

## Information for new students

Checklists, contacts, appointments, site plans and tips for a successful start to your studies

### Welcome to Chemnitz University of Technology!

Dear first-year students,

with your studies at Chemnitz University of Technology, a new and important phase of your life begins. We wish you a lot of joy and success. Although you have certainly already informed yourself about your studies, the university and the city of Chemnitz, one or the other question may arise at the beginning of your studies. In addition, everything is still unfamiliar to you and you will have to get used to everyday life as a student first. In the first days and weeks of studying, there are a number of organisational challenges to be mastered.

*Let us start with your studies in the cosmopolitan city of Chemnitz - the European Capital of Culture 2025!*

In order to make the start of your studies at our university as easy as possible, this brochure contains the most important information about the first semester. In order to make sure you do not forget anything important, we have also put together a checklist. The information and tips on the following pages are intended to answer your questions, such as:

- Why I have to read the Study and Examination Regulations?
- Which dates do I have to consider?
- What does the city of Chemnitz have to offer?
- How do I compile my timetable?
- Who can help me with questions about my studies?
- Where will my courses take place?

We would also be happy to support you in a personal consultation appointment on site, by telephone or as part of an online consultation. You are welcome to make an appointment with the Central Student Advisory Service. You can also use the free consultation hours and simply come along.

<http://www.tu-chemnitz.de/studierendenservice/zsb/kontakt.php.en>

*Note: If any QR code does not lead to the English version of the website, you can change the language in the black navigation frame at the top of the website.*

Your Central Course Guidance Service

### Contact:

Phone: 0371 531-55555

E-Mail: [studienberatung@tu-chemnitz.de](mailto:studienberatung@tu-chemnitz.de)

Website: [www.tu-chemnitz.de/studierendenservice/zsb](http://www.tu-chemnitz.de/studierendenservice/zsb)

## Checklist for the start of studies

### Before starting your studies:

- Accommodation: If you are not from Chemnitz or can commute, you should start looking for accommodation early on. There are halls of residence near the campus (application via the Studentenwerk Chemnitz- Zwickau) or you can look on the private housing market (apartment, shared flat or room).
- BAföG application (application for student loan): Students may apply for financial support in accordance with the Federal Education and Training Assistance Act ("Bundesausbildungsförderungsgesetz", better known as BAföG). BAföG funding is a social benefit that is primarily aimed at students with German citizenship. In some cases, foreign students can also receive financial support from the German state if the requirements of the BAföG law are met (§ 8 BAföG). Since the legal regulations are very complex, it is recommended that you consult the responsible office at Student Service Organisation Chemnitz-Zwickau.
- TUC card and enrolment documents: Once all the documents required for enrolment are available and the semester fee has been paid and duly received, you will be sent your enrolment documents and student ID-card (TUC card) by post.
- User account and e-mail: You can activate your user account in the University Computer Centre (URZ) with the help of the information sheet 'Activation Uni-Account', which contains a uni-service-code. The user account enables access to protected websites (WLAN, OPAL, TUC cloud, BigBlueButton, etc.). Students also receive a personal e-mail address (form: `firstname.surname@sAcademicyear.tu-chemnitz.de`), which is the only one used by university staff to communicate with students.
- Study and Examination Regulations: Download the Study and Examination Regulations for your course and familiarise yourself with them. You will need these throughout your studies.
- Enrolment ceremony: Find out about the date of the enrolment ceremony and register for it. Chemnitz University of Technology introduces itself to its newly enrolled students and welcomes them with a colourful programme.

### **In the first weeks of lectures:**

- In the week before lectures begin, the so-called orientation week, or short 'O-week', takes place. During the introductory events of your faculty, you will learn which courses are recommended for the first semester, where and how you can register for them and so on. At the same time, you will get to know the campus, other students and instructors as well as central institutions such as the university library (UB), the university computer centre (URZ) and the foreign language centre (ZFS). You should therefore definitely attend the O-week events!
- The TUC app: Download the app of Chemnitz University of Technology. The TUC app includes different modules, such as the canteen, timetable and bus stop modules, which will support your everyday student life.
- The university W-LAN and Multi Factor Authentication: The easiest and most secure way to access the campus network and the Internet is the W-LAN connection via Eduroam. You need your URZ user ID and password. For access to the campus network from outside or at home (e. g. SBservice) the so-called multi factor authentication is necessary.
- Timetable: In your Study Regulations you will find a study timetable that shows you which courses you should attend in which semester. The range of courses can be found in the course catalogue, which you can use to compile your personal timetable online.
- Enrolments and deadlines: Please take note of registrations or enrolments for individual seminars, exercise groups or other courses in your degree programme. You can find information on this on the website of your faculty and the individual professorships.
- University sports and foreign language courses: Register online at the Centre for Sports and Health Promotion for university sports (Zentrum für Sport und Gesundheitsförderung) or at the Foreign Language Centre (ZFS) for a language course.
- Dates for the organisation of the semester: Find out about the deadlines for exam registrations and the exam period in the first semester as well as other semester dates.
- Newsletter: Pay attention to the newsletter and press releases and subscribe to the social media channels of Chemnitz University of Technology: Facebook, Instagram, Twitter, YouTube ...
- Take care of your mental and physical well-being: Eat lunch in the canteen or stop by at the cafeteria or join a semester kick-off party.

