment of the Studien- und Sozialbeitrag (social contribution), you are officially enrolled and can start your studies.


The social contribution includes the “**NRW-Ticket**” (student travel card for the federal state of North Rhine-Westphalia, in which Cologne is located) and amounts to 259.12 euros in the 2016/17 fall term. The term “**re-registration**” refers to the timely payment of the social contribution for the upcoming term. To re-register for the spring term and for continued enrolment at the University, students must transfer the social contribution to the University account before 15 February.

For the latest information on re-registration see:

www.verwaltung.uni-koeln.de/studsek

This page also contains up-to-date information regarding re-registration deadlines.

You can print confirmation of your student status yourself using the “Ausdrucke für Studierende” option in KLIPS 2.0.



Career Tuesday | Laufbahnberatung
Bewerbungsmappencheck | Praktika
Workshops mit Unternehmen
Karrieredatenbank | Softskillseminare
Absolventenbuch

WiSo-Career-Service

Tel.: 0221/470-7479

E-Mail: careerservice@wiso.uni-koeln.de

www.wiso-career.uni-koeln.de



10. De-registration

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“De-registration” refers to the termination of your studies at the University of Cologne.

Students are de-registered if, for example, they

- did not re-register (in time),
- have reached the maximum number of failed attempts,
- have successfully passed all final exams.

Change of address: In case you change your address during your degree, you must inform the Examinations Office and the University Registrar’s Office, or the International Office immediately. Please do so during opening hours or online via KLIPS 2.0

11. Taking a term off



What happens in the event of a prolonged illness or if I wish to do an internship?

Taking a term off frees you from all official study obligations at the University of Cologne. You can apply to the University Registrar’s Office or at the International Office of the University of Cologne to take a term off for a variety of reasons. A term off can be granted once you’ve completed the first term of your degree.

Exams cannot be taken during a term off.

Taking a term off due to an internship

The application form for a term off must be handed in at the University Registrar’s Office or at the International Office before the start of term. The deadline for applications for the spring term is 31 March, and for the fall term 30 September. Applications to take a term off for an internship should be submitted to the WiSo Student Services first. Internships must last at least three months.

For more informationn please visit:

www.wiso.uni-koeln.de → Study → Students → Organising your studies → Certificates

A term off due to an internship may only be granted once in your study degree.

Other reasons for taking a term off

A term off can also be granted for other important reasons. This is possible more than once.

Reasons include exchange terms, illness, pregnancy and/or parental leave or others that must be specified.

For further information, please visit:

www.verwaltung.uni-koeln.de/studsek → Studium A bis Z → B → Beurlaubung

12. Examinations

How and when
do I register for exams?



Students are responsible for registering (using KLIPS 2.0) for examinations. For any questions regarding examinations, please contact the Examination Office responsible for your chosen degree. Prior to registering for their first exam, students have to sign up for the examination procedure once at the beginning of their study degree.

The Examination Office is responsible for handling all queries and administration concerning registration for, admission to and completion of examinations. It is also responsible for preparing and recording meetings of the Examination Board.

Here you can find an overview of the individual Examination Office:

Joint Examination Office of the WiSo Faculty (Business Administration, Economics, Social Science, Health Economics, Information Systems, as well as subject-specific examinations for teaching degrees at bachelor and master level)

www.wiso.uni-koeln.de/pa.html

T +49221/470-2257 | WiSo Hochhaus 8th floor (8.OG) | Albertus-Magnus-Platz | 50923 Cologne

Joint Examinations Office for teacher education (cross-faculty examinations for Bachelor and Master in Education)

www.zfl.uni-koeln.de → Prüfungsamt

Immermannstr. 49 (Corner of Schallstr.) | 50923 Cologne

Before starting your degree please familiarise yourself with the Examination Regulations of your chosen course; the regulations contain all the relevant information on the examination requirements of your degree. The Examination Regulations can be found here:

www.wiso.uni-koeln.de → Study → Downloads → examination regulation 2015

To pass a module, students must pass an exam. Exams are usually taken during the **examination period**, the first two weeks of term break. In order to avoid students having to take exams within too short a time frame, a number of departments offer a **second examination date** a few weeks after the first one or at the end of the term break.

