

For 1st year`s

Info-brochure for first semester students

**Bonn Rhein-Sieg University of Applied Sciences (HS BRS)
Department of Natural Sciences (FB AnNa or FB 05)**

Preamble of the student council “Fachschaft AnNa”

“Now! There you found yourself really a nice university! In the middle of nowhere and surrounded by pure countryside...”

But to be honest: no better choice you could have made (and that saying a student himself!).

To simplify your start into the world of studying, all needed information is packed into this brochure. In case, there are still questions and uncertainties do not hesitate to contact the Service Point, the Pro-MINT-us-Team or the Fachschaft and please ask. Good luck and good start!

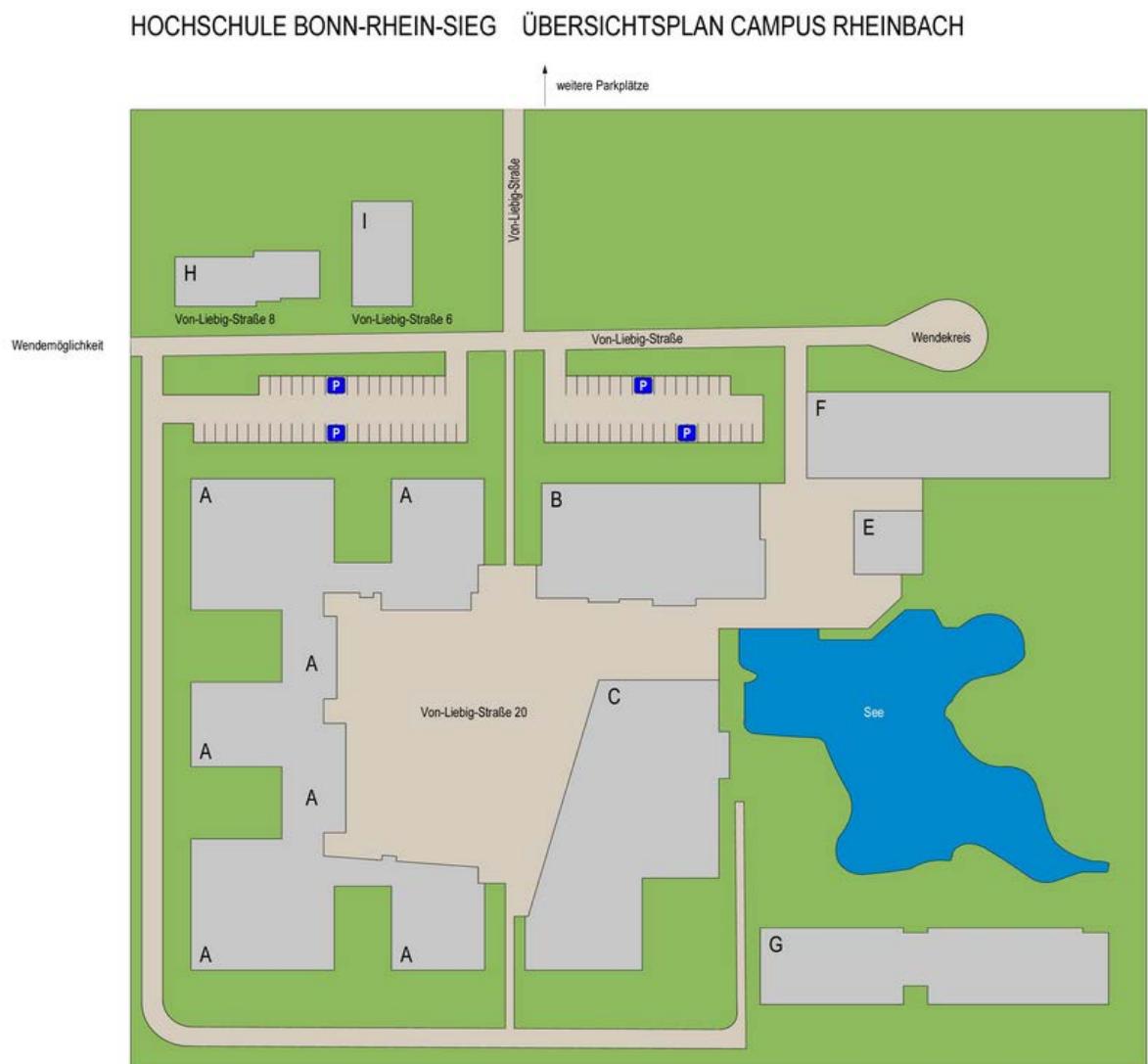


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Your new home – the university (HS)