### **After the end of the first semester:**

- Student commitment: Find out about university committees and student initiatives in which students can actively help shape their studies, get involved in student affairs, make contacts or participate in projects and events.
- Re-registration for the second semester: Find out about the deadlines for re-registering for the next semester and when the semester fee for the following semester is due. If you do not re-register, you might get exmatriculated by the student service!

### **After your arrival in Chemnitz:**

- City of Chemnitz registrations and applications: If you have moved to Chemnitz, you must register your place of residence with the registration office of the city of Chemnitz within two weeks.

#### Registration of residence

- Local public transport: Obtain the timetables for public transport in Chemnitz from CVAG and get familiar with the relevant stops and lines.
- Get to know the city of Chemnitz and our beautiful university: How about taking a first walk on the Reichenhainer Straße campus or in downtown Chemnitz, having a coffee in the cafeteria... :-)

## **What does Chemnitz offer you?**

### **Chemnitz is vibrant!**

As the third largest city in Saxony, Chemnitz offers a wide range of cultural and leisure activities. With the student culture ticket, you have free admission to great museums and city theatres. Of course, there are countless cafes, clubs, pubs and much more to discover.

### **Chemnitz is sporty!**

Whether mountain biking in the Vogtland area, skiing in the Erzgebirge mountains, hiking in the Muldental valley, climbing in the Saxon Switzerland or visiting the bouldering lounge, the ice sports centre and chilling out at the Rabenstein reservoir – there are hardly any limits to sporting activities. As a partner university of elite sports, we provide great conditions for you to be a successful athlete and student at the same time.

### **Chemnitz is central!**

You can get around Chemnitz on foot, by bike, bus or tram. With the Chemnitz model, the area around Chemnitz can be reached quickly and since June 2022, Chemnitz has finally reactivated its long-distance train connection to Berlin. With your Deutschlandsemesterticket for students (nationwide semester ticket) you can use many connections free of charge.

## Important contacts and addresses

### Central Student Advisory Service

The Central Student Advisory Service offers information on all questions and problems related to studying and provides help for self-help within the framework of consultations on the various degree programmes, study organisation, study reorientation and personal difficulties.

#### *Contact:*

phone: +49 371 531-55555

e-mail: [studienberatung@tu-chemnitz.de](mailto:studienberatung@tu-chemnitz.de)

website: [www.tu-chemnitz.de/studierendenservice/zsb](http://www.tu-chemnitz.de/studierendenservice/zsb)

#### *Visiting address:*

Straße der Nationen 62

Room A10.046

09111 Chemnitz

### Academic Advisory Service

There is a special advisor for each degree programme. These are your contact persons for specific questions about your course, degree programme and course content.

#### *Overview*

[www.tu-chemnitz.de/studienberater](http://www.tu-chemnitz.de/studienberater)

### Student Service

The Student Service is responsible for formalities related to starting and completing a degree programme, such as admission procedures, admission of foreign applicants, enrolment, leave of absence, change of degree programme, re-registration, TUC-card (student ID) or exmatriculation.

#### *Contact:*

phone: +49 371 531-33333

e-mail: [studierendenservice@tu-chemnitz.de](mailto:studierendenservice@tu-chemnitz.de)

e-mail: [admission@tu-chemnitz.de](mailto:admission@tu-chemnitz.de)

website: [www.tu-chemnitz.de/studierendenservice/studserv](http://www.tu-chemnitz.de/studierendenservice/studserv)

#### *Visiting address:*

Straße der Nationen 62

Room A10.043

09111 Chemnitz

## **Central Examination Office**

The Central Examination Office (ZPA) is the first point of contact for students with examination matters such as exam registration and results, examination procedures as well as Certificates of Achievement. It supports examiners as well as examination boards. There is a contact person available for each degree programme.

### *Contact:*

phone: +49 371 531-77777  
e-mail [zpa@tu-chemnitz.de](mailto:zpa@tu-chemnitz.de)

### *Visiting address:*

Reichenhainer Straße 70  
Rooms C23.002-009  
09126 Chemnitz

Contact persons of the ZPA according to degree programme:

[www.tu-chemnitz.de/zpa/kontakt/liste.php](http://www.tu-chemnitz.de/zpa/kontakt/liste.php)

## **Student Council**

The Student Council represents the concerns and interests of all students, both towards the university and externally. It is involved in university politics, gives advice on the Deutschlandsemesterticket for students and students' everyday challenges.