Certain modules in the bachelor degree Business Administration are subject to **mid-term regulations**. This means that some classes of a module take place in the first half of the term, others in the second half. Exams may be taken either after the first half of the term or at the end of the term.

Written exams are typically 60, 90 or 120 minutes long. More information regarding exams and permitted

examination aids can be found online (see info box below). Students must register themselves for their exams. Please note the registration deadlines.

Exams at bachelor level are typically in German.

Exams for modules offered in English are in English.

Examination registration procedure:

In order to register for exams please visit

www.klips2.uni-koeln.de

and register using your student account credentials.

For each module, a student has three attempts to pass the exam. More information regarding this topic can be received at the welcome events of the WiSo Student Service and in the examination regulations of your study degree, which are linked on the homepage.

All WiSo Faculty students can apply for access to their exam papers once they have been marked. More information can be found here:

www.wiso.uni-koeln.de/pa.html

13. International Outlook

A multitude of tailored study and exchange programmes, courses held in English as well as language courses should encourage you to give your studies an international profile.

The WiSo Faculty has a network of more than 120 world-class partner universities, which gives you the possibility of an exchange term during your bachelor or master degree.

If you are interested in a relatively short stay abroad, we offer a variety of summer school programmes, for example, the 'WiSo@NYC' (Bachelor und Master) Summer School in New York or the 'Cologne International Summer University – CISU', taught by international professors at the University of Cologne.

There are numerous possibilities to get involved in international activities at the University of Cologne, including the Buddy Programme for exchange students, the PIM & CEMS Student and Alumni Club or the Study Tours.

In 2015 we launched our international flagship programme, the "Master in International Management (MIM)", in conjunction with the "CEMS Master's in International Management (CEMS MIM)". CEMS MIM is a joint degree delivered by 30 world-leading universities and business schools plus more than 70 global corporate and social partners. We also offer double master programmes in Business Administration, Health Economics, Political Science and Sociology in collaboration with prestigious partner universities across the globe.

You should plan your stay abroad and participation in international study programmes as early as possible in order to optimally integrate them into your study plan. The International Relations Center – Zentrum für Internationale Beziehungen (ZIB) at the WiSo Faculty, your contact for international activities at the Faculty, will be happy to advise you. Further information and a list of partner universities and programmes can be found on the ZIB web page:

www.wiso.uni-koeln.de/international.html

The International Office of the University of Cologne coordinates international activity at the university level and interesting exchange programmes can also be found through them.

For further information regarding offers from the International Office, please go to:

www.uni-koeln.de/international

Within the framework of the Studium Integrale, bachelor students can attend language courses, for example in Business English, Spanish, French, Chinese and many more. Most of the courses on offer may also be attended by master students on a voluntary basis. Don't miss the opportunity to broaden your horizon also in terms of language!

Information regarding language courses can be found in KLIPS 2.0.



Zentrum
für Internationale
Beziehungen

WiSo-Fakultät | Universität zu Köln

14. WiSo Student and Career Services

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The WiSo Student and Career Services contain two important consultation institutions for students and people interested in a study degree. The WiSo Student Service offers special support and information for students regarding the design of their study plan. The WiSo Career Service helps at all matters regarding your choice of career. They offer consultation and help answering questions concerning internships, choice of employment, job applications, additional qualifications, and general career planning.

15. WiSo Student Services

Student advice is one of the main responsibilities of the WiSo Faculty's Student Service. You can contact the Student Service in person, by phone or by email. It is not necessary to make an appointment. The most important information regarding your study plan and process as well as organisation of your studies can be found on the WiSo Faculty website. You'll also find links to the examination regulations and module catalogues there.

