ISRT: International Student Check-in & Trouble Shooting

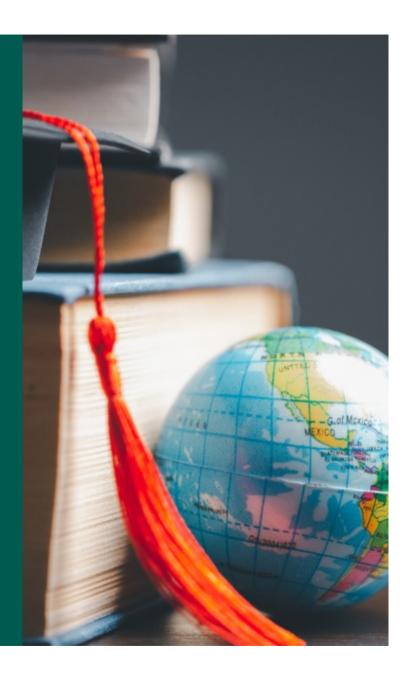
8 May 2025

KIT Department of Informatics

<u>Informatics Study Program Service</u> (ISS)

&

International Student Office (IStO)
International Student Hub







- 1. Welcome & Introduction
- 2. Overview to summer semester 2025
- 3. Points of contact at KIT
- 4. Planning your current semester
- 5. Life in Karlsruhe
- 6. Social Life and Events
- 7. Q&A
- 8. Start of semester check list
- 9. KIT Department of Informatics: Organization, support & resources



Kick Off to the Semester
https://www.informatik.kit.edu/english/10509.php

Stand-up Sit-down

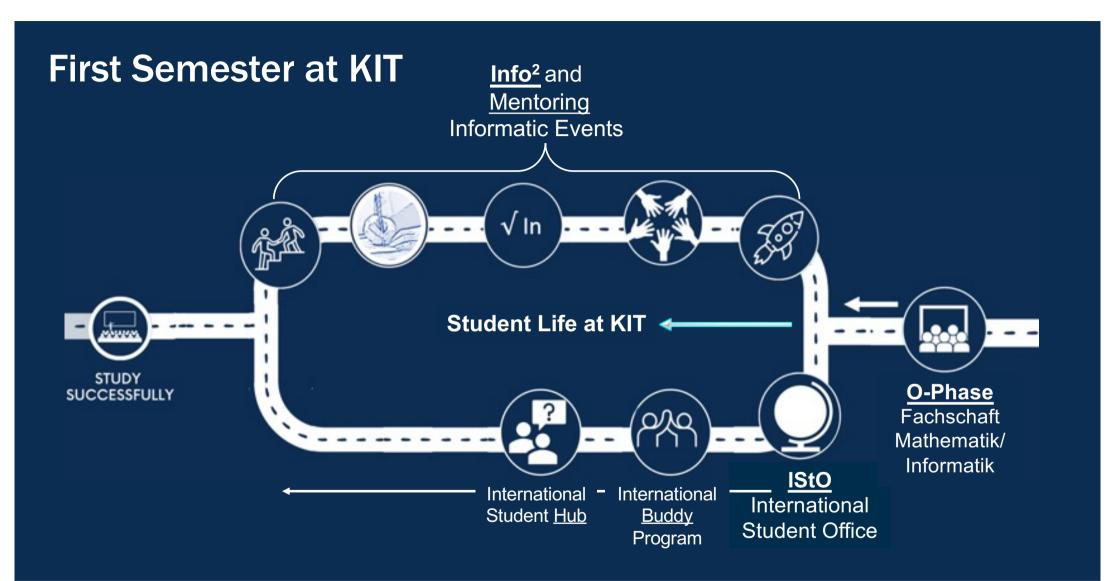




<u>ISRT: International Student Check-in & Trouble Shooting</u> (Summer semester 2025) <u>https://www.informatik.kit.edu/english/10509.php</u>

Overview to Summer semester 2025

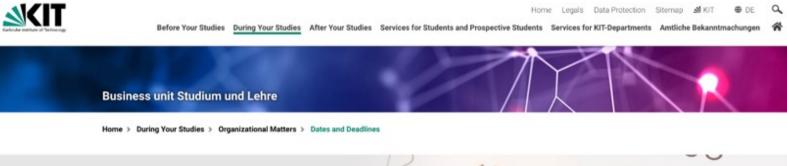






KIT- Academic Calendar





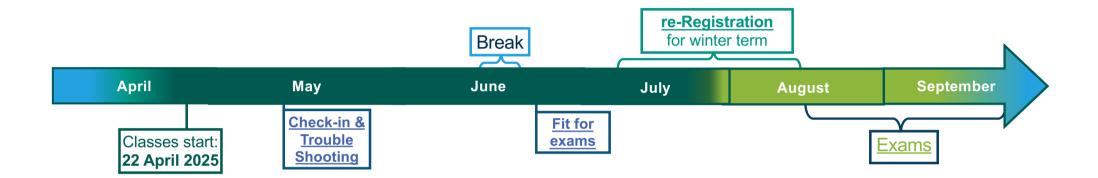
Dates and Deadlines



	Semester duration	Lecture period	Recess
Summer term 2025	04-01-2025 to 09-30-2025	04-22-2025 to 08-02-2025	06-09-2025 to 06-14-2025
Winter term 2025/26	10-01-2025 to 03-31-2026	10-27-2025 to 02-21-2026	12-24-2025 to 01-06-2026
Summer term 2026	04-01-2026 to 09-30-2026	04-20-2026 to 08-01-2026	05-25-2026 to 05-30-2026
Winter term 2026/27	10-01-2026 to 03-31-2027	10-26-2026 to 02-20-2027	12-24-2026 to 01-06-2027



KIT- Academic Calendar



<u>Info</u>² Events including: ex. <u>"Fit for exams and returning home"</u>

Mentoring Get-Togethers on: 29 April 2025 and 3 June 2025

Break: Pentecost Week - is lecture-free week . It is this year from 9-13 June

re-Registration for Winter Semester is 1 July to 15 August



09/05/2025

Departments &

- 1. Architecture
- 2. Civil engineering, geo and environmental sciences
- 3. Chemistry and biosciences
- 4. Chemical and process engineering
- 5. Electrical engineering and information technology
- 6. Humanities and social sciences
- 7. Informatics
- Mechanical engineering
- 9. Mathematics