### *Contact:*

phone: +49 371 531-16000  
e-mail: [stura@tu-chemnitz.de](mailto:stura@tu-chemnitz.de)  
website: [www.stura.tu-chemnitz.de/en/home](http://www.stura.tu-chemnitz.de/en/home)

### *Visiting address:*

Thüringer Weg 11  
Room C35.006  
09126 Chemnitz

## **Faculty Student Representatives and other student initiatives**

The Faculty Student Representatives (Fachschaftsrat; FSR) are the student representatives of each faculty and work together with the student council, the teaching staff and the university. They advise students on questions about starting their studies or the Study and Examination Regulations and are involved in the composition of the study commissions and the election of the Deans of Studies. Many students volunteer in committees or in student initiatives where they can actively contribute to shaping their studies and get involved in the discussion of student affairs.

website: [www.stura.tu-chemnitz.de/fsr](http://www.stura.tu-chemnitz.de/fsr)  
website: [www.tu-chemnitz.de/tu/studentisches-engagement](http://www.tu-chemnitz.de/tu/studentisches-engagement)

## Advice and support offers

### Family Service

The Family Service aims to promote family-friendliness in order to make everyday work and study life easier for employees and students with a family and care responsibilities. It is meant to foster the compatibility of work, studies and family as well as care. It provides information on questions relating to raising children, financing, childcare and caring for relatives.

#### *Contact:*

phone: +49 371 531-30101

e-mail: [familien-service@tu-chemnitz.de](mailto:familien-service@tu-chemnitz.de)

website: [www.tu-chemnitz.de/gleichstellung/familie/index.php.en](http://www.tu-chemnitz.de/gleichstellung/familie/index.php.en)

### Inclusion

Students with disabilities, chronic or mental illnesses face special challenges in their studies. Chemnitz University of Technology creates equal opportunities and, as far as possible, barrier-free study conditions. The university advises and supports students with disabilities on compensation for disadvantages and study-related organisation issues.

#### *Contact:*

phone: +49 371 531-34939

e-mail: [inklusion@tu-chemnitz.de](mailto:inklusion@tu-chemnitz.de)

website: [www.tu-chemnitz.de/tu/inklusion](http://www.tu-chemnitz.de/tu/inklusion)

### Career Service

During your studies our Career Service will help you make contacts for an internship, your thesis or a part-time job and supports with information events, company excursions, company contact fairs, interactive workshops and webinars as well as personal advice on the transition from studies to the world of work.

#### *Contact:*

phone: +49 371 531-19930

e-mail: [career-service@tu-chemnitz.de](mailto:career-service@tu-chemnitz.de)

website: [www.tu-chemnitz.de/career-service/en](http://www.tu-chemnitz.de/career-service/en)

#### *Visiting address:*

Dittesstraße 15  
Gebäude C2 (building C2)  
09126 Chemnitz

## **Studentenwerk Chemnitz-Zwickau (Student Union)**

The Studentenwerk Chemnitz-Zwickau provides support in the areas of catering, housing, educational support and a wide range of advice (including legal advice, social and psychological counselling). In addition, it supports students' ideas on organizing events through the culture fund and runs its own day-care centre primarily for student's children.

### *Contact: student dorms*

phone: +49 371 5628 - 808/ -851/ -875  
e-mail: wohnen-chemnitz@swcz.de  
website: [www.swcz.de/en/student-housing/](http://www.swcz.de/en/student-housing/)

### *Contact: BAföG (student finance)*

phone: +49 371 5628-450  
e-mail: bafoeg.chemnitz@swcz.de  
website: [www.swcz.de/en/finance-bafoeg/](http://www.swcz.de/en/finance-bafoeg/)

### *Contact: social affairs and advice*

phone: +49 371 5628-120  
e-mail: sob-chemnitz@swcz.de (social counselling)  
e-mail: international@swcz.de (social counselling for international students)  
e-mail: psb-chemnitz@swcz.de (psychological counselling)  
e-mail: rechtsberatung@swcz.de (legal advice)  
website: [www.swcz.de/en/social-services/](http://www.swcz.de/en/social-services/)

### *Visiting address:*

Studentenwerk Chemnitz – Zwickau  
Thüringer Weg 3  
09126 Chemnitz

## **Faculties**

### **Faculty of Natural Science**

Physik-Bau, Reichenhainer Straße 70  
Room C60.150  
09126 Chemnitz  
phone: +49 371 531-21000  
e-mail: naturwissenschaften@tu-chemnitz.de  
website: [www.tu-chemnitz.de/naturwissenschaften](http://www.tu-chemnitz.de/naturwissenschaften)



### **Faculty of Mathematics**

Reichenhainer Straße 39  
Room C46.604  
09126 Chemnitz  
phone: +49 371 531-22000  
e-mail: [dekanat@mathematik.tu-chemnitz.de](mailto:dekanat@mathematik.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/mathematik](http://www.tu-chemnitz.de/mathematik)

### **Faculty of Mechanical Engineering**

Rühmann-Bau, Reichenhainer Straße 70  
Room C21.025  
09126 Chemnitz  
phone: +49 371 531-23000  
e-mail: [dekanat@mb.tu-chemnitz.de](mailto:dekanat@mb.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/mb](http://www.tu-chemnitz.de/mb)

### **Faculty of Electrical Engineering and Information Technology**

Weinhold-Bau, Reichenhainer Straße 70  
Room C25.116  
09126 Chemnitz  
phone: +49 371 531-24000  
e-mail: [dekanat@etit.tu-chemnitz.de](mailto:dekanat@etit.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/etit](http://www.tu-chemnitz.de/etit)