In addition to these advisory services, the WiSo Student Service issues certificates on behalf of the Dean (e.g. for time taken off for an internship) and sends the weekly WiSo Faculty newsletter. The WiSo Student Services also organise welcome days, orientation events for the second term and information events for master students.

www.wiso.uni-koeln.de/wiso-sbz.html



16. WiSo Career Service – Start planning your career with us!

 **WiSo**
CareerService



How do I prepare for starting my professional career and how do I find an internship?

How do I prepare for starting my professional career and how do I find an internship?
When is the best time to do an internship?
How do I find an exciting and rewarding internship?
What is the best way to apply?
How can I prepare for starting my professional career

We encourage you to network, gain practical experience and prepare for starting out your professional career from the very beginning of your degree. Make use of the WiSo Career Service to plan your professional career alongside your studies.

The WiSo Faculty's Career Service is the first point of contact for all matters regarding your choice of career. This also includes questions concerning internships, choice of employment, job applications, additional qualifications, and general career planning.

In the current term the WiSo Career Service is offering, amongst other things:

Career Tuesday – a series of events organised by the WiSo Career Service

Lectures by businesses on application processes and internships, and Alumni reports – meet and talk to those out in the field!

When & where: Every Tuesday from 5:45 pm to 7:15 pm in lecture hall XXIII (HS XXIII)

Advice – Application portfolio check

Make an appointment for advice on your application portfolio and have it checked. Arrange an appointment directly by emailing at careerservice@wiso.uni-koeln.de

Career database

Register as soon as you can and stay up to date regarding the latest news on internships and application tips, our workshops and special events.

Workshops and seminars on soft skills

The WiSo Career Service helps you prepare for job applications. You will receive valuable tips such as preparing for your first job interview or how best to apply in English.

For current information please visit: www.wiso-career.uni-koeln.de

17. Use of Computers / IT Services

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How do I get
a student account?

Where in the University
can I find computers
with Internet access?



Upon enrolment, every student receives an information sheet containing a PIN which must be used within five working days to activate your **student account**. The account includes a free student email address (S-Mail) to be used for all matters relating to your studies. The University regularly sends out important information to student email addresses. Further information regarding the use of your student account can be found at the Regionales Rechenzentrum (Regional Computing Centre) RRZK (see below).

This is the link to your free University email account :

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

Computers of the University of Cologne can be used to go online, print or burn CDs. The computers feature many applications which may prove useful for your studies (MS Office, Regiograph, SPSS, Amos, Arena, STATA).

The University of Cologne offers students many options for using computers. The four most important options are :

Regional Computing Centre (RRZK)

T +49221/470-89555 | Weyertal 121 | 50931 Cologne

The Centre offers free use of its computers. You can log in using your student account.

Information is available here: www.rrzk.uni-koeln.de/studierenden-account.html

WiSo-Pools (WiSo Building, Room 10)

Computers provided by the WiSo Faculty and operated by the WiSo IT Services team are available for courses and independent work. Students and university staff can access the equipment with their student or university account. www.wiso-it.uni-koeln.de

Free wireless Internet (Wi-Fi)

Wi-Fi is available on the entire University campus. Guidance how to configure your PC, Tablet or smart-phone can be found here: <http://rrzk.uni-koeln.de/wlan.html>

Other computers on campus or in the Central Library

Public computers in Cologne University buildings are usually accessible with a valid student account.

Scale-out File Services – SoFS

You can save your personal data online using SoFS, a cloud storage system with 10GB memory space accessible via the internet on all platforms, which saves your data on a daily basis. You can use SoFs to share folders with others, for example. For more information please visit <http://www.portal.uni-koeln.de/sofs.html> www.rrzk.uni-koeln.de/sofs.html

Free or Discounted Software

As a student of the University of Cologne you are eligible for educational discounts for certain software. To see which products this applies to, please visit: www.rrzk.uni-koeln.de/software.html

WiSo students may also hire additional software in certain cases.

www.wiso-it.uni-koeln.de

Where can I study in peace and quiet, and where can I borrow books?



