



**WHZ** Westsächsische  
Hochschule Zwickau  
University of Applied Sciences

**WELCOME TO ZWICKAU**

**YOUR GUIDE TO SUCCESSFUL STUDIES**

**WHZ.DE**

# IMPRINT

Westfälische Hochschule Zwickau  
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**Enrollment papers**



## Enrollment papers

Your studies begin with the enrollment documents. You will receive this by post and it contains the following:

- General information about starting your degree programme, course schedules, regulations, the Student Services and other important information. You can use the QR codes to conveniently access the relevant websites via your smartphone.
- Your certificate of enrollment for your first semester.
- A certificate according to § 9 of the Federal Training Assistance Act (BAföG), which you must add to an application for Bafög.

Important note: You must retrieve your certificate of enrollment for the following semesters (exclusively) via the Student Services portal.



## Enrollment ceremony

We cordially invite you to our enrollment ceremony at the start of the winter semester. On this day, representatives of the university, the city and the economy will gather to welcome you to the WHZ family. You can celebrate the start of your studies with your fellow students and friends. All information about the matriculation ceremony will be announced in time on the WHZ website.



# Student ID



You will receive your student ID with your enrollment documents. The student ID is multifunctional. It acts as

- electronic wallet (payment function for cafeteria, printing, university sports),
- user ID for the university library,
- access to lecture halls and rooms (eg. Computer-Pools),
- proof of the student status.

## Your student ID



You can use the QR code to view your balance and block your student ID, among other things.

In addition to your name, the student ID card shows your matriculation number and your library number. It can therefore be clearly assigned to you and may only be used by you.

## Loss of student ID

Due to the multiple functions of your student ID card, it is important to react quickly in case of loss or problems with the student ID.

If you lose your student ID, contact student services ([studieren@fh-zwickau.de](mailto:studieren@fh-zwickau.de)) to get a new one. Please note, that you will have to pay 10,00 Euros for a replacement.

You can block your student ID via <https://mobile.fh-zwickau.de/verlust/>.



## eSKo - electronic wallet

To be able to use the student ID card as an electronic wallet , you must have an one-off initialization carried out at a validator machine before topping up for the first time. You should also revalidate your student ID card every semester at a validator machine. The imprint confirms the current semester.



## Germany Semester Ticket (Deutschlandsemesterticket)

The Germany Semester Ticket is available in a digital form via the mobile website "RIDE".

The ticket allows you to use the public transportation network throughout Germany. It isn't valid for all trains, trams and buses. Do your research before you get on the bus, tram or train. You will also need to show your student ID as proof that you are a student.

Keep in mind that ticket conditions may change during your studies.



# Moving to Germany

There are some things to consider while studying and living in Germany. As an international student, you might not be familiar with topics such as health insurance and the broadcasting fee in Germany. However, these are very important. Read the information carefully to avoid problems with fines.

If you are an EU student, you have to get your home insurance confirmed by a German health insurance, register at the city hall and register for the broadcasting fee.

As a non-EU student, you have to get insured by a German health insurance, register at the city hall and register for broadcasting fee but also establish a blocked bank account and apply for a residence permit at the foreigners office.

## Blocked bank account

If you are a non-EU student and want to study in Germany, you must have a blocked bank account - known as "Sperrkonto" in German. During the visa application process, it serves as evidence that you have adequate financial resources to live and study in Germany. You can choose a bank that offers this service. Some banks have online services where you can set up an account online.

To set up a blocked bank account, it must meet the following conditions:

- It must be set up with a specific amount of money. The money has to cover at least the first year in Germany.
- The blocked account can only be closed with the consent of the embassy or the foreigners office.



## Foreigners office

If you are a non-EU citizen you need to apply for a student visa at the German Embassy Consulate or a visa application centre in your home country. After receiving the visa and entering Germany, you have to apply for a residence permit to study. This can be done at the foreigners office (Ausländerbehörde). It is the same office where you can extend your visa through an appointment.

Please note that students from the campuses in Schneeberg, Markneukirchen and Reichenbach must visit a different foreigners office than the students in Zwickau.



**The following documents are required:**

- Complete residence permit application form
- 2 biometric passport photos
- Passport and its copies
- Proof of health insurance
- Lease and tenancy certificate
- Enrollment certificate
- Blocked bank account
- Administrative fee

## Health insurance

If you study in Germany, you need to prove that you have appropriate health insurance for the duration of your studies. Please note that you cannot be enrolled without health insurance. Your insurance confirmation will be sent automatically from the insurance company to the University of Applied Sciences Zwickau.

If you're a student from a EU-country, your home health insurance must be confirmed by the German state health insurance.



**The following documents are required:**

- Passport
- Letter of Admission

## Accommodation in Zwickau

You can apply for accommodation in the dormitories of the Student Union Chemnitz-Zwickau as well as on the private and public housing market.

The Student Union Chemnitz-Zwickau runs several halls of residence at the WHZ campuses:

1. the student hall of residence in Makarenkostraße in Zwickau Eckersbach,
2. the student hall of residence on Innere Schneeberger Straße in the city centre of Zwickau,
3. at the Schneeberg campus, the hall of residence is directly attached to the university building.

## Register at the City Hall

If you live in Germany, you have to register at your respective city hall. Do it within the first two weeks upon your arrival. For your registration, you have to make an online appointment at the city hall or visit during the opening hours.

Bring your ID and the proof of residence (Wohnungsgeberbescheinigung (WGB)) from your landlord to your registration appointment. Without these documents, registration isn't possible and you have to make a new appointment. Keep in mind that the failure to register your residence can lead to a fine.



## Radio Broadcasting Contribution

In Germany, apart from the rent, you have to pay a fee for radio/TV services, even if you don't own a TV set or radio.

It is irrelevant if you live in an apartment or in a shared flat, the fee has to be paid per household. You can register to pay this fee on your own, or if you share a flat, talk with your roommates about the contribution.

