

# Central Institution International Office







# Willkommen an der TU Chemnitz Welcome to TU Chemnitz









### LEARN, LIVE and LAUGH in Chemnitz

An Introduction to your Studies and Life in Chemnitz





## LEARN, LIVE and LAUGH in Chemnitz



- 1) TU Chemnitz: Organisation and Structure
- 2) Your Studies: Important Dates, Facts and People



- 3) First Steps in Chemnitz
- 4) Housing



- 5) Further Support by TU Chemnitz and Partners
- 6) University Sports



## **Faculties**

Natural Sciences

Mathematics

Mechanical Engineering

Electrical
Engineering and
Information
Technology

Computer Science Economics and
Business
Administration

Humanities

Behavioural and Social Sciences



## Central Institutions and Central Administration

Student Service Central
Examination
Office (ZPA)

Central Course Guidance Service

SB-Service

University Library

International Office (IUZ)

University
Computer
Centre

Foreign Language Centre



## Student Service

- responsible for all formalities corresponding to admission and implementation of studies at Chemnitz University of Technology
- enrollment, drop out, admission procedure
- leave of absence, change of courses of studies, re-matriculation
- admission of students from abroad
- TUC-Card (student identity card)
- questions about application or study process (consultation time): Monday, Tuesday, Thursday, 08:30 11:30 am, 12:30 3pm; telephone: +49 371 531-33333

#### Study Service

phone: +49 371 531-33333 e-mail: studierendenservice@tu-chemnitz.de

Admission of students from abroad: phone: +49 371 531-12125 e-mail: admission@tu-chemnitz.de

Visitor address: Technische Universität Chemnitz Straße der Nationen 62, Room 043 (new: A10.043)

09111 Chemnitz

Postal address: Technische Universität Chemnitz Studierendenservice 09107 Chemnitz





# Central Examination Office (ZPA)

- first contact point on examination issues
- enrollment for examination, exam results
- guidance regarding examination procedures
- certificates of academic performance
- counseling and advice for the examination boards

#### Zentrales Prüfungsamt

phone: +49 371 531-77777 fax: +49 371 531-77709 e-mail: zpa@tu-chemnitz.de

Visitor address: Technische Universität Chemnitz Reichenhainer Straße 70, C-Bau 09126 Chemnitz

Postal address: Technische Universität Chemnitz Zentrales Prüfungsamt 09107 Chemnitz



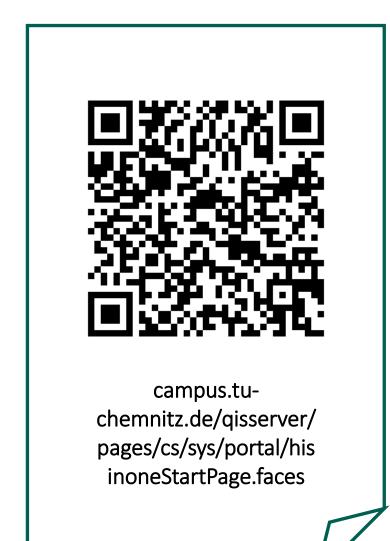


# SB-Service (Student Self Service):

- e.g. to download your certificate of enrollment, information for re-matriculation, grades achieved
- click "Login Student/Staff" → use your usual student username and passwort

#### **Quick links for Students**

Quick links for students		
Student service	Examinations service	
(Reregistration, Certificates, Edit personal data)	(Registration and deregistration, evaluation sheets)	
Examinations service	Examinations service	
(Information on registered examinations)	(Grades achieved)	
Applications for courses of study		
(Change of course, multiple enrolment and postgraduate courses)	Link to directory of all courses	





# **University Library**

Service hours: weekdays 09:00 am - 07:00 pm, Saturday from 09:00 am - 12 am

- use workplaces, open-stack collections as well as designated computer workstations and multifunctional devices,
- collect reserved media,
- return borrowed media and
- pay charges

• website:



Straße der Nationen 33 09111 Chemnitz

issue Desk: +49 371 531-13190

reference desk: +49 371 531-13180

opening hours: 09:00 am - 10:00 pm







# International Office (IUZ)

- individual advice and assistance for students, PhD-students and scientists
- guidance and support for international mobility
- Welcome Center for international PhD-students
- special German Language courses for exchange students and PhD-students
- short-term scholarships



+49 371 531-13500

e-mail:

iuz@tu-chemnitz.de

Instagram:

@tuc.international

#### Visiting hours:

Vary according to the consultants availability

#### Visitor address:

Bahnhofstraße 8, Rooms G101, G101a, G102, G103 (1st floor left hand)







# BUD

# Patenprogramm "Student Buddy Program"

- part of the International Office, run by student assistants (currently Colette, Juliane, Emily)
- matches experienced local students to new international students
- organizes trips and events in Chemnitz and its region

Material office: borrow (mainly kitchen) items and simply bring them back when you leave

 Available dates on website: www.tuchemnitz.de/international/incoming/patenprogramm/material.php.en

e-mail:

patenprogramm@tu-chemnitz.de

registration:



# University Computer Centre (URZ)

- provision of compute and storing capacity for teaching and research as well as for the central university administration
- support of central IT projects at TUC
- administration and operation of modern equipped computer rooms
- offering a broad range of software for students and teachers
- www.tu-chemnitz.de/urz/index.html.en

Direct access to your personal data and resources you may gain over the IdM Portal. Among others, you can execute the following actions there:

#### → Activate your Account

At the beginning of your studies you receive a data record sheet ("Datenkontrollblatt") at the student's office. This sheet contains your matriculation number, personal data, and a **service code**. This code is relevant for activating your account.

#### → Changing the Password

You should be the only person knowing your password. Do not write it down anywhere, learn it by heart. Log out or lock your screen when leaving the PC you're working at. In case you think, someone may have gained knowledge about your password, change it as soon as possible.

#### **Computer Pool Rooms:**

Campus Reichenhainer Straße 70 (Poolrooms B301, B302, B401, B404)

Campus Reichenhainer Straße 39 (Poolroom 138)

Campus Reichenhainer Straße 41 (Poolrooms 238, 338)

Campus Straße der Nationen 62 (Poolrooms B207, 203, 066)

Thüringer Weg 9 (Poolroom K010)

Campus Wilhelm-Raabe-Straße 43 (Poolroom 046)









# Foreign Language Centre

- languages offered: Arabic, Chinese, German, English, French, Italian, Latin, Polish, Russian, Spanish, Czech
- registration period: 29 Sept 15 Oct on OPAL

course catalog can be found on their website:



phone: +49 371 531-13600 e-mail: sekretariat-sz@tu-chemnitz.de Visitor address: Reichenhainer Straße 70 Adolf-Ferdinand-Weinholdbau Basement, Room WK07 09126 Chemnitz



# **University Sports**

- many different sports offered:
  - Yoga
  - Badminton
  - Handball
  - Swimming
  - Bouldering
  - Volleyball
  - Zumba
  - •
- Registration for sport courses: before the beginning of the semester
- workout studio/gym (23,80 € per month, no contract commitment)
- more information online:

you need your TUC-Card and a bank account (SEPA) for booking a course

#### contact

Technische Universität Chemnitz Zentrum für Fitness und Gesundheit (ZFG)