### **Faculty of Computer Science**

Böttcher-Bau, Straße der Nationen 62  
Room A13.226.3  
09111 Chemnitz  
phone: +49 371 531-25000  
e-mail: [dekanat@informatik.tu-chemnitz.de](mailto:dekanat@informatik.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/informatik](http://www.tu-chemnitz.de/informatik)

### **Faculty of Economics and Business Administration**

Thüringer Weg 7  
Room C33.006  
09126 Chemnitz  
phone: +49 371 531-26000  
e-mail: [wirtschaft@tu-chemnitz.de](mailto:wirtschaft@tu-chemnitz.de)  
website: [www.tu-chemnitz.de/wirtschaft](http://www.tu-chemnitz.de/wirtschaft)

## **Faculty of Humanities**

Thüringer Weg 11  
Room C35.324  
09126 Chemnitz  
phone: +49 371 531-27000  
e-mail: [dekanat@phil.tu-chemnitz.de](mailto:dekanat@phil.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/phil](http://www.tu-chemnitz.de/phil)

## **Faculty of Behavioural and Social Sciences**

Wilhelm-Raabe-Straße 43  
Room B01.106  
09120 Chemnitz  
phone: +49 371 531-28000  
e-mail: [dekanat@hsw.tu-chemnitz.de](mailto:dekanat@hsw.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/hsw](http://www.tu-chemnitz.de/hsw)

## **Central institutions**

### **The Centre for Teacher Training**

coordinates all aspects of teaching at primary schools, works closely with primary schools in the region (organisation, implementation and professional support of school internships), offers further training for teachers and carries out research projects.

phone: +49 371 531-30150  
e-mail: [zlb@tu-chemnitz.de](mailto:zlb@tu-chemnitz.de)  
website: [www.tu-chemnitz.de/zlb/](http://www.tu-chemnitz.de/zlb/)

### **The University Library**

ensures the availability of literature and information as well as access to electronic media. Individual, group and PC workstations can be used as learning locations. The user account is created as early as enrolment of the student is completed and only needs to be activated.

phone: +49 371 531-13180  
e-mail: [service@bibliothek.tu-chemnitz.de](mailto:service@bibliothek.tu-chemnitz.de)  
website: [www.tu-chemnitz.de/ub/index.html.en](http://www.tu-chemnitz.de/ub/index.html.en)

### **The International Office (IUZ)**

advocates the international networking of Chemnitz University of Technology and supports students and scientists who go abroad (Outgoing) or who come to Chemnitz (Incoming), advises on the funding and organisation of stays abroad and coordinates the 'Students for Students' Programme ('buddy' programme) for foreign students.

phone: +49 371 531-13500

e-mail: [iuz@tu-chemnitz.de](mailto:iuz@tu-chemnitz.de)

website: [www.tu-chemnitz.de/international/index.php.en](http://www.tu-chemnitz.de/international/index.php.en)

### **The Foreign Language Centre**

is responsible for compulsory and core language training in degree programmes, language training that accompanies your studies and prepares you for going abroad. In addition, practical language training for foreign students including the German Entrance Exam (DSH) as well as Latin classes and extracurricular language teaching and further training programmes are provided.

phone: +49 371 531-13600

e-mail: [sekretariat-sz@tu-chemnitz.de](mailto:sekretariat-sz@tu-chemnitz.de)

website: [www.tu-chemnitz.de/sprachenzentrum/index.php.en](http://www.tu-chemnitz.de/sprachenzentrum/index.php.en)

### **The Centre for Sports and Health Promotion**

offers a wide range of sports activities at Chemnitz University of Technology, plans university sports courses and further training for coaches, helps organise the campus and sports festival, coordinates activities as a partner university of elite sports, manages measures for occupational health promotion, operates the centre for fitness and health, manages equipment as well as sports facilities and works together with the Children and Senior Sports School in Chemnitz.

phone: +49 371 531-34942

e-mail: [sekretariat@zfsg.tu-chemnitz.de](mailto:sekretariat@zfsg.tu-chemnitz.de)

website: [www.tu-chemnitz.de/usz/](http://www.tu-chemnitz.de/usz/)

### **The Centre for Young Scientists**

supports students in their doctoral and postdoc phase and offers interdisciplinary study and research opportunities and advice as well as promotes networking and exchange programmes for young scientists.

phone: +49 371 531-39922

e-mail: [zfwn@tu-chemnitz.de](mailto:zfwn@tu-chemnitz.de)

website: [www.tu-chemnitz.de/zfwn/index.php.en](http://www.tu-chemnitz.de/zfwn/index.php.en)

## **The University Computer Centre (URZ)**

is our central IT service provider that takes care of the entire information and communication infrastructure. It provides modern and well-equipped computer pools with a comprehensive range of software for students. The URZ manages your personal user account.

phone: +49 371 531-13470

e-mail: [support@hrz.tu-chemnitz.de](mailto:support@hrz.tu-chemnitz.de)

website: [www.tu-chemnitz.de/urz/index.html.en](http://www.tu-chemnitz.de/urz/index.html.en)

Activation of the user account for the web offers of Chemnitz University of Technology:  
<https://idm.hrz.tu-chemnitz.de/onboarding/>

FAQ area of the University Computer Centre on various topics (e.g. e-mail, user login):  
<https://idm.hrz.tu-chemnitz.de/onboarding/>

## **Event information: Long Night of Postponed Course Papers**

“Postponed is not abandoned – finally complete the course paper!”