The buildings contain following rooms:

Building A: Department 05 (FB Angewandte Naturwissenschaften):
incl. seminar rooms, laboratories, offices

Building B: Department 01 (FB Wirtschaft)

Building C: Mensa, Cafeteria, library and lecture halls

Building F: Department 05: laboratories

Building G: Department 05: laboratories, department 01 seminar rooms

Building I: 2nd floor offices

The **room numbers** are always composed with the letter for the building, the floor and the room number e.g. A 010: Building (Gebäude) A, ground floor, room 10

Checklist for a perfect start



To let you come around here as smooth as possible in the first time here you get a list about the most important things you have to do in the beginning:

- Get email-account (Service Point A 117)
- Participate the introduction to LEA
- Change passwords for the email-account and for your individual access in the HS-network
- Get the print-on for the public transport on your student ID.
- Get the english-language-script in the copy-shop
- Top up your copy and Mensa account
- Order your lab coat
- Find a locker (don't forget the lock!)
- Check Fachbereichs-homepage <https://www.h-brs.de/de/anna/studierende>

There you get **important information** (e.g. news, FAQ, time schedule, general information about exams e.g. exam dates, group arrangement for practical course)

Service Point

The Service Point is a facility in which student from higher semester help you to have a comfortable entrance into your study. You find the Service Point in room A117.

Functions:

- Your first contact person next to the FSR and your connection to the stuff of the HS
- Your contact option to higher semesters
- Your assistance for every case (Where I find what at the HS? How does a Pretest (Vortestat), a protocol, a Nachtestat (test for passing the lab course) look like? How does LEA work? Information about examinations etc.)

The universal ID card...



At the beginning of your studies, a blue student ID card will be handed out to you. This is needed for many things and you will probably use it every day. It deals as proof of you being a student, has to be shown in exams and is needed in the library if you want to lend out books or media. Also for the common reductions in museums or else your ID is needed.

For the public transport you can get a print-on at the information desk "Pforte" in building A. It will then be valid for the VRS-region (also Cologne). Also it is valid as ticket for your bike and as ticket for as many children under 5 years as you like. From 7pm on, weekends and bank holiday, you also can take one other person with you. To have your ticket valid, you must be able to show an official photo ID also.



Also the ID has two **accounts** on which you can top up money.

The account Mensa

In the cafeteria, on the right hand side of the entrance to the Mensa, you will find the machine, which you can feed with notes. On top, you get an extra 3% discount and the payment is much easier and faster. This is the only way to obtain the student price. If you pay cash you have to pay the guests price.



The account „BIB“

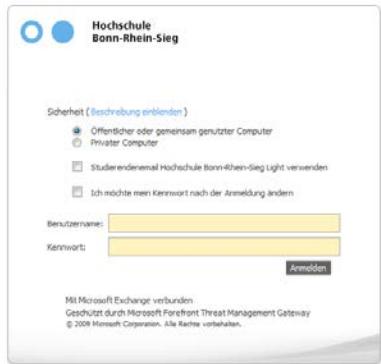
You will find the top up machine in the library (BIB) where all the copy-machines are. After top-up, just put your ID in the slot on top of the copy machines, that's it!

Delicious food from the “Studentenwerk”

During the breaks you can either eat in the Mensa or get snacks in the Cafeteria. In the Cafeteria you will find a wide range of sandwiches, beverages and sweets. The refund for the bottles will be given back to you by the automat or at the desk, depending on the bottle. Each week there are special offers (Aktionsbrötchen), which are a lot cheaper. For the mensa, you will find several menus with different prices. A vegetarian meal without side orders began by 1,00€. The side orders vary, between salad, veggies or dessert. Also the "Aktionstheke" offers daily changing meals, which are usually a bit more expensive. The mensa also offers a salad bar. You pay after weight (0,60€ for 100g salad).

