



Student's Guide

A Guide for Students at the
Faculty of Mechanical Engineering

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Preface

Dear freshmen, dear students

The time has finally come, a new phase of life begins for you. A lot is unusual, interesting and exciting.

For many of you, this also begins a life in a new city, in an unfamiliar environment. We would like to give you this student's guide with you on your way. It should make your start at TU Braunschweig as easy as possible and help you to organize your studies well.

In addition, our homepage offers you a detailed overview of all subjects related to studies, exams, dates and current events.

The SERVICEteam at the office of the Faculty of Mechanical Engineering will be happy to assist you if this manual cannot answer all of your questions about the course of study. Do not hesitate to contact us if you have any questions or problems.

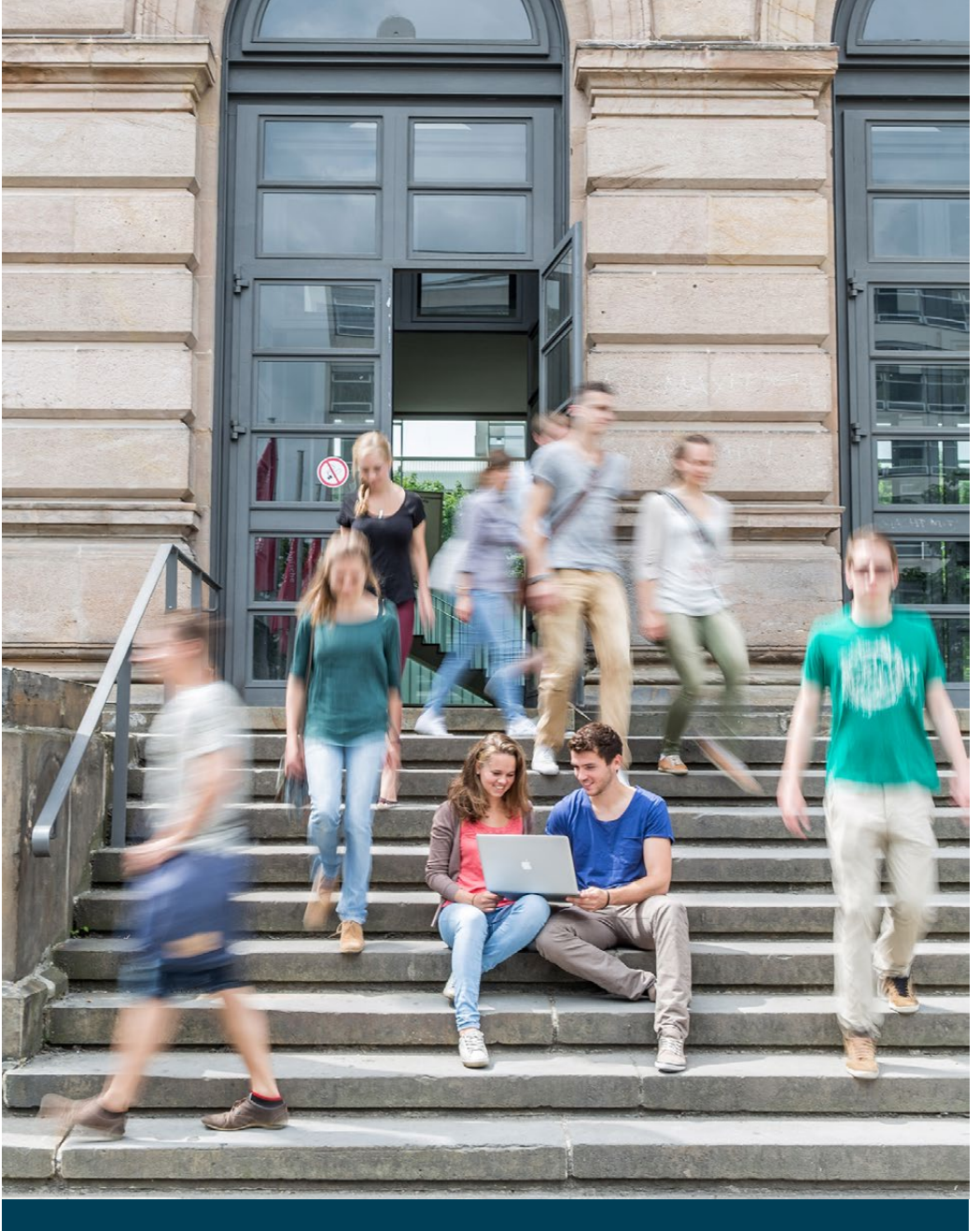
I am pleased to welcome you to the Faculty of Mechanical Engineering and wish you every success in your studies.



Clemens Eichhorn

Managing Director of the Faculty of Mechanical Engineering





1. Your start



Bachelor's programmes



Dates

1.1. Timetable

The timetable for your respective Bachelor's degree programme appears at the beginning of the semester on our homepage under *Dates*. According to the curriculum, it lists which lectures are recommended in the respective semester. Master's students can put together their individual timetable via QIS portal (see page 6). ■

1.2. Dates

Important dates during the semester will be announced on our homepage under *Dates* before the semester begins. Please note in particular: lecture time, exclusion week, examination registration phase and examination period.

Enrolled students have to re-register every semester in order to be able to study at TU Braunschweig in the next semester. The re-registration period ends on February 1st for the coming summer semester and on August 1st for the coming winter semester. The re-registration takes place by transferring the semester fee. The Study Service Center will help you with all questions which are related to enrollment and re-enrollment (see p. 25). ■

1.3. Curriculum

The curriculum is a sample timetable and shows you the content of your studies. Especially at the beginning of your studies, it gives you an overview of which lectures you have to attend. The listed lectures are compulsory for your studies, but they do not necessarily have to be attended in the specified semester. You can find the curricular overview on our homepage under your respective bachelor's degree programme. ■

2. Organization at TU Braunschweig

2.1. QIS-Portal – Study management online



QIS-Portal

QIS portal is the central tool for the administration and management of your studies.

Check-in with your **y-number** that you've **received with your enrollment**.