Do not ignore the letters referring to "Rundfunkbeitrag" (broadcasting fee). If you do not pay, a strict fine will be imposed, which will cost you much more than the regular fee. If you have any questions, contact the social counselling of the Studentenwerk Chemnitz-Zwickau.



# Student Union

## Chemnitz-Zwickau



The Student Union Chemnitz-Zwickau (Studentenwerk Chemnitz-Zwickau) offers a comprehensive service related to studying as well as supports WHZ students with financial, social and cultural services. Further more, it offers different counselling opportunities free of charge. For general questions, students can visit the student union during the opening hours. To address more complex issues, it is recommended to arrange an individual appointment with an advisor via email or phone beforehand.

### Canteens & Cafeterias

The canteens and cafeterias at the Campus City Centre and the Campus Scheffelstraße are run by the Student Union. They provide various meals from Monday to Friday. Besides breakfast and snacks, the canteens offer three to four lunch meals per day.

The student ID card serves as a pay card in the canteens and cafeterias. Before using the card, you have to load it up with money. The top-up machines are located in front of the canteens and cafeterias.

### Student Accommodation

The Student Union offers student accommodation in Zwickau and Schneeberg. The advantage of living in a dormitory is that the utility costs and extra costs such as fitness studio, table tennis or reading cafés are included in the rent. Furthermore, the dormitories are equipped with laundry rooms, student clubs and bicycle storage rooms.

We recommend you arrive on a weekday (or make an appointment beforehand) to easily receive your room keys. Note, that the dorm's office is closed during weekends.



# International

# Office

The International Office assists and mentors international full-time and exchange students at the University of Applied Sciences Zwickau. They can support you throughout your studies and provide information if necessary. During your studies, they give you information about study-related things and events in Zwickau. In addition, the International Office is responsible for international relationships with partner universities and research partners around the world. With the help of international partnerships, the students, professors and members of staff can learn, research and work from other countries around the world.

Furthermore, the International Office organizes different events, such as cultural evenings, and throws a Welcome Party to celebrate the start of your studies in Germany. You can use these events to get to know your fellow students and professors.

If you have any questions about the organisation of your studies, the International Office is more than happy to help you with this topic.



Contact  
information  
of the  
International Office



## EVENTS

Throughout the semester the University of Applied Sciences Zwickau and the International Office offer different events for its students. For example, you can improve your language skills by taking part in the Language Corner, get to know your fellow students at the Welcome Party and explore other countries at cultural evenings. You can become an active part and present your home country at a cultural evening as well.



## FOLLOW US

Follow the International Office on Facebook and Instagram to get regular updates on study-related matters and events at the WHZ. They will remind you of deadlines, like the re-registration period or the examination period, and give you an overview of what the WHZ has to offer. Furthermore, they inform you of important dates, including national holidays.



## GOING ABROAD

If you're interested in studying abroad or doing your internship abroad, the exchange team is eager to help you with the planning of your trip and finding the financial support that suits you best. Staying abroad needs to be well prepared to avoid problems caused by missing documents and wrong compensation.

Some of the degree programmes include a semester or internship abroad. This also needs to be planned to get financial support. The International Office recommends visiting the informational events during the semester to get everything you need for planning your stay abroad.



**Start of your  
studies**

## Preparatory Courses

The preparatory courses organised by the university association Mentor e. V. are offered by students for future students before the start of the semester. The aim is to bring future students up to a standardised level of knowledge and to refresh content from the school subjects. The courses are subject to a fee and comprise several teaching units. Regardless of whether you are coming to the WHZ from school or are furthering your education after starting your professional life, please inform yourself as early as possible about the courses offered to make your transition to student life at WHZ as easy as possible.



## Orientation Week

The orientation week takes place in the winter semester in the week before the start of the lecture period. It offers you an introduction to 'life' as a student at the WHZ. You will be offered faculty- and course-specific programmes as well as a general insight into the WHZ and its facilities.

Don't miss out on this opportunity: Find out more now!





## Get to know the faculties

In Zwickau, the WHZ is divided into the Campus City Centre and the Campus Scheffelstraße. At the Campus City Centre, you will find the following faculties: Automotive Production and Mechanical Engineering, Electrical Engineering and Physical Engineering/Computer Sciences. At Campus Scheffelstraße, you'll find the faculties of Business and Economics, Automotive Engineering, Applied Languages & Intercultural Communication as well as Health and Healthcare Sciences.

Other WHZ sites are located in Schneeberg with the Faculty of Applied Arts and in Reichenbach with the Institute for Textile and Leather Technology. The Institute of Musical Instrument and Construction, which also belongs to the Faculty of Applied Arts, can be found in Markneukirchen, deep in the Vogtland region.

If you have any issues with your degree programme, you can contact the secretariat of your faculty or the course advisor.

### Health and Healthcare Sciences

The faculty of Health and Healthcare Sciences offers an academic education in the field of social and health sciences, which is a significant part of the Life Quality Division. All programmes of the faculty are characterised by accessibility to study, the conveyance of theoretical and methodical knowledge as well as the acquisition of high social competence.



## Business and Economics

With numerous courses of study, institutes and departments, the Faculty of Business and Economics instructs and conducts research in a broad range of economic fields, taking interdisciplinary approaches and offering instruction focusing on practical aspects. The faculty fosters long-standing contacts with international universities and post-graduate institutions and is an active partner of the SOKRATES and ERASMUS programme.



## Applied Arts Schneeberg

The Faculty of Applied Arts Schneeberg conveys theoretical scientific, artistic and design fundamentals. The broad-based programme of study offers courses, which lead to a high level of design and technical qualification. In the musical instrument-making programme with the fields of plucked and bow instruments, knowledge and skills are conveyed, which give students the necessary expertise and skills to design and build high-quality artistic musical instruments.