Emails with the HS account

Each student has his or her own email account. The address is made up of your full name and the abbreviation of the department.



e.g. given name: Laßmiranda
surname: Dennsiwillia
study course: Biology

lassmiranda.dennsiwillia@smail.bcw.h-brs.de

As well, you will receive a user name for the login in the PC-pool and a hell lot of passwords, which you should change as soon as possible in a secure and rememberable one.

You can retrieve your emails here:

<https://owa.stud.h-brs.de>

More information about this will be given to you by the network administrator (Olaf Stock) in the first week or on the homage under following link:

<https://www.h-brs.de/en/e-mail-accounts-students>

Attention

**this email account is the main information exchange channel of the department
For this you should check this email account at least once a day!**

For example the time-schedules, electives or exam dates etc. will be announced by email

Overview User Names and Logins

Emails: <https://owa.stud.h-brs.de>

- User name: handed out login data (Servicepoint)
- Password: handed out login data

PC's in the PC-Pool:

- User name: handed out login data
- Password: handed out login data

WLan: more information at <https://www.h-brs.de/de/wlan-nutzung-an-der-hbrs>

- User name: handed out login data
- Password: handed out login data

Studenten Informationssystem (SIS): <http://sis.h-brs.de>

- To request for acces at the SIS website
- User name: handed out login data
- Password will be sent to your **student Email Account**

Lernen und Arbeiten online (LEA) : <http://lea.h-brs.de>

- User name: handed out login data
- Password: birth date in Format DDMYY

library: <https://www.h-brs.de/de/bib/katalog>

- User name: library number at the backside of your student ID card
- Password: birth date in Format DDMYY

Onleihe Rhein Sieg: <http://www4.onleihe.de/rhein-sieg>

- Usable with the library number and the password of the library account (free of costs)

IMPORTANT:

If you change you password for you Email account, you change automatically the password of the WLan and the PC's in the PC Pool as well and vice versa.

The same happens for the library password and the LEA password.

Courses in the department AnNa (05)

What exists: module, lecture, excercises, practical courses, elective courses, tutorials, examination regulations (Prüfungsordnung) ...

Your study is structured as modules.

For one **module** (Fach) there exist **lectures, excercises** and/or **practical courses**.

E.g. module *general chemistry*: consists of 2 SWS lecture (V), 2 SWS exercise (Ü) and 2 SWS practical course (P). SWS means Semesterwochenstunde (=45 minutes/ lecture-week).

The exact contents of the modules you find in the **module guide (Modulhandbuch)** of your program of study. (<https://www.h-brs.de/en/anna/applied-biology-bsc>)

For once of course the lectures, in which mostly there will be no attendance mandatory. On top there are exercises, which are usually not mandatory either. Here there will be topics **discussed** that you can download on the internet page of the module, which are normally in accordance to the lecture. In general you can download the exercises on LEA.

Another part of your study program are the **practical courses**. In these, experiments are performed in the HSs own laboratories, which are mandatory. Usually you have to write a protocol afterwards, which will get marked. These practical courses have to be passed on top of the exam, in order to pass the whole module. Also the mark for the protocols is then part of the mark of the module.

Beside the mandatory modules which are the same for all students of one study-program you also must pass a certain amount of **elective courses** within your studies. They consist only of lectures or they consist of lecture and practical course. For some courses you have to pass an exam at the end of the semester or another certificate of performance is required. Within your study a certain amount of hours per week in the semester "Semesterwochenstunden" (SWS) must be covered by elective courses. Therefore you should watch out for them as early as possible, since they are also important if you want to go abroad. The various courses are listed on the homepage <https://www.h-brs.de/en/anna/time-schedules>



Further information, e.g. about exams you find in the **examination regulation**

(Prüfungsordnung) (<https://www.h-brs.de/en/official-notice>). In Rheinbach you can find the man you can go to for all kinds of questions around exams: Prof. Häbler (<https://www.h-brs.de/en/anna/exams-and-more>).