Reichenhainer Str. 31-33

09126 Chemnitz

e-mail: fitnessstudio@zfsg.tu-

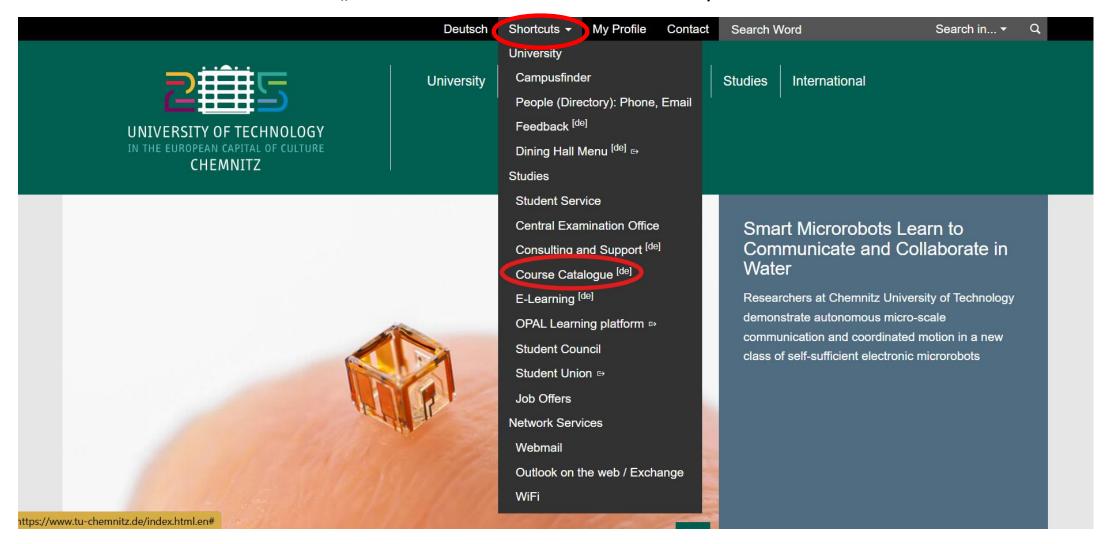
chemnitz.de

check-in: +49371 - 531 27608

office: +49371 - 531 29752



#### "Where can I find information about my courses?"



TU Chemnitz → Vorlesungsverzeichnis → Allgemeines

#### **Allgemeines**

Lehrveranstaltungen

Mein Plan

Suche

- □ Lernplattform OPAL
- → Kursangebot Fremdsprachen
- → Termine zum Semesterablauf
- → VLVZ-Modul
- → Meldungsverzeichnis



## Vorlesungsverzeichnis

Das Online-Vorlesungsverzeichnis bietet Ihnen eine einfache und komfortable Möglichkeit, sich über die angebotenen Lehrveranstaltungen der Technischen Universität Chemnitz zu informieren. Einige der Veranstaltungen sind kommentiert oder verlinken auf entsprechende Informationsseiten, sodass Sie unkompliziert und schnell weiterführende Informationen zur Veranstaltung abrufen können. Die angebotenen Lehrveranstaltungen sind im Menü auf der linken Seite zunächst nach Fakultät und anschließend nach Studiengängen sortiert oder können über die Suchfunktion gefunden werden. Weiterhin wird Ihnen hier die Möglichkeit geboten, sich Ihren persönlichen Stundenplan aus dem Angebot zusammenzustellen und diesen in verschiedene Formate zu exportieren oder in einem Kalenderprogramm zu abonnieren.

# Allgemeines Lehrveranstaltungen Naturwissenschaften Mathematik Maschinenbau Elektrotechnik und Informationstechnik Informatik Wirtschaftswissenschaften Philosophische Fakultät Human- und Sozialwissenschaften Zentrum für Lehrer\*innenbildung und Bildungsforschung Studium generale Microcredentials

#### Lehrveranstaltungen

im Wintersemester 2025/26

Bitte wählen Sie zunächst eine Fakultät hier oder im Menü auf der linken Seite aus.

- Naturwissenschaften
- Mathematik
- Maschinenbau
- · Elektrotechnik und Informationstechnik
- Informatik
- Wirtschaftswissenschaften
- · Philosophische Fakultät
- · Human- und Sozialwissenschaften
- · Zentrum für Lehrer\*innenbildung und Bildungsforschung
- Studium generale
- Microcredentials

#### Tipps zur Verwendung des persönlichen Stundenplanes

Sie haben die Möglichkeit, sich Ihren persönlichen Stundenplan aus dem Angebot der Fakultäten zusammenzustellen und diesen in verschiedene Formate zu exportieren oder in einem Kalenderprogramm zu abonnieren.