## Physical Engineering/Computer Sciences

The Faculty of Physical Engineering/Computer Sciences offers attractive Bachelor and Master courses in the fields of physical technologies, microprocessor technology and computer sciences. The courses of study are accredited according to recognised guidelines and have been conceived with a practical approach.



## Applied Languages and Intercultural Communications

The Faculty of Applied Languages and Intercultural Communication offers Bachelor and Master's degree programmes that combine languages (Chinese, German as a Foreign Language, English, Spanish, Portuguese) with business administration and intercultural communication. Applied Media Communication German-French (B. A.) and Sign Language Interpreting (German Diplom, Master) add to the profile of the faculty as a place of renowned multilingual, multicultural and international expertise. Moreover, courses in English for specific purposes are offered to WHZ students on intermediate and advanced level.



## Automotive and Mechanical Engineering

The Faculty of Automotive and Mechanical Engineering is one of the WHZ's most active research faculties. Its courses of study are closely aligned with the development and manufacturing of automobiles. Results from research and development work are integrated into modern, hands-on instruction. Additional interdisciplinary knowledge is also conveyed. As a result, the programmes of study and areas of specialisation optimally meet the requirements for subsequent careers.



## Electrical Engineering

Since the founding of the engineering school on April 26, 1897, electrical engineers have been trained in Zwickau. Electrical engineering and electronics are indispensable requirements for innovation in all sectors of modern industry. With its current degree courses, the Faculty of Electrical Engineering meets the growing demand from industry and research institutions for graduates with extensive and application-oriented specialist knowledge. The faculty offers a strong cooperation between knowledge transfer and internships within and outside the university as well as a large research environment.



## Automotive Engineering

The Faculty of Automotive Engineering is a centre for educating tomorrow's engineers in the automobile industry. It is a competent partner in the fields of research and development. The faculty offers a comprehensive selection of programmes relating to automobiles.





# University

# library

The university library accompanies you throughout your studies - with a wide range of media, quiet study and work spaces and practical services. Your student ID card is also your library card: You can use it to borrow books, use the self-checkout and lockers and pay for copies, printouts or any fees incurred. The loan period is four weeks and can be extended up to three times.

The main library is located on the campus in the centre of Zwickau. There are other locations on Campus Scheffelstraße as well as in Markneukirchen and Schneeberg.

Simply log in to the PC workstations with your university login data. Of course, you can also use the Wifi in the entire library area - e.g. for research with your own laptop. Our digital media and the library catalogue are also available to you from home.

At the start of the semester, we offer training courses on using the library and researching.

Finished reading? Then simply return your media to any library location. Particularly practical: There is a return flap in the main library - around the clock.



# Communication at the University



**FROM:** Maxim.Musterstudierende.xyz@fh-zwickau.de (If you communicate via email with employees or professors at the WHZ, use your university email address).

**TO:** All.Firstsemesterstudents@fh-zwickau.de

**SUBJECT:** Be as precise as possible in the subject line. If you have a question or any concerns about a specific module, then mention the module number in the subject line.

Dear fellow students,

Please do not forget the form of address when communicating with members of the university. If you are corresponding with your professors, use their proper titles.

### **Communication is a two-way-street**

The university informs you about events, deadlines and other important information and notices. For this, the university uses different channels: the WHZ-WhatsApp-Channel, the digital display at different campus locations or other various social media platforms – **the most important channel of communication is your email inbox.** Here you will receive all the important information concerning your studies. We therefore recommend that you check your university mailbox every day.

With kind regards,

Maxim Musterstudierende

(Always sign your e-mail with your full name. Stating your full name makes it easier to identify you.)

### **Matriculation number: XXXXX**

(In order to ensure precise identification and faster allocation of your requests, please state your matriculation number when sending e-mails to the university administration.)



ZKI

University

Computing Centre

The University Computing Centre (German: Zentrum für Kommunikationstechnik und Informationsverarbeitung, ZKI) is your contact for digital services and infrastructure at the University of Applied Sciences Zwickau. We provide you with services such as Wi-Fi, email, file and cloud storage, VPN (Virtual Private Network), video conferencing systems as well as free software subscriptions such as Microsoft 365, Sophos anti-virus protection and education-specific applications. Moreover, our infrastructure portfolio includes the provision of internet access for the entire university and all student residences as well as the maintenance of almost 20 computer labs, central printers and scanners. Our WHZ web app is your mobile companion, where you can find all important information about your studies. If you have any questions or problems, our IT Support is your first point of contact and will be pleased to assist you.

**Contact**  
IT Support  
@ Campus City Center

Kornmarkt 1  
Georgius-Agricola-Bau, Room: 219  
+49 375 536-1215  
zki-service@fh-zwickau.de



## VPN

To access our internal services, such as email or file storage, from outside the university network you need a secured connection via our VPN service (Virtual Private Network).



## Wi-Fi

To access the university network with your mobile devices, we provide you with Wi-Fi named „eduroam“ at the entire campus and all student residences.



## Email

To communicate with your fellow students, professors, faculty and the administration of the University of Applied Sciences Zwickau, we provide you with an email address.



### Notes about the email service

Email is the main communication channel at the University of Applied Sciences Zwickau. You will receive important information about your studies via this channel. So please check your email inbox regularly to stay up to date. Use your university-specific username and password as login data, which will be given to you when you enroll. To access our email service from outside the university network, you need a secured connection via our VPN service.



# Lecture period



# Your schedules

## Schedule for the academic year

You can find the schedule for the winter and summer semesters of each year in the academic year schedule. It lists the lecture and examination periods as well as the Dies academicus and other important dates. You can also use the academic year schedule to identify the dates of the calendar weeks of a semester and the allocation to Cycle 1 (Z1, odd calendar weeks) or Cycle 2 (Z2, even calendar weeks). This is particularly relevant in the course schedules.

## Your study schedule

Your seminar group number is also noted on your enrollment documents. It consists of various components:

**XXyZZZ**

**XX = Year of enrollment**

**y =**  
Enrollment to summer semester (1)  
Enrollment to winter semester (2)

**zzz = Study programme number**

You can view your course schedule on the WHZ website under course schedules and download it as a PDF. Please note the cyclical planning and calendar week information in your plans.