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- 10. Physics
- 11. Economics and management

Fakultäten

- 1. Architektur
- 2. Bauingenieur-, Geound Umweltwissenschaften
- 3. Chemie und Biowissenschaften
- 4. Chemieingenieurwesen und Verfahrenstechnik
- 5. Elektrotechnik und Informationstechnik
- 6. Geistes- und Sozialwissenschaften
- 7. Informatik
- 8. Maschinenbau
- 9. Mathematik
- 10. Physik
- 11. Wirtschaftswissenschaften



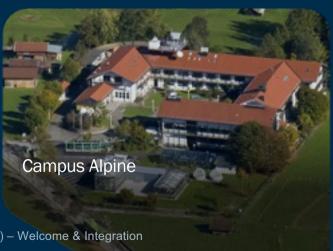
One KIT - Multiple Locations















Campus

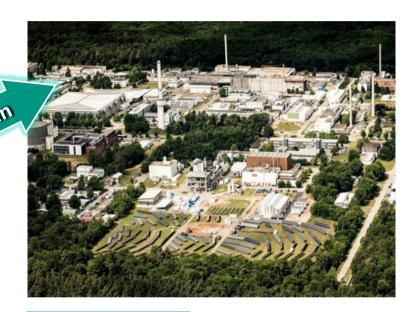
Campus Map

Campus South

- Lectures
- Library, Mensa, Cafeteria
- Center of student life



10 km, KIT-Shuttle 15 min



Campus North

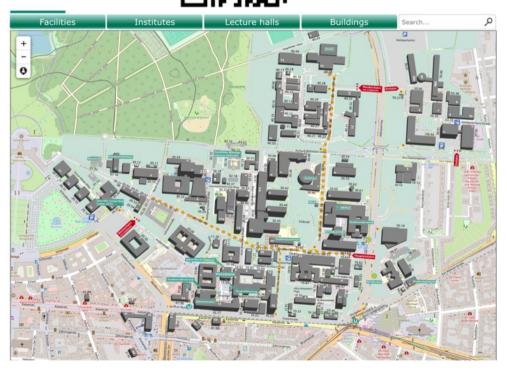
- Bauingenieur-, Geo-Current research
- No entry for students (usually)



Campus

Campus Map







Points of contact an overview



Department	Services & Resources	Student type	QR Code
IStO International Students Office	Supports KIT international student community from start to finish	all	
IStO Welcome & Integration - Degree Seeking	Pre-semester course, <u>Start of Studies for</u> <u>Internationals</u> , <u>Buddy Program</u> , <u>Student Support</u> , Refugee advising services, volunteering, etc.	degree seeking	0 0
IStO <u>Exchange</u> (ERASMUS- Eucor, Freemover, etc.)	Mobility-Online, exchange student Orientation, Presemester German course, certificate of arrival and departure documents, finances,	exchange	
International Student Center at Studierendenwerk	Social & Refugee counseling, events, mentoring, accommodation, etc	all	
International Student Hub	Advising services for international students	all	
Studienstart International - Information offer on ILIAS	Resource materials, videos,	all	0



Information and advice for international students

- for study-related questions
- for everyday issues
- Individual counseling in exceptional and emergency situations
- referral counseling



- also peer to peer
- anonymous on request







Newsletter of International Students Office (IStO

Please register for IStO Newsletter!

Receive regular updates on relevant news (support for international students, financial and legal issues, workshops, etc.)

Next edition beginning of November will contain all relevant links from today's presentation







Tuition fee waiver

Financial hardship :

Students must be able to prove that they have sufficient funding for their studies in order to be allowed to study at all \Longrightarrow So there can be no financial hardship, especially at the beginning of their studies.

A financial emergency during the course of study is only recognized if the student did not cause it themselves.

- Refugee students
- Students with a chronic illness or disability

Further information on exceptions:







Department	Services & Resources	Student type	QR Code
KIT Studierenden- service (SLE)	Central Office for Student Fees (Gebühren), Certificated, Organization including: KVV – Bescheinigung / Warrant, renewal of matriculation & De-registration / Withdraw, Transcript of Records (ToR), Campus Management Portal (Student portal)	all	•
ZSB - Zentrale Studienberatung	eneral academic advisoring services regarding studies and major, doubts about your program of study/change of major / university, withdrawing, etc	all	•
House of Competences (HoC)	Workshops for studying, presenting, methods Learning/Writing Advice, helpdesk	all	•
<u>FORUM</u>	Events, social research, campus radio, courses, etc.	all	
Career Service and Alumni	Job market, internship search, prospects, career entry and preperation recources, advising, event, etc	all	•



Department	Services & Resources	Student type	QR Code
Steinbuch Centre for Computing (SCC)	Help centre for technical problems, account registration, etc.	all	
KIT Library	Study spots, borrow books, events,	all	
Studierendenwerk Karlsruhe	 Mensa, International Student Center provides support in topics such as: Social, legal & psychotherapeutic counseling BAföG, scholarship & loan advice Studying with a child 		



Department	Services & Resources	Student type	QR Code
AStA KIT (Students' Union)	German courses, international student advising and a, equal opportunities, queer counselling, etc	all	
<u>Fachschaften</u> (Student Councils)	Student to student advising, O-Phase, exam preparation resources, represent student interests at university and departmental level, etc.	all	
<u>Sports</u>	Hochschulsport am KIT, Clubs, The walk-in - Center for Fitness, etc	all	
University groups & voluntary initiatives	Art and Culture , Research and Technology, Sustainability/ Ecology, Socio-political commitment		



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Department	Services & Resources	Student type	QR Code
KIT Department of Informatics Informatics Study Program Services (<u>ISS</u>)	Student Support, including Central study and examination counselling, Administrative tasks, Updating of Module Handbooks, etc	all	
KIT Department of Informatics Incoming & Outgoing International Exchange	Learning Agreements, advising for exchange students regarding studies,	exchange	
FSMI (Departmental Student Council)	Informatics O-Phase, student to student advising, exam preparation resources, free hot beverage, represent student interests at university and departmental level, etc.	all	
KIT-Informatics-Library	Study places, literature, etc.	all	