18. Library

There are various possibilities of getting access to academic literature at the University of Cologne. The University and City Library of Cologne (UCL) offers the largest collection of books, magazines, diploma and doctoral theses as well as electronic resources (databases, e-journals and e-books). You can access UCL's catalogues, electronic resources and other German libraries through the UCL portal.

www.ub.uni-koeln.de | Universitätsstr. 33 | 50931 Cologne

The University and City Library also offers introductory courses:

www.ub.uni-koeln.de/infothek/schulungen/index_ger.html

Departments and Institutes often have their own libraries or joint libraries. Further information can be found on their websites.

www.wiso.uni-koeln.de → Faculty

19. WiSo Student Association

Hi guys,

So what is this “WiSo Fachschaft” you keep hearing about? Well, formally speaking, the term means everyone studying at the WiSo Faculty. We see ourselves as a friendly group of people who like to get things done. To be able to tackle the problems that all students at the Faculty are confronted with during their studies, we work in various teams and in the WiSo-Büro (WiSo office). Our aim is to handle any type of problem. Being students ourselves, we consider it very important not to see ourselves any differently than other students. We see ourselves as the students’ voice, representing their interests. To us, the Fachschaft is Cologne’s largest living room, a place where anyone is welcome any time – be it to grab a cup of coffee or to enjoy a nice chat.

We would love you to get involved and we look forward to meeting you in the orientation phase or later on. You can find us in the WiSo-Büro every day and at the Jour Fixe every Thursday as well as at

www.wiso-buero.de



20. Student Initiatives



How can I get involved in activities outside my studies?

The WiSo Faculty offers a very dynamic campus life and there are many initiatives organised independently by its students. The various initiatives all have different focuses and objectives but are always related either to study programmes or the Faculty. There are, for example, student groups such as AEGEE, the European Students’ Forum or the WiSo Student Association. The PIM & CEMS Student and Alumni Club maintains an international network of students and alumni, offers training courses and provides assistance for guest students. A further initiative at the WiSo Faculty, for example, is the OFW (Organisationsforum Wirtschaftskongress – the Economic Congress Organisational Forum), which hosts the annual World Business Dialogue, the world’s biggest economic congress organised by students. Also part of the OFW is the student-run consultancy OSCAR.

At university level, there is the General Student Committee AStA, too.

Be it arranging internships, organising congresses or staging special events, students' associations offer many possibilities for gaining practical experience and benefiting from networks – the perfect opportunity for you to get involved too!

A comprehensive list of student groups, student associations and other student bodies can be found under:
www.wiso.uni-koeln.de → Study → Students → Organising your studies → Student Life

21. Points of Contact



Who should I contact if I need any help?

Where should I go if I have any questions?



WiSo Student Services

Queries you may have round about studies at the Faculty of Management, Economics and Social Sciences (WiSo Faculty)

www.wiso.uni-koeln.de → Studium

wiso-beratung@uni-koeln.de

T +49221/470-8818 | Meister-Ekkehart-Str. 1 | 50937 Cologne

AStA

General Student Committee of the University of Cologne

Student representation body

Universitätsstr. 16 1st floor (1. OG) | 50937 Cologne

www.asta.uni-koeln.de

kontakt@asta.uni-koeln.de | T +49221/470-2993

Studying with a disability or chronic disease

Service der Universitätsverwaltung für Studierende mit Behinderungen und chronischen Erkrankungen

www.verwaltung.uni-koeln.de/abteilung23/content/behinderung_und_studium

Guidance for students with a disability or chronic disease

h.scherer@verw.uni-koeln.de | T +49221/ 470-7716

n.mitzkus@verw.uni-koeln.de | T +49221/ 470-7018

Contact person: Hannah Scherer, Nadine Mitzkus

Guidance for students with a mental illness

l.martin@verw.uni-koeln.de | T +49221/ 470-8822

Contact person: Lana Martin

Rectorate Commissioner for the Matters of Students with Disabilities
 gerd.hansen@uni-koeln.de | T +49221/470-5523
 Klosterstr. 79b | 50937 Cologne
 Contact person: Prof. Dr. G. Hansen