## Study Plan

The study plan determines which modules should be completed during the course of your studies - and even more so in which semesters. It can be viewed in the Modulux database. In order to open the correct version of your degree programme, you should note your own year of enrollment. Once you have selected your degree programme, you can view your detailed study plan.

# Department of Student Affairs



The Department of Student Affairs (DSA) supports you with information on study-related matters. Upon your arrival, you will get your enrollment documents, your student ID and your login data from the DSA. Furthermore, the department is responsible for student counselling, admission, enrollment, re-registration and examinations. At the end of the studies, you will receive your certificate from the department.

## Campus Portal - Student Services

The portal can be accessed with your login and password. You can use the portal to change personal information and postal address, check on payments to the university or download important documents, such as the enrollment certificate.



## Re-registration

You must re-enroll every semester. To do so, you need to pay the semester fee on time. The amount may vary, so check your semester fee in the Student Services portal before making the payment.

In case of delayed payment, you will have to pay an additional late-registration fee. If you don't re-register in time, you will be exmatriculated.

Please note: You can't pay the semester fee in cash. You have to make a bank transfer.



## Leave of absence

You can take a leave of absence from your studies due to important reasons. You will need to hand in an application to the Department of Student Affairs. The application can be submitted due to the following reasons:

- medically certified illness,
- justified social emergency,
- parental leave and caring for own children,
- caring for relatives in need of care,
- studying at an university abroad (except if the semester is recognised as a subject-related semester).

Your leave of absence will not be added to your overall time taken to complete your studies. Leave of absence is only possible for the following semester, not retroactively.



# Level up your language skills



You can improve your German or English skills by joining a language course or learning in peer groups. Check out the various learning options on our website and follow the instructions to register for the courses.

## German language course

German language courses are offered throughout your studies. There are subject-specific courses and general language courses on various skill levels. There is one for everyone. You receive a certificate upon successful course completion.

## English course

During the semester, specific English courses are offered for different language levels and areas of study. The current offerings can be found in the timetables.

## German intensive course

At the beginning of each winter semester, a two-week intensive German course takes place on the WHZ campus for full-time and exchange students. The course offers instruction at various language levels (A1–B2).

## Language test

In addition to the integrated language courses offered as part of the degree programmes, the language programme also includes preparatory courses and examinations for internationally recognised general and subject-specific language certificates.



Career

Service

The Career Service of the WHZ is an intermediary between the university and companies offering job opportunities. Its service includes individual consultations and workshops preparing for the professional career as well as support when searching for internships, part-time jobs and graduation thesis partners.

Various workshops and events will help you to find the perfect internship partner during your studies. You will find upcoming events on our website. If you want to make an appointment to discuss your career opportunities, please contact the Career Service beforehand.

Contact Information



WHZ Jobportal



Job Regulations



# Your digital companions

Studying is no longer conceivable without digital companions: In addition to the website, the university offers various e-learning platforms, a video conferencing tool and the WHZ app.

## E-learning Platforms

Various e-learning platforms are used at the WHZ, via which digital learning content can be made available to students. Our learning platforms offer many possibilities of e-learning such as courses, the provision of scripts and teaching materials, learning groups, knowledge tests, wikis and much more. For more information on the e-learning platforms and on how to access them, please visit:



## BigBlueButton

BigBlueButton is used for video conferences and online events at WHZ. More information on the use of BigBlueButton can be found in the instructional video:



## WHZ-WebApp

The WHZ-WebApp is available to all smartphone owners. The app includes many different functions, from the individual curriculum to the Mensa menus.



# Next level studies



## Studium generale

As part of the Studium generale, events are offered that enable students to look beyond the confines of their own degree programme. Participation in the events is free of charge. Attending Studium generale is a fixed component of some degree programmes. The event catalogue is published at the beginning of the semester.

## University sports

Do you want to be active during your studies? Then sign up for the various activities offered by the university sports. You can choose between being active in a team or on your own.

## Tandem Project

The Tandem Project is designed to provide an independent way of learning a language. Tandem partners meet regularly on an informal basis to teach and learn each others native language and enjoy cultural activities together. Time, location and content of the meetings is up to the tandem partners. Enjoy this opportunity.

## Language Corner

The Language Corner is aimed at all students who are interested in foreign languages and other countries. At the regular get-togethers, participants can meet new people and learn more about other cultures. The gathering also offers international students the opportunity to improve their German language skills - be it through discussions, games evenings, short film evenings or many other activities.

# More than just lectures

## - WHZ's thriving campus

### Student representatives and Student Council

The most important institutions of student participation are the student representatives (FSR), which operate on faculty level and the Student Council (StuRa), which operates on university wide policies. You can also help shape the FSR of your faculty or the StuRa of the WHZ.

The student council is the elected representation of the WHZ student body. It represents your interests and those of the entire student body within and outside the university. It also offers advice and information on numerous student topics. You will receive a weekly newsletter via university email with important dates, information and the latest cultural programmes.

The student representatives are made up of elected representatives of the student body. The members are committed to your interests in the study commissions, the examination board of your faculty and are your contact for questions and problems during your studies.

### Racing Team

The WHZ Racing Team was founded in 2006. The team is made up of students from various departments and degree programmes and competes in international competitions such as the Formula Student with the racing cars they have designed and built themselves.

### Campus Cast

If you prefer to stay behind the scenes, you can also get involved in the university's Campus Cast. The Campus Cast is a podcast that discusses study-related topics at WHZ.

Put your headphones on and hear for yourself:



## StudiKino

The StudiKino cinema is also worth a visit. Watch a film with your fellow students, exchange ideas with them or actively shape the StudiKino and get involved in the team.

## WireHeadZ

E-Sports enthusiasts look out: The WireHeadZ are an active eSports team made up of students who combine gaming and research.