With this objective, the “Long Night of Postponed Course Papers” takes also place in the winter semester 2024/2025. The event will take place in the University Library building. In addition to workshops and information booths you will have a lot of time for writing your course paper!

[www.tu-chemnitz.de/ub/aktuell/veranstaltungen/landah.html.en](http://www.tu-chemnitz.de/ub/aktuell/veranstaltungen/landah.html.en)

## **TUC card – The student ID**

Every new student at Chemnitz University of Technology receives – together with their enrolment documents – the TUC card, i. e. the student ID with the imprint of name, passport photo and matriculation number.

### **Functions**

- Culture ticket
- Use of the university library (library card)
- Access to certain rooms (e. g. computer pools, laboratories)
- Cashless use of the canteen at the student price (top up the canteen account)
- Printing and copying on campus printers (top up PaperCut account)

## **Update**

After each re-registration for the next semester or if the imprint is difficult to read, the TUC card must be updated at a terminal (Straße der Nationen 62/Studierendenservice or Reichenhainer Straße 70/foyer/ground floor at the Central Examination Office; ZPA).

## **Top up money**

While you can always pay cash in the cafeterias, we recommend loading money onto your student ID card for meals in the canteens at Reichenhainer Straße 55 and Straße der Nationen 62, as this is much quicker. In the Reichenhainer Straße 55 canteen you will find two top-up machines on the ground floor and two top-up machines on the upper floor on the right-hand side of the wall. At Straße der Nationen 62, the top-up machine is located opposite the food counter.

## **Loss or defect**

If you lose your TUC card, please contact the student service immediately and apply for a new TUC card to be issued (€ 15,00). Block your URZ user account or the TUC card immediately so that this and your credit cannot be misused. If you do not have immediate access to the IdM portal, you can also initiate the blocking via the Student Service.

If a function is defective or the TUC card is damaged, you can apply for a new TUC card with the Student Service. This is free of charge provided you are not responsible for the damage.

## **More information:**

[www.tu-chemnitz.de/studierendenservice/studserv/TUCCard.php](http://www.tu-chemnitz.de/studierendenservice/studserv/TUCCard.php)

## **One-year ticket and culture ticket for students**

### **Deutschlandsemesterticket for students (nationwide semester ticket)**

The Deutschlandsemesterticket is included in the semester fee. It is valid throughout Germany on local public transport (train, bus, tram, S-Bahn, U-Bahn). The ticket is also valid on selected long-distance routes (IC, ICE), on selected routes abroad and on selected special means of transport (e.g. narrow-gauge railroads). Only the digital ticket, which can be obtained online, is the only valid ticket for Deutschlandsemesterticket. An identity document (identity card, passport) must be carried for verification.

### **Culture ticket for students**

The student culture ticket is also included in the semester fee. With the student ID, students can enter the smac – Staatliches Museum für Archäologie Chemnitz, the Neue Sächsische Galerie, the Sächsische Industriemuseum Chemnitz, the Museum für Naturkunde in the Tietz building, the Kunstsammlungen Chemnitz on Theaterplatz, the Gunzenhauser Museum, the Schloßberg Museum and the Henry van de Velde Museum in Villa Esche. Admission is also free for the five theatre categories of opera, philharmonic

orchestra, ballet, drama and puppet theatre, but only for remaining tickets that are available until 15 minutes before the start of the performance (excluded are premieres and special events). The student ID, i.e. the TUC card, with the current semester imprint is valid as a culture ticket.

### **More information**

[www.stura.tu-chemnitz.de/en/referat/verkehr/ticket](http://www.stura.tu-chemnitz.de/en/referat/verkehr/ticket)

<https://stura.cc/meinticket>

[www.stura.tu-chemnitz.de/referat/kultur/kulturticket](http://www.stura.tu-chemnitz.de/referat/kultur/kulturticket) Important dates at a glance

## **Dates for the course of the semester**

[www.tu-chemnitz.de/studierendenservice/termine.php.en](http://www.tu-chemnitz.de/studierendenservice/termine.php.en)

### **Winter semester**

- Beginning of the semester: 1 October
- Introductory events for new students: first week of October
- Beginning of the lectures: second week of October
- End of lectures: beginning of February
- Start of central examination period: beginning of February
- End of central examination period: Beginning of March
- End of the semester: 31 March

### **Summer semester**

- Beginning of the semester: 1 April
- Introductory events for new students: none, contact the Academic Course Guidance [www.tu-chemnitz.de/studienberater](http://www.tu-chemnitz.de/studienberater)
- Beginning of the lectures: second week of April
- End of lectures: middle of July
- Start of central examination period: middle of July
- End of central examination period: beginning or middle of August
- End of the semester: 30 September

## **Introductory events and orientation week**

Your start at Chemnitz University of Technology:

[www.tu-chemnitz.de/studierendenservice/zsb/start/index.php.en](http://www.tu-chemnitz.de/studierendenservice/zsb/start/index.php.en)

At the beginning of the winter semester, various introductory and informational events are held for newly enrolled students. This period is also referred to as orientation week (O-week). In order to ensure an ideal start to your studies, the faculties, the central institutions and the student councils offer various information events and help you find your way around in your first days as a student. The range of events includes tours of the campus as well as lectures and courses explaining how to compile a timetable or register online for seminars.