09.05.25

Emergency assistance for all persons living in Germany

Unfortunately, we cannot always be there for you





Important telephone numbers such as those of the fire department, police and ambulance

Vital information under QR Code

- 112 Emergency number for life-threatening situations
 - Europe-wide number, free of charge, no area code needed
- - Police (for fraud, robbery, violence, traffic accidents without injuries)
 - Nationwide in Germany, free of charge, no area code needed



Life in Karlsruhe



Register your residence at the local registration office

Anyone who moves to Karlsruhe must register within two weeks

if moving from another German city, this can initially be done online



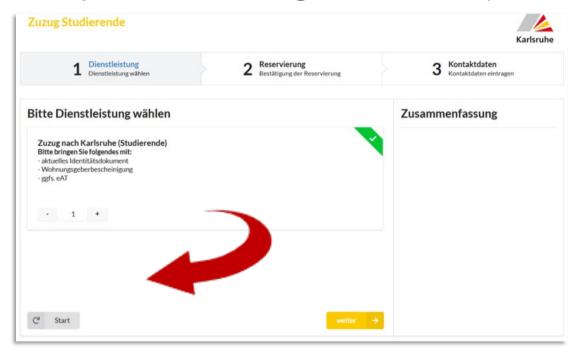
if moving from abroad a personal visit is necessary





Register your residence at the local registration office

for personal visit to registration office (=Meldeamt/ Bürgerbüro)



- time slots can be booked online
- go to appointment with:
 - valid ID / passport
 - housing provider certificate(= Wohnungsgeber-Bescheinigung)
 - visa / residence permit (= eAT)
- receive proof of registration (=Melde-Bescheinigung)



Local Registration Office of the city of Karlsruhe

Address: Ordnungs- und Bürgeramt

Kaiserallee 8

76133 Karlsruhe

Service Times: Monday – Friday 8.30 - 12.30h

Thursday 14.00 – 17.00h

Tel. 115 ServiceCenter City / Area District KA

helps with all administrative question

(= Meldeamt Stadt Karlsruhe)





Home Advantage

Register your primary residence in Karlsruhe and secure your welcome package! www.erstwohnsitz-ka.de

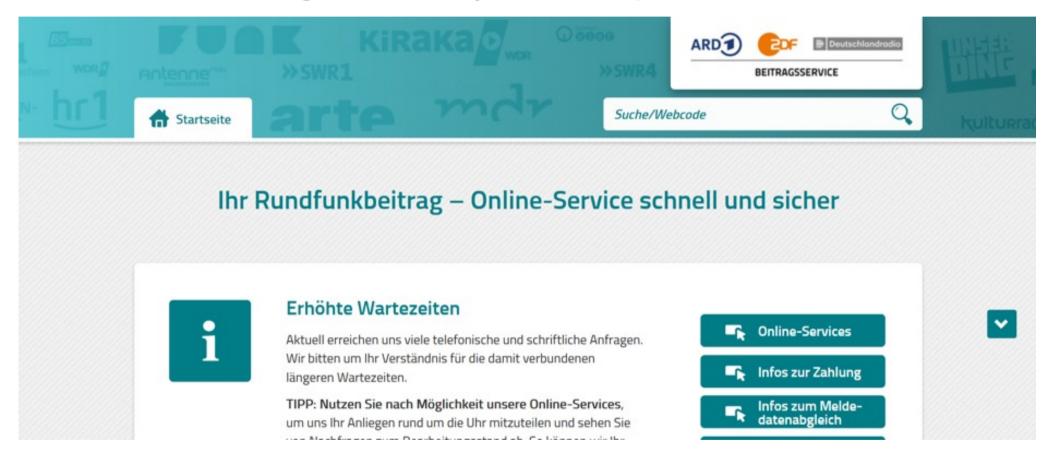








GEZ -Rundfunkbeitrag – mandatory 18,36 Euro/month





Residence Permit (eAT)

Apply for a residence permit, well before the expiry date of your visa!!!

Karlsruhe

- Submit the application online (choose English Language choose for training) or
- send application to local authorities by email or by post
 no need for a personal visit at this point





Landkreis Karlsruhe

Service&Verwaltung >>> Service >>> Dienstleistungskatalog >>> elektronischer Aufenthaltstitel (only in German)

Sources of Information for the Process

- KIT International Students Office (English/German)
- AniKA (many languages), look for:
 First Steps >>> Registering >>> Immigration Office Karlsruhe (Ausländerbehörde)
- For any Query, write to us : welcome@intl.kit.edu







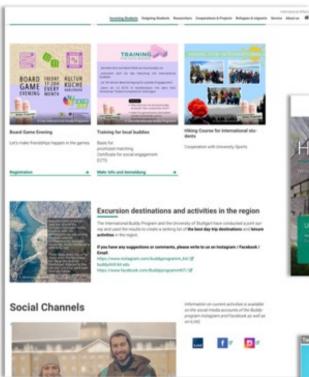
Social Life and Events

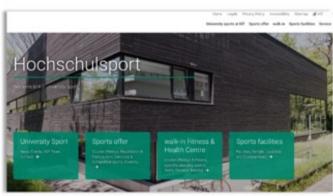


On Campus

Connect with other students and be social







Check out:

FSMI Activities: ex. Eulenfest

ISRT: Fit for exams & returning home: 25th June 2025

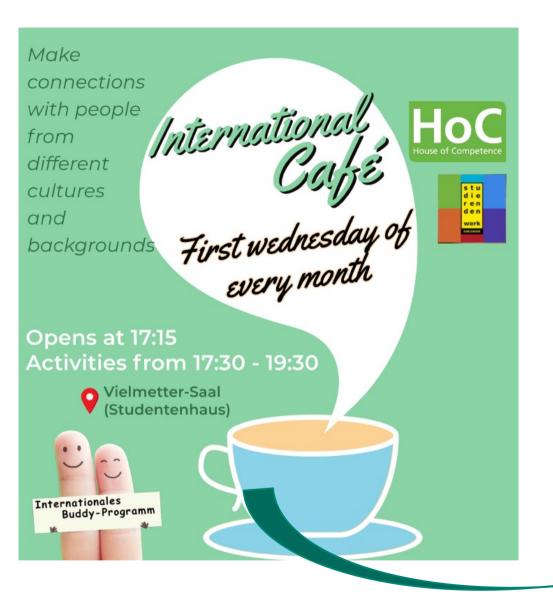
ESN Events, Buddy program, Language partner, etc...