Dazu müssen Sie zunächst die ausgesuchten Lehrveranstaltungen anhaken und via Hinzufügen-Button übernehmen. Sie finden Ihren eigenen Stundenplan unter Mein Plan.

ightarrow Hinweise und Tipps zur Verwendung des persönlichen Stundenplanes

Choose your faculty

A 11		
Allgemeines		
Lehrveranstaltungen		
N	aturwissenschaften	
IV	lathematik	
M	laschinenbau	
_	lektrotechnik und formationstechnik	
In	formatik	
V	/irtschaftswissenschaften	
Р	hilosophische Fakultät	
	uman- und ozialwissenschaften	
	entrum für Lehrer*innenbildung nd Bildungsforschung	
S	tudium generale	
N	licrocredentials	

#### Lehrveranstaltungen sortiert nach Studiengängen

Fakultät für Maschinenbau im Wintersemester 2025/26

Alle Veranstaltungen dieser Fakultät anzeigen

Bachelor-Studiengänge Master-Studiengänge Diplom-Studiengänge Sonstige Lehrveranstaltungen

#### Master-SG Maschinenbau

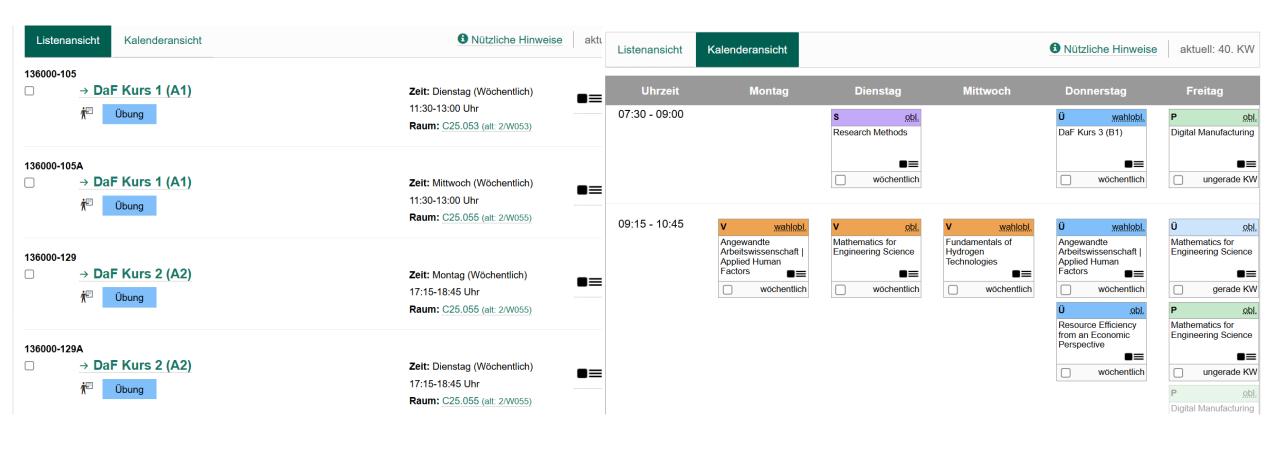
- Master-SG Maschinenbau 1.Sem, SR 2.1 Konstruktion und Produktentwicklung (M\_MBKT1) im
- Master-SG Maschinenbau 1.Sem, SR 2.2 Produktionstechnik und Produktionsprozesse (M MBPr1)
- Master-SG Maschinenbau 1.Sem, SR 2.3 Werkstoffwissenschaft und Werkstofftechnik (M\_MBWT1)
- Master-SG Maschinenbau 1.Sem, SR 2.4 Angewandte Mechanik und Thermodynamik (M\_MBAM1)
- Master-SG Maschinenbau 1.Sem, SR 2.5 Montage/Füge-/Fördertechnik (M\_MBMF1)
- Master-SG Maschinenbau 1.Sem, SR 2.6 Systems Engineering und Arbeitsorganisation (M\_MBSy\*)
- Master-SG Maschinenbau 1.Sem, SR 2.7 Fahrzeugtechnik (M\_MBFZ1)
- Master-SG Maschinenbau 1.Sem, SR 2.8 Fertigungsmesstechnik (M\_MBFe1)
- Master-SG Maschinenbau 1.Sem, SR 2.9 Leichtbau-, Textil- und Kunststofftechnik (M MBLB1)
- Master-SG Maschinenbau 3.Sem, SR 2.1 Konstruktion und Produktentwicklung (M\_MBKT3)
- Master-SG Maschinenbau 3.Sem, SR 2.2 Produktionstechnik und Produktionsprozesse (M\_MBPr3)
- Master-SG Maschinenbau 3.Sem, SR 2.3 Werkstoffwissenschaft und Werkstofftechnik (M\_MBWT3)
- Master-SG Maschinenbau 3.Sem, SR 2.4 Angewandte Mechanik und Thermodynamik (M MBAM3) 🚞
- Master-SG Maschinenbau 3.Sem, SR 2.5 Montage/Füge-/Fördertechnik (M\_MBMF3) ≡

