

Winter 2017/18

INFORMATION FOR FIRST-YEAR STUDENTS OF THE WISO-FACULTY

WiSo StudyGuide



Innovation for society



University of Cologne
Faculty of Management, Economics and Social Sciences





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Preface

Welcome to your Study Programme at the WiSo Faculty in Cologne!

We are pleased to welcome you to your study programme at the Faculty of Management, Economics and Social Sciences (WiSo Faculty) at the University of Cologne!

The WiSo Faculty is an excellent starting point for your future professional and personal plans. With around 9500 students, a large number of departments and academic staff, the WiSo Faculty is one of the largest and most prestigious Faculties for economic and social sciences in Europe. Our combination of research and teaching, theory and practice, and economic and social sciences forms the basis of our mission statement, which can be summed up as:

'Innovation for society'

The City of Cologne's great appeal adds to the attractiveness of our study programmes. Cologne is renowned for its lively and diverse cultural scene far beyond the carnival tradition and, together with its surrounding areas, forms one of Germany's most important economic centres.

Studying at the WiSo Faculty gives you a lot of freedom. The idea of this brochure is to provide you with information about your choices and to help you make the best of what is on offer. Brief and to the point, the information included here constitutes all you need to know about the most important terms and contacts to ensure an optimal start to your studies. We are confident that through initiative, hard work and a good level of independence, you will be successful in your studies and enjoy a once-in-a-lifetime experience at our University.

We would like to wish you all the best for a good start to student life and look forward to welcoming you at the WiSo Student Service!

Your team at the WiSo Student Service

<https://www.wiso.uni-koeln.de/studium/service-und-beratung/wiso-studienberatungszentrum/>

Studying at the WiSo Faculty

By enrolling in your study programme you have become a member of a dynamic, large and important campus-wide network that plays a key role at the University of Cologne. What follows is a brief introduction to our Faculty – a first impression of the 'overall picture'.

The WiSo Faculty is one of six Faculties at the University of Cologne. The University is managed through 'dual leadership', both with different areas of responsibility:

The Rektorat (Rectorate), headed by the Rektor (Rector), is generally responsible for research, teaching and studies. The Kanzler (Chancellor) handles the budget and overall financial management, and is also responsible for administration.

The WiSo Faculty offers wide-ranging assistance, enabling you to complete your studies in an autonomous, purposeful and successful way. The WiSo Student & Career Services comprise two important counseling facilities for current and prospective students. The WiSo Student Service and the WiSo Career Service. If you have any questions regarding the organisation and content of your study programme, the **WiSo Studienberatungszentrum (WiSo Student Service)** is happy to provide help throughout your studies. In addition to regular office hours, the Student Service offers special services such as this guide and events.

The **WiSo-Career-Service** provides support in career planning and runs 'Career Tuesday', a series of events featuring interesting talks on issues such as job applications, internships, employment sectors and entry-level career opportunities.

The **Zentrum für Internationale Beziehungen (International Relations Center (ZIB))** at the WiSo Faculty is your first point of contact for studies or terms abroad. The ZIB develops and supervises exchange programmes with partner universities and provides advice regarding your term abroad; if you are planning an exchange term you should enquire about the range of possibilities. The ZIB is also responsible for supporting guest students at the WiSo Faculty.

The **International Office** at the University of Cologne also offers a separate Study Abroad Programme that is open to students from all faculties.