17-45-19-15
Mentioning Gen-Tr
Billiating 40-36
Room 121
For new and return
In this Got Togeth
you am opportunit
you can do five to

In this Got Together you can chat ancitor play various board games. This also provides you an opportunity to rever study partners for modules you are taking and/or with whom you can do free-time accludes with.







4th June, 5:30pm

Your event...

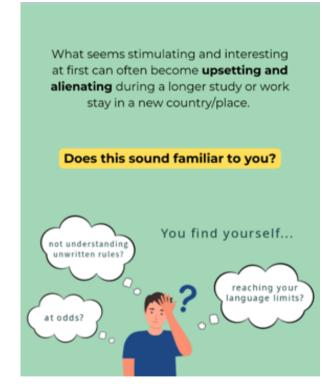
- for making contacts with students
- information + support at KIT





Culture Shock ... workshop in May











Save-the-date.



International Days 2025 May 5 to 16, 2025







Mobility Dating Erasmus+

14.05.25, 18.00-20.00, Audimax, Foyer

Mental health and dealing with stress



With all the difficulties that affect the course of study such as :

Test anxiety - Concentration difficulties - Self-esteem problems?

Loneliness - Relationship conflicts - Fear of the future

Studied therapists - Absolutely anonymous Everyone gets an appointment!

HoC for Internationals: Techniques and advice on all aspects of studying





- Learning
- Presentation & Communication
- Writing
- Shaping the future
- Doing research

Courses

by

Advice



Off Campus





Planning your current semester



Planning your studies

Degree seeking students:

- Starting Point is to inform yourself of the academic structure of the degree you are seeking at KIT.
- Make sure you are familiar with what you need to enroll in and complete to for your program of study as you plan this and the following semesters.
- Read through the Module handbook (MH)

Exchange Informatic students:

- Ensure the modules that you enroll in and select meet the approval of your home university
- Read through our <u>incoming exchange students website</u> and the information there about <u>course selection</u>
- No mater if you are a bachelor or a master student you can choose module in bachelor or a master at KIT. However make sure you meet the prerequisite knowledge for the modules you choose
- Ensure the Modules you select are also in your LA



09/05/2025

Overview to Modules

Lecture

(Vorlesung)

- Sometimes with Übung (you need to know if the module has compulsory or non-compulsory worksheets)
- Registration later in Semester (*only need to register for the exam, most of the time not for attending)
- Please note that some lectures also include exercises, which must be successfully completed in order to complete the overall module.

Seminar

- Work on a particular topic, write about it and prepare and present it to the group
- Watch others presentations
- Must register before courses begin (depending on the seminar: ILIAS/ Website/ Email/ Wiwi-Portal ...)

Lab

(Praktikum)

- Acquire more practical skills
- Must register before courses begin (depending on the lab: ILIAS/ Website/ Email/ Wiwi-Portal ...)

Thesis

Bachelor-/ Master

- Find advisor and topic (Visit the various Institute homepages to assist you in this process and e-mail potential advisors)
- Advisor will help to register the thesis
- Write and defend thesis



Language courses at KIT

One free course per semester:



German classes at KIT Studienkolleg

Foreign language classes in 14 different languages at KIT <u>Sprachenzentrum</u>

Teletandem for cooperative language learning at KIT <u>Sprachenzentrum</u>

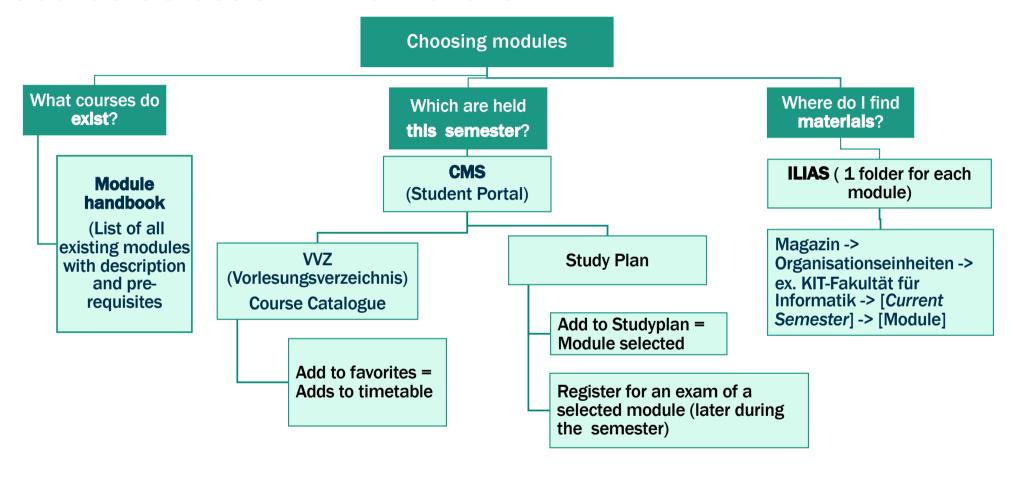


Remember to register early for next semester!





Course Selection – Flow chart





Do you know what modules you are interested in enrolling in this semester?

Do you know about, have access to, and know how to use:

- · CMS?
- · ILIAS?
- Plus Portal / SignMeUp?
- WIWI Portal?