WiSo Career Service Vocational guidance, e.g. on internships, job applications and general career management

www.wiso-career.uni-koeln.de
 careerservice@wiso.uni-koeln.de | T +49221/470-7479
 WiSo-Flachtrakt, Souterrain
 Room049a und 049b
 Universitätsstr. 24 | 50931 Cologne
 Contact person: Julia Monzel

WiSo Student Association (Fachschaft-WiSo)

Fellow students answer your study-related questions, there's an archive of past papers on CD and soft skills courses
www.wiso-buero.uni-koeln.de
 wiso-buero@uni-koeln.de | T +49221/470-2994
 Universitätsstr. 16b | 50937 Cologne

Gender-commissioner

Establishment of women's networks, combining work and family/ dual career support, advice and support for cases of sexual harassment
www.gb.uni-koeln.de
 gleichstellungsbeauftragte@gb.uni-koeln.de | T +49221/470-4830,
 Eckertstraße 4 | 50931 Cologne
 Gender commissioner: Dipl.-Soz.Päd.' Annelene Gäckle M.A.

Information desk main building

help regarding the search of rooms or lecture halls
www.verwaltung.uni-koeln.de/abteilung34/content/service
 Infostand@verw.uni-koeln.de | T +49221/470-6381
 Central foyer of the main building

International Office

www.international.uni-koeln.de
 E-Mail per contact form on the homepage | T +49221/470-1661
 Universitätsstr. 22a (SSC) | 50937 Cologne
 Information regarding application, admission, change of study programme and more for international students, information for studies abroad

Studying with a child

University with a child
www.gb.uni-koeln.de/uni_mit_kind

support for students with a child

www.kstw.de → **Kinder**

T +49221/168815-0,

Sozialberatung, Luxemburger Straße 181–183, 50939 Cologne

Contact Person: Christel Faßbender-Veith

KSTW

Kölner Studierendenwerk

www.kstw.de

Use the contact form on the website to send an email | T +49221/94265-0,
 Universitätsstr. 16 | 50937 Cologne;

Infopoint Uni Mensa middle area (Mittelgeschoss)

infopoint@kstw.de | T +49221 942 65-416 /-417

Questions concerning halls of residence

wohnen@kstw.de | +49221 942 65 -213 bis -228; or -239

MAG Team of the Fachschaft WiSo Student Association

Lecture notes service

www.mag.uni-koeln.de

kontakt@mitschriftenag.de

Universitätsstr. 16 | 50937 Cologne

Nightline

“Friendly ear” and information hotline for students at all higher education
 institutions in Cologne

www.nightline.uni-koeln.de

During term time: Sun, Mon, Tues, Thurs and Fri, 9 pm to 1 am

T +49800/470-3500 (freephone)

T +49221/470-3500

Counselling and welfare services

Specialised in students' problems

www.kstw.de → **Beratung- und Soziale Angebote**

bksa-sekretariat@kstw.de | T +49221/168815-0,

Luxemburger Straße 181 – 183 | 50939 Cologne

Professional Center

Skills training, language courses, learning aids
 job-related information, tips for job applications,
 corporate contacts

www.professionalcenter.uni-koeln.de

Use the contact forum on the website to send an email

T +49221/470-8300

Universitätsstr. 22a (SSC) | 50937 Cologne | Room 1.225 / 1. OG (upper floor)