- **Personal data:** Both your contact details and your certificate-relevant data are stored in the QIS portal. You will also find the relevant contact person there for any changes that you have to inform TU Braunschweig.
- **Student's certificates:** The QIS portal gives you access to student's certificates, such as Enrollment certificates, an insurance report for the health insurance company or a preliminary Semester Ticket. These certificates are available for download as PDF files.
- **Exam registration:** The examination management in the QIS portal enables you to register or de-register for an exam (p. 10 + 11).
- **Generate a TAN list:** You need transaction numbers (TAN) to register for exams, for internships online and to upload academic papers to WISA Online. The TAN list is valid for your entire study at the Faculty of Mechanical Engineering at TU Braunschweig. You received your first TAN list when you started your studies. If this is not the case, please contact the SERVICEteam at the office (see p. 20). The TAN list must be kept carefully. Losing it and re-issuing it is associated with a waiting period. If you have almost used up your TAN list, you can generate a new TAN list in the QIS portal. This new list must then be activated in the portal. Please note: for this process you need a TAN from your current list.
- **Transcript of records:** You can use your transcript of records to track the status of all your exams. You can also check whether your grades have been booked correctly. Via the QIS portal, you can create a transcript of records and print out immediately at home. In addition, the transcript of records is available in different versions, also for application purposes and in English.
- **Course overview:** In the course overview you will find the events for all courses at TU Braunschweig. For each event you will find a short description of the qualification objectives as well as information about the teachers, dates and rooms. When registering for the exam, note which area (elective area, field of competence, ...) and which specialization the course is assigned to. You can add any event to your schedule.
- **Room's and person's directory:** Here you will find all information about employees in teaching and administration as well as all rooms at TU Braunschweig. ■

2.2. TUcard – your versatile ID card

The TUcard is the student's ID card at TU Braunschweig. The card has to be validated at the beginning of your studies and at each new semester – so the card can be used as a semester ticket at the same time. Validation printers can be found at various points at the university.

In addition, the TUcard serves as a library card for students. At first, students must register online at the university library (see p. 24).

The TUcard can also be used to pay in the canteens and cafeterias. The amount of money on the card can be topped up at so-called top-up machines, which are located in the canteens and in the Gauß IT center. You can also use this amount of money to upgrade your printing account. There are also print account transfers at Gauß IT center and at ‚Altgebäude‘.

The card also serves as an identification option for university and student elections.

The TUcard also enables access to the *Masch.Bau* student house (see p. 17).

If you have any problems with the TUcard or lose it, please contact us immediately

- personally at the matriculation office at Study Service Center
- or by phone at the study service call on +49 (0) 531 - 391 4321
- or by email to:

studien-servicecenter@tu-braunschweig.de

to prevent abuse. Outside the opening hours of the matriculation office, the loss can also be reported to the university library.

A new card can be created at the Study Service Center at any time. In the event of improper use, however, students have to bear the costs for the creation themselves. ■

2.3. Learning management system Stud.IP



Stud.IP

Stud.IP serves students as a digital tool to accompany their events. It offers students the following advantages:

- Provision of all events with room and time details and lots of other information and content.
- Search for events and put together your own timetable.
- Communicate with teachers and fellow students – via the message function (and e-mail), in the events, e.g. in the forum, on the profile page.
- Use the learning materials provided by the teachers, such as interactive scripts, videos and exercises.
- Create your own events and use Stud.IP functions, e.g. to organize working groups.

How can I log into Stud.IP?

The login takes place via the y-number. This is sent to every new student along with their enrollment documents.

How do I know whether I have to register for Stud.IP events?

The use of Stud.IP is voluntary for the teaching staff at TU Braunschweig. If a course is listed there, you will find further information on participation and registration on the corresponding page. Further information can be found on the institute's website and the module handbook for your respective degree programme.

Please note that Stud.IP and the QIS portal (see p. 6) are two different systems and are therefore completely decoupled from each other. ■

3. During your studies

3.1. Internships before and during your studies



Internship
Guidelines

Internships are mandatory achievements that you have to complete before and during your studies. The content is divided into basic and engineering internships. In order to ensure a quick course of study, part of the internship must be completed before the start of your studies – as a so-called pre-study internship – according to our admission regulations. During the pre-study internship, the content of the basic internship should preferably be completed, i.e. you should get to know the manufacturing processes and, if necessary, other practical activities in the field of mechanical engineering; if you incorporate content from the engineering internship into your pre-study internship, recognition is also possible. The content of a technical education can be credited towards the internship and thus shorten its duration.

You can find detailed information about internships in the internship guidelines on our website.

Special information about internship

If you have not yet completed a pre-study internship, you must submit an application for deferral with the relevant evidence to the SERVICEteam at the office (**deadline for the winter semester: November 1st, deadline for the summer semester: May 2nd**). The pre-study internship must then be made up for by the end of the fourth semester.

- If you have completed a pre-study internship, you must:
 - ▶ Register the internship at the beginning of your studies.
 - ▶ Upload the digital documents (weekly overviews with company introduction, read confirmation from the supervisor and internship certificate) to Internship Online.
- Recognition of other preliminary work, e.g. Training, practical training: Please present the original documents to the SERVICEteam in the office.

Mechanical
Engineering

Biochemical, Chemical
and Pharmaceutical
Engineering

Industrial
Engineering

Sustainable Enginee-
ring of Products and
Processes

Before the start of your studies: 8 weeks basic internship

During your bachelor's degree programme: 10 weeks engineering internship

General information on submitting and recognizing internships during your studies

- Internships must be registered online before the start of the internship. There you can also search for companies and check your status (registration, recognized and open weeks).
- The internship report must be uploaded electronically to Internship Online no later than six months after the end of the internship.
- The information sheet „Sample week overview and documents to be submitted“ provides information on reports and documents to be submitted (see page Forms and Downloads).



Internship
Online



Downloads

Admission requirement for the Master's programmes

A 10-week engineering internship is – in accordance with the special admission regulations – an entry requirement for the master's degree programmes in mechanical engineering, industrial engineering, aerospace engineering, automotive engineering, and biological and chemical engineering (see p. 15). If the internship certificate is not available at the time of application, admission is possible with the condition to complete the internship retrospectively. ■



3.2. Registration for exams



QIS-Portal

To take exams, you must actively register for each individual exam. **Exam registrations** are always made online in the QIS portal (see p. 6). To do this, you need a valid **y-number**, your password and your **TAN** list. You can only register for exams during the exam registration phase. The period will be announced online and will be fixed at the beginning of the semester. Please check the correct registration in the QIS portal under the point ► „Exam administration“ ► „Info on exams“.

Please note the following when registering for exams:

- **Note 1:** Your course of study is divided into several areas (compulsory area, compulsory elective area of competence, generic profile formation, ...). You cannot register for any further exams in an area if you have already completed all the required credit points. You should therefore check this in advance using your transcript of records (see p. 6).

