

Fall 2016/17

Information for International Students of the WiSo Faculty



Innovation for society

University of Cologne
Faculty of Management, Economics and Social Sciences



Contact

ZIB WiSo – International
Relations Center of the
WiSo-Faculty

Aachenerstrasse 209
50923 Köln

Tel. +49 221 470-1280, -2779,
-7066, -7969

Wiso-incomings@uni-koeln.de
www.wiso.uni-koeln.de/interna-
tional.html > Incoming Students

Impressum:

Publisher:

WiSo-Studienberatungszentrum
und das Zentrum für internatio-
nale Beziehungen der WiSo-
Fakultät, WiSo-Career-Service

Photography: Fancy,
Aleksander Perkovic, Helmar
Mildner, Image Source, zweima-
lig Photographie,
www.koelntourismus.de

Design Concept: Ulrike
Kersting

Layout: Cáit Kinsella

June 2016

© Universität zu Köln

Contents

1. Checklist for Incoming Students	6
2. Degree Programmes	7
3. The International Relations Center (ZIB)	8
4. Enrolment	8
5. Start of Courses	9
6. German Language Courses	9
7. Course Planning/ Selection	10
8. Types of Courses	11
9. Examinations	12
10. Grades/ Transcript of Records	12
11. Studying at the WiSo-Faculty	12
12. Semester Dates & Official Holidays	13
13. WiSo-Career-Service: The Career Compass	14
14. Computer Use/ IT-Services	15
15. Library	16
16. Student Initiatives	16
17. Contacts	17
18. Map	20
19. Further Information	21
20. Subject Index	22
21. List of Abbreviations	23



Welcome to the Faculty of Management, Economics and Social Sciences in Cologne!

We are delighted that you have opted for a study visit to the Faculty of Management, Economics and Social Sciences (WiSo Faculty) at the University of Cologne! With almost 9,000 students and a large body of professors and academic staff, ours is one of the biggest and academically most prestigious faculties for business, economics and the social sciences in Europe. The WiSo Faculty features an enormous variety of specializations and subject areas, and is unique in its interdisciplinary approach towards uniting business studies, economics, sociology and political sciences under the roof of one faculty.

The endeavour to blend research and teaching, theory and practice, and the economic and social sciences constitutes our guiding principle:

„Innovation for society“

The City of Cologne's great appeal adds to the attractiveness of our courses.

Cologne is renowned for its lively and diverse cultural scene, which includes more than just its carnival tradition, and, with the surrounding region, forms one of Germany's major economic locations.

All in all, guest students at the WiSo Faculty enjoy many advantages and have a lot of freedom. With this brochure we would like to acquaint you with these advantages and help you draw the greatest possible benefit from them. Information on key processes, concepts and contacts will help you do so.

We wish you a successful and interesting stay at the WiSo Faculty and look forward to seeing you at the International Relations Center!

Your team at the International Relations Center (ZIB WiSo) of the WiSo-Faculty

Please note that this is the English version for international students visiting the WiSo Faculty; much of the information it contains differs from the information required by fulltime degree students.



The Structure of the WiSo Faculty

This brief outline of the WiSo Faculty's organisational structure will give you a rough idea of its central institutions and facilities:

4 The WiSo Faculty is one of the University of Cologne's six faculties.

It is headed by the Dean, who is assisted by four Vice-Deans responsible for studies and teaching, research, international affairs, and marketing.

A variety of central institutions are there to support you during your study stay in Cologne and make it a success:

The WiSo Faculty's **International Relations Center (ZIB WiSo)** looks after international guest students (exchange students including Erasmus) at the Faculty and is their initial contact in all academic and organisational issues. The **International Office** of the University of Cologne is responsible for administrative processes at a university level. WiSo guest students, however, should always contact the ZIB WiSo first with any questions.

The **WiSo Student Service** is the primary contact for all Cologne WiSo degree students in matters of course organization and course content.

The **WiSo Career Service** renders professional and vocational assistance, and organizes events such as "Career Tuesday"; offering inspiring talks on the manifold aspects of job applications, internships, occupational fields and entry-level career opportunities.

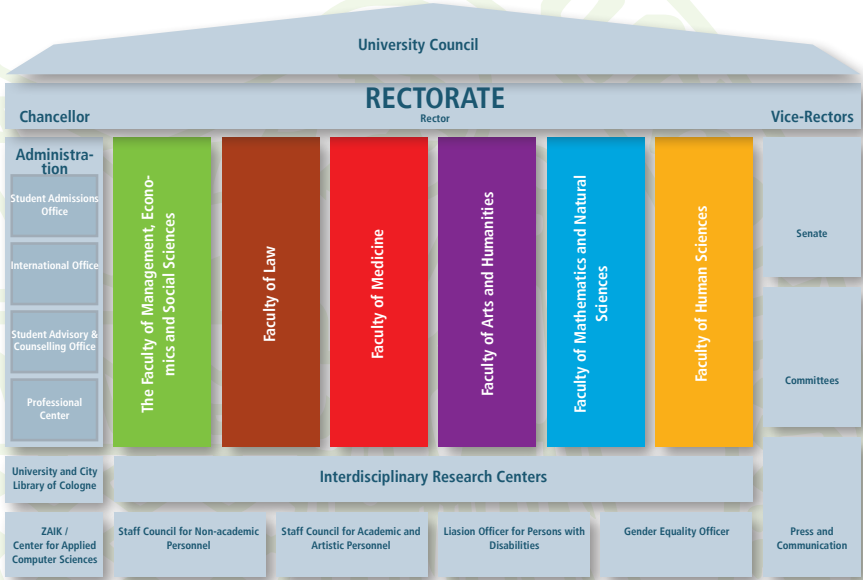
The **Examination Offices of the WiSo Faculty** are entrusted with the organization and management of exams. However, incomings guest students will be informed about the different exam registration procedures by the ZIB WiSo.