## **Important links at a glance**

### **Study information**

Study-Portal:

[www.study-in-chemnitz.com](http://www.study-in-chemnitz.com)

### **Important documents**

Study and Examination Regulations:

[www.tu-chemnitz.de/zpa/sopo](http://www.tu-chemnitz.de/zpa/sopo)

At the beginning of their studies, students should be familiar with the Study and Examination Regulations for their degree programme. The study regulations regulate the goals, requirements, focal points and the structure of the courses. The examination regulations, on the other hand, specify the details of the module and final examinations, the grading system and passing and failing examinations as well as retaking module examinations.

### **Timetable and course catalogue**

Course Catalogue:

[www.tu-chemnitz.de/verwaltung/vlvz](http://www.tu-chemnitz.de/verwaltung/vlvz)

Students put together their timetable themselves based on the modules and courses as specified in the Study Regulations. All courses currently taking place are listed in the central course catalogue. You can obtain more detailed information on the content of the individual courses from the faculties or departments, which occasionally provide additional 'commented course catalogues' for the courses offered in the degree programmes. On the next page you will find instructions on how to work with the course catalogue and timetable tool.

## FAQ - Frequently Asked Questions

[www.tu-chemnitz.de/studierendenservice/faq.php.en](http://www.tu-chemnitz.de/studierendenservice/faq.php.en)

Students can find in the FAQs, the frequently asked questions to the Student Service and Course Guidance Service, in addition to information on the admission and application process a lot of information and help on the following topics: SBservice, fees, contributions and finances, leave of absence, de-registration, change of the course of study, transition from Bachelor into Master programs, studying with children or studying with special needs.

## How do I compile my timetable?

### 1. Getting familiar with the study regulations of your degree programme

The study regulations define the duration and objective of the degree programme and of individual courses. It contains all details on the degree programme as well as information on the structure of the course plan and all module descriptions. Study regulations help with the planning of each semester.

#### *List of words and abbreviations in study regulations*

- winter semester (WS)
- summer semester (SS / SoSe)
- academic year
- standard period of study
- degree programme
- course
- admission requirements
- examination board
- faculty
- academic counselling
- examination performance/examination (PL)
- pre-examination performance (PVL)
- lecture (V)
- seminar (S)
- exercise (Ü)
- colloquium (C)
- project (PR)
- tutorial (T)



- internship (P)
- excursion (E)
- business simulation (PS)
- study schedule
- credit points (CP)
- workload, working hours (AS)
- modules (basic modules, advanced modules, compulsory modules, elective modules, compulsory-elective modules)
- course hours (LVS: 1 LVS corresponds to 45 minutes of course time per week during the lecture period, contact hours)
- Bachelor's thesis
- Master's thesis

If any of these terms are unclear, please contact your student council, the departmental student advisory service or the central student advisory service.

The Study Regulations contain a study schedule in the appendix, which gives you precise information about all modules, courses, the workload, the number of hours and credit points as well as the type of examination. You will also find out more about which courses should be studied in which semester.

## **2. Understanding the course catalogue**

All courses offered in a semester can be found in the course catalogue. It contains information about the time of the event, building and room of the event as well as the name of the professor/lecturer.

The course catalogue for the current semester is available online, and you can search the archive for courses from previous semesters. For some courses, additional information is available on the corresponding website of the chair. The course catalogue also names groups of students who are qualified to attend these courses, e. g. mandatory groups (B\_Ch\_2 = Bachelor Chemistry 2nd semester) or compulsory elective groups. In order to obtain detailed information on a course, simply click on the box in the calendar view and the details will open.

The search tool makes it easy to find specific courses (number or title) or certain lecturers. You can also set various filters (by faculty, by day, by course cycle) or display and select all English-language courses.

### *List of words and abbreviations in the course catalogue*

- course
- faculty

- sorted acc. to degree programme (SG)
- list view
- calendar view
- number of the course (No.)
- description of the course (Name)
- course hours (LVS)
- teacher/instructor (with structure number)
- date (time)
- weekdays abbreviated as Mon/Tue/Wed/Thu/Fri
- weekly
- calendar week (KW)
- 14 days, odd cw (1st week)
- 14 days, even cw (2nd week)
- room/building (Campusfinder stored)
- details
- field of study (SR)
- semester (Sem; referring to subject semester)
- professional field (BF)
- application focus (AS)
- minor subject (NF)
- specialisation (VR)
- individual appointment
- English-language courses (symbolized by the British flag)
- General studies (Studium generale)

**If any of these terms are unclear, please contact your student council, the departmental student advisory service or the central student advisory service.**

### 3. Understanding course times

At Chemnitz University of Technology, courses are held from Monday to Friday in the following blocks, usually with a 15-minute break between changes:

1. Block: 7.30 am - 9.00 am
2. Block: 9.15 am - 10.45 am (followed by lunch break I)
3. Block: 11.30 am - 1.00 pm (followed by lunch break II)
4. Block: 1.45 pm - 3.15 pm
5. Block: 3.30 pm - 5.00 pm
6. Block: 5.15 pm - 6.45 pm
7. Block: 7.00 pm - 8.30 pm

### 4. Planning your personal timetable

Every student has to put together their own timetable. If there is an overview of the compulsory, compulsory elective or elective modules based on the study schedule and the study regulations, you can search the course catalogue for all courses of your current semester and transfer them to your personal weekly timetable.