## University Choir

There is a university choir in which students and staff work together.

## Student Clubs

The student clubs not only provide an exciting nightlife, they also offer a wide range of leisure activities. This is what your student clubs organise for you: parties, student council evenings, karaoke, bicycle workshop, theme evenings, motorbike get-togethers, May and October festivals, beerathlon, pub rally, student night, learning café and much more.

### Tivoli e. V.

The Tivoli e. V. student club is located in a lecture theatre building. Perfect for anyone who doesn't want to go home after lectures.

### Null13 e. V.

Short distances, long nights: the Null13 e. V. student club is located directly in the hall of residence on the city centre campus - it couldn't be closer.

### Club Collage e. V.

Whether partying, getting to know people or simply switching off: There's always something going on here for everyone who wants more than just lectures.

The clubs offer food and drinks at student friendly prices and our clubs are also involved as caterers at many university events.



# Issues? We solve them.

## General Student Advisory Services

The General Student Counselling Service is not only for those interested in studying at the WHZ: Current students can also use the service and get support for issues you face regarding your studies – also in case of doubts about continuing studies.

Application, admission  
and organisational aspects  
regarding your studies:  
[study@fh-zwickau.de](mailto:study@fh-zwickau.de)

General student counselling  
service:  
[studienberatung@fh-zwickau.de](mailto:studienberatung@fh-zwickau.de)

## Counselling offers of the Student Union Chemnitz-Zwickau

In addition to the general student counselling service, WHZ students can also make use of the social counselling service at Student Union Chemnitz-Zwickau. It provides advice on personal, social and economic problems.

Studying at an university can be challenging, both for those who are used to a different style of learning from school and for those whose vocational training or school years were some time ago. The various **Academic Advising Services** are here to support you.

The **Psychological Counselling** service offers private and confidential counselling meetings in case of study crises, identity and orientation problems, difficulties with concentrating, exam anxiety or work disorders, loneliness and contact problems, as well as partnership and relationship conflicts. Appointments have to be arranged via email.

The Student Union offers a **Legal Counselling** service for their students. In case of legal questions, regarding the interaction with public authorities or other problems, the Legal Counselling service provides information and advice in terms of legal proceedings and possible legal steps.

## Equal Opportunities and Inclusion

The topic of equal opportunities has many facets - from equal opportunities, the support of women, inclusion and diversity to a family-friendly university. Equal opportunities means that WHZ comprehensively strengthens, nurtures and lives the diversity of its members. The university is in a continuous process of shaping the conditions so that potential can be utilised in the best possible way.

To this end, the WHZ has a central Equal Opportunities Officer and an Inclusion Officer. In addition to these, there are also equal opportunities officers at faculty level who not only implement measures to promote equal opportunities, but also provide advice and support in the event of problems or challenges in these areas.



## Family friendly University

The university has set itself the goal of improving the framework conditions for WHZ students who take on family responsibilities through suitable measures and activities, because: For many, balancing family and studies is a major challenge. On the WHZ website you will find a wide range of information on the topics of 'Studying with children' and 'Caring for relatives'. The contact point for the family-friendly university also offers both support and counselling. Find out about the offered services, which range from cooperation with daycare centres to the WHZ Children's University and parent-child rooms.



# Campus map

## Campus City Centre

The University of Applied Sciences Zwickau has different campuses in Zwickau. The location of the lectures depends on your faculty. The Campus City Centre is the main Campus of the University of Applied Sciences Zwickau. Besides the International Office, the Department of Student Affairs and Rectorate, it is also home to the Faculties of Automotive and Mechanical Engineering, Electrical Engineering and Physical Engineering/Computer Sciences. If your course of study belongs to one of the above-mentioned faculties, your lectures will mainly be held in the city centre.

### Find your classroom:

The houses at the Campus City Centre are named after different personalities of the University of Applied Sciences Zwickau. Because the names are sometimes too long, they are often used in short form. It's important to know the short forms to find the houses and rooms you're looking for. The numbering at the Campus City Centre looks like the following example.

The first three letters show the house, where the lecture takes place. It's the short form of the name.

**G A B 1 3 2 7**

Some buildings are divided into different houses. The number shows you the house of the building.

Here you will find the number of the room. Please note that some rooms are not easy to find. Keep on searching.



ROOM FINDER

## Legend



### Validator

You can validate your student ID at the machine.



### Cash upload

You can use the machine to upload money to your student ID to use the cafeteria and the printer.



### ZKI - IT Support

Your first point of contact for IT-specific questions and problems.



### Printer

For a charge, you can use the printer here.



### Computer Labs

You can use the computers with your login data.