The **Student Associations of the WiSo Faculty** also offer advice and assistance "by students for students" on a voluntary basis. This service is supplemented by an array of student initiatives, such as the **PIM&CEMS Student and Alumni Club Cologne**, which co-organizes the Welcome Days and the Buddy Programme for guest students.

The following pages provide comprehensive information on the most important items of concern for visiting students. The relevant points of contact are listed at the end of this brochure.



The University of Cologne and the Structures of the WiSo-Faculty at a Glance



1. Checklist for Incoming Students

Have you ...	Done	See Page
6 ... forwarded all necessary enrolment documents to, and registered with, the ZIB WiSo office and created a KLIPS 2.0 account?	<input type="radio"/>	8
... contacted your Cologne "buddy" (details from ZIB WiSo office)?	<input type="radio"/>	9
... activated your student IT (S-Mail) account and do you know what it is for?	<input type="radio"/>	15
... pre-registered online and registered in person for the German language course and participated in the placement test?*	<input type="radio"/>	9
... remitted the semester contribution needed to obtain the electronic student ID (UCCard)?	<input type="radio"/>	8
... selected your courses?	<input type="radio"/>	10
... enrolled in your courses via KLIPS 2.0 or at the relevant departments?	<input type="radio"/>	

*pre-semester German course is not mandatory

For information on key terms, kindly refer to the subject index at the end of this brochure.

- Before arriving:** → nomination by partner university
→ online registration with both, the ZIB WiSo and the University of Cologne and submission of enrolment documents to the ZIB WiSo
→ e-mails containing access data for S-Mail account and contact details of "buddy"
→ if required, preliminary registration for certain courses
(courses will be announced by e-mail by the ZIB-WiSo)

- In Cologne:** → Welcome Days (1)
→ enrolment in, placement test for and participation in the pre-semester German language course
→ course selection
→ Welcome Days (2)
→ beginning of term
→ exam registration

2. Degree Programmes

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

Bachelor

Business Administration (Betriebswirtschaftslehre)
Economics (Volkswirtschaftslehre)
Information Systems (Wirtschaftsinformatik)
Health Economics (Gesundheitsökonomie)
Social Sciences (Sozialwissenschaften)
Bachelor of Education (LA BK I)
Bachelor Social Sciences and Economics

Master

Master in International Management / CEMS MIM
Business Administration
Economics
Information Systems
Health Economics (Gesundheitsökonomie)
Political Sciences (Politikwissenschaft)
Sociology and Empirical Social Research (Soziologie u. empirische Sozialforschung)
Business Education (Wirtschaftspädagogik)

Double Master Programmes (Business Administration)

Cologne - Helsinki
Cologne - Louvain
Cologne - Warsaw
Cologne - Ahmedabad

Double Master Programmes (Political Sciences)

Cologne - Maastricht

Double Master Programmes (Health Economics)

Cologne - Maastricht

At the University of Cologne, bachelor and master degrees are divided into **modules**. A module consists of at least one course. Cologne students must achieve the required number of **ECTS credits** (European Credit Transfer System) for the successful completion of a module. **Visiting students are not subject to this regulation**; they can choose their courses freely from almost the entire range of courses each semester.

The Bachelor and Master Course Catalogues provide an overview of all modules offered at the WiSo Faculty, listing the respective programs for an entire academic year. You can download the catalogues from the download section at www.wiso.uni-koeln.de → **Study**

3. The International Relations Center of the WiSo Faculty (ZIB WiSo)

8 The WiSo Faculty's International Relations Center (ZIB WiSo) looks after the affairs of incoming guest students.

Many administrative processes run differently for guest students than for degree students. ZIB-WiSo is therefore always the first point of contact for you as a visiting student, providing advice and assistance in all organisational and administrative procedures at the University.