In the first semester there are usually many compulsory courses, so that your timetable is largely set while exercise groups and tutorials can be chosen. This means that there are several groups for individual courses, i. e. dates and times from which you can choose. Please register at the corresponding professorship or via the OPAL learning platform.

Please note that the scope of your timetable should be based on the course plan and the number of courses planned for the respective semester. The remaining time is intended for self-study or preparation and follow-up of courses. If courses overlap, you should set priorities and make up for the course in question in one of the next semesters. Check whether you can possibly do another course earlier than planned. However, you should certainly get advice on this from the Academic Advisory Service.

#### Four steps to your personal timetable:

1. Open the online course catalogue and select the menu item "Courses". This leads you to all courses offered in the current semester. These are further sorted by faculty and then by degree programme.
2. Choose your faculty and degree programme. These are divided into the sections "Bachelor's courses", "Master's courses" and "Other courses". Now search for the desired course and your semester in the list displayed (e.g. Bachelor's course in Chemistry 2nd semester - B\_Ch\_2)
3. You will now receive a list of all courses that correspond to your course and semester.
4. Then take the list you created in the previous step with all relevant courses in your current semester and select them in the open window of the course catalogue by clicking on them.

So, you have completed your timetable very easily and can display it either as a calendar or as a list view. At the end, activate the 'Add selection to personal timetable' button.

You can download and print out the timetable with 'download' or choose the HTML output, which enables you to use the timetable in Internet applications. Finally, you can also import the timetable into the TU Chemnitz app. For this you need the 8- digit code, which is generated under the menu item 'My Plan' in the online course catalogue.

If you have any questions about the Study Regulations, the course catalogue and the timetable, the departmental student advisory service and the student councils are at your disposal.

In addition, you should definitely take part in the orientation week (O-week) for new students because you will receive specific support for the first semester at Chemnitz University of Technology. If you missed these introductory and welcome events, you can contact the student councils directly.

## **University locations, map and orientation**

### **Locations and campus finder**

[www.tu-chemnitz.de/tu/lageplan/index.php.en](http://www.tu-chemnitz.de/tu/lageplan/index.php.en)

### **Old and new room designation at Chemnitz University of Technology**

When looking at the course catalogue and contact details, it is difficult to find your way around at first. The university is currently in the transition phase between the old and new room designation system. The new room designations are more and more used in the course catalogue and on door signs while the old ones are given in brackets.

### **New designation of the university locations**

- A: Straße der Nationen
- B: Wilhelm-Raabe-Straße
- C: Campus Reichenhainer Straße
- D: Sportforum
- E: Erfenschlager Straße
- F: Third-party rentals outside of the campuses

### **New designation of the buildings**

The designation of buildings is based on a code with a capital letter and a two-digit combination of numbers. The letter corresponds to the university location while the combination of numbers results from a fixed group of buildings. A second letter F is added for functional and technical buildings. Sports objects are named with an additional SP to allow clear assignment.

## **New designation of the rooms**

Room designations are based on numbers. The room designation number consists of a three-digit number, with the first number providing the reference to the floor. Cellar rooms are named with a U and a two-digit combination of numbers. Dots are placed between the building designation and the room, and between the room and the adjoining room.

## **Old designation of the university locations**

- University part 1: Straße der Nationen 62, Carola Straße 8 and 'Rawema Building', Straße der Nationen 12
- University part 2: Reichenhainer Straße and Thüringer Weg
- University part 3: Erfenschlager Straße 73
- University part 4: Wilhelm-Raabe Straße 43

## **Old designation of the rooms**

The first number indicates the university part. The letter after the slash refers to the building and the following letter to the floor. The following number indicates the room or auditorium, with the first number indicating the floor.

### *Old room designation 2/NK 004:*

- 2 = university part 2 (Reichenhainer Straße)
- N = central lecture hall and seminar building
- K = basement
- 004 = room number, room on the ground floor

### *New room designation C10.U04:*

- C10 = central lecture hall and seminar building in Reichenhainer Straße
- U = basement
- 04 = room number

### *Old room designation 1/309:*

- 1 = University Part 1 (Straße der Nationen)
- 309 = room number, room on the 3rd floor

### *New room designation A10.309:*

- A10 = main building / main building on Straße der Nationen 62
- 309 = room number, room on the 3rd floor

### *Old room designation 2/W012*

- 2 = university part 2 (Reichenhainer Straße)
- W = Weinholdbau building
- 012 = room number, room on the ground floor