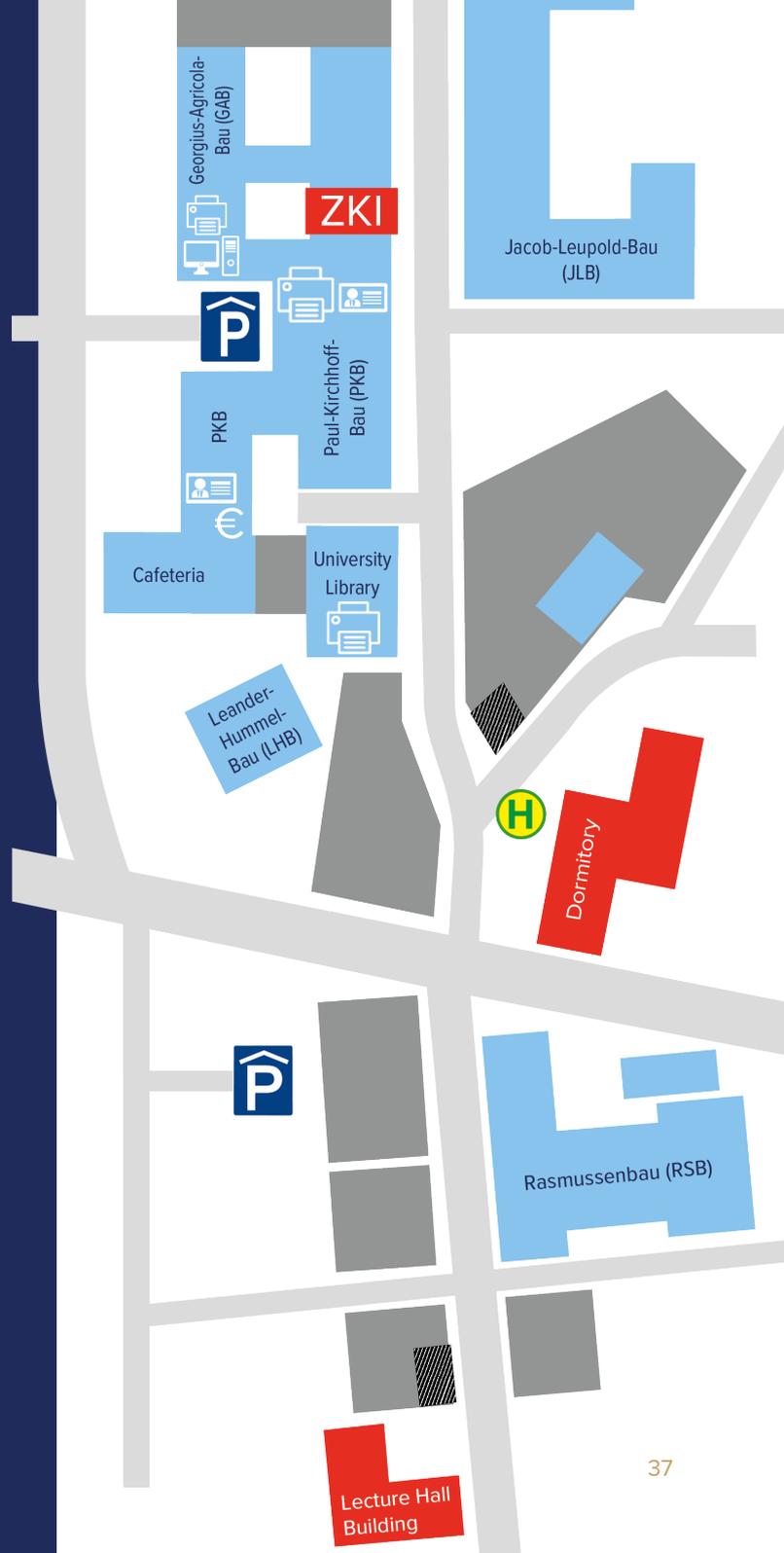


### Park Deck

For a charge, you can park your car here.



### Public Transport





## Legend



**Validator**  
You can validate your student ID at the machine.



**Cash upload**  
You can use the machine to upload money to your student ID to use the cafeteria and the printer.



**ZKI**  
Your first point of contact for IT-specific questions and problems



**Printer**  
For a charge, you can use the printer here.



**Computer Rooms**  
You can use the computers with your login data.



**Parking Deck**  
For a charge, you can park your car here.



**Public Transport**

# ROAD MAP

## CAMPUS SCHEFFELSTRASSE

Campus Scheffelstraße is the second Campus in Zwickau and is located in Eckersbach. It's home to four different faculties: Applied Languages and Intercultural Communication, Health and Healthcare Sciences, Faculty of Business and Economics and Automotive Engineering. If your course of study belongs to one of these faculties, your lectures will mainly be held on the campus.

### Find your classroom:

The numbering on Campus Scheffelstraße is different from the Campus City Centre. Houses are not named after personalities of the university. They are numbered. To find your room, use our example to understand the system.

The last numbers show you the correct room in the building.

**113** **EG** **S**, **H a u s** **3**

The last number shows you the house, where your lecture takes place.

The letters indicate the floor. For example, EG stands for ground floor.

S is for Campus Scheffelstraße. Your lectures will be held on that campus.

# Examination period

As a rule, the examination phase follows the lecture period. During this time, the WHZ also offers you various support options - be it the services of the student union with learning counselling, social counselling and psychological counselling for exam anxiety or other support services. In addition, the academic year schedule offers an exam preparation week.

## Writing workshop

Academic work and writing term papers and theses can be a challenge - from a sensible structure of the paper to the right choice of words and correct citation. The WHZ therefore offers various services to support you in writing. The University Didactics Department provides helpful overviews on writing, which give an overview of the most common stumbling blocks and the most important recommendations. You can also make use of the writing counselling service.

The Faculty of Applied Languages and Intercultural Communication supports you with feedback and proofreading as part of a writing service or writing workshop.



## Examination Office

The examination board of your faculty monitors compliance with the examination regulations of the degree programmes and decides on applications from students or lecturers to apply the regulations. It also processes the recognition of achievements and appeals against the assessment of examinations and decides on compensation for disadvantages.



## Examination Board

The Examination Board of your faculty monitors compliance with the examination regulations of the degree programmes and decides on applications from students or teaching staff regarding the implementation of these regulations. It is also responsible for the recognition of academic achievements, for handling appeals against examination results, and for decisions on compensation for disadvantages. Each faculty has its own Examination Board.



## Examination regulations and schedule

The examination regulations, which can be found on Modulux, provide information on examination types and performance, the final examination and other examination regulations. Among other things, this also means that the types of examinations that are possible in your degree programme are regulated in the examination regulations. Examples of examination types are written examinations, oral examinations and alternative examinations (assignments, etc.). The examination regulations are followed by an examination schedule. This shows how many partial examinations a module examination consists of. For some modules you only have to take one module examination. For other modules, however, you may have to take several partial examinations. You must register separately for each partial examination of a module. If you do not take a module examination, you will not be able to complete the module.