find your field of study and the semester you are in



#### "Listenansicht"

#### "Kalenderansicht"





# Course Catalog

- name and type of the course
- name of the course lecturer
- on site, hybrid or digital
- who can participate in the courses
- amount of course units per week ("Semesterwochenstunden"; SWS)

abbreviations	German	English	
V	Vorlesung	lecture	
S	Seminar	seminar	
Ü	Übung	exercise	
Т	Tutorium	tutorial	
K	Kolloquium	colloquium	
Р	Praktikum	practical training/lab	





# Course Catalog

- when does the course take place?
- Monday to Friday
- 7 units per day:

7.30 a.m. - 9.00 a.m. (1st unit)

9.15 a.m. - 10.45 a.m. (2nd unit)

11.30 a.m. - 1.00 p.m. (3rd unit)

1.45 p.m. - 3.15 p.m. (4th unit)

3.30 p.m. - 5.00 p.m. (5th unit)

5.15 p.m. - 6.45 p.m. (6th unit)

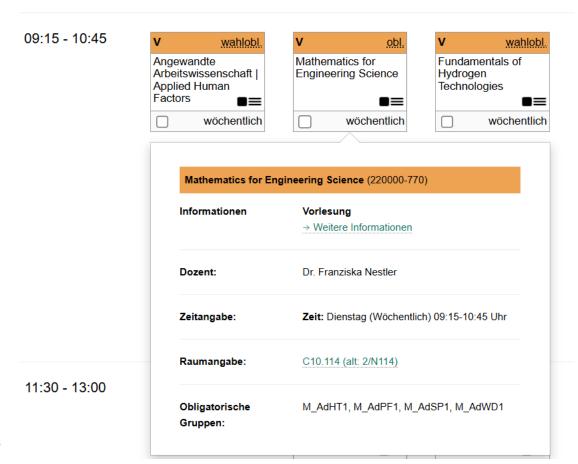
7.00 p.m. - 8.30 p.m. (7th unit)

weekly or biweekly:

Do weekly on Thursdays

Do1 every other week, uneven calendar weeks

Do2 every other week, even calendar weeks





# "Campusfinder"

A/1 = Straße der Nationen 12/62

B/4 = Wilhelm-Raabe-Straße 43

C/2 = Reichenhainer Straße

D = Sportforum

E/3 = Erfenschlager Straße 73



because of new naming sytstems finding rooms can sometimes be difficult

use "Campusfinder" website

#### Campus der TU Chemnitz

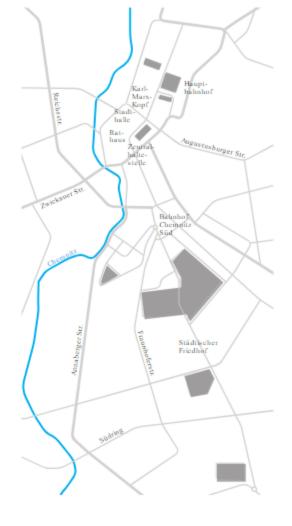
Straße der Nationen

R Wilhelm-Raabe-Straße

Reichenhainer Straße

Sportforum

Erfenschlager Straße





# Course and Exam Registration

For many courses you must register in order to participate.