### *New room designation C25.012:*

- C25 = Weinholdbau in Reichenhainer Straße
- 012 = room number, room on the ground floor

### *Old room designation 3/B103:*

- 3 = university part 3 (Erfenschlager Straße)
- B = building part B
- 103 = room number, room on the 1st floor

### *New room designation E02.103:*

- E02 = building part B in Erfenschlager Straße
- 103 = room number, room on the 1st floor

## **Helpful links**

Room search and room directory with the old and new designations:

[www.tu-chemnitz.de/verwaltung/technik/luos/raum.html.en](http://www.tu-chemnitz.de/verwaltung/technik/luos/raum.html.en)

Campus finder/site plan:

[www.tu-chemnitz.de/tu/lageplan/index.php.en](http://www.tu-chemnitz.de/tu/lageplan/index.php.en)

Opening hours of the university parts:

[www.tu-chemnitz.de/tu/lageplan/zeiten.php.en](http://www.tu-chemnitz.de/tu/lageplan/zeiten.php.en)

## **Other helpful information**

### **Working and studying**

In addition to the usual sources for job hunting, e.g., the daily newspaper and the Internet, the Chemnitz University of Technology offers a special service. The job placement office (Jobvermittlung) of the Job Centre is located directly on campus (Reichenhainer Str. 70, room C24.025) and provides specific information about job offers for students. Working directly at the university is popular among students looking for a job. These positions (student or research assistants) are usually advertised by the respective faculties and, in addition to the opportunity to earn money, also offer a closer look at everyday academic life as well as research routines. Information about advertised positions is available directly from the faculties or on the Career Service website.

Career Service job exchange:

[www.tu-chemnitz.de/career-service/jobboerse/](http://www.tu-chemnitz.de/career-service/jobboerse/)

### **Insurance status during studies**

For all activities that are directly related to your studies, you are automatically insured against accidents by the university or by the State of Saxony. This applies, for example, while you are on the way there and back as well as in case of an accident in university sports or in lectures. Liability insurance is not included. Therefore, a private liability insurance is strongly recommended for every student. Students may continue to be insured with their parents until the end of their first training. Please clarify this individually.

More information:

[www.tu-chemnitz.de/tu/bfau/is/index.php?buchstabe=u#81](http://www.tu-chemnitz.de/tu/bfau/is/index.php?buchstabe=u#81)

[www.tu-chemnitz.de/tu/bfau/unfall.php](http://www.tu-chemnitz.de/tu/bfau/unfall.php)

Note: Students are generally not insured against accidents during a leave of absence, even if they are still enrolled, as the insurance cover only applies during events, lectures and on the way there and back.

In addition, the Studentenwerk Chemnitz-Zwickau provides additional leisure accident insurance for all students enrolled, which is valid around the world and around the clock.

More information:

[www.swcz.de/en/social-services/frequently-asked-questions/studies-and-insurances/](http://www.swcz.de/en/social-services/frequently-asked-questions/studies-and-insurances/)

### **Insurance status during internship**

During internships, the university has no direct influence on how insurance cover is provided and implemented. During their internship, the students are part of an operational process and, thus, meet the requirements applicable to regular employees. It is irrelevant for the assessment of internships under accident insurance law whether they are prescribed and laid down in the Study and Examination Regulations as mandatory or as voluntary. Student internships are not insured by the university.

Students are insured during their internship through the company where the internship is being completed. This also applies to internships that are laid down in the Study Regulations, i.e., no distinction is made as to whether it is a mandatory internship or a voluntary one.

More information on 'Statutory Accident Insurance at Universities':

<https://publikationen.dguv.de/widgets/pdf/download/article/3626>

<https://publikationen.dguv.de/versicherungleistungen/versicherungsschutz/4484/safe-and-healthy-through-university-social-accident-insurance-cover-for-students?c=21>

If you have any questions about insurance, please contact the Student Council:

e-mail: [stura@tu-chemnitz.de](mailto:stura@tu-chemnitz.de)

*We wish you a good start at Chemnitz University of Technology and a lot of joy and success in your studies!*

## **Further information**

### **Studying in Chemnitz**

[www.study-in-chemnitz.com](http://www.study-in-chemnitz.com)

### **Online application**

[www.tu-chemnitz.de/studienbewerbung](http://www.tu-chemnitz.de/studienbewerbung)

### **FAQ - Frequently Asked Questions**

[www.tu-chemnitz.de/studierendenservice/faq.php.en](http://www.tu-chemnitz.de/studierendenservice/faq.php.en)

### **Student Service**

Straße der Nationen 62, room A10.043

+49 371 531-12125

[admission@tu-chemnitz.de](mailto:admission@tu-chemnitz.de)

### **Central Course Guidance Service**

Straße der Nationen 62, room A10.046

+49 371 531-55555

[studienberatung@tu-chemnitz.de](mailto:studienberatung@tu-chemnitz.de)

### **Academic Course Guidance**

For an overview of all academic counsellors

[www.tu-chemnitz.de/studienberater](http://www.tu-chemnitz.de/studienberater)

### **Postal address**

Technische Universität Chemnitz

Studierendenservice und Zentrale Studienberatung

09107 Chemnitz

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