## Examination registration

Don't forget to register for your exams in good time. You must register electronically for every exam. This is the only way you have a legal right to participate in the respective examination. The same applies to partial examinations. It is important that you adhere to the registration deadlines.



# Withdrawal from examinations

You have the right to withdraw from your registered examinations without cause. However, depending on the circumstances, there are various processes to be followed and consequences to be borne.

## Withdrawal from a first try

Upon midnight the day before your exam you can withdraw from your registered exam, or even on the day of the exam without reason.

## Withdrawal from repetition or final exams

In the case of repeat examinations or final examinations, you cannot withdraw without good reason. Reason: In this case, you are already in an ongoing examination procedure and must provide a valid reason for not taking the examination.

## Withdrawal from exam due to sickness

If you are unable to take part in an examination due to illness, you must obtain a medical certificate for the day of the examination (if possible on the day of the examination at the latest) as proof of your inability to take the examination.

Submit the medical certificate to the WHZ Examination Office within three working days of the examination date. Your examiner will initially enter the grade 5 and 'NE' for 'not present'. As soon as the Examination Office has received the printout of the grade from the examiner, your inability to take the exam will be subsequently recorded with the marking 'AT' if the certificate is received on time and the decision is positive.

Important note: A certificate of incapacity for work is not sufficient. You need a medical certificate. The WHZ provides you with a template:





Further  
information on  
withdrawal:



## Withdrawal due to other reasons

Other valid reasons can be, for example, the illness of your own child or the death of a close relative. In this case, it is important that you immediately submit suitable documents to substantiate the valid reason to the examination office.

## Health complaints during the examination

Report your symptoms to the examination supervisor and explain that you will discontinue the examination due to the health restrictions. Visit a doctor on the same day and obtain a medical certificate confirming your inability to take the examination. Then submit this to the examination office within three working days.

Important note: If you have completed or taken the examination, a retroactive determination or assertion of an inability to take the examination is excluded.

# Semester Break



Zwickau is the birthplace of Robert Schumann and a place where August Horch worked. In addition to these two personalities, the fourth largest city in Saxony has a lot to offer - and all of this within walking distance of the city centre campus of the WHZ:

If you walk from the city centre campus of the WHZ via Kornmarkt towards Hauptmarkt, your path will take you past the Robert Schumann House. Robert Schumann's birthhouse on the corner of Hauptmarkt can now be visited as a museum with a large collection of works by Robert and Clara (née Wieck) Schumann.

Zwickau's town hall and the theatre are located on Hauptmarkt. Various plays, operas, musicals and much more are performed at the theatre. St Mary's Cathedral, built in the 12th century, rises up right next to the market square.

Behind the cathedral are the priests' houses, which were built in the 13th century. Since the 2000s, the priests' houses with the urban and cultural history museum have been open to the public.

## Mulderadweg

The Mulderadweg leads past Zwickau. It stretches 400 kilometres in three sections along the course of the Mulde river. One section leads from Schönbeck along the Zwickauer Mulde to Sermuth, where the Mulde joins the Freiberg Mulde. The cycle path continues along the United Mulde as far as Dessau-Roßlau.

## Automotive engineering in Zwickau

Zwickau offers insights into automotive history. The Audi factories had their origins in Zwickau - because it was here that August Horch founded both the Horch factories and the Audi factories.

Visitors to the August Horch Museum can view historic automobiles in historical settings.

## Johannisbad

The Johannisbad in the centre of Zwickau is a bath built in the 19th century in the neo-gothic style, which was extended at the beginning of the 20th century to include an Art Nouveau swimming pool.

## Schwanenteich

Those who like to be mobile can enjoy the fresh air on a walk or jog around the swan pond and in the surrounding park. Between April and October and depending on the weather, visitors can rent a rowing boat or pedal boat from the boat station.



# University 101

A

**Academic year schedule:**

The academic year schedule provides information on the course of an academic year including the examination period. An academic year comprises the winter semester and the following summer semester.

**Alumni  
Alumnae:**

Alumni and Alumnae are former students who have already completed their studies. The singular is *alumnus* (m) and *alumna* (f).

B

**Bachelor degree:**

The Bachelor degree is an academic degree that can be obtained at the university. As a rule, a Bachelor degree programme can be completed in three to four years, i.e. in six to eight semesters. The most common Bachelor degrees at WHZ are the Bachelor of Science (B. Sc.), Bachelor of Engineering (B. Eng.) and Bachelor of Arts (B. A.). The Bachelor is a professional qualification.

**Binding nature of enrollments:**

The WHZ is an on-campus university. However, attendance is not compulsory. Nevertheless, we kindly ask you to attend the courses, events and other offers you register for. Teachers and event organisers will plan with you during the preparation and implementation phases after you have registered.

C

**Cafeteria:**

The cafeteria is run by the Student Union and offers students and university staff reasonably priced meals.

**Campus:**

A campus is the name given to the entire university complex. WHZ has several campuses due to its various locations.

**Communication:**

**You with the university:** Please note the following in your communication:

1. use your university email.
2. always sign your emails with your full name.
3. state your matriculation number and, if applicable or relevant, the corresponding module number.

**The university with you:** The most important communication channel is your email inbox. Therefore, check your email inbox daily.

**Course programme:**

At school there were timetables, at university there are course timetables. These are published on the university's website before the start of each semester. Your course timetable provides information about when and where you have which course.

**D Dean:**

At the university, the deans are the heads of the faculty who are responsible for lectures, the deployment of staff and the faculty's finances.

**Deadlines:**

Please respect your deadlines! If deadlines are not met, this has consequences that will affect the entire course of your studies. For example, failure to meet the re-registration deadline will result in you being exmatriculated at the end of the current semester.

**De-registration:**

Your membership of the WHZ ends with your de-registration. As a rule, your de-registration takes place at the end of your degree programme. However, de-registration can also take place in accordance with the examination regulations (e.g. if you have failed on the last try), if you do not re-register on time or at your own request.