ZIB WiSo offers comprehensive support services for all incoming guest students, including:

- **Academic support** ('Welcome Days' – orientation and information days; course guidance sessions; daily advice service and support)
- **Organisational support** (pre-arrival information; visa matters; administrative formalities; "buddy system", i.e. mentoring by a German student)
- **Language support** (e.g. free pre-semester German language courses in March and September; German language courses during term offered by the unit "German as a Foreign Language").
- **Networking support** (integration in cultural and social events; activities in student clubs/committees)

4. Enrolment

The ZIB WiSo takes care of the formalities for the enrolment of incoming guest students at the University of Cologne. After having been nominated by the international office of their home university, visiting students must register online with the ZIB WiSo and with the University of Cologne through KLIPS 2.0 and send the ZIB WiSo the requested enrolment documents by post. After registering with the University of Cologne through KLIPS 2.0 guest students receive the bank information to pay the semester contribution for student services. Only international transfers are possible. Paying cash is not possible. Only after you have transferred this amount will you be duly enrolled and obtain your electronic student id (UCCard). This payment is not a tuition fee but a solidarity contribution enabling all students to use the canteens and cafeterias, sports offers and student organizations at reduced prices.

The contribution covers the **NRW Ticket or semester ticket**, which allows you to use local public transport throughout all of the state of North Rhine-Westphalia.

The social contribution in fall term 2016/17 is € 259,12.



5. Start of Courses

The ZIB WiSo, in collaboration with PIM&CEMS Student and Alumni Club Cologne, organises information events – so-called Welcome Days – before the start of each semester on behalf of all international students visiting the WiSo Faculty for the first time.

Two **Welcome Day** event series are scheduled per semester:

1. At the beginning of the pre-semester German course (September and March)
2. In the days before the start of lectures (October and April)

Welcome Days consist of academic information events (on course organisation, selection and registration), guided tours of the city and the campus, as well as cultural excursions and parties with fellow students . The Welcome Days can really help newcomers settle into Cologne student life.

Buddy Programme

To make it as easy as possible for incoming guest students to embark on studies at the WiSo Faculty and to organise their stay in Cologne, each student is assigned a Cologne student as a "buddy" to support them during the first few weeks. The Buddy Programme is managed by ZIB WiSo in cooperation with PIM&CEMS Student and Alumni Club. Before the new guest students arrive in Cologne, the ZIB WiSo establishes contact between them and their buddies. In this way, buddies can lend their support in organisational matters right from the start, e.g. by obtaining keys to lodgings or meeting their guests at the train station or airport. In addition, buddies offer their help in administrative procedures, like registering with the authorities, and course planning issues.

6. German Language Courses

Guest students can attend a **free German language course** before the beginning of the term. The pre-semester intensive language course in German is organized and carried out by the unit "German as a Foreign Language." Pre-registration takes place online via a link, which will be sent to all students by the ZIB along with some additional information before the course starts. After the online pre-registration process, participants must also register in person in Cologne on the scheduled day to secure their place. Places are limited. Please be aware of the registration deadline. Personal attendance on the first day, and- in case of prior knowledge of German- for the placement test on the following day is compulsory for all language course participants.

The website of the International Office: <http://international.uni-koeln.de/>

7. Course Planning / Selection

Workload

A full semester workload for guest students should comprise 30 ECTS credits, equivalent to 5-6 successfully completed courses. Under the Cologne system, one ECTS credit point corresponds to a total of 30 working hours. The home university's provisions governing the required workload take precedence, if different.

10

Course Selection

During their stay at the WiSo Faculty, visiting students can attend courses in Economics, Business Administration, Sociology and Political Sciences. Generally, all of the Faculty's courses (German and English) are open to guest students, regardless of the study paths they pursue at their home institutions, provided they meet any course-specific entrance requirements. Bachelor students can choose from among the Bachelor course offer; Master students may, if they wish, also sign up for Bachelor courses alongside their Master studies.

Upon making their selection, guest students should always check which courses will be recognized by their home university.

Course selections do not have to be sent to the ZIB WiSo before arrival. Guest students are given extensive course guidance during the Welcome Days and in the first weeks after arrival.

For the complete list of all courses offered by the WiSo Faculty in the current semester (in German as well as English), please go to <https://klips2.uni-koeln.de/>

An overview of all WiSo courses held in English in the respective semester can be found under www.wiso.uni-koeln.de/guestprogrammes.html

Course Registration

Many courses require registration before the beginning of term. Nominated guest students are informed by e-mail of the courses for which a registration in advance is needed.

Generally, there are three kinds of course registration:

1. Registration via the KLIPS 2.0 online system in the month before the beginning of lectures
2. Registration by e-mail to the lecturer or the department's secretary
3. Attendance of the first class of a course

The ZIB WiSo office will help students register for courses through KLIPS 2.0 during the registration period; either in person during extra office hours or online using screensharing software.

Advanced Seminars

On the Master level, the registration for an advanced seminar in Business Administration (BWL) occurs through KLIPS 2.0 during the first registration period. For all other Advanced Seminars, please contact the relevant department.

www.wiso.uni-koeln.de → Study → Studies → Organizing your Study → Registration for Courses and Examinations

For Social Sciences, Health Economics and Information Systems, you can access up-to-date information on seminar registration and content on the webpages of the respective chairs

www.wiso.uni-koeln.de → Faculty

Course Registration via KLIPS 2.0

KLIPS 2.0 is the University of Cologne's directory listing all courses offered at the University. With the help of KLIPS 2.0, students can set up their own class schedule, apply for course and register for some exams. The ZIB WiSo office's Incomings Team will provide you with support.