Example: If, for example, you have already completed 25 CP in the compulsory elective area of the Bachelor's degree programme Mechanical Engineering, you cannot register for any further exams in this area. In this case, registration is only possible if you have a previous examination finally canceled by the SERVICEteam of the Faculty of Mechanical Engineering or if you postpone the examination with the free trial rule to the additional area/Zusatzbereich (the latter only applies to elective (compulsory) subjects).

Subjects in the additional area/Zusatzbereich do not count towards your overall grade.

Technical conflicts during registration arise if certain areas have already been adequately occupied according to the examination regulations.

- **Note 2:** Please note that identical exams can be carried out in several areas of a degree programme. Therefore, select the exam in the area you want.

Example: The examination „Mechanical behavior of Materials/Mechanisches Verhalten der Werkstoffe“ is stored both in the compulsory elective area Mechanics and Strength/ Mechanik und Festigkeit for the specialization in General Mechanical Engineering, as well as in the specialization area for the specialization in General Mechanical Engineering.

- **Note 3:** With the first registration for a specialization examination (e.g. numerics/Numerik or manufacturing technology/Fertigungstechnik) you automatically determine your specialization.

Note that identical exams may be mentioned in several specializations. You should therefore choose the exam in the correct area of specialization that you want.

Example: The examination „Numerical Methods in Materials Science/Numerische Methoden in der Materialwissenschaft“ is stored

both in the compulsory elective area of numerics in the specialization in General Mechanical Engineering and in the elective area in numerics in the specialization in Materials Science.

You should therefore check in advance which course / examination is assigned to which specialization. If necessary, correct this yourself by de-registering and re-registering for

the exam. Rebooking requests for exams that have already been taken should be sent to the SERVICEteam by email.

- **Note 4:** When making corrections to the SERVICEteam, always include your matriculation number and, if applicable, examination title / result / date. ■

3.3. De-registration from exams

If you want to cancel your registration for exams, please note the following points:

- **How often can I de-register?**
During the registration phase, you can register and de-register online as often as you want. At the end of the registration phase, the status that was entered last will be adopted.
- **How do I de-register from an exam?**
 - ▶ Exclusively online in the QIS portal. To do this, you need a valid y-number, your password and a TAN.
 - ▶ In exceptional cases, in writing using the form Exam De-registration/Formular Prüfungsabmeldung. You can download this from our homepage or get it from the Faculty's Head Office. This is filled out and handed over to the SERVICEteam of the office.



QIS-Portal

Exams can be canceled up to two working days before the exam. Exams on Monday must be withdrawn on the previous Thursday. According to the General Examination Regulations, Saturdays are not considered working days.

What to do in case of illness?

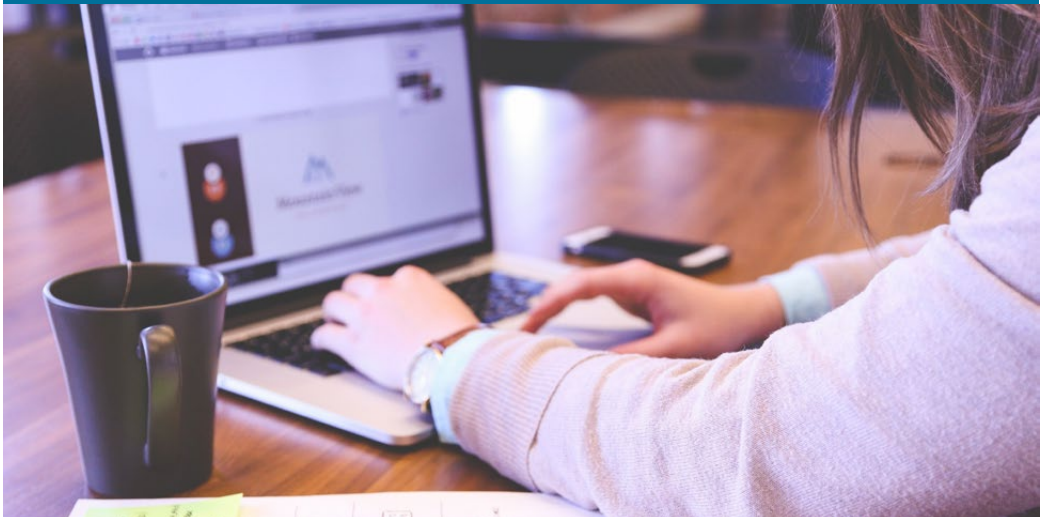
De-register from the exam in writing! Use the Exam Deregistration form. In addition, a medical certificate must be submitted, that includes the time of the examination. The original of the certificate must be received by the SERVICEteam in the Head Office of the Faculty within three working days. ■

3.4. Project work in the Bachelor's degree programmes

The project work in the Bachelor's degree programmes Mechanical Engineering and Bio-chemical, Chemical and Pharmaceutical Engineering is usually carried out in the 5th semester of your studies, often in the form of a group work. The subject areas to be worked on are tailored to the prior knowledge of the students in the respective specializations, but each project work begins with a brief introduction to the specialist knowledge required for processing.

The following applies to the project work:

- The content, structure and implementation of the project work are the responsibility of the institutes of the specializations.
- Registration for project work takes place at the supervising institute. This can be done online (e.g. in Stud.IP), on the institute's own websites or by registering in writing, e.g. at a specially designated event.
- Find out in good time about the registration modalities and the range of topics for the project work.
- The institutes report the result of the project work to the Head Office of the Faculty of Mechanical Engineering.
- The project work is usually offered every semester. For further information, please contact a study advisor at the supervising institute. ■



3.5. Bachelor's thesis



WISA Online

The Bachelor's thesis forms the final module of your bachelor's degree programme. Please note the following points:

Registration

- Anyone who can provide evidence of **at least 142 CP** and a completed project work (if provided for in the curriculum) can register for the Bachelor's thesis.
- You can only obtain potential topics for the Bachelor's thesis at the institutes of the Faculty of Mechanical Engineering. Students of Industrial Engineering can also look for their topic at the Carl Friedrich Gauß Faculty in the Department of Economics.
- You will receive the assignment directly from your supervisor at the institute. There you fill out a form for the registration of the bachelor thesis. The processing time begins at this point.
- According to the General Examination Regulations / Allgemeine Prüfungsordnung, the Bachelor's thesis has a processing time of three months.

Submission

The completed bachelor thesis must be submitted electronically via the WISA Online portal on time. A plagiarism check is carried out at the same time. Upon the successful upload, the processing time ends.

The printed Bachelor's thesis must also be submitted immediately to the supervising institute. The institute decides on the number of copies.