Module Handbooks

Campus Management for Students

<u>ILIAS</u> Learning Platform

SignMeUp

Wiwi-portal

- Module Handbook is Department specific modules
- CMS you can look up information about module in informatic and other departments at KIT
- Ilias is a learning Platform
- Campus Plus Portal / SignMeUp
- WiWi-Portal Module Handbook is Department specific modules



Module Handbook

- Use Module Handbook in combination with Campus Management Course Catalogue when selecting Modules
- What is the SPO?
- Read through the Module handbook (MH)

• M.Sc. Computer Science students - this semester get an overview by thoroughly reading the introduction thru Master Thesis

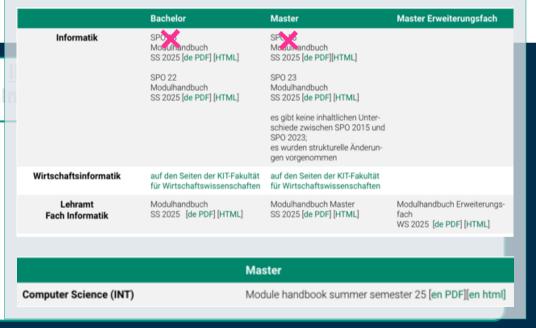
and reviewing FSMI Slides from O-Phase FBI info-session

Module Handbooks

<u>Campus Management</u> for Students

Learn

- Module Handbook is Department specific modules
- Links to CMS VVZ (Course Catalogue)
- Specific ones for Faculty, Major, Degree level and SPO
- Is updated each semester and released about a month before the start of the semester
- Modules may be changed, deleted, replaced, expanded, or otherwise modified at any time





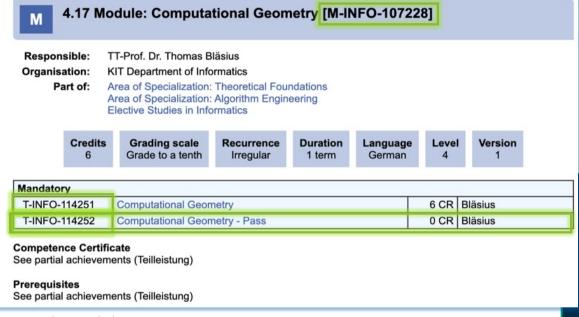
Module Handbook

- Are you familiar with :
 - Modulnummer / Module number (MN)
 - Teilleistungen / Number (TL)

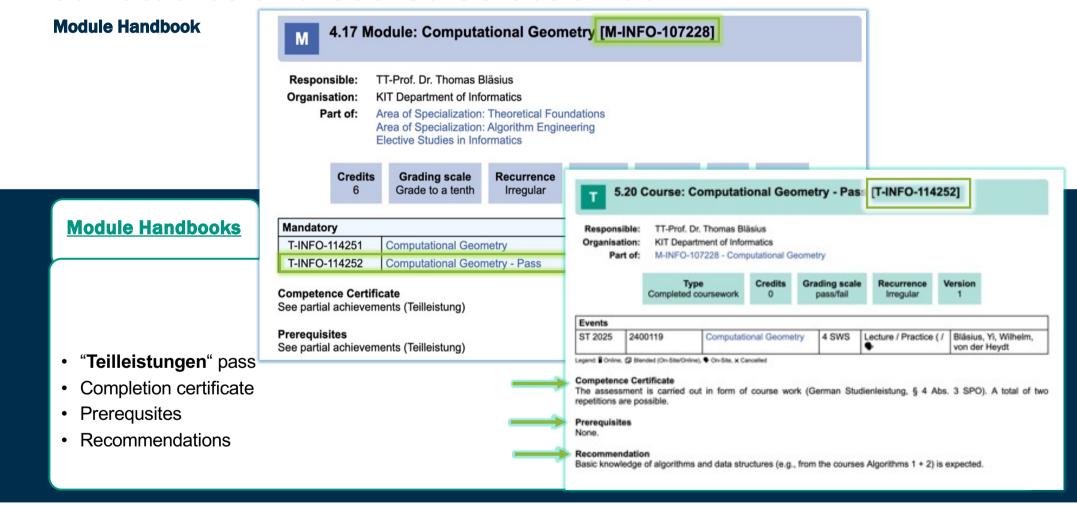
Module Handbooks

<u>Campus Management</u> for Students

- There is is an unique Study code (number) for modules, course, units, etc...
 - Modulnummer / Module number is assigned to each module
 - A Module may have one or more "Teilleistungen" (assessment component) which can be selected
 - The student's knowledge is assessed in the Module's various TL
 - Some of the TL are tied together and it is compulsory to select more than one TL in order to receive credit for the Module if you pass the exam, please read Module handbook carefully to see if it is the case
 - If you are an exchange student you need to also include in your Learning Agreement both the MN & TL









Campus Management for Students



Please remember to update your residence address as soon as you log in!



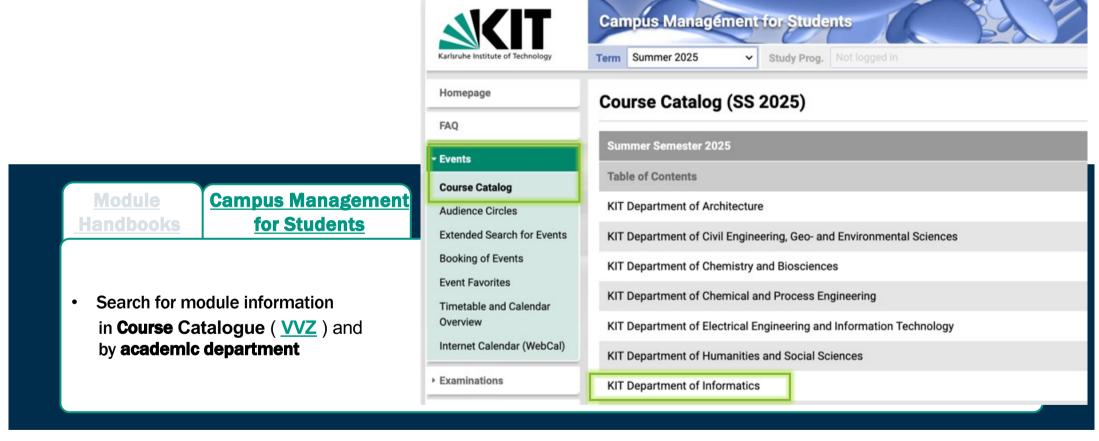
Module Handbooks

Campus Management for Students

- Access to KIT online services: Use for Selection, Registration, withdrawal from modules and exams, following semester re-Registration
- **Download of documents**: e.g. enrollment certificate, Free KVV warrant, transcript of record
- Log in with your KIT account: KIT account (u****) | password
- Ensure you select the correct semester