8. Types of Courses

The WiSo Faculty offers different types of courses distinguished by the degree of independent learning they entail:

Lectures provide an overview of knowledge. As a rule, they are less of an interactive nature, with content presented and structured by the professor.

Exercises serve to deepen and expand the subject matter presented in lectures. They are usually held in smaller groups by one of the professor's assistants and go into depth on important topics with the help of examples of applications.

Tutorials recapitulate questions and problems and practise these in assignments. Students work out solutions independently and present these to the other participants. Tutorials are normally led by fellow students in advanced semesters. This type of course is highly interactive and provides students with individual feedback. Participation is generally limited in number and requires prior registration. Information on tutorials is given in KLIPS or by professors in the first lecture.

Seminars focus on interaction between professor and students. Students, usually in small groups, are called upon to deal independently with an academic theme. Some professors demand background knowledge as a prerequisite for participation. In most cases, students must prepare a **seminar paper** as well as give a presentation. Specific course requirements are set out by the individual seminar lecturers. Attendance is often compulsory.

The chairs usually use the platform **ILIAS** (integrated learning, information and work cooperation system) as the e-learning platform for their courses. Apart from furnishing topical course information, ILIAS makes available learning materials such as slides, texts or other files as downloads. www.ilias.uni-koeln.de

Literature as well as textbooks or articles from academic journals can be borrowed or photocopied in the university library (see section 15) or at the individual chairs.

Note: To be able to use the numerous copiers installed in the university buildings, you must obtain a copy card. You can purchase the card or have it recharged at the copy card stand in the Main Building in the Arts & Humanities Faculty, or at the dispenser in the University Library.

9. Examinations

Registration: Every examination (written exam/seminar paper) must be registered for separately. During the term, all guest students receive detailed information on exam registration.

- 12 Examination periods:** Written exams are taken mid-term and at the end of term (end of February/July), or also in the two to three weeks following the end of term. Please make note of this in planning your stay. Any dates for oral examinations are arranged individually with the professors.

Repeat examinations are, in most cases, only possible in the subsequent semester as it can take up two to three months before the grades are published.

10. Grades / Transcript of Records

To successfully complete any course, students must generally pass an examination.

The grading scale at the WiSo-Faculty of the University of Cologne ranges from 1.0 (best) to 5.0 (fail). The best marks of 1.0 and 1.3 (A-grades) are nevertheless seldom awarded. To pass a subject, the minimum mark of 4.0 (E-grade) is required.

Grades are, as a rule, published up to two to three months after a written exam (oral exam results are announced immediately).

The ZIB WiSo issues a transcript of records documenting a guest student's performance in all courses taken at the University of Cologne. Following an eco-friendly and time-saving approach, the ZIB WiSo sends the transcript to the guest students and the guest student's home institution by e-mail. Hard copies can be issued optionally. Failed courses are only included in the transcript at the home university's request. Provisional transcripts are sent in advance by e-mail, or grades can be disclosed by telephone or e-mail, if known to the ZIB WiSo office.

11. Studying at the WiSo Faculty

In keeping with the German academic tradition, the University of Cologne attaches great importance to autonomy in university education. This gives considerable leeway to students in planning their studies, but also demands a high measure of self-reliance in their learning efforts and the organization of their courses. Visiting students are likewise confronted with this personal responsibility in their classes and examinations. For instance, compulsory attendance is not required in a number of courses – even so, regular attendance is normally necessary to pass final exams.

The ZIB WiSo is happy to assist you in scheduling your courses, managing exams and dealing with all further organizational issues.

12. Semester Dates & Deadlines / Official Holidays

Fall term 2016/17

13

01 May 2016	Deadline for nomination by the home university
Mid May 2016	Online registration with the ZIB-WiSo and online registration with the University of Cologne through KLIPS 2.0
Mid June 2016	Deadline for submission of admission documents
07 September 2016	Personal Enrollement for the pre-semester German Language Course (Compulsory for course participants)
07 September 2016	Placement test for the pre-semester German course (compulsory for course participants)
02 - 09 September 2016	Welcome Days September (for pre-semester German language course participants)
Exact dates tba	Pre-semester German language course
Mid-September 2016	Course registration online in KLIPS 2.0
04 - 07 October 2016	Welcome Days October
17 Oct. 2016- 10 Feb. 2017	Lectures
23 Dec. 2016- 08 Jan. 2017	Christmas Break
Until end of February 2017	Exams

Public holidays/no classes:

03 October 2016	German Unification Day
01 November 2016	All Saints' Day
23 Dec. 2016 –08 Jan. 2017	Christmas Break
27 February 2017	Carnival Monday (Rosenmontag)

13. WiSo-Career Service: The Career Compass

Students of the Faculty of Management, Economics and Social Sciences can consult the WiSo Career Service as the central contact point in all career matters. This includes queries concerning internships, occupational options, job applications, additional qualifications and general career planning.