Presentation

The results of the Bachelor's thesis have to be presented in a presentation. The institutes are responsible for organizing this. This lecture is valued with 2 CP. ■

3.6. Admission to the Master's degree programmes



Master's programmes

If you are striving for a Master's degree after completing your Bachelor's degree at the Faculty of Mechanical Engineering, please note the following points:

- Admission to a master's degree programme is possible both in winter and summer semester (exception: Pharmaceutical Engineering, see below).

The following **application deadlines** apply:

Winter semester: June 1st–July 15th

Summer semester: December 1st–January 15th

- The **admission requirements** for all Master's degree programmes in the Faculty of Mechanical Engineering are regulated in the respective Special Admission Regulations/Besondere Zulassungsordnung. It is recommended that the relevant admission requirements be taken into account when planning during your Bachelor's studies. Depending on the intended Master's degree, it may be necessary to choose special modules or specializations in the Bachelor's degree programme.

The Special Admission Regulations/Zulassungsordnungen are available online on the websites of our individual degree programmes.

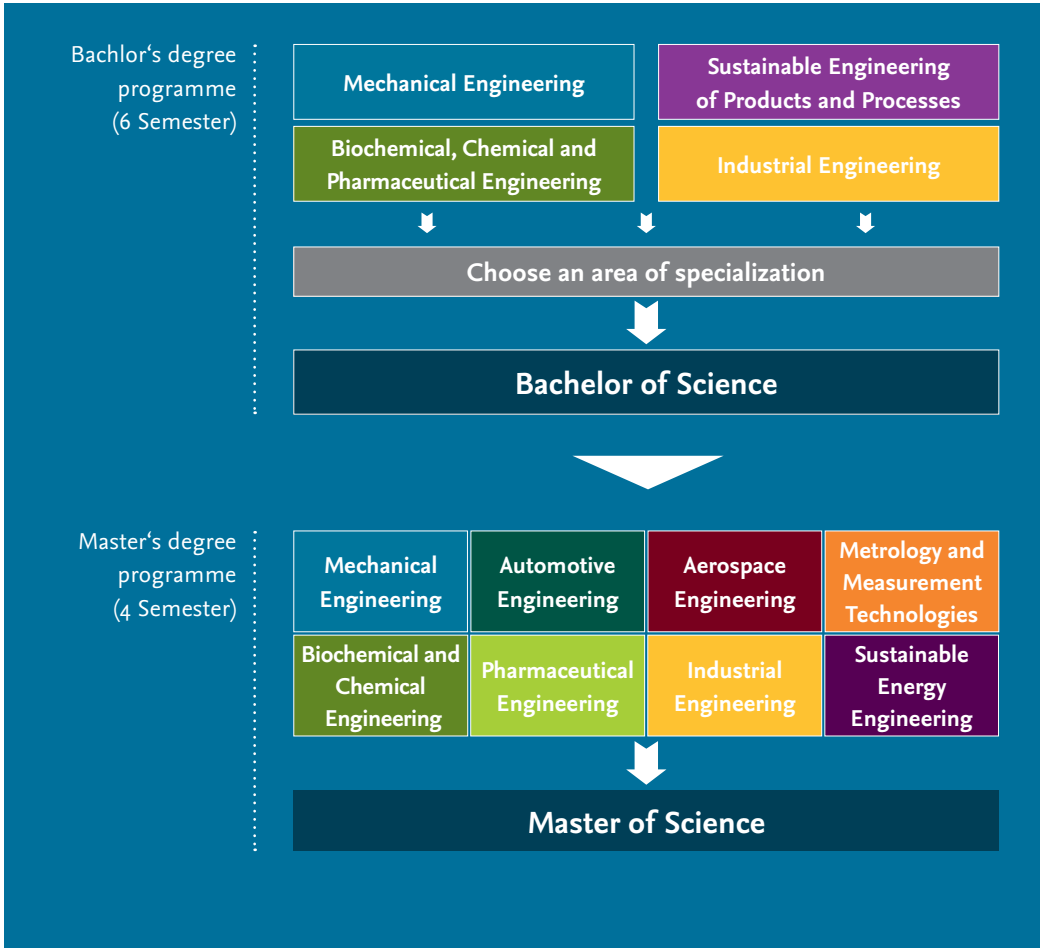
- Applicants must have completed an internship of at least ten weeks (Engineering In-

ternship). If the internship certificate is not yet available at the time of application, you will be admitted with the condition that you make up for the internship and have the internship recognized by the time you register your master's thesis.

- If the Bachelor's degree has not yet been completed at the time of application, at least 79% of the total required credit points must have been achieved. For internal applicants, the transcript of records from the online portal is sufficient to certify the total credit points achieved so far (at least 142 out of 180 CP).
- Bachelor's certificates must be submitted to the matriculation office by the end of the first master's semester at the latest. If the Bachelor's certificate is not yet available at this point in time, a certificate of completion of studies is sufficient.

Exception Master's degree programme Pharmaceutical Engineering:

The Master's degree programme Pharmaceutical Engineering has limited admission and applications are only possible for the winter semester. The prerequisite is a Bachelor's degree in a course with a focus on pharmaceutical and / or process engineering content. A letter of motivation is also required. ■





WISA Online

3.7. Master's thesis

The master's thesis concludes your Master's degree. Please note the following points:

Registration

- You can register for the master's thesis if you have completed all other examinations and study-related achievements.
Exception: You can also register the master's thesis if there are still examinations or study-related achievements up to a maximum of 5 credit points are open.
- You can find potential topics for the Master's thesis primarily in the institutes of the Faculty of Mechanical Engineering (e.g. on their websites). Students in interdisciplinary courses can also look for a topic at other participating faculties.
- You will receive the task/topic directly from your supervisor at the institute. There you fill out a form for the registration of the Master's thesis, which will be sent to the Head Office of the Faculty. The processing time begins at this point.

- According to the general part of the Examination Regulations/Prüfungsordnung for master's degree programmes, the master's thesis has a processing time of six months.

Submission

The completed Master's thesis must be submitted electronically via WISA Online portal on time. A plagiarism check is carried out at the same time. The processing time ends with the successful upload.

The printed thesis must also be submitted immediately to the supervising institute. The institute decides on the number of copies.

Presentation

The results of the Master's thesis have to be presented in a presentation/lecture. The institutes are responsible for organizing this. This lecture is valued with 2 CP. ■



Ticket System

3.8. Working and learning

Around 90 modern workplaces have been available for students in the ‚Masch.Bau‘ student house since the end of 2016. 16 learning rooms for four to six people each allow group work as well as individual learning.