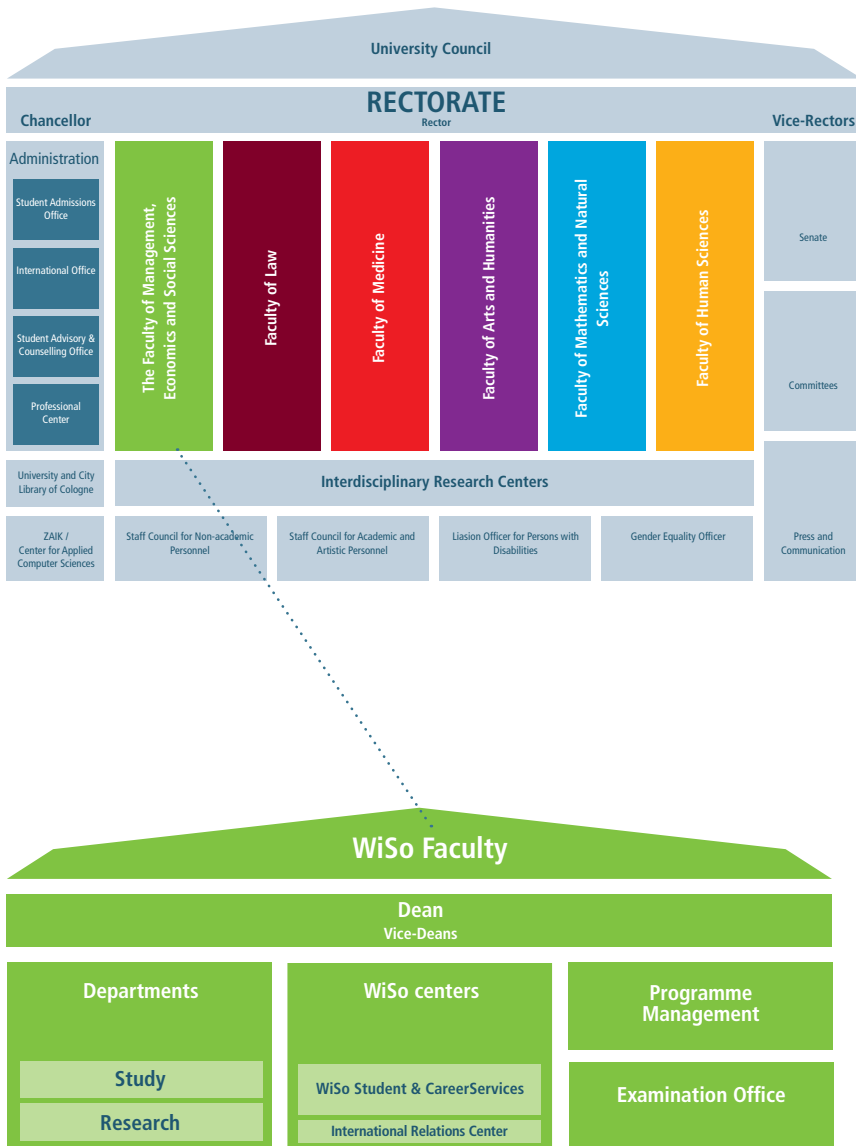
The **WiSo Prüfungsamt (Examination Office of the WiSo Faculty)** is of particular importance for your studies; it is here that you apply for an examination candidate ID and register (online) for exams within set time periods via KLIPS 2.0 (Kölner Lehr-, Informations- und Prüfungs-Service / Cologne Teaching, Information and Examination Services).

All courses can be found in **KLIPS 2.0**, the University's electronic course catalogue.

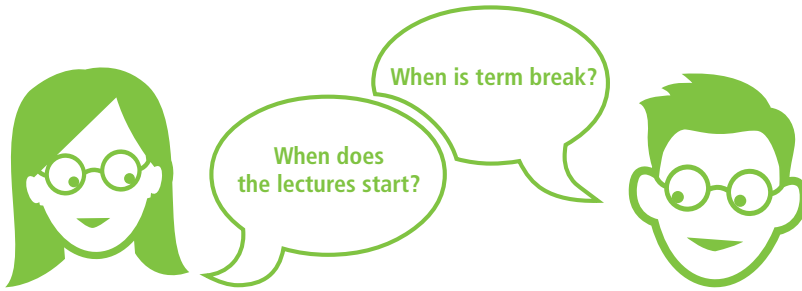
In addition, the **Fachschaft (Students' Association of the WiSo Faculty)**, which represents the interests of students, offers advisory 'student-to-student' services on a voluntary basis, including special services for first-year students in cooperation with the WiSo Faculty. There are also a number of student initiatives worth getting involved in.

The following pages provide detailed information on all the important issues. Contact details are listed at the end of the brochure.