- AStA Legal Advice Services** Advice on general legal matters and tenancy law matters
Uni Mensa, ground floor
www.asta.uni-koeln.de/beratung/rechts-und-mietrechtsberatung
Registration at the Service Point, in person or by telephone:
T +49221/470-2993
Zülpicher Wall 70 | 50937 Cologne
- Regional Computing Centre (RRZK)** Computer pools, questions concerning WiFi at the University of Cologne and webmail, questions concerning student accounts, software and multimedia
www.rrzk.uni-koeln.de
Use the contact form on the website to send an email
T +49221/470-89555
Weyertal 121 | 50931 Cologne
- Stellenwerk** Job portal (part-time jobs, internships, student assistant jobs, entry-level jobs)
www.stellenwerk-koeln.de
T +49800-210 05 62
info@stellenwerk.de
- Student Admissions** Enrolment/re-registration for EU citizens, application Office forms change of address
www.verwaltung.uni-koeln.de/studsek/content
studsek@verw.uni-koeln.de | T +49221/470-1022
Universitätsstr. 22a (SSC) | 50937 Cologne
- Foreign language practice partnerships** **Students with different native languages help each other learn the other language**
www.verwaltung.uni-koeln.de/tandem/content
Fr. 5-7pm Infothek ZSB
tandem@verw.uni-koeln.de
Contact person: Mimoun Berrisoun
- AStA TEAM-Programm** German team partners provide help in connection with questions and problems at university and in everyday life – particularly helpful at the start of your studies
www.asta.uni-koeln.de/service/team-programm
TeamProgramm@asta.uni-koeln.de | T +49221/470-2993
Universitätsstr. 16 | 50937 Cologne | 1st floor (1. OG)
- University Guide (Uniwegweiser)** A-Z directory of everything related to university and your studies
www.uni-koeln.de/uni/abc

- Vertrauensdozenten** In cases of discrimination against students
 Contact person at the WiSo Faculty: Prof. Dr. André Kaiser
www.cccp.uni-koeln.de
 Central Contact Person: Prof. Dr. Marianne Bechhaus-Gerst
afrikanistik.uni-koeln.de
- WiSo-IT** Provision of IT pools and courses
www.wiso.uni-koeln.de/wiso-it.html
 it-sekretariat@wiso.uni-koeln.de | T +49221/470-6631
 Opening hours: Mon and Wed, 9 am – 12 noon and 2-4 pm
 Kerpener Str. 4, 2nd floor (2. OG) | 50937 Cologne
- WiSo Examination** Questions related to examinations and examination and study regulations **Office**
<http://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsaemter/startseite/>
 T +49221/470-2257 (Mon – Fri, 9-10 am, and Mon – Thurs, 1-3 pm)
 Please do not send enquires by email
 WiSo-Hochhaus 8. OG, opening hours: Mon, Wed and Thurs, 10 am – 12 noon
 Postal address:
 Prüfungsamt der Wirtschafts- und Sozialwissenschaftlichen Fakultät
 Universität zu Köln
 Albertus-Magnus-Platz | D-50923 Cologne
- Student Advice Centre** General questions concerning studying at the University of Cologne
www.zsb.uni-koeln.de
 E-Mail per Kontaktformular der Homepage | T +49221/470-1021
 Universitätsstr. 22a (SSC) | 50937 Cologne
- International Relations Center (ZIB WiSo)** International study and exchange programmes offered by the WiSo Faculty
www.wiso.uni-koeln.de/international.html
 zib@uni-koeln.de | T +49221/470-7065 or -3738
 Aachener Str. 209 | Eingang Richard-Strauss-Str. 1
 5th+ 6th floor
- Zentrum für LehrerInnenbildung** ZfL-Beratungszentrum
www.zfl.uni-koeln.de
 zfl-beratung@uni-koeln.de | T +49221/470-8609
 Immermannstr. 49 (corner of Schallstr.) | Room 1.01 (1. OG/upper floor)