Masch.Bau is open 24/7. The reservation is made via an online booking system. Access to the building is possible with the TUcard. Students with children can choose a family room when making a reservation. The barrier-free

building has an elevator and accessible sanitary facilities. Students can use the roof terrace and kitchenette for breaks.

The offices of the Student's Council, the student representative for students of the Faculty of Mechanical Engineering, are located on the ground floor. Here students will also find the archive for old exams and scripts, the so-called „Klappe“. ■



3.9. Additional qualifications

Additional qualifications are the ability to think outside the box of your own degree programme and help you advance on your professional path.

- **Stay abroad:** Students at TU Braunschweig are supported by the International Office in planning and carrying out a stay abroad. A stay abroad brings you both tried-and-tested language skills and intercultural skills; they can prove to be beneficial to future employers.
- **Language courses:** In order to find your way abroad better, but also to be prepared for international readings, or simply to broaden your own horizons, we recommend taking part in a language course. The credit points from the language courses can be incorporated into your course of study in the area of Interdisciplinary Electives. The Language Center of TU Braunschweig provides information about the range of courses.

- **Career orientation and planning:** The Career Service of TU Braunschweig offers students and graduates a variety of workshops and training courses on the subject of career entry.

First-year students in the first and second semesters find offers in the areas of potential and inclinations as well as training in key competencies.

The Career Service supports students in their third and fourth semester in preparing for application processes and in contacting companies, e. g. through workshops on the topic of networking and through company contact fairs.

For graduates and young professionals the **Entrepreneurship Hub** offers start-up advice. **GradTUBS** supports you with courses across disciplines and faculties on your way to a doctorate. ■

3.10. Insurance and accident reporting

Students are insured against accidents at work during their training and further education at TU Braunschweig in the Statutory Accident Insurance. The insurance covers:

- attending courses or events at other university facilities (university sports, library, etc.)
- attending events that take place outside the

university but are organized and supervised by the university. This also includes excursions, for example.

There is no insurance cover:

- when you work at home.
- if you pursue activities for your study, ►

- ◀ Bachelor's, Master's or Doctoral's thesis that are carried out outside the university, e.g. in an industrial company.
- if you are doing an internship outside of TU Braunschweig

Tip for students who want to do an internship: conclude an internship contract with the internship company. There is then insurance cover from the respective professional association of which the internship is a member.

Accidents must be reported immediately. You can obtain forms for reporting an accident from the matriculation office.

Please refer to TU Braunschweig website for the currently applicable insurance protection regulations. ■

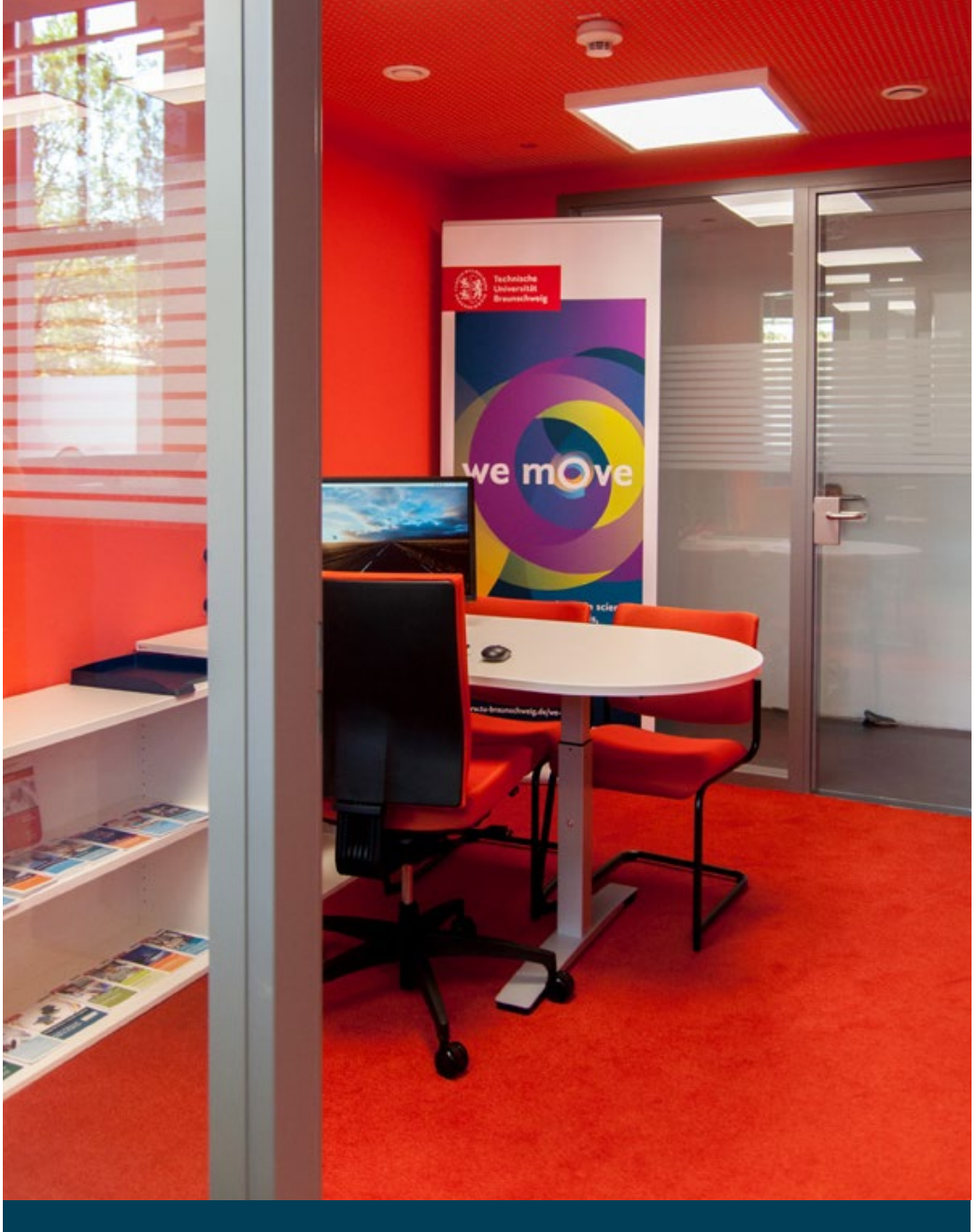
3.11. Leave of absence from studies

A leave of absence from your studies is only possible for important reasons. This includes:

- a voluntary internship,
- a study abroad,
- military service (or alternative),
- illness,
- pregnancy and maternity leave as well as taking care of a child,
- special family or other reasons
- participation in student self-administration

During a semester on leave, you retain your rights as a member of the university, but it does not count towards the duration of your studies. This also means that you are not allowed to take any exams during this time. You can apply for a maximum of four semesters of leave and generally only take leave for two consecutive semesters.