The University of Cologne and the Structures of the WiSo Faculty at a glance



1. Key Dates / Bank Holidays



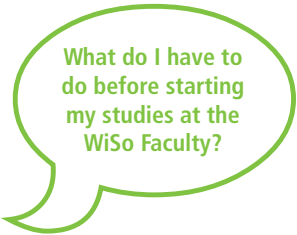
It is important to know and keep to the key dates and deadlines. Missing re-registration for a new term, for example, may result in de-registration (see chapter 10). All current deadlines and dates can be found on

<https://www.wiso.uni-koeln.de/studium/studienorganisation/termine-und-veranstaltungen/>

Dates for fall term 2017/2018

Welcome day for first-year students, organised by the WiSo Student Service	05 Oct 2017, 9:30 am -3:30 pm, lecture hall I
KLIPS 2.0 welcome day for first-year students organised by the WiSo Student Service	14 Sep 2017, 2 - 3:30 pm, lecture hall I (german) 18 Sep 2017, 1 - 3:00 pm, lecture hall XXIII (english) => FAQ and personal consultation
1st KLIPS 2.0 registration period	26 Jul - 07 Aug 2017
2nd KLIPS 2.0 registration period	30 Aug - 20 Sep 2017
Start of fall term	01 Oct 2017
Orientation phase (O-Phase) (Master)	02 Oct 2017
Lectures start	09 Oct 2017
Welcome event for first-year students by the Rector	09 Oct 2017, 9:00 am Aula
No lectures	03 Oct 2017 (Anniversary of German Unification) 31 Oct 2017 (Reformation Day) 01 Nov 2017 (All Saints' Day) 24 Dec 2017 - 06 Jan 2018 (Christmas holidays)
Lectures end	02 Feb 2018
Deadline for re-registration (transfer semester contribution) for spring term 2017	15 Feb 2018

2. Checklist

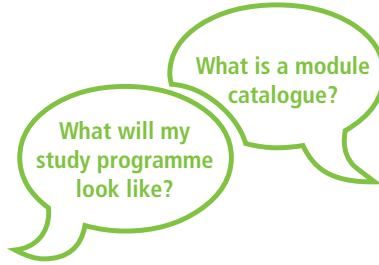


Checklist for First-year Students:

Have you ...

	Done	See page
... activated your student account (Smail-Account) and do you know what you can do with it?	<input type="radio"/>	22
... gained access to your student email address through your student account?	<input type="radio"/>	22
... received your UCCard that also serves as your ticket for public transportation?	<input type="radio"/>	13
... registered for the WiSo Faculty's master newsletter with your student email address?	<input type="radio"/>	9
... registered with a 'peer group' for the "O-Phase" or Master Welcome days run by the WiSo student's council and the WiSo Student Service?	<input type="radio"/>	9
... attended the KLIPS 2.0 welcome event of the WiSo Student Service? 18 Sep 2017, 1 - 3:00 pm, lecture hall XXII in English language	<input type="radio"/>	10
... registered for your courses in KLIPS 2.0? (1st period 26 Jul - 07 Aug 2017, 2nd period 30 Aug - 20 Sep 2017)	<input type="radio"/>	9
... attended the O-Phase of the WiSo Student Association on 02 Oct 2017	<input type="radio"/>	9
... applied the admission to the examination procedure at the Examination Office and been admitted?	<input type="radio"/>	17
... read the Examination Regulations?	<input type="radio"/>	9
... browsed the master module catalogue of your study degree?	<input type="radio"/>	9
... checked out the campus map and found out how to find the most important contact persons?	<input type="radio"/>	30

3. Study Programme Structure



The WiSo Faculty of the University of Cologne offers the following degree programmes:

Bachelor B.Sc.

Business Administration
Economics
Economics with Social Sciences
Social Sciences
Information Systems
Health Economics

Teaching Degree

(Bachelor)

Economic Education

Master M.Sc., M. A., M. Ed.

Business Administration
International Management (CEMS MIM)
Economics
Sociology and Social Research
Health Economics
Information Systems
Political Science M.A.
Economic Education M.Ed.

Double Master's programmes

Business Administration

Cologne- Helsinki; Cologne - Louvain;
Cologne - Ahmedabad

European Studies

Cologne - Maastricht

Health Economics and Management

Cologne - Maastricht

Demography and Social Inequality

Cologne- Groningen

The WiSo Faculty also offers courses for other study programmes, including combined programmes with the Faculty of Arts such as Regional Studies and Media Science.