**Department of Student Affairs (DSA):**

The Department of Student Affairs is responsible for the administration of WHZ students - from application to de-registration. It is home to the General Student Counselling Service, the Student Secretariat, the Career Service and the Examinations Office.

**Diplom:**

The Diplom is an academic degree that can no longer be obtained at every university since the Bologna Process, i.e. the switch to Bachelors and Masters degrees. At the WHZ, there are Diplom degree programmes in various fields.

**E ECTS:**

ECTS stands for European Credit Transfer and Accumulation System. This is a system in which students' achievements are standardised and therefore internationally comparable. In everyday life, ECTS is also referred to as credit points. One ECTS equals 30 hours (60 minutes each) of work.

**Enrollment:**

**Enrollment for the degree programme:** If you would like to study an admission-free degree programme at WHZ, you can enroll and will then be informed about the next steps for enrollment. The enrollment deadlines must be respected to.

**Enrollment for modules:** You can also enroll for various elective modules provided for in your degree programme. Your faculty will tell you more.

**F**

**Faculty:**

The universities are divided into faculties, which organise teaching and research for different but related subjects.

**Foreigners office:**

The foreigners office is a German authority responsible for processing matters relating to the residence status of foreigners. It is the central point of contact for foreigners who wish to live, work or study in Germany and is responsible for issuing residence permits, processing asylum applications and integrating refugees and immigrants.

**G**

**General Student Counselling Service:**

The general student counselling service advises students in all phases of the student life cycle. You are welcome to take advantage of the free and confidential counselling service on topics relating to your studies.

**L**

**Lecturers:**

Lecturers are people who teach at an university. These are professors, for example, but also doctoral students or academic staff at the university.

**M**

**Matriculation number:**

Each matriculation number is only assigned once. You can be identified via your matriculation number. Therefore, the matriculation number is indicated on all important documents or should always be mentioned by you for allocation.

**Masters degree:**

The Masters degree is an academic degree. To enroll in a Masters degree programme you must have a Bachelors or Diplom degree in a subject-specific field. The Masters degree serves to deeper and specialite in your field of expertise. Regularly a Masters degree porgramme can be completed within two years (three to four semesters). A Masters degree is a requirement for a doctoral programme.

**Module:**

A module is a unit of courses that belong together in terms of method or content. After successfully completing a module and passing all examinations in the module, the number of ECTS allocated to the module are recognized.

**P**

**Punctuality:**

Punctuality is important for student life. Arrive on time for your lectures and hand in work on time. Being late not only disrupts the course, but can also mean that you miss out on important information.

**R**

**Rectorate:**

The Rectorate of WHZ consists of a Rector, a Vice-Rector for Education, a Vice-Rector for Research, and a Chancellor. They are responsible for managing the university.

**Registration and de-registration for examinations:**

To be able to take part in an examination, you must register for the examination within the deadline. If you have problems registering during the registration periods, especially technical problems, please contact the Examination Office in time and, if possible, before the deadline. If you are unable to take the examination, you can cancel your registration for the first attempt for no reason up to midnight on the day before the examination in the examination portal or with the examiner on the day of the examination. In all other cases (e.g. in the event of illness, repeated examinations, etc.), please inform the examiner in good time and take the necessary further steps.

**Re-registration period:**

The re-registration period is the period in which you re-register in due time for the coming semester. This is done by transferring the semester fee, stating the specified purpose.

**S**

**Standard period of study:**

The study regulations of the individual degree programme specify a standard period of study in which the degree programme can and should be successfully completed.

**Self-study:**

Self-study is the independent development and acquisition of study content.

<b>Semester:</b>	A semester is a half-year of study. The academic year is usually divided into a winter semester (WiSe) and a summer semester (SoSe). The beginning and end of a semester comprises the lecture period and the lecture-free period.
<b>Semester break:</b>	The term „semester break“ is used colloquially for the lecture-free period, i.e. the time during which no courses take place.
<b>Semester fee:</b>	Many degree programmes at the WHZ are free of charge. However, students must pay a semester fee for each semester. You can only be enrolled once you have transferred the first semester fee. From then on, you must pay the fee for each subsequent semester. This can be viewed at the Student Services and consists of a contribution to the Student Council and the Student Union as well as the cost of the Germany semester ticket. If you do not meet the re-registration deadline and do not pay the semester fee on time, you will be de-registered. Please note there can be changes to the semester fee.
<b>Semester hours per week (SWS):</b>	The semester hours per week (45 minutes) are the number of hours allocated to a course in a semester week. The scope of the courses and the scope of the entire programme are given in semester hours per week.
<b>Semester ticket:</b>	Currently, the semester ticket is a Germany semester ticket and serves as a discounted travel pass for students. It is paid for with the semester fee.
<b>Student Council:</b>	The Student Council is the student organisation of a faculty. The student councils (FSRs) are elected once a year.
<b>Student ID:</b>	A valid student ID is proof of your student status and your electronic wallet in the canteen and cafeteria, at photocopiers and printers. In order to be able to use your student ID card, you must initialise it at one of the validator machines before using it for the first time. To ensure that your student ID remains valid, you must validate it at one of the validation machines after each re-registration.

**Student Services:**

You already know the WHZ Student Services portal as an application portal. Upon enrollment, students are given access to further functions: For example, information regarding your re-registration, exam registration and your enrollment certificates will be made available. Fees may be charged for the provision of some documents.

**Subject-related semester:**

A subject-related semester is a semester in which a student was enrolled in one and the same degree programme. Semesters on leave are not subject-related semesters but are counted as university semesters.

**University semester:**

A university semester is any semester in which you are enrolled at a specific university. Unlike the subject-related semester, no changes of degree programme or similar are taken into account here.

**VPN:**

You can use the VPN (Virtual Private Network) to establish a connection to the WHZ's internal network and thus access the internal services of the university, e.g. various documents in the organisation manual and digital media in the university library. To use the VPN, you must have a corresponding client installed on your end device.





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