► The "Application for leave of absence" form is available from the matriculation office or from the website of the International Office. ■



4. Advice and support

4.1. All study-related matters: the SERVICEteam of the Faculty of Mechanical Engineering



The **SERVICEteam** at the Head Office of the Faculty of Mechanical Engineering is the central point of contact for prospective students, students and doctoral candidates in our faculty. It helps with questions about the course of studies, internships, manages the examination dates, organizes the Mentor.ING programme and provides information on semester and examination dates.

The **SERVICEpoint** is available for all brief concerns:

- Submitting and collecting applications, certificates (e.g. applications for recognition, certificates, de-registration with a certificate)
- brief information
- Concerns and questions about exam dates and internship

You do not need to make an appointment for this, the SERVICE point can be reached during the opening hours of the office.

The **SERVICEadvice** is available for more extensive matters related to studying:

- Detailed advice on the study situation, e.g. questions about the curriculum, examination regulations, study financing, etc.
- Problems during your studies (advice on the 3rd attempt at an exam, doubts about your studies, fear of exams, etc.)
- Clarification of doctoral matters

Please make an appointment via our ticket tool Tinnacle for a personal meeting.

Please send inquiries by email to:

service-fmb@tu-braunschweig.de

Office hours:

Monday: 9:30 a.m. – 12:00 p.m.

Tuesday: 9:30 a.m. – 12:00 p.m.

Thursday: 9:30 a.m. – 12:00 p.m. and 1:30

p.m. – 4:00 p.m. Wednesday and Friday: closed

E-Mail: **service-fmb@tu-braunschweig.de**

Web: **www.tu-braunschweig.de/fmb** ▶



◀ Outside the office hours, you can reach the employees of the office from Monday to Friday by email.

If you contact us by email, ...

- ... use your „@tu-braunschweig“ address.
- ... enter a meaningful subject.
- ... enter your matriculation number.

Our address:

Technische Universität Braunschweig
Faculty of Mechanical Engineering

Schleinitzstrasse 20

38106 Braunschweig

... stay up to date:

News from the Faculty of Mechanical Engineering:

www.tu-braunschweig.de/fmb/aktuelles

Facebook: www.facebook.com/fmbtubs

4.2. Student' Council and AStA

The Student's Council Mechanical Engineering is made up of students from the Faculty of Mechanical Engineering and represents student interests in university committees.



The Student's Council offers students advice from a student's point of view. This offer is free; There are currently no fixed office hours, appointments can be made via fs4@tu-braunschweig.de.



**Student's
Council**



AStA

Students can equip themselves with old exams, exercises and other materials at the exam archive, so called ‚Klappe‘. Documents / memory logs / formulas are gladly accepted in order to keep the inventory up to date and also to help future generations of students with the preparation for exams.

The members of the Student's Council also support the forum of Mechanical Engineering, which serves as a communication platform for students:

www.mb-bs.info/forum/

The ‚Allgemeiner Studierendenausschuss‘ (AStA) of TU Braunschweig represents the interests of the students vis-à-vis the university. The members of the AStA organize themselves in units that deal with political and university-►

◀ political issues. The AStA also offers legal and social advice. He also negotiates the semester ticket.

The AStA is elected and commissioned by the Student's Parliament, the (usually) highest decision-making body of an established Student's body in Germany. The members of the Student's Parliament organize themselves in various student associations, which often

(but not necessarily) belong to the university associations of the political parties. The Student's Parliament is elected by all students at the university.

Together with Studentenwerk OstNiedersachsen the AStA organizes legal advice; this is free for students. For more details, please refer to the AStA website. ■

4.3. Psychotherapeutic Counselling Centre



The Psychotherapeutic Counselling Center is an institution of Studentenwerk OstNiedersachsen and a contact point for students who have to deal with difficulties in their studies and in their private life. These include:

- Work and concentration disorders
- Exam anxiety
- Difficulty in making decisions
- Crisis situations
- Self-esteem problems
- Conflicts with parents, partners or in the shared flat
- ...

First of all, an initial discussion takes place in order to define the matter in concrete terms and to check the form in which support is possible within the framework of the Psychotherapeutic Counseling Center.

The goal of the consultation is always to deal with your very special problem situation individually and appropriately and to support you in mastering your crisis situation independently.

All counselors at the Counseling Center have additional psychotherapeutic qualifications. The offer ranges from strictly confidential one-on-one discussions to crisis intervention. There is also a wide range of groups and workshops.

All employees of the psychotherapeutic counseling center are subject to confidentiality. The offers are free for students. ■



Study Service Center

4.4. Study Service Center

The Study Service Center is the central service and advice facility at TU Braunschweig. You will find the following institutions there:

- **Student Office:** The Student Office is responsible for the administration of all student data:
 - ▶ Enrolment, re-registration and de-registration
 - ▶ Information and advice on leave of absence from studies
 - ▶ Creation of (chargeable) certifications
 - ▶ Changes of address
- **International House:** The International House is the first point of contact for foreign students as well for all stays abroad, be it for studies or for an internship abroad.
- **Language Center:** The language center takes care of registration and advice on language courses and intercultural communication at TU Braunschweig. It is also responsible for testing and certifying foreign language skills.
- **Social Counseling:** Social Counseling is the first point of contact if personal, social or financial difficulties arise during your studies. In addition, the Social Counseling is open to the needs of students with disabilities or chronic illnesses, students with children and students with a migration background. The Social Counseling is organized by Studentenwerk OstNiedersachsen (see p. 33).
- **Career Service:** The Career Service advises and supports students and graduates of TU Braunschweig on their way into professional life (see p. 19).
- **Students@work:** Students@work provides tips and information on employment relationships and advises on legal issues relating to jobs and internships. Students @ work is supervised by the university information office of the trade unions. ■

5. Institutions at TU Braunschweig

5.1. University library



The university library provides students of TU Braunschweig with literature, media and information. About 100 million electronic and printed publications can currently be researched via the catalogue, including about 8 million journal articles, 1 million eBooks and 3 million articles from open access journals. In addition, the university library promotes competence in the use, evaluation, processing and presentation of scientific information.

The university library currently offers around 930 study and workplaces, which are used intensively, especially during the exam phases. A separate group work room is located on the 3rd floor. There are special individual workplaces in the form of study cubicles that you can use on request.