registration might take place

- via e-mail
- during the first class
- via *OPAL*
- as well as for courses, you also register for exams
- check with lecturer when and how you have to register for tests, assignments, exams etc.
- ZPA sends reminder e-mails; be aware of those deadlines and stick to them







# Students Network on Campus (CSN)

 student initiative helping with connecting your computers in the dormitories to the campus network of TU Chemnitz and the Internet

#### To get help:

• use their Wiki:



 contact the CSN person in charge in each dormitory: www.csn.tu-chemnitz.de/contactPersons

### Welcome to CSN



New in the dorm?

If you already have your account at the university computer centre and a tenancy agreement with the Studentenwerk, you can register directly for internet access in CSN.

Register now!



# Bureaucracy: enrolment

- 1. register with the city
- 2. get a German bank account
- get health Insurance (or its confirmation)
- 4. pay the semester fee (currently € 295,18)
- 5. enrollment at the Student Service (Admission Office)
- 6. Strongly recommended: liability insurance (Haftpflichtversicherung)

||||

when registering, let them know the number of your shared flat and your room number

For more information please see our checklist!



## Bureaucracy: language requirements

According to Regulations on Enrolment, English-speaking degree programs require a certain level of German language skills after the students' first academic year at TU Chemnitz. Also for German-speaking degree programs you might have to proof a certain level of German language skills during your studies.

Carefully check the German language requirements applying to your degree program at the beginning of your studies in order to comply with them!

Do not forget to take German language courses in order to achieve the language level required!

#### German vs English





du - you

dich - you

dir - you

Sie - you

Ihnen - you

ihr - you

euch - you







## Bureaucracy: Visa and Residence Permit

- citizens from non-EU-countries need a residence permit
- how to get your residence permit:
  - 1. you will receive an invitation via mail
  - 2. fill in the form and send it to them, you get an appointment afterwards

#### Foreigners' Registration Office

Düsseldorfer Platz 1, 3rd Floor, mailbox or information desk

Residence permit: (currently) € 100 – 110

• apply for extension of residence permit 3 months before expiring date; extension fee: (currently approx.) € 80





## Housing on Campus

leasing contract and rules of the house:

- garbage separation
- clean your furniture
- pay contribution for TV, radio and internet
- keep consumption of water, electricity and heating to a minimum

The "Lost and Found" office is located in the office of the Mensa-Team

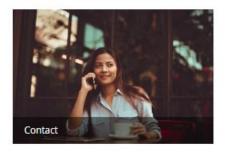














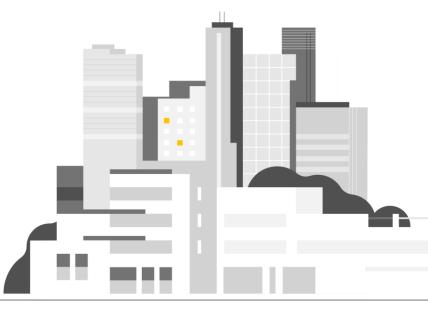




# Housing off Campus

What you should consider and carefully check with your landlord:

- deposit (,Kaution'): amount, conditions of refund
- cancellation period of rent contracts (approx. 3 months) and minimum duration
- monthly rent can include:
  - ,Kaltmiete' → rent for the flat/room
  - ,Warmmiete' → additional expenses for water, central heating, waist disposal, etc.
  - + electricity
    - → re-calculation and refund OR <u>back payment</u> once a year
  - + Internet/telephone





# ARD ZDF Beitragsservice – German Broadcasting Fee (Internet/Radio/TV)

- Funds public broadcasting stations in Germany & secures independence of the media
- is a part of German law ("Rundfunkbeitragsstaatsvertrag")
- every household in Germany has to pay € 18.36 per month independent whether they posses any devices or use them
- possibility of splitting the broadcasting fee within shared apartments
  - → therefore it's important to specify the number of your shared flat and your room during registration
- in case problems or questions arise contact the Student Council (internat@stura.tu-chemnitz.de) or Studentenwerk (international@swcz.de)