At the University of Cologne bachelor and master degrees are divided into **modules**. A module consists of at least one course and can generally be completed in one term – in exceptional circumstances in two terms – by passing the relevant exams. Students must accumulate the required number of **ECTS (European Credit Transfer System)** points.

One credit point is equivalent to a total of 30 hours of study. The exact structure of the course is determined by the **Examination Regulations and the Module Catalogues**. Study plans provide guidelines on how to combine modules in the right order. More information can be found under "Downloads" in the "Study" section of the WiSo Faculty website.

www.wiso.uni-koeln.de/en → **Studies** → **Documents and Media**

4. First Steps

At the beginning of your degree, the main focus is on showing you that you're most likely to fulfil your potential by taking an independent and responsible approach to your studies, drawing on the support structures that are in place and the possibilities for shaping your study experience. A particular hallmark of Cologne WiSo graduates has always been their high level of independence, initiative and personal commitment. The problem-solving strategies you develop during your time at university will also help you later on in your professional life.

The combination of theory and practice is one of the defining strengths of the study programmes at the WiSo Faculty. Our lectures are complemented by talks from people in the field, case studies and research placements. Further practical exposure is guaranteed by the fact that more than 50 of the Faculty's lecturers have industry experience.

For the best-possible start to your degree we advise you to go through the checklist for first-year students which you find in this StudyGuide and complete all the items on it before the beginning of term, and to work through the individual points. The welcome and information events at the WiSo Faculty are of particular importance in this context.

To receive important updates regarding your studies at the WiSo Faculty, please subscribe to the master mailing list of the WiSo Student Service using your student email address.

www.wiso.uni-koeln.de → Studies → Service and Guidance → WiSo Student Service → Newsletter

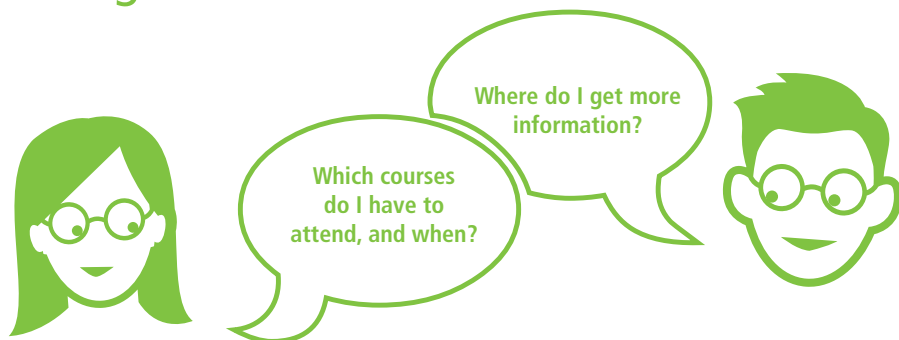
News from the Faculty and the University can also be found on the WiSo Faculty's Facebook page. Simply 'like' us and you're in:

www.facebook.de/wiso.uni.koeln

As a first-year master student you should sign up for a peer group when you start your course. The WiSo student's council runs an **orientation phase (O-Phase)** in cooperation with the WiSo Faculty for first-year master students during which students are coached in small groups (peer groups) by a student mentor. This coaching is continued during the lecture period in the first term.

www.wiso-buero.uni-koeln.de → Erstsemester → Master-Orientierungsphase

5. Registration for courses



There is no compulsory course schedule when you start your programme. You should therefore set up your own, personalised schedule. We offer a variety of tools to help you with this. The module catalogue provides an example of a study plan which shows a specific arrangement of courses from the first to the fourth semester. This arrangement is recommended.

The module catalogue will be updated for every year of study. The new version will be published for every new winter semester.

First-year students should read the recommendations on the WiSo Student Service website. Certain modules are recommended for the first term of your course. With KLIPS 2.0 you can set up your individual schedule.

Further information can be obtained, for example, through attending information events of the WiSo Student Service and particularly the peer groups of the orientation phase. The advice details all the requirements and options for putting together your course from the second term onwards.