14

- Coaching** • personal, long-term career advice from the start to the end of studies
- Job Application Training** • instructions on the compilation of application documents and preparations for the application procedure (e.g. personal document check)
- Occupational Orientation** • matching employers and students
- Networking** • with the help of diverse focus areas (presentations, job fairs, special events)
- Placement** • online job offers • internship and thesis exchanges • on-campus recruiting events
- Active Marketing** • placement of graduates via an online graduate yearbook • target-group-oriented job offers
- Interlocking Activities** • semester programs within and outside the Studium Integrale
- Special Support** • differentiated service offers for particular groups of students
- Promotion Groups** • clustering (e.g. according to academic performance, priorities, interests)

The WiSo-Career-Service offers comprehensive assistance and support:

For further information on the advisory concept and the event series in the spring term 2016, please go to:

www.wiso-career.uni-koeln.de



Semester Programme:

Career Tuesday – event series organized by the WiSo-Career-Service

- Every Tuesday from 17.45 to 19.15 in lecture room HS XXIII
- Presentations by companies, alumni experience reports and further information about the application procedures

Advice – Application Portfolio Check

- By prior appointment, personal briefing on the many aspects of “entry into professional life”

Our Career Database for Your Professional Future

- Database providing up-to-date information on internships and handy advice on job applications, along with tailored employment offers and access to the WiSo Faculty’s graduate yearbook

Soft Skills Seminars

Compact Career Week at the Professional Center

Some of our offers take place in collaboration with the Professional Center and the alumni society KölnAlumni – Freunde und Förderer der Universität e.V.

14. Computer Use / IT-Services

15

Before the beginning of term, ZIB WiSo sends incoming students an e-mail specifying a user name and password for a student IT account (SMail/Studierenden account), permitting Wi-Fi use on the entire campus and access to the PC pool of the University's computing Centre (ZAIK / RRZK). The IT account is also as a free e-mail account and free online storage space for all students. Information on the use of s-mail accounts is furnished by the Regional Computing Center (see below). The UoC IT account allows you access KLIPS 2.0 and ILIAS and other university systems.

Along with the conventional software, the computers of the University of Cologne are also equipped with numerous other applications that are of practical use to studies, e.g. Regiograph, SPSS, Amos, Arena, or STATA.

Here a list of the major IT services offered by the University:

Regional Computing Center

Tel. 0221 470-89555 | Weyertal 121 | 50931 Köln

The Center is furnished with a PC pool for free use. To log in, you need an S-Mail account.

Info under: <http://rrzk.uni-koeln.de/s-mail-account.html>

WiSo Pools (WiSo Building, rooms 10 / 210)

The WiSo-Faculty provides four PC pools, operated by the WiSo IT Services team, for courses and independent work. All students and persons affiliated with the University can access the equipment with their S-mail or university account.

www.wiso.uni-koeln.de → Service → WiSo-IT-Services

Wi-fi

Free wi-fi is available on the entire campus grounds for students. To use the campus-wide wireless network, you must have already activated your S-mail account. After that, you can log in on your own laptop or mobile device using your S-Mail account.

Additional Computers on Campus or in the Central Library

Computers at other University of Cologne locations are always accessible with a valid S-Mail account.

Scale-out File Services – SoFS

You can save your personal data online using SoFS, a network-attached storage system which is accessible on the Internet via all platforms and secures your data on a daily basis. Info under:

<http://www.portal.uni-koeln.de/sofs.html>

Free or reduced Software

As a student of the University of Cologne you are eligible for reductions on some software products. For an overview, please go to <http://rrzk.uni-koeln.de/software.html>

In addition WiSo students may under certain conditions obtain additional software versions on loan.

<http://www.wiso.uni-koeln.de> → Service → WiSo-IT-Services

15. Library

The central University and City Library (USB) offers the largest collection of books, journals, diploma and doctoral theses, and electronic media (databases, e-journals and e-books).

Via the USB portal, you can access the Library's catalogues, electronic media and other German libraries.

16 www.ub.uni-koeln.de | [Universitätsstr. 33](#) | 50931 Köln

To borrow any of the items, you need a library card which you must apply for. It is not issued automatically. To apply for a library card you must provide your matriculation number, the name of your Faculty and show photo ID. International students require an official proof of residence issued by their local registration office. The library card enables you to order and borrow media in the library or online.

The University and City Library offers familiarization courses:

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

In addition, departments and institutes maintain their own or shared libraries. For more information, please refer to the homepages of the departments or institutes.

16. Student Initiatives

Campus life at the WiSo Faculty is very lively and abounds in student initiatives.

Of particular interest to guest students is the PIM&CEMS Student and Alumni Club which, in cooperation with the ZIB WiSo office, manages the Welcome Days and the Buddy Programme for incoming guest students. The student initiative INET Campus Group Cologne also cooperates with the ZIB WiSo in arranging student study tours.

Further projects run by students of the WiSo-Faculty include the forum OFW, which hosts the annual World Business Dialogue – the world's biggest economic congress organized by students. An affiliated enterprise is the OFW Student Consulting and Research Company (OSCAR).

The WiSo Student Association represents the interests of the Faculty's students and offers a host of advisory services, as well as arranging special events for visiting students.

At university level, the General Student Committee AstA caters to overall student needs.