In some cases there are additional **tutorials** offered, in which one can prepare especially for the exams. They are usually lead by students of higher semester. You can go through old exams or work through your own questions. Also exercises or special prepared simulations can be part of tutorials. If there is no tutorial offered for a certain module, often after asking the Professor, one can be initiated. So, don't hesitate, but ask!!!

Lecture accompanying material/LEA

For most of your lectures exist scripts which you can download in LEA (Lernplattform: Lernen und Arbeiten Online/learning and working online).

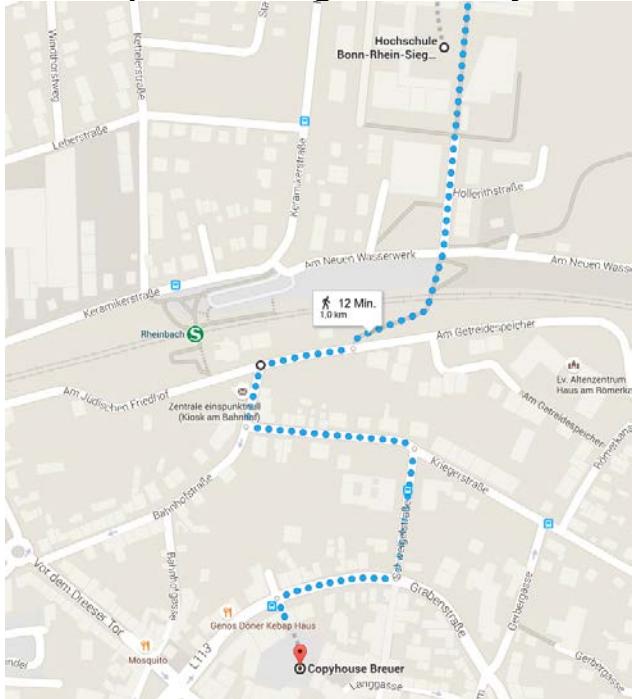
<https://lea.hochschule-bonn-rhein-sieg.de/>

Furthermore you find in LEA revision notes, group arrangement, time scheduling and instructions for the practical courses and quizzes for preparing the practical course.

For studying you will need of course books. You can borrow them in the library or copy single pages there. For first time usage of the library, you simply have to register with your ID. Surely the staff will help you with this. Also, if you have acquisition request, don't hesitate to tell them. You can search for books and extend the period of your borrowed ones on the homepage of the library: <http://www.bib.fh-brs.de>

If you want to copy a lot of pages, it is always worth it to do that in the copy shop to save money.

The script for the english course you find only in the copy shop!!!



Student-Information-System (SIS)

While studying, you will collect quite a few activity confirmations and participation certificates. To not have you confused about your activities and benefits the HS put up this student-information-system. But the SIS is not only useful for control, but also for signing on and off to exams, practical courses and language courses of the language centre. ATTENTION: More information about the exam-signing-rules you can find in the Bachelor-exam-statutes "Bachelorprüfungsordnung" (BPO) with the internet links within the pages of your own course. The deadlines are also announced via email, but keep them in mind and don't miss them!

By the way: It is useful to print out and file the version of the current "Studien- und Prüfungsordnung" close to your immatriculation, since in there you will find all necessary information about the Study and procedures. Also they keep on changing and the one valid at the day of your immatriculation is the one significant for you.

Financial

A (short) overview about options of financing the study or better an information paper „Hilfe bei finanziellen Engpässen“ you find at the departments homepage:
<https://www.h-brs.de/de/anna/studienfinanzierung>.



If you have problems concerning money, there are many opportunities for students, like the BAföG, to open a new money support.

For questions concerning the **BAföG** you can contact the AStA (<https://www.h-brs.de/en/asta-der-hochschule-bonn-rhein-sieg>).

But if you have questions about **grants**, don't hesitate to contact the Fachschaftsrat AnNa.