Information and advice on the first semester can be found at:

www.wiso.uni-koeln.de → Studies → Documents and Media

KLIPS 2.0 information events

18 Sep 2017, 1-3:00 pm, lecture hall XXIII

The course catalogue of the WiSo Faculty can be found on:

www.wiso.uni-koeln.de → Studies → Documents and Media

The University of Cologne provides detailed information regarding KLIPS 2.0 here:

<http://klips2-support.uni-koeln.de>

Please note: Do not forget to register for courses at KLIPS 2.0! Be aware that a registration via KLIPS is no application for an exam! Please note that you need the separate admission to the examination procedure from the Examination Office (registration via their homepage) and be admitted before you can register for the examinations! This should be done until 30 September.

6. Welcome Pack

Anything missing?
The WiSo first-year bag!



The WiSo first-year student bag

Enough space for your personal belongings: your "greenhorn" bag!
As a welcome present our study beginners receive a WiSo bag, filled with useful starting tools like a thermos cup, with kind support of the REWE Group.

Further information, e.g. when and how to receive your personal gift, please look at www.wiso.uni-koeln.de → Studies → Organizing your studies → Information for entering students



Julia Monzel, Head of Student & Career Services with Laura, a student of Health Economics

7. Types of Courses / Final Exam Papers

The WiSo Faculty offers different types of courses, varying in the degree of independent study required:

Lectures are the most common form of courses at the university. Subjects are presented and structured by a professor. There is generally little interaction between the professor and his or her students.

Exercises serve to deepen and expand the subject matter presented in lectures. Prior to participation in exercises students must independently acquire knowledge on how to use and apply academic theory. They are usually held in smaller groups and delve deeper into important topics; they are taught through the use of case studies. Exercises are generally held by the professor's teaching assistants.

Tutorials explore academic questions and problems further through specific assignments. Students develop solutions independently and present them in class. Tutorials are normally held by students in higher semesters. There is a high level of interaction and individual feedback; generally the number of participants is therefore limited and registration (via KLIPS 2.0) is recommended.

Seminars put more emphasis on the interaction between the professor and his / her students. Here, students, usually in small groups, work independently on a particular topic. Some professors demand basic knowledge of the topic as a prerequisite for participation.

In most cases students are required to write a term paper and give a presentation to fellow students in the seminar group. Specific course requirements are determined by the lecturer responsible for the seminar. Attendance is often compulsory.

In general, the number of places available in seminars is limited. Registration for seminars is done via KLIPS 2.0.

In order to graduate, every student is required to submit a **master thesis** that demonstrates his / her academic skills.

A minimum of credit points is required for approval to write a thesis. The time allowed for writing and the length of the thesis are defined by the examination regulations of your degree course.

Subjects are either specified by the relevant Department or chosen by the student him or herself. These at the Chairs of Business Administration are assigned in a centralised procedure via KLIPS 2.0 and are subject to a fixed time plan.

A good initial source of information on all matters relating to courses and examinations is the WiSo Faculty's student portal:

www.wiso.uni-koeln.de → Studies → Organizing your studies

General information regarding individual course content can also be found in the module catalogues. General information regarding the content of courses can be found in the course catalogues in the "downloads" area of the WiSo Faculty's website.

Departments use **ILIAS** as a course platform. In addition to the latest course information, you can find slides, reading and other course material in the downloads section www.ilias.uni-koeln.de

Reading material such as textbooks or articles from scientific journals can be borrowed or photocopied at the University Library (see chapter 16) or relevant departments.

Note:

You will need a 'UCcard' to use the photocopiers of the university. For more information, please visit: http://uccard.uni-koeln.de/index_eng.html



EVERY TUESDAY
5:45 – 7:15 PM



WELCOME TO CAREER TUESDAY

Fotos: WiSo CareerService

Learn more about
the various opportunities
to jumpstart your career!

Career orientation
Tips for applicants
Career opportunities
Networking



www.wiso-career.uni-koeln.de
careerservice@wiso.uni-koeln.de

Career Tuesday

CareerService



8. Studying at the WiSo Faculty

Studying at the WiSo Faculty is different from school or vocational training. You are personally responsible for your level of progress and success. This means working through study material independently, preparing and following up coursework, setting priorities and focus areas, and learning how to master exam conditions. You may be required to take up to five exams per term, which makes good time management during term crucial.