For a list of student groups, associations and other bodies, please go to:

www.wiso.uni-koeln.de → Study → Studies → Organizing Your Studies → Student Life



17. Contacts

International Relations Center (ZIB WiSo)

Assistance to incoming guest students

International study and exchange programmes of the WiSo-Faculty

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

wiso-incomings@uni-koeln.de | Tel. 0221 470 -1280

Aachener Str. 209 | Entrance: Richard-Strauss-Str. 1

5th + 6th floors

Incomings Team:

Ms. Ana Golemi

Ms. Anke Jobsky

Mr. Jens Funk

Mr. Christoph Karl (CEMS)

Drop-in Office hours: Monday- Friday 10 am - 1 pm

International Office

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

Studierenden-Service-Center

aaa(at)verw.uni-koeln.de

Tel. 0221 470-1661

Universitätsstr. 22a | 50937 Köln

Student records and enrolment office for international students

ASTA

General Student Committee of the University of Cologne

Student representation body

Universitätsstr. 16 (1st floor)

50937 Köln

www.asta.uni-koeln.de

Tel. 0221 470-6254

Departments:

- Executive Board
- Finance
- Political Education and Cultural Affairs
- Social Affairs
- Education Policy
- Student Associations
- Public Relations

Students with a Disability or Chronic Illnesses

Assistance Point for

Students with a Disability or Chronic Illness

www.berat-stud.uni-koeln.de

Tel. 0221 470-5523

Klosterstr. 79b, 50931 Köln

Contact: Prof. Dr. G. Hansen

gerd.hansen@uni-koeln.de

WiSo Career Service

Vocational guidance, e.g. internships, job applications and general career management

www.wiso-career.uni-koeln.de

Wis0 Flachtrakt | Tel. 0221 470-7479

Universitätsstr. 24 | 50931 Köln

WiSo Student Association

Student assistance to fellow students, CD collections of previous exams and soft-skill courses

www.wiso-buero.de

wiso-buero@uni-koeln.de Universitätsstr. 16b | 50937 Köln

Central Gender Equality Office

Female network building, compatibility of family and career / dual careers, advice and support in cases of sexual harassment

www.gb.uni-koeln.de

gleichstellungsbeauftragte@gb.uni-koeln.de

Tel. 0221 470-4830 | Eckertstraße 4, 50931 Köln

Contact: Dipl.-Soz.Päd.' Annelene Gäckle M.A. (Gender Equality Officer)

Info Stand in Main Building

Assistance in finding rooms

www.verwaltung.uni-koeln.de/abteilung34/content/service/infostand

Infostand@verw.uni-koeln.de

Foyer of central Main Building

PIM&CEMS Student and Alumni Club Cologne e.V.

Offers for Incoming Students visiting the WiSo- Faculty, cooperation with the business community, student and alumni work

www.pimandcems.de | club@pimandcems.de

Tel. 0221 9231881 | Zülpicher Straße 58, 50674 Köln

Students with Children

Social counselling offered by Kölner Studentenwerk (public student-service institution, see below)

www.kstw.de → Kinder

Tel. 0221 68815-0

Studentenhaus, Luxemburger Straße 181–183, 50939 Köln

Contact: Christel Faßbender-Veith

KSTW

Kölner Studentenwerk

Public student-service institution providing social, financial and cultural support to students, student residences, university restaurants and cafés

www.kstw.de | www.kstw.de/KStW/Wir/infopoint.htm

info@kstw.de | Tel. 0221 94265-0 | Universitätsstr.16 or

Infopoint in ICI | 50937 Köln | Uni Mensa, middle floor

Queries About Student Residences

wohnen@kstw.de | Tel. 0221 94265-218 | Contact: Sofia Emexidis

International and Cultural Affairs

schamlott@kstw.de | Tel. 0221 94265-327

Contact: Ruth Schamlott

**MAG Team of the WiSo
Student Association**

Lecture transcript service
www.mag.uni-koeln.de
kontakt@mitschriftenag.de | Universitätsstr.16 | 50937 Köln

Nightline

Helpline for the students of all Cologne universities
and higher education institutions
www.nightline.uni-koeln.de
Tel. 0221 470-3500 und 0800 470-3500 (during lecture periods:
Su., Mo., Tue, Thu. and Fr. between 21.00 - 1.00)

Psychosocial Counselling

Specialized in student problems
www.kstw.de → **Psycho-Soziale Beratung**
psb-sekretariat@kstw.de
Tel. 0221 1688150 | Luxemburger Straße 181 – 183, 50939 Köln
Dept. Head: Dr. Gaby Jungnickel

Professional Center

Competence training, language courses, learning aids,
vocational guidance, job application advice, business contacts
www.professionalcenter.uni-koeln.de
E-Mail via contact form

AStA Legal Advice Services

Help with legal questions
Uni Mensa, ground floor
Tel. 0221 470-2993

Regional Computing Center

PC pools, wi-fi network, webmail, s-mail
accounts (needed to access the University's computers)
www.rrzk.uni-koeln.de
Beratung@uni-koeln.de | Tel. 0221 470-89555
Weyertal 121 | 50931 Köln

Stellenwerk

Job portal
Side jobs, internships, student assistant posts, entry-level jobs
www.stellenwerk-koeln.de