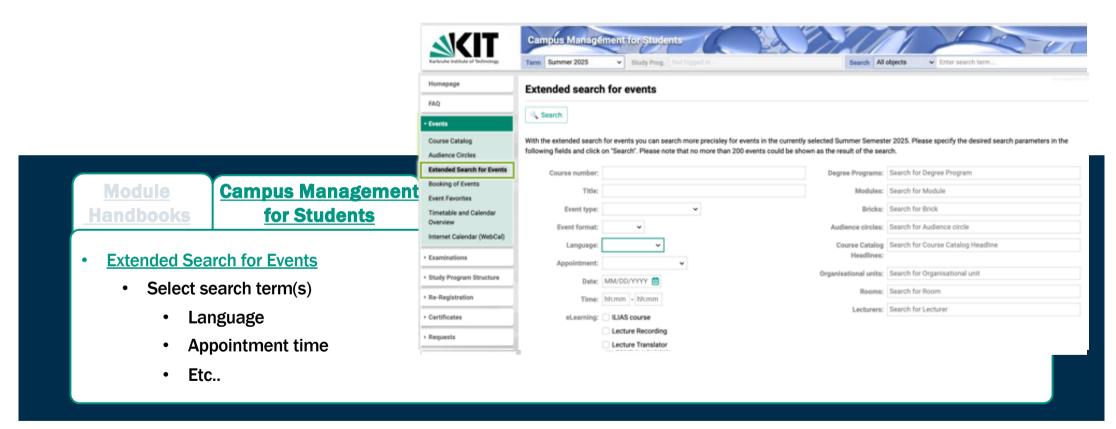
Campus Management for Students





09/05/2025

Campus Management for Students





Campus Management for Students Homepage FAQ ▼ Events **Campus Management** Course Catalog **Module Handbooks Wiwi-portal SignMeUp** for Students Audience Circles Extended Search for Events Booking of Events **Event Favorites** Put together semester courses (calendar) **Timetable and Calendar** Overview Internet Calendar (WebCal)



09/05/2025

Campus Management for Students

 Pro-Tip: You need time to get to know CAS, because it has so many layers (therefore take your time and try things out)

Module Handbooks

Campus Management for Students

<u>ILIAS</u> Learning Platfo

SignMeUp

Wiwi-portal

- When do I have to register for Modules and exams?
 - Will be addresses in the ISRT International Student Round Table: "Fit for exams and returning home" on 25 June 2025
- Videos
 - Info-Bite: <u>CMS -English</u> (Campus Management for students
 - FSMI- Video Quick Start Guide Video







• How to Ersti – Studierendenportal



ILIAS

- Have you accessed ILIAS as of yet?
- Best Tips
- What are your questions about ILIAS?

Module Handbooks Campus Management for Students Learning Platform

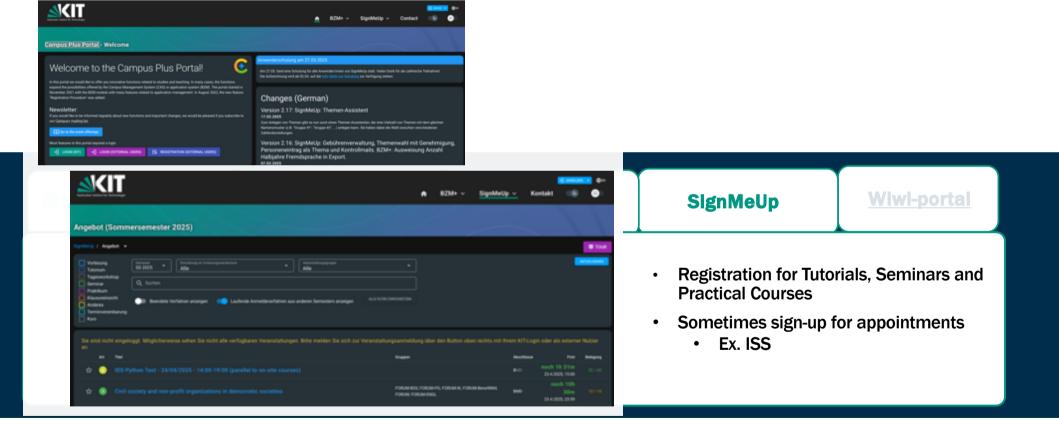


- ILIAS: Magazin -> Organisationseinheiten -> KIT-Fakultät für Informatik -> [Current semester]
- ILIAS system
 - Is one of the learning platform used by KIT
 - · It is where most lecture materials are stored for modules
 - Usually one folder for every module
 - Find script/slides, hand in homework, forums to ask questions, etc.
- Make sure that you select the current semester module!
- Calendar download/ import (iCal)



Campus Plus Portal / SignMeUp?

Have you used it and do you have questions?





09/05/2025





Start of semester checklist



Start of semester checklist

Check list for enrolment and academic and organization

- □ <u>First steps and Enrollment</u>: The page describes what you need to do in sequence for online enrollment (matriculation)
- □ <u>Updating Your Data</u> and <u>Account setup</u> with <u>SCC</u>:
 - □ u-account
 - □ set-up your Email
 - □ KIT card student card
 - □ MS Teams and Zoom
 - □ Wi-Fi & VPN at the KIT
- □ <u>Updating Your Data</u> on the <u>Campus Management (Student) Portal</u>
- □ Plan your studies, course selection and first semester
- □ Review Academic requirements to complete your degree, for this semester read:
 - □ Module Handbook (Introduction through Additional modules (in German: Zusatzleistungen) pages 9-13)
 - □ and FSMI slides from O-Phase FBI
- □ Register for seminars/labs /worksheets (Übungen)
- □ CMS calendar linking