9. Re-registration



The social contribution includes the **"NRW-Ticket"** (student travel card for the federal state of North Rhine-Westphalia, in which Cologne is located) and amounts to 262,82 euros in fall term 2017/2018. The term **"re-registration"** refers to the timely payment of the social contribution for the upcoming term. To re-register for the fall term and for continued enrolment at the university, students must transfer the social contribution to the university account before July 15th. That means the re-registration as a student.

For the latest information on re-registration see:
www.verwaltung.uni-koeln.de/studsek

This page also contains up-to-date information regarding re-registration deadlines.

You can print confirmation of your student status yourself using the **"Ausdrucke für Studierende"** (print documents) option in KLIPS 2.0.

10. De-registration

“De-registration” refers to the termination of your studies at the University of Cologne.

Students are de-registered if, for example, they

- do not re-register (on time),
- actively de-register with immediate effect,
- have reached the maximum number of failed attempts,
- have successfully passed all final exams.

Change of address: In case you change your address during your degree, you must inform the Examinations Office and the University Registrar’s Office, or the International Office immediately. Please do so online via KLIPS 2.0

11. Taking a term off



What happens in the event of a prolonged illness or if I wish to do an internship?

Taking a term off frees you from all official study obligations at the University of Cologne. You can apply to the University Registrar’s Office or at the International Office of the University of Cologne to take a term off for a variety of reasons. A term off can be granted once you’ve completed the first term of your degree.

Exams cannot be taken during a term off.

Taking a term off due to an internship

The application form for a term off must be handed in at the University Registrar’s Office or at the International Office before the start of term. The deadline for applications for summer is 31 March and for winter semester 30 September. Applications to take a term off for an internship need to be submitted to the WiSo Student Services first. Internships must last at least three months.

For further information please visit:

www.wiso.uni-koeln.de → Studies → Service and Guidance → Certificates

A term off due to an internship may only be granted once in your study degree.

Other reasons for taking a term off

A term off can also be granted for other important reasons. This is possible more than once. Reasons include exchange terms, illness, pregnancy and/or parental leave or others that must be specified.

For further information please visit:

www.verwaltung.uni-koeln.de/studsek/content → Studium → Beurlaubung

12. Examinations



Students are responsible for registering (using KLIPS 2.0) for examinations. For any questions regarding examinations, please contact the Examination Office responsible for your chosen degree. Prior to registering for their first exam, students have to sign up for the examination procedure once at the beginning of their study degree.

The Examination Office is responsible for handling all queries and administration concerning registration for, admission to and completion of examinations. It is also responsible for preparing and recording meetings of the Examination Board.

Here you can find an overview of the individual Examination Office:

Joint Examination Office of the WiSo Faculty (Business Administration, Economics, Social Sciences, Health Economics, Information Systems, as well as subject-specific examinations for teaching degrees at bachelor and master level)

www.wiso.uni-koeln.de → Studies → Organizing your studies → Registration for Courses and Examinations → Examination Offices

T +49221/470-2257 | WiSo Hochhaus 8th floor (8.OG) | Albertus-Magnus-Platz | 50923 Cologne

Joint Examinations Office for teacher education (cross-faculty examinations for Bachelor and Master in Education)

www.zfl.uni-koeln.de → Prüfungsamt

Immermannstr. 49 (Corner of Schallstr.) | 50923 Cologne

Before starting your degree please familiarise yourself with the Examination Regulations of your chosen course; the regulations contain all the relevant information on the examination requirements of your degree. The Examination Regulations can be found here:

www.wiso.uni-koeln.de → Studies → Documents and Media → Master ER 2015

To pass a module, students must pass an exam. Exams are usually taken during the **examination period**, the first two weeks of term break. In order to avoid students having to take exams within too short a time frame, a number of departments offer a **second examination date** a few weeks after the first one or at the end of the term break.

Certain modules in the bachelor degree Business Administration are subject to **mid-term regulations**. This means that some classes of a module take place in the first half of the term, others in the second half.

Exams may be taken either after the first half of the term or at the end of the term.

Written exams are typically 60, 90 or 120 minutes long. More information regarding exams and permitted examination aids can be found online (see info box below). Students must **register** themselves for their exams. Please note the registration deadlines.

Examination registration procedure:

In order to register for exams please visit

www.klips2.uni-koeln.de

and register using your student account credentials.