# How to keep your additional expenses to a minimum:

- save water while washing dishes, showering, brushing your teeth
- do not crack the windows open while heating is on instead open them completely for 5 min
- turn off the heating (or turn it to a minimum) before you leave your flat
- keep the doors in the flat closed and just heat some of the rooms
- do not leave the lights on when you leave the room/flat
- Internet/telephone check your contract (,flat'-options)





# further important information

#### Please do not ignore any bill.

- If you do not know what you are asked to pay for, ask your landlord, a friend, or students and advisors at TU Chemnitz.
- Any bills should be officially issued, i.e. if you receive bills via SMS, E-Mail, telephone or similar, check whether it is an offical bill.

#### Usually, you do not have to sign a contract/join an organisation if you do not wish to.

Especially at the doors of your flat or in the city center you might be asked to donate money, etc.
 There is no obligation to do so!



#### Student Service Organisation Chemnitz-Zwickau:

- takes care of dormitories, canteens, cafeterias but also offers support for students
- information and guidance concerning personal, social or economic obstacles:
  - social Counseling Service for international students,
  - part-time jobs at the Mensa,
  - financial aid (student loan, only for German citizens)
- support and guidance for students with
  - children
  - disabilities
- support of student initiatives
  - funding







#### Student Service Organisation Chemnitz-Zwickau:

#### Social Counseling Service for international students

Ms. Anke Just

phone.: +49 371 56 28 – 225; e-mail: international@swcz.de www.swcz.de/en/social-services/social-services/international/

#### **Legal Counseling Service**

Mr. Jürgen Altringer

phone: + 49 371 56 28 – 170 (to make an appointment); e-mail: rechtsberatung@swcz.de www.swcz.de/en/social-services/advice-for-any-situation/legal-counselling-service/

#### Psychological Counseling Service

Ms. Dipl.-Psych. Tina Horlitz

phone: +49 371 56 28 – 170 (to make an appointment); e-mail: psb-chemnitz@swcz.de www.swcz.de/en/social-services/advice-for-any-situation/translate-to-englisch-psychologische-beratung/

All counseling services are free of charge and underlie professional discretion!









#### **Student Initiatives:**

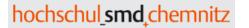
- campus offers many opportunities to volunteer in student initiatives
- meet new friends
- learn something new
- chance to improve your German language





















#### International Office (IUZ):

The International Office administers several scholarship programs.

- short-term scholarships for international students are announced here: www.tu-chemnitz.de/international/incoming/stipendien/index.php.en
- also check the scholarship programes offered by the German Academic Exchange Service ("DAAD")
  www.daad.de/deutschland/stipendium/en/
  www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/
- you may also find suitable options for funding here: www.euraxess.de/







#### International Office (IUZ):

The International Office **administers** several scholarship programs.



#### Always...

- 1. ...carefully read the tender and check the requirements
- 2. ...get your application checked before you hand it in
- 3. ...comply with all requirements, e.g., deadlines, further conditions and obligations







You can find this presentation and more information online:





# Orientation Week WiSe 2025/26

Monday, 06.10.	10 am	Information Session
	11:30 am	International Bruch (in CDK)
	1 pm	URZ Presentation (computer center) W 014 and online
Tuesday, 07.10.	11 am &	Campus Tour
,,	11:30 am	Meeting Point: In front of Mensa
	3:30 pm	Sports and Games on Campus (in CDK)
Wednesday, 08.10.	10 am	Information Session Online
11	11 am	Q&A Session With Staff Members of the International Office Online
	1 pm	City Tour



# Orientation Week WiSe 2024/25

Thursday, 09.10.

2/2:30 pm

**Library Tour** 

Meeting Point: main entrance of the University Library

Friday, 10.10.

7 pm

**Bar Tour** 

Meeting Point: Theaterplatz in the city center

For the bar tour, please bring:

- some cash
- a jacket

Important: please register for a time slot by putting you name on the participants list for - Campus tour & Library tour -



# Have a good start to your semester! ©