In the university library there are special book scanners that you can use to scan for free, as well as multifunctional devices for chargeable copies and printouts.

The university library is fully equipped with WiFi, which you can access via Eduroam. To do this, please use your y-number and password and install the SecureW2 software. It is not necessary to register the network card for

WLAN use. There are also network connections in the reading rooms and on the ground floor. Your device's network card must be registered with the Gauß IT center, which can be done online.

You need your TUcard to borrow or order printed media. Please register using the online form on the university library's website and then register your TUcard at the circulation desk. The loan periods can be found on the website of the university library. If a title has not been reserved, the loan period can be extended up to five times, which can be done online in the user account at any time. It is not possible to extend the loan period by telephone, nor is it possible to extend interlibrary loans.

The university library is open Monday through Sunday. The current opening times can be found on the website of the university library.

The lending and central information desk / Leihstelle are available for questions and individual advice. ■



5.2. Gauß-IT Centre

Gauß-IT Centre is the service and competence center for students at TU Braunschweig for all matters regarding computer and information technology.

IT Service Desk: The IT service desk is the first point of contact for questions about the use of the IT services of the Gauß IT center.

Provision of workstation computer pools: The Gauß-IT-Zentrum provides workstation computers in large numbers in various rooms of TU Braunschweig.

Provision and operation of printers and plotters: The Gauß-IT-Zentrum provides devices for general use via the central printing service. The use takes place via the print account, which is assigned to the y-number. The following printer categories are available:

- Black and white printer for A4
- Color laser printer for A4 and A3
- Large format color printer / plotter (up to DIN A0)

Further information on printing costs and the printing costs portal can be found on the website of the Gauß-IT-Zentrum.

Graphics, visualization and media services:

The multimedia team at the Gauß-IT-Zentrum supports you in all matters relating to computer-aided display and design. In addition, high-end workstations are made available, which, like the media technology that can be borrowed, can be reserved.

Powerfolder: students and employees at TU Braunschweig can store their data on the central cloud system of the Gauß-IT-Zentrum and exchange it with each other. ■





Studentenwerk

5.3. Studentenwerk OstNiedersachsen

The Studentenwerk OstNiedersachsen offers a wide range of services:

The canteens and cafeterias of Studentenwerk Ostniedersachsen take care of the catering of students and employees. You will find these on ‚Zentralcampus‘ (Mensa 1, 360 Grad, 9bar, Cafeteria Audimax), on ‚Campus Nord‘ (cafeteria 2, cafeteria canteen 2, campus pavilion) and at ‚Campus Forschungsflughafen‘ in the north of Braunschweig (Bistro 4u).

Studentenwerk OstNiedersachsen manages a total of eight dormitories with more than 1,800 rooms. Upon request, a room can be furnished. The maximum rental period is 5 years. Non-binding applications for reserving a place in a dormitory can be made on the website of Studentenwerk OstNiedersachsen. It is advisable to submit an application in good time, as the allocation takes place via a waiting list. Basically, waiting times are to be expected, especially at the beginning of the semester.

BAföG applications are processed by ‚Abteilung Studienfinanzierung‘. When submitting your application for the first time, make use of the office hours in order to be able to receive additional advice and information on any missing documents in a personal conversation – this can shorten the processing time considerably. In addition, Studentenwerk OstNiedersachsen is a sales partner of KfW-Förderbank, advises students and arranges loans.

Social Counseling and the Psychotherapeutic Counseling Center support students with difficulties in their studies or in their private sphere (see also pp. 22).

Together with AStA TU Braunschweig, Studentenwerk OstNiedersachsen offers legal advice: If you have legal questions, students can take advantage of free initial advice from a lawyer; This is organized by AStA TU Braunschweig. ■

6. Student's life

6.1. Living in Braunschweig

At the beginning of the semester – when many new students start their studies – there is inevitably a shortage of accommodation. At this point we would like to inform you about the housing options in Braunschweig.

- **Student dormitory:** Studentenwerk OstNiedersachsen manages a couple of dormitories in Braunschweig with more than 1,800 rooms. The offer ranges from single room apartments to shared apartments for several students, differing in equipment. Since dormitory places are very popular and acceptance is made via a waiting list, it is worthwhile to submit a non-binding application for a place in a dormitory at the start of your studies.
- **Private living space and shared apartments:** Students can also find what they are looking for on the private housing market. Both single room apartments and shared apartments

can be found here. Shared apartments with other students offer the advantage of a comparatively cheap rent and savings, for example, on the so called ‚Rundfunkbeitrag‘. In addition to moving into an already existing flat share, there is of course the option of founding a flat share. The first contact for the student housing market are various online portals – including the offer from Studentenwerk OstNiedersachsen –, newspaper advertisements and notice boards at the university. Another point of contact are the many Braunschweig building cooperatives that rent affordable (but also sought-after) living space. ■



6.2. Financing and Costs



Financing

There are various options for students at TU Braunschweig to finance their studies and livelihoods. If family financial support is not sufficient, an application for state support can be submitted in accordance with ‚Bundesausbildungsförderungsgesetz‘ (BAföG). Half of the BAföG is a grant that does not have to be repaid. The other half is granted as an interest-free loan that you repay after you have finished your studies.

Please contact the Studentenwerk OstNiedersachsen for advice and discussing the opportunity regarding BAföG. The application for BAföG is also made there.

In addition to funding through BAföG, there are other ways to cover the costs of studying and living:

- You support the employees of the university as student / research assistants in their activities. There are job opportunities in the faculties as well as in the institutes as well as in central facilities of TU Braunschweig.

- If you are not entitled to BAföG, a loan from ‚Staatliche Kreditanstalt für Wiederaufbau‘ (so called KfW-Kredit) is another way of financing your studies. Studentenwerk Ost-Niedersachsen advises students on KfW loans and arranges the loan.
- The third option is a scholarship, which you can receive for outstanding academic achievements, but also for social or voluntary commitment. Please contact the International House of TU Braunschweig to discuss further opportunities. ■

6.3. University Sports



Sports

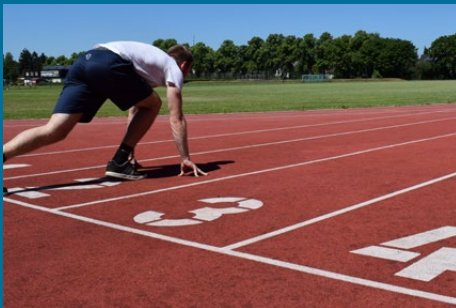
The Sports Center is a central facility of TU Braunschweig with the task of providing a demand-oriented sports offer that is mostly free of charge. The majority of the courses are geared towards the general public; some sports also offer performance-oriented training.