Sport

As students of the HS you may also use the sport activities of the University of Bonn. Programs with more information can be found in building A and in the office of the AStA. For more information just check the homepage of the AStA (<https://www.h-brs.de/en/asta-der-hochschule-bonn-rhein-sieg>). The HS itself offers basketball, football, badminton and much more. You are very welcome to participate or to start a new activity, just inform yourself in our office or directly at the Uni-Bonn:

Hochschulsportbüro der Uni-Bonn, Römerstraße 164, 53117 Bonn
Tel.: 73 41 85, Fax: 73 42 93 , email: hochschulsport@uni-bonn.de

Important addresses and contacts

All numbers listed here are the most important contacts. For special problems ask the **Service Point** before where you may get the information and answers most likely. This might save time and nerves! Or take a look at the homepage "Wer macht was?" contact persons in the department: <https://www.h-brs.de/de/anna/wer-macht-was>,
The direct access get to 02241/865-XXX

Service Point FB05 (room A117): -551

Examination affairs (examination office):

Kerstin Padberg 9685
E-Mail pruefungenFB05@hochschule-bonn-rhein-sieg.de
Room A 014

Examination commission:

Prof. Dr. Häbler -525
Olaf Stock -502

Students secretary:

Frau Fahnster -467
jenny.fahnster@h-brs.de
Raum A009.1

International/academic affairs:

<https://www.h-brs.de/en/international-office>

dean /prodean/deanery of the department:

Prof. Dr. Heinzelmann (dean) -500
Prof. Dr. Menke (prodean) -500
Frau Schuster (dean assistants) -733
secretary FB05 (Raum A104): -501

Fachschaftsrat Angewandte Naturwissenschaften (**AnNa**) -527

Counsellor:

Prof. Dr. Oligschleger -562
Herr Fine -511

Equal opportunity employer:

Fr. Schnell -268

Student committees at the University

You are new at this University and you don't know, *who* your views how advances or you want to know who is responsible in case of any problems?! Each university has various committees, which look after and care for different fields of duties and concerns, interests and departments. In the following pages, we want to explain those to you.

Senate (Senat):

The senate elects the "Rektorat" (administration) and give their opinion on the yearly account statement of the "Rektorat". The senate decreeds regulatory frames for the university, e.g. the Evaluations order (opinion research) is one of those. Furthermore, the senate gives their opinion on Science and Teaching concerns. Sometimes, these are important and basic rules and reglements. Therefore the presence of each student of the HS is allowed in the conferences and meetings of the senate.

Seating of the senate:

17 members with voting power
2 of the scientific staff
2 of the non scientific staff
4 Students
9 Professors

Members without voting power:

"Rektorat"
Dean / Prodean
AStA-chair-person
Gender commissioner

Extended senate (Erweiterter Senat)

The extended senate only meets in special occasions. The E:S. special authority is the change of the constitution with a 2/3 majority



Student parliament (StuPa)

The student-parliament is the highest decision-making organ of the self-administrative student body and consists of 15 members. They are directly elected from all students.

The “StuPa” concerns about following:

- Election of the budget-committee, deciding the usage of the student's money pool.
- Election of the AStA-chairperson and his deputy (for details look next subsection)
- Determination and fixation of the level of student-contribution-fee (Studierendenbeitrag)
- Definition and fixation of the student-constitution
- Calling of a university-comprehensive plenum
- Acclamation about the financial support of all grouping activities, involving study concerns like excursions etc.

Allgemeiner Studierenden Ausschuss (AStA)

The AStA administers the resolutions of the student-parliament and represents you within the university and outside of the HS, meaning representation for the administration (Rektorat), service provider (e.g. Security at AStA-Parties), business-partner like the VRS and for politics and all other public. The AStA- chairperson and his deputy nominate the resort-referees, which are responsible for the different fields of activities within the AStA. The resorts are split into following fields: University-politics and social-work, Finances, Treasure, University-sports, public relations and the unit “Referat Rheinbach”. You also can ask the AStA, if you have questions about BAföG, tuition fees, loans and international student ID. Also they know about the sport offers and might help you in case of finding a flat.