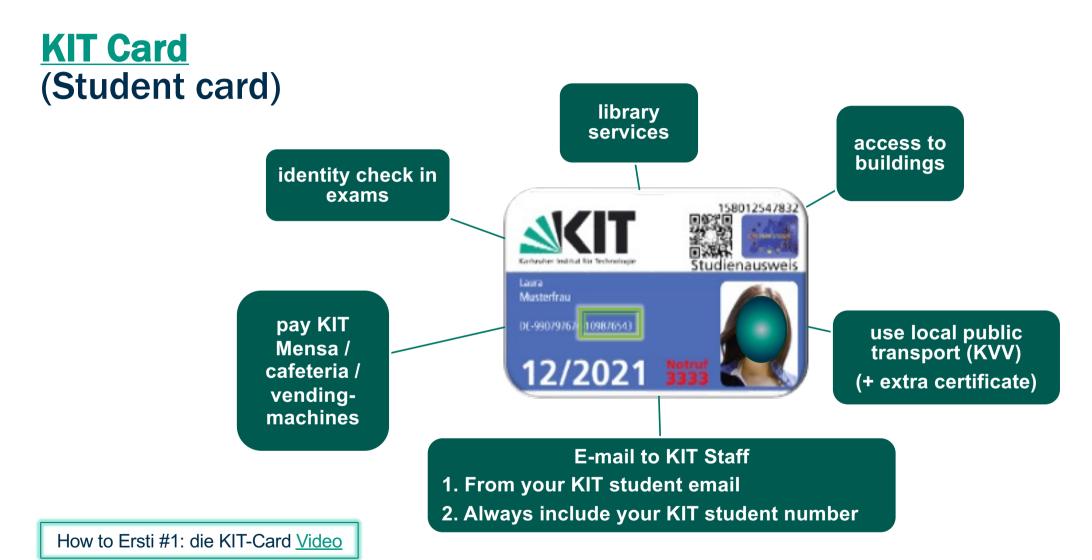
09/05/2025

- □ <u>Ilias Learning Platform</u> critical information, script, worksheets, communication, etc for most modules
- □ Review ISS and FSMI FAQS
- □ Autoload money on student card for cafeteria and campus cafes, etc..

Starting Your Studies at KIT

- Read
- View: <u>How to Ersti</u>: KIT youtube playlist for students:
 - Kit card student portal, etc...
 - in German but you can select English subtitles







09/05/2025

Start of semester checklist

Getting around and finding your way

- □ Public transport ticket
 - <u>Download KVV</u> -certificate in <u>CMS</u> for free public transportation in Karlsruhe on Monday – Friday 6pm – 6am, weekend and holidays

□ *"D-Ticket JugendBW"

- Baden-Württemberg offers a cheaper Deutschland-Ticket for young people (up to 27 years old)
- The "D-Ticket JugendBW" is valid wherever the normal Deutschland-Ticket is valid
- **Currently costs 473 € per year

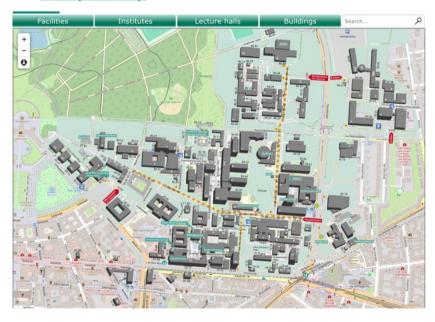
□ *"Deutschland-Ticket"

- for regional transportation in Germany for about **58,00€ per month & 696,96€ per year
- Exchange and students over 27 years old +





□ KIT Campus Map



^{*} The website is in German **Please note fees for the various tickets may change. Theses fees were current on April 2025



KIT Department of Informatics Support during your studies



KIT Department of Informatics

Studies Organization













Informatics Study Program Service (ISS)

- Provides "official" information on your program of study
- Student Support, including Central study and examination counselling
- Administrative tasks in connection with the study programs offered
 - Processing of Applications and Certificates
 - Updating of Module Handbooks
 - Lectures Schedule
 - Exam Timetabling
 - Supervision of the examination boards and commissions as well as the

FAQs Studium und Prüfungen der KIT-Fakultät für Informatik

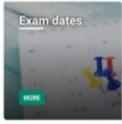
 Has a wealth of information related your processes and procedures in our department and should be consulted as an initial step to answering your questions



KIT Department of Informatics Studies Organization











Exam dates

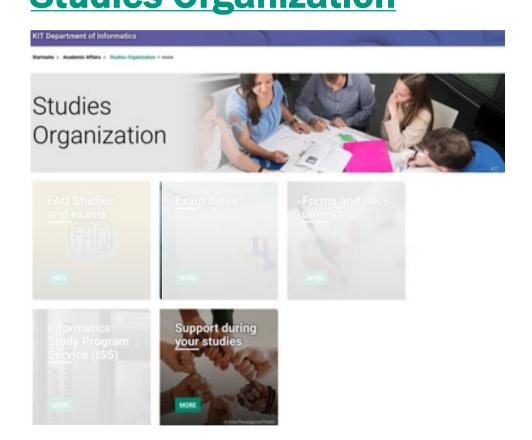
- Department information regarding exams
- The dates and times of the examination events in CAS apply!
- ISRT in 25 June 2025 will go into more details about exams and exam preperation

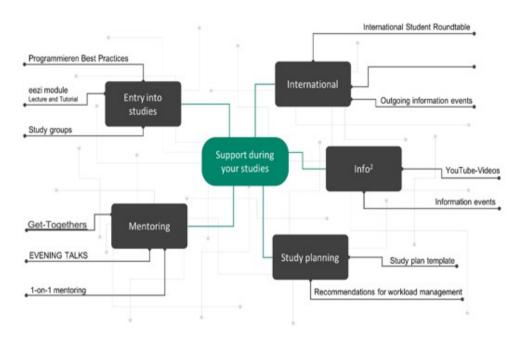
Forms and documents

- Module handbooks
- Examination regulations
- Statutes
- Forms
- Regulations and guidelines