The own sports facilities include four sports halls, an outdoor area with small lawns, artificial turf, tennis courts, volleyball fields, street-ball fields, athletics facilities and a Finnish track. The offer is supplemented by FitBox, the fitness center at TU Braunschweig.

Every week around 200 sports courses in 90 different sports are offered. The highlights are the so called ‚Campuslauf‘, the more than 20 internal university championships and the German University Championships/Deutsche Hochschulmeisterschaften.

Students are generally insured against accidents at all events at the sports center with a trainer. Sports activities in which the sports center only provides sports facilities for free use (e.g. free tennis, ball games, running on the Finnbahn, etc.) are not included in this. Likewise, there is no accident protection from ‚Landesunfallkasse‘ for competitions, e.g. Deutsche Hochschulmeisterschaften, or for excursions abroad. In the case of sports accidents, students must generally fill a report.

The current range of courses as well as the applicable regulations on insurance cover can be found on the sports center's website. You can also register for sports activities there. ■



6.4. Studies and family responsibilities



Family Office

Technische Universität Braunschweig holds the certificate „Familiengerechte Hochschule“ since March 2007. The family office /Familienbüro of TU Braunschweig and Studentenwerk OstNiedersachsen offer students information and advice on the topic of combining studies, work and family or private life, with a focus on childcare as well as looking after and caring for relatives.

- **Day care centers:** In cooperation with the Studentenwerk OstNiedersachsen, TU Braunschweig maintains two day-care centers in the immediate vicinity of the campus. Children from 2 months to 3 years of age are accepted.
- **Parent-child room:** In the parent-child room, students and employees have access to an in-house workplace with telephone and internet, to which the child can be taken in the event of an emergency. There are also opportunities for playing, breastfeeding and diaper changing, a relaxation area and space

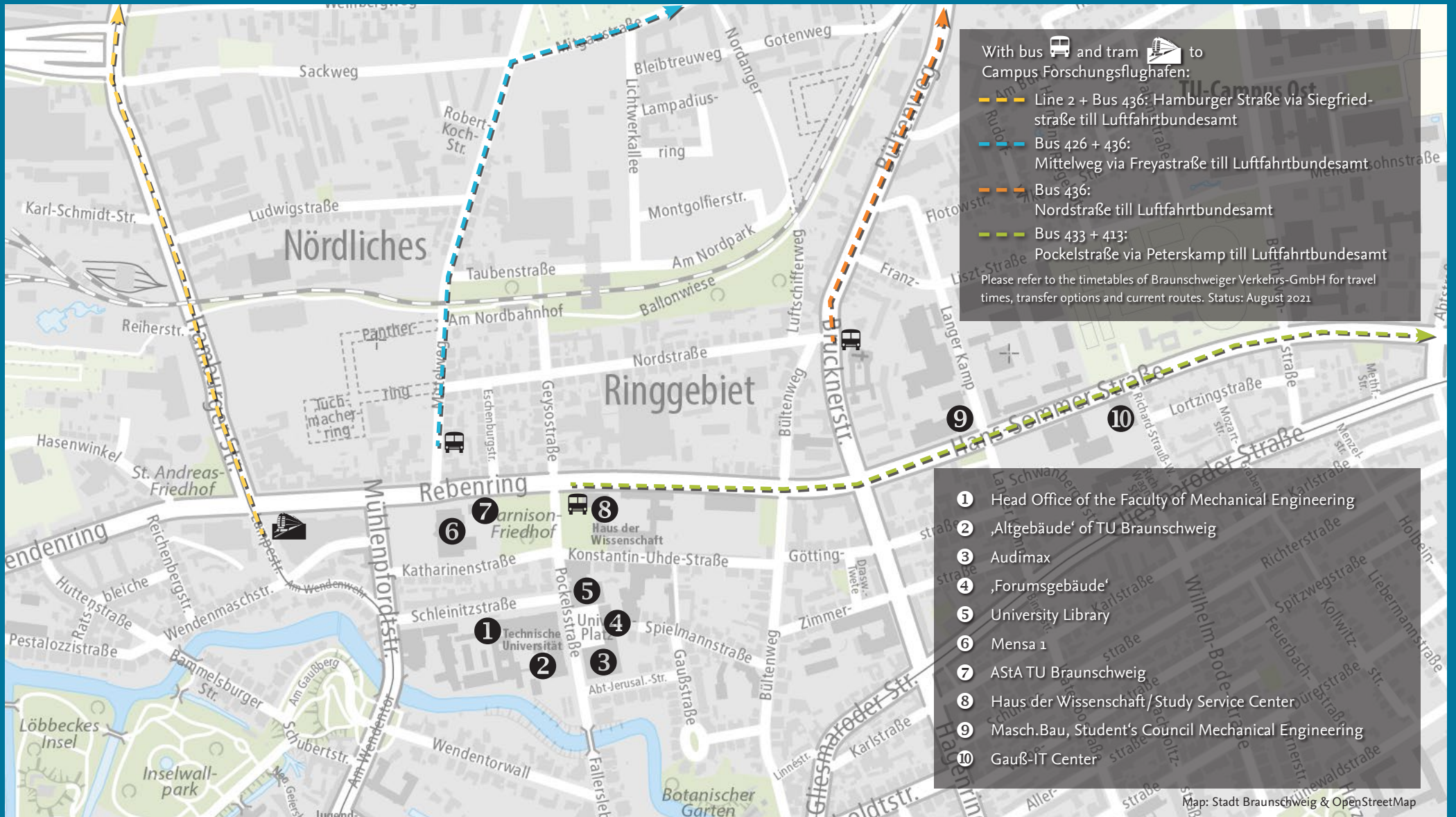
for doing handicrafts and romping around. At the same time, the room offers the opportunity to exchange ideas with other educating students and employees. If possible, report your needs to the family office one to two days in advance. There is a parent-child room on Zentral Campus, Nord Campus and Campus Forschungsflughafen as well as a room in the student's building Masch.Bau.

- **Care of relatives:** With the so called ‚Notfallmappe‘, the family office/Familienbüro provides an overview with information and documents for relatives. The checklists on the various topics contain supporting information and instructions for action in acute situations (need for care, hospitalization).

On the website of the family office/Familienbüro you will also find information on all aspects of study financing as well as the organization of studies and exams in connection with bringing up children or caring for relatives. ■



7. Map



8. Imprint & picture credits

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