**Student Admissions
Office**

Enrolment / re-registration,
tuition fee loans, application forms, address changes
- only for German students
www.verwaltung.uni-koeln.de/studsek/content
studsek@verw.uni-koeln.de | Tel. 0221 470-1022
Main Building, sub-level, to the right

**Tandem Language
Partnership**

Language exchange partnerships with fellow students
www.verwaltung.uni-koeln.de/tandem/content
tandem@verw.uni-koeln.de
Only online registration

German team partners help fellow students with queries and problems in studies and daily life – especially in the initial phase
www.asta.uni-koeln.de Internationales
sozialreferat@asta.uni-koeln.de | Tel. 0221 470-2995
Universitätsstr. 16 | 50937 Köln

University Guide

A-Z index of all subjects relating to the University of Cologne and studies there
www.uni-koeln.de/uni/abc

WiSo Examination Office

Queries concerning written exams, examination and study regulations (The ZIB-WiSo is the first point of contact for guest students in all examination matters)
www.wiso.uni-koeln.de/pa.html
Tel. 0221 470-2257 or -2597
WiSo Building, 8th floor

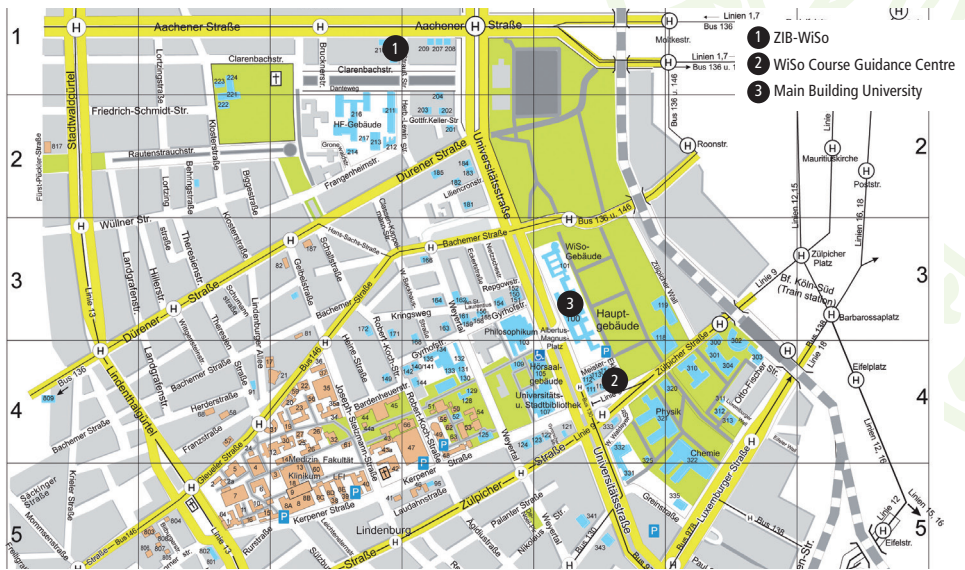
18. Map

The ZIB-WiSo is located on Aachenerstrasse 209 (entrance: Richard-Strauss-Strasse 1), on the 5th and 6th floors. The ZIB-WiSo is easily reached via the Kölner Verkehrsbetriebe, underground lines 1 and 7 (station: Universitätsstrasse). A clearly laid out interactive site map is available on the Internet, allowing you to localize all University of Cologne buildings. Please go to:

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

To pinpoint a specific auditorium or seminar room, you can either enquire at the Info Stand in the foyer of the Main Building, or check online:

www.uni-koeln.de/uni/plan/gebäude.html



19. Further Information

- **Studieren In Köln**

(German brochure on studying in Cologne, available at the KSTW Info Stand in the Mensa)

- Information furnished by Kölner Studentenwerk on federal student support and loans (BaFöG), accomodation, jobs, counselling and advice, leisure activities and living in Cologne

- **AStA Information Guide for International Students**

(AStA – Universitätsstr. 16)

- Brochure published on behalf of international students by the General Student Committee AStA in 6 languages: German, English, French, Spanish, Polish and Chinese

- **Further AStA Information Brochures (in German)**

www.asta.uni-koeln.de Infopoint

- Semesterticket Info (semester travel ticket)

- Bafög – Reader (federal student support and loans)

- Studium und Job (part-time jobs)

- Mietrechtsinfo (German tenancy law)

- Reader – Studieren im Ausland (studying abroad)

