

OUR TIP: Online info about starting your studies

» Detailed information and further links for all new students at TU Berlin at:

www.studienstart.tu-berlin.de

Who can help me with social services relating to my student life?

studierendenWERK info desk • Mensa Hardenbergstraße

studierendenWERK BERLIN support you with social services relating to your student life. The team are on campus to provide you with information on BAföG, student loans and grants, childcare, cultural programs, cafes, canteens and accommodation.

www.stw.berlin

How can I plan my time abroad?

Student Mobility • Main Building 0039-0045

International Affairs helps you to spend time abroad during your studies. The information desk in the Campus Center provides initial information about exchange programs and grants.

www.tu-berlin.de/?id=5180



How can I develop a career?

Career Service • ER-Building Room 386

The Career Service has a number of offers to help you with all aspects of finding a job, internships, and planning of career. The Career Service team also coordinates the allocation of Deutschlandstipendium grants.

www.career.tu-berlin.de

What else does TU Berlin offer?

University Library

Studying would be unimaginable without books, databases of articles and study places in the library. Introductions to research and reference management, both online and in the library, are available for all new students.

www.ub.tu-berlin.de



Modern Language Center

Whether it's Chinese, German or Spanish you are interested in, the Modern Language Center provides general and subject-specific courses for a number of languages for students from all faculties.

www.zems.tu-berlin.de

University Sports Center

At TU sport you can choose from more than 1,200 weekly courses, workshops, free groups and travel programs as well as tournaments and competitions.

www.tu-sport.de

Be actively involved at TU Berlin

Being a student gives you chances to discover your strengths and it requires you to shape your life and studies. You can try your ideas in projects and organize your own classes or participate in student politics and thus help influence the conditions of your degree program.

www.tu-berlin.de/?id=162810



Academic Advising Service

Main Building Room 0070
Straße des 17. Juni 135
10623 Berlin

www.studienberatung.tu-berlin.de

Opening hours

Mon 09.30 - 12.30
Tue 14.00 - 18.00
Thu 14.00 - 18.00
Fri 09.30 - 12.30

Initial contact via Student Information Services

Tel.: +49 30 314 29999

Contact form at www.telservice.tu-berlin.de

Pictures: ©TU Berlin

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○ Academic Advising Service / Main Building 0070



New at TU Berlin

Key information and contacts to start your studies

» www.studienstart.tu-berlin.de

Welcome to TU Berlin!

We are delighted that you have chosen to study at TU Berlin. To help you make a successful start to your studies we would like to provide you with some key information and contacts at TU Berlin.

We wish you a successful first semester!

Your Academic Advising Service

Where are my first points of contact?

Campus Center • Main Building 0030

Whether it's changing your address, academic leave of absence or your student pass: the Campus Center team is here to help with all your administrative questions.

www.studsek.tu-berlin.de



Academic Advising Service • Main Building 0070

Advice on all your questions concerning every aspect of your studies: from orientation to completing your degree. Our advisers are on hand to help you consider your options, answer your questions and find suitable solutions.

www.studienberatung.tu-berlin.de

International Student Counseling • Main Building 0051

Orientation events for international students make it easier to start your studies at TU Berlin. This team also organizes trips and events, offers counseling for study-related or social matters and you can use their visa service in case you need to extend your residency permit.

www.betreuung-int-stud.tu-berlin.de

OUR TIP: Find out what's in your study regulations!

» Your study and examination regulations („Studien- und Prüfungsordnung“, a.k.a. „StuPO“) explain your degree program and list everything you need to do to successfully complete it. They are essential reading and an important guideline in planning your studies. You can find them on the website for your degree program: www.tu-berlin.de/?id=7001

How does my degree program work?

Introduction days for degree programs

Your studies start with the introduction days for your degree program. Students from higher semesters introduce you to important contacts and explain how you can best create your schedule and which subjects you can choose. So don't miss out on this!

www.tu-berlin.de/?id=133614

Course Guidance

Course Guidance is here to help you with your questions concerning the organization and content of your degree program.

www.tu-berlin.de/?id=162805

Fachschaftsinitiativen (Student initiatives)

Students from each department join forces to create Inis (student initiatives). They are actively involved in university politics, run cafés and represent a point of contact for all students.

www.tu-berlin.de/?id=133599

Who can help me with math?

All information on mathematics for engineers can be found at Mathematics Service. You can approach the tutors with any questions you may have. Weekly office hours are offered.

www.moses.tu-berlin.de/tutorien/sprechstunden

OUR TIP: Ask students from higher semesters!

» Course Guidance and Inis provide helpful tips for everyday life in your subject area. They may collect old exams as a useful resource for your studies, for example.



How can I use the campus IT?

IT Service Desk • E-N Building Room 024

ZECM is TU Berlin's IT service center. You need to activate your TUB account to be able to use your email account, the PC rooms, WLAN etc. Your access data will be mailed to you after enrollment. Information on setting up your account and the options available via the TU portal can be found here.

www.tu-berlin.de/?id=1152

The IT Service Desk assists you with questions and problems.

www.tu-berlin.de/?id=578

OUR TIP: Ready for examination take-off!

» Before starting your first exam or graded piece of work, you are required to submit the Declaration of Commencing Studies to the Examination Office:

www.tu-berlin.de/?id=97214

Who do I speak to about the administration of my examinations?

Examination Office • Main Building
Rooms 0002, 0010, 0019, 0023, 0025

The Examination Office is the main source of information regarding exams at TU Berlin. To register for and withdraw from examinations, you will need to contact the relevant team in the Examination Office, who are also your point of contact for obtaining your grades and certificates.

www.pruefungen.tu-berlin.de

Who can help me with family matters?

Family Services Office • Main Building 1111

The Family Services Office is the central point of contact for all questions relating to combining work, studies and family life.

www.tu-berlin.de/familie

Academic Advising Service • Main Building 0070

TU Berlin Academic Advising Service offers advice for students with children on such issues as the course of studies, academic leave of absence and examinations.

www.tu-berlin.de/?id=138265

How access friendly are my studies?

Office of Representative for Students with Disabilities and Chronic Illnesses • Main Building 0058

The team provides advice on studying with disabilities, puts you in touch with useful contacts and can help with issues such as special consideration requests, compensations for disadvantages and integration support.

www.tu-berlin.de/?id=133620

Who can help me with personal conflicts?

Psychological Counseling • Main Building 0059-0061

Psychological Counseling provides support for all TU Berlin students facing problems such as personal conflicts and difficulties, stress, problems getting down to work, examination nerves or difficulty making contacts.

www.tu-berlin.de/?id=133594