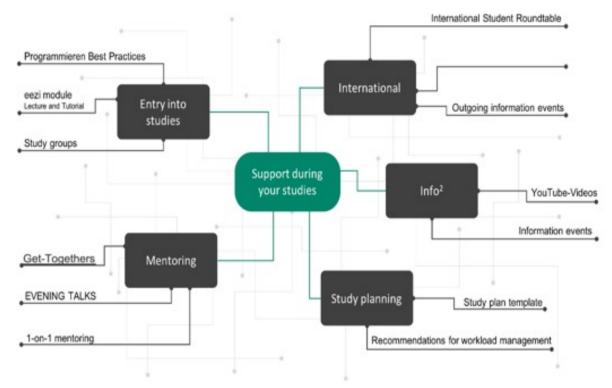
KIT Department of Informatics **Studies Organization**







KIT Department of Informatics **Support during your studies**



Christine Glaubitz - Kick Off to the Semester (Summer semester 2025) https://www.informatik.kit.edu/english/10509.php











Information Events of the ISS



International Student Round Table: "Kick-Off the Semester"

April 29, 2025 17:45 - 19:15

Building 50.34 Room -101 (Celler) & Zoom

tionale Studerends, die frisch ihr Studium an der KIT Fakultät für Informatik beginnen. Ziel des 1597 ist es, euch häfreiche Mormationen und Tipps für einen erfolgreichen Start zu geber



Evening Talk - Study overview: "What's next for my studies?" Now that you know your results from your first

International Student Round Table: 'Rick-Off the Semester'
International Student Roundable (ISRS) is for

04/29

04/23

04/24

05/08

05/13

For new and returning students get together in this Get Together you can chall and/or play various board games. This also provides you

International Student Check-in & Trouble

In this event, students of information and information systems who intend on writing their fi-nul theses. This workshop provides an over-







FSMI (Fachschaft Mathematik/ Informatik)



FSMI (Fachschaft Mathematik/ Informatik)



They are the informatics students representative body provides assistance and various services including:

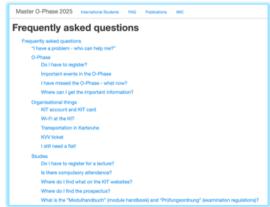
- selling copies of old exams
- advising answer queries and advice regarding the major
- social activities (O-Phase, Eulenfest, during the semester weekly breakfast, etc.)
- chance to connect with other students in your major
- ect...

Location: Building 50.34, Room -124 (cellar)

Website https://www.fsmi.org/en/offers/international-students/

E-Mail: international@fsmi.org

FAO: https://o-phase.com/en/ss25/faq/



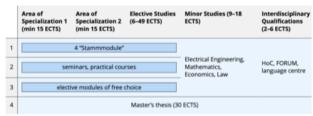


FSMI (Fachschaft Mathematik/ Informatik)

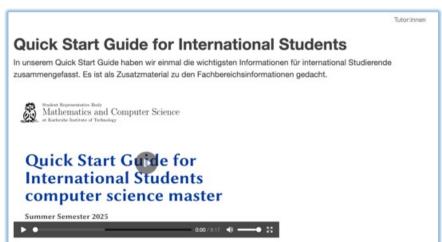
If you missed the FSMI <u>O-Phase</u> they have lots of helpful information on their website to help you get off to a good start. This includes:

- FAQ
- Publications: Must reads such as <u>Study Program Information</u> <u>Computer Science M.Sc.</u> A good explanaition and overview to academic structure of major and <u>IMAMA (International Master Mathematics) Handbook</u>
- If A Quick Start Guide Video about:
 - Planning the semester:
 - Campus Management (CMS) Course Catalogue selecting and removing modules, calendar
 - ILIAS
 - Extra curricular activities and groups, language, soft skill, interdispensary, key qualifications or additional courses and credits, ect.
 - Everyday Life
 - Day and week structure, where to study, hangout and eat
 - What is Fachschaft

Structure of your studies











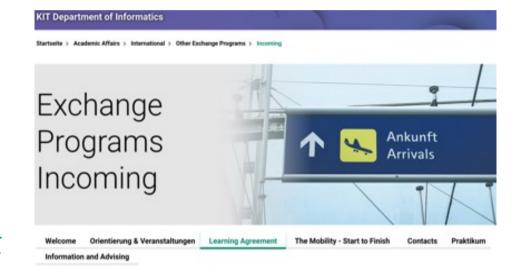
Learning agreement (LA)is by some of the incoming exchange students including by <u>ERASMUS</u>, EUCORE, DAAD, Freemover students

The LA is a contract between you, your home university and host university regarding your studies

- LA must always be signed by all 3 parties:
 - by you (student)
 - the subject coordinator (FK) of your home university and
 - the subject coordinator (FK) at the partner university (KIT departmental coordinator)

It is important to comply with your LA.

Please upload and update your LA in Mobility Online Processing time is around 14 days





- When completing your LA include:
 - Name of the module in English and when applicable also in German too
 - Modulnummer / Module number and the Teilleistungen / Number
 - Please ensure that you enroll at least 70-80% Informatic Modules/course(s)
- Please ensure that you enroll and complete at least the minimum of required ECTS required by your home university.
- Processing your LA <u>may take up to 14 days</u>
- Changes to the LA "during the mobility"
 - You may adjust your LA during your time at KIT
 - · due to time conflicts or other study interests
 - · Consult and seek approval from your home university when updating your LA
 - · Update it in Mobility Online
 - For any changes please make them by <u>15 May 2025</u>



- When completing your LA include:
 - Name of the module in English and when applicable also in German too
 - Modulnummer / Module number and Teilleistungen / Number

Study Programme at the Receiving Institution Mobility type: Semester(s)				
	Component Code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Semester	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
	M-INFO-101178, T-	Datenbanksysteme	2/2	4,00
	INFO-101497	Human-Machine-Interaction		
	M-INFO-100729, T-	Mensch-Maschine-Interaktion	2/2	6,00
Table A	INFO-101266	Information Security		
	M-INFO-106015, T- INFO-112195	Informationssicherheit	2/2	5,00



09/05/2025





Info² Website you will find under event archive PDF of the slides & Link to Video



KIT Department of Informatics Informatics Study Program Service (<u>ISS</u>) **Support during your Studies**



International Student Office (IStO) **International Student Hub**