- **Course Information**

www.wiso.uni-koeln.de → Study → Studies → Organizing Your Studies

Examination regulations and module guides

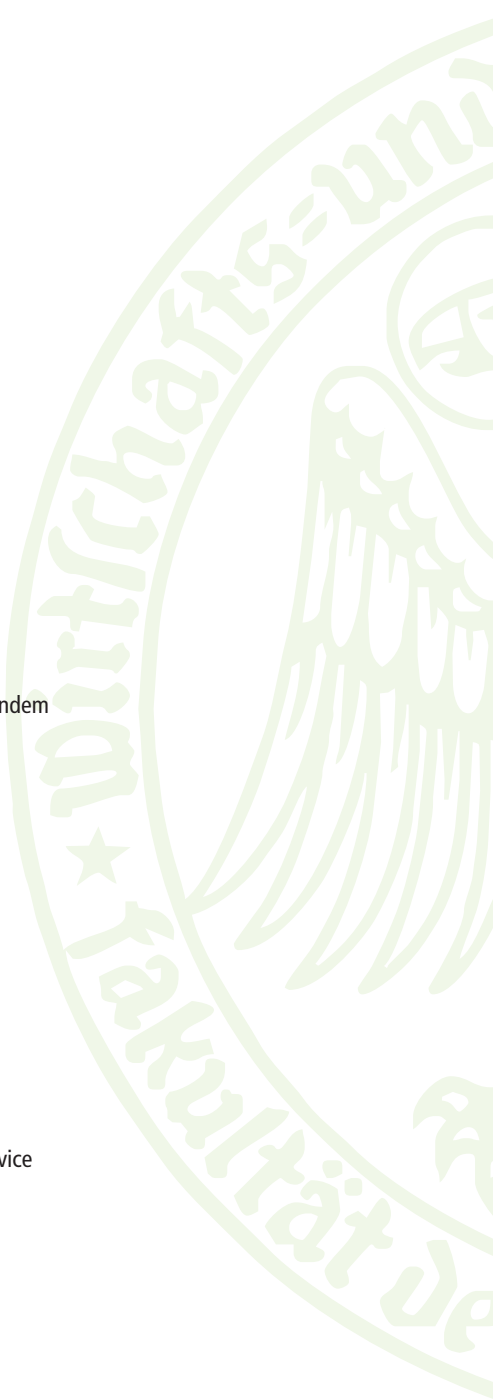
- **Special Information for Guest Students**

For comprehensive information on the current semester and advice on flat hunting, administrative formalities, such as visas and residence permits, and information on living in Cologne, please go to

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

20. Subject Index

	Page
Career Service	4, 14
Chairs	11
Computer use	15
Contacts	17
Course Guidance	4
Course Selection	10
Credit points	see ECTS
Dates and Deadlines	13
Degree programmes	7
ECTS	7, 10
Enrolment	8
Examination office	4, 12, 20
Examintaion period	12
Examinations	12
German Courses	9, 13
ILIAS	11, 15
International Office	4, 8, 9, 17
International Relations Center (ZIB)	4, 8, 17
Internet	15
KLIPS 2.0	10, 11, 15
Köln Studentenwerk	18, 21
Language	see Professional Center / Tandem
Language courses	see German courses
Lectures	11, 13
Lecture transcripts	19
Library	11, 15, 16
Library Card	16
Main Building	20
Modules	7
Modul guide	7
NRW Ticket	8
Photocopying	11
Professional Center	14, 19
Seminar	10, 11, 12, 14
Seminar paper	11, 12
Site map	20
S-Mail account	6, 15
Social contribution	see tuition fees
Student jobs	see Stellenwerk, Career Service
Student's portal	10
Tandem	19
Tuition fees	8, 19
Tutorial	11
University Calendar	13
Wifi	see computer use
Workload	10



21. List of Abbreviations

AStA	Allgemeiner Studierenden Ausschuss / General Student Committee
BAföG	Bundesausbildungsförderungsgesetz / Federal law on student support and loans
BWL	Betriebswirtschaftslehre / business administration
ECTS	European Credit Transfer System
ff.	fortfolgende / et seq. (and the following)
FS	Fachsemester / course-related semester
FS	Fallstudie / case study or business game
GESÖK	Gesundheitsökonomie / health economics
GS	Grundstudium / basic studies in the Diplom degree
HA	Hausarbeit / seminar paper
HF	Hauptfach / major
HS	Hauptseminar / advanced seminar
ILIAS	Integriertes Lern-, Informations- und Arbeitskooperations-System / E-Learning Platform
KL	Klausur / written exam
KLIPS2.0	Kölner Lehr-, Informations-, und Prüfungs-Service / Cologne Teaching, Information and Exam Services (course directory)
KSTW	Kölner Studentenwerk / public student service institution
LP	Leistungspunkte / credit points
MP	Mündliche Prüfung / oral exam
NF	Nebenfach / minor
P	Pflicht / obligatory or compulsory
PR	Projekt / project
PS	Proseminar / proseminar (introductory seminar course)
RE	Referat / presentation
RRZK	Regionales Rechenzentrum Köln / Regional Computing Center
SEM	Seminar / seminar
SHK	Studentische Hilfskraft / student assistant
SI	Studium Integrale
SOWI	Sozialwissenschaften / social sciences
SoSe	Sommersemester / summer semester, spring term
SWS	Semesterwochenstunden / semester periods per week
TUT	Tutorien / tutorial
Ü	Übungen / exercise
VL	Vorlesungen / lecture
VWL	Volkswirtschaftslehre / economics
W	Wahl / elective
WB	Wahlbereich / electives
WINFO	Wirtschaftsinformatik / information systems
WiSe	Wintersemester / winter semester, fall term
ZIB	Zentrum für Internationale Beziehungen / International Relations Center (ZIB)