Fachschaftsrat (FSR)

The students of one department elect representatives into the “Fachschaftsrat”.

Misleadingly, most students call the FSR often only “Fachschaft”. But this term correctly refers to all students of one department. The FSR consists of a chair-person, his deputy and ordinary members, which are responsible for the resorts like public relations, finances, integration and advice for the 1st year's etc. The Fachschaftsrat AnNa is the FSR of this department. We will introduce them to you at the end of this chapter. The main function of the FSR is to be a link between the other committees and the students and to help them with problems concerning the study.

Fachbereichsrat (FBR)

The “Fachbereichsrat” consists of Professors, students, and scientific and non-scientific staff. Dean and Prodean take part as nonvoting members. The FBR elects the dean and the prodean of a department. On top they decide about:

- Callings of Professors and staff
- Constitution of the department
- Regulatory of study
- Regulatory of exams
- Other regulators and constitutions

Also the meeting of the FBR are open to all students of the department.

Gender commission (Gleichstellungskommision GK)

The gender commission elects at the beginning of each election-period one member as equal opportunity commissioner. She has to represent the concerns of all members of the HS, with respect to equality of treatment.

Her duties are:

- Attendance calling procedures of Professors.
- Influence in human resource decisions
- Formulation of an action plan for women and work, which will be resolved by the Senate.
- Monitoring of the achievement orientated funding allocation, with respect to women-relevant aspects.
- Counsel and support of female job candidates, students and members of the staff.

The gender commission also has the ambition to enlarge the offer of children-day-care at this university. Furthermore is it their goal to further increase the amount of female students at the HS-BRS quantitatively, as well as qualitatively. That means more female students and more higher endowed positions. Joyfully it can be said that the success is already visible with one of the highest numbers of female professors in NRW.



FSR 05 Angewandte Naturwissenschaften (AnNa)

We are the ones you can talk to, for all problems (at least, if it has anything to do with your study or the HS). So, if you have questions concerning your study program, if you wanna order old exams: Here is the right place to go to! Also, we want to

make your life easier and didn't hesitate to spend a fortune of money and energy to supply you with a wide range of offers.

In the 1st weeks of the semester, we will tell you the regular opening hours of our office, in which you will find one of us in the office during the semester.

The FSR meets regularly every week. These meetings are open to any student of the FB05. And you are very welcome to take part in these meetings and support us with new ideas and suggestions.



Lab-coat ordering



For all those numerous practical courses you will of course need lab-coats. You can try on the size and order one at the beginning of the semester in the office of the FSR. The prices are quite cheap. However you can of course compare them beforehand with those in the normal shops. The prices are sent round via email at the beginning of the semester.

Glass-breakage

Well, everyone is sometimes a bit clumsy. Also, some items, you have to use in the lab everyday are just quite fragile. That is the reason why you can take out a glass-breakage insurance, which costs about 5€. Also it is worth to check, if your liability insurance might cover glass breakage.

Collection of old exams

We offer you a very special service: You can get a package of old exams for each semester, which contains exams of numerous years and modules.

Events of the FSR AnNa and WiR

We often start various smaller and bigger projects, making life more enjoyable at our HS. Often these are realized in cooperation with the other FSR, the FSR WiR of the economics. To the bigger projects counts the **Out Of Campus** each year in the summer, the **HS-Fete** here at the Campus Rheinbach and the **1st years welcoming** with the orientation weeks, the **Erstitour** or numerous other events organized by us, like BBQ at the lake, Glühwein- and Video nights, selling wafers, X-mas parties etc. Besides all this, there is a round table offered once a month. Via email you will get informed beforehand, which bar will host the next one.

...and to participate yourself?

...of course!

Of course most student committees and their important work stay alive only with the help and the engagement of volunteers. Also you can participate, as spokesperson of the semester, member in a committee or just as helping hand at events. If you are interested in sacrificing a bit of your leisure time to make the life of you and your fellow with-students even better, don't hesitate to contact us anytime!

University of Applied Sciences Bonn-Rhein-Sieg: HS BRS