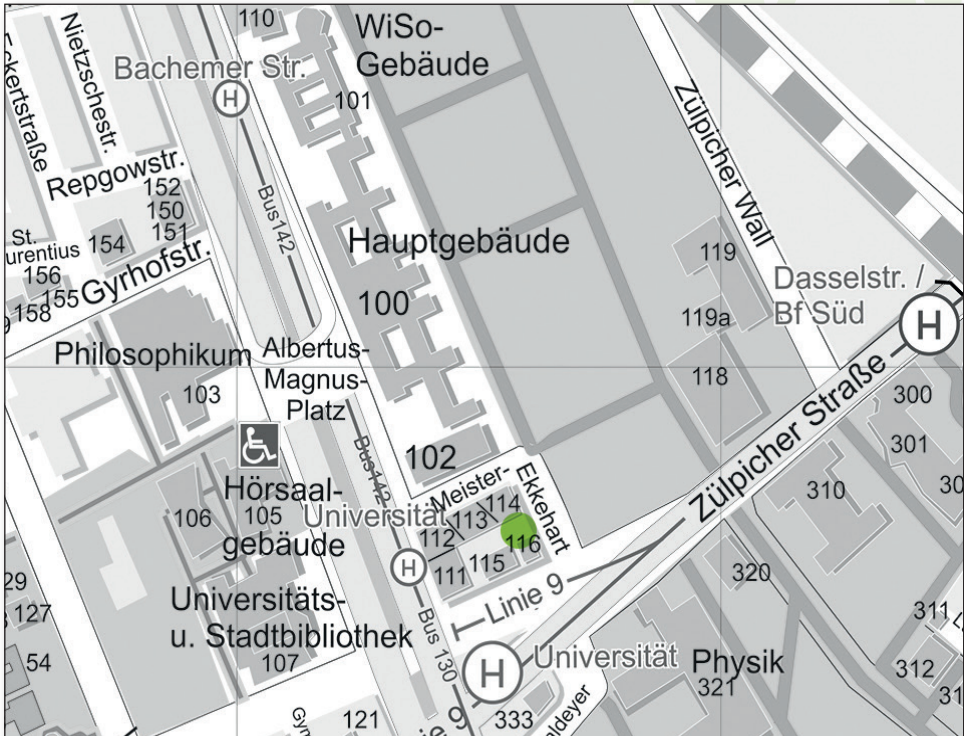
22. Maps and Directions

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Where exactly is the WiSo Student Service at which I can get detailed advice?

The WiSo Student Service is located in the basement floor next to the VUB bookshop opposite the stop 'University' of tram line 9, entrance via Meister-Ekkehart-Str. 1.



The Cologne University campus is quite big. In the beginning it may not always be easy to find your way around. You can find a simple interactive map of the University on

www.uni-koeln.de/uni/plan/interaktiv

To find a specific lecture theatre or seminar room either ask at the information point in the entrance hall of the main building or check online:

www.uni-koeln.de/uni/gebaeude

23. Further Useful Information

Which other brochures are useful for students?



- **„Studieren in Köln“** (brochure in German - available at the KSTW information point in the 'Mensa', the student canteen) provides information by the Kölner Studentenwerk (Cologne Student Union), on federal student support and loans (BaFöG), accommodation, jobs, counselling and advice, leisure activities and living in Cologne.
- **AStA Guide for Foreign Students (AStA – Universitätsstr. 16)**
Brochure published by the General Student Committee for International Students, in 6 languages: German, English, French, Spanish, Polish and Chinese
- Further AStA service offers
www.asta.uni-koeln.de → Service
Semesterticket Info (information on student travel cards)
Bafög – Reader (Federal Training Assistance Act Reader)
Studium und Job (student jobs)
Mietrechtsinfo (information on tenancy laws)
Reader – Studieren im Ausland (studying abroad)
Reader – Studieren mit Kind (students with children)

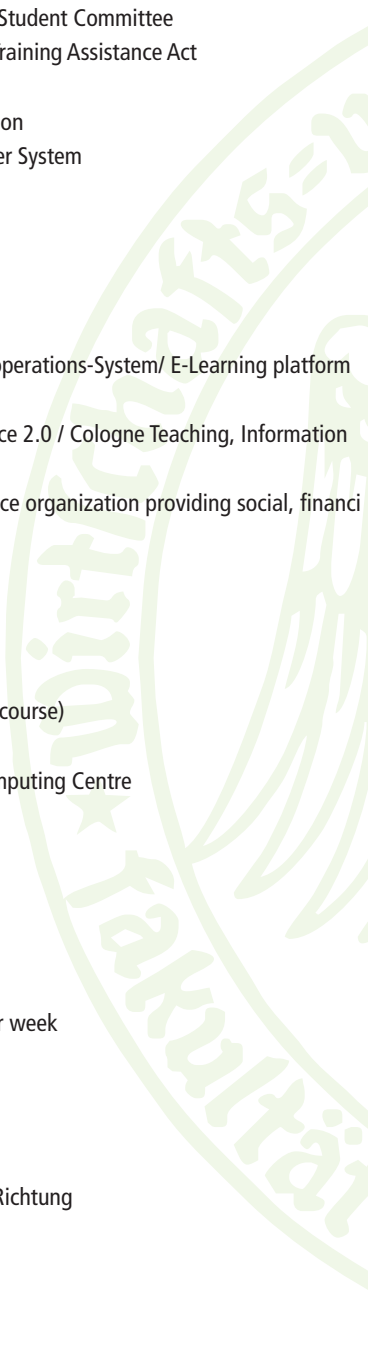
Course information

www.wiso.uni-koeln.de → Study

Examination Regulations, module catalogues, study plans and recommendations

24. List of Abbreviations

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AStA	Allgemeiner Studierenden Ausschuss / General Student Committee
BAföG	Bundesausbildungsförderungsgesetz / Federal Training Assistance Act
BK	Berufskolleg
BWL	Betriebswirtschaftslehre / Business Administration
ECTS	European Credit Transfer System / Credit Transfer System
ff.	fortfolgende / et seq. (and the following)
FS	Fachsemester / course-related semester
FS	Fallstudie / case study
GESÖK	Gesundheitsökonomie / Health Economics
HA	Hausarbeit / seminar paper
ILIAS	Integriertes Lern-, Informations- und Arbeitskooperations-System/ E-Learning platform
KL	Klausur / (written) exam
KLIPS2.0	Köln Lehr-, Informations-, und Prüfungs-Service 2.0 / Cologne Teaching, Information and Exam Services (course directory)
KSTW	Köln Studierendewerk / public student service organization providing social, financial and cultural support to students
LP	Leistungspunkte / credit points
MP	Mündliche Prüfung / oral exam
P	Pflicht / compulsory
PR	Projekt / project
PS	Proseminar / proseminar (introductory seminar course)
RE	Referat / presentation
RRZK	Regionales Rechenzentrum Köln / Regional Computing Centre
SEM	Seminar / seminar
SHK	Studentische Hilfskraft / student assistant
SI	Studium Integrale
SOWI	Sozialwissenschaften / Social Sciences
SoSe	Sommersemester / spring term
SSC	Studierenden-Service-Center
SWS	Semesterwochenstunden / semester periods per week
TUT	Tutorien / tutorial
Ü	Übungen / exercise
VL	Vorlesungen / lecture
VWL	Volkswirtschaftslehre / Economics
VWLSoz	Volkswirtschaftslehre sozialwissenschaftlicher Richtung
WP	Wahlpflicht
WB	Wahlbereich / electives
WINFO	Wirtschaftsinformatik / Information Systems
WiSe	Wintersemester / fall term
ZIB	Zentrum für Internationale Beziehungen / International Relations Center (ZIB)

Notes



A series of horizontal dashed lines for writing notes, spanning the width of the page below the header and above the footer.



The City of Cologne: Cologne, Germany's fourth largest city and media capital, is one of Europe's leading economic regions and one of the most important European traffic hubs. Cologne is proud of its reputation as an open-minded and tolerant city and has a strong local identity as well as being very multicultural. Vivid cultural activity, historic heritage and scientific initiative, the famous carnival season and international music and sports events are among the most striking features of this (ancient Roman) city today.