For each module, a student has three attempts to pass the exam. More information regarding this topic can be received at the welcome events of the WiSo Student Service and in the examination regulations of your study degree, which are linked on the homepage.

All WiSo Faculty students can apply for access to their exam papers once they have been marked. More information can be found here:

<https://www.wiso.uni-koeln.de/en/faculty/dekanat/examination-offices/2015-examination-regulations/your-studies/commencement-of-studies-and-admission-to-the-examination-procedure/>

13. International Outlook

A multitude of tailored study and exchange programmes, courses held in English as well as language courses should encourage you to give your studies an international profile.

The WiSo Faculty has a network of more than 135 world-class partner universities, which gives you the possibility of an exchange term during your bachelor or master degree.

If you are interested in a relatively short stay abroad, we offer a variety of summer school programmes, for example, the 'WiSo@NYC' (Bachelor und Master) Summer School in New York. There are numerous possibilities to get involved in international activities at the University of Cologne, including the Buddy Programme for exchange students, the PIM & CEMS Student and Alumni Club or the Study Tours.

You should plan your stay abroad and participation in international study programmes as early as possible in order to optimally integrate them into your study plan. The International Relations Center – Zentrum für Internationale Beziehungen (ZIB) at the WiSo Faculty, your contact for international activities at the Faculty, will be happy to advise you. Further information and a list of partner universities and programmes can be found on the ZIB web page:

<http://www.international.wiso.uni-koeln.de/>

If you have any questions regarding the transfer of modules that you will have completed in your studies abroad you can contact the WiSo Credit Transfer Center:

<https://www.anrechnungwiso.uni-koeln.de/default/start>

The International Office of the University of Cologne coordinates international activity at the university level and interesting exchange programmes can also be found through them.

For further information regarding offers from the International Office, please go to:

www.uni-koeln.de/international

Within the framework of the Studium Integrale, bachelor students can attend language courses, for example in Business English, Spanish, French, Chinese and many more. Don't miss the opportunity to broaden your horizon also in terms of language!

Information regarding language courses can be found in KLIPS 2.0.

14. WiSo Student & Career Services

The WiSo Student & Career Services contain two important consultation institutions for students and, people interested in a study degree. The WiSo Student Service offers special support at each state of the degree programme, e.g. designing the study plan or choosing a specialisation section that fits to the individual perspectives and talents. The WiSo Career Service helps at all matters regarding your choice of career. They offer consultation and help answering questions concerning internships, choice of employment, job applications, additional qualifications, and general career planning. They also send the weekly WiSo Faculty newsletter.

15. WiSo Student Service

Student advice is one of the main responsibilities of the WiSo Faculty's Student Service. You can contact the Student Service in person, by phone or by email. It is not necessary to make an appointment. Even for individual problematic situations as, for example, thinking about changing the degree programme or even quitting it, you can always contact the WiSo Student Service that gives capable advice.

In addition to updating the website under the area „Studies“, the WiSo Student Service issues certificates on behalf of the Dean (e.g. for time taken off for an internship).

The WiSo Student Services also organise welcome days, orientation events for the second term and information events for Master's degree seeking students.

www.wiso.uni-koeln.de → Studies → Service and Guidance → WiSo Student Services



16. WiSo Career Service – Start planning your career with us!



How do I prepare for starting my professional career and how do I find an internship?

When is the best time to do an internship?

How do I find an exciting and rewarding internship?

What is the best way to apply?

How can I prepare for starting my professional career?

We encourage you to network, gain practical experience and prepare for starting out your professional career from the very beginning of your degree. Make use of the WiSo Career Service to plan your professional career alongside your studies.

The WiSo Faculty's Career Service is the first point of contact for all matters regarding your choice of career. This also includes questions concerning internships, choice of employment, job applications, additional qualifications, and general career planning.

In the current term the WiSo Career Service is offering, amongst other things:

Career Tuesday – a series of events organised by the WiSo Career Service

Lectures by businesses on application processes and internships, and Alumni reports – meet and talk to those out in the field!

When & where: Every Tuesday from 5:45 pm to 7:15 pm in lecture hall XXIII (HS XXIII)

Advice – Application portfolio check

Make an appointment for advice on your application portfolio and have it checked. Arrange an appointment directly by emailing at careerservice@wiso.uni-koeln.de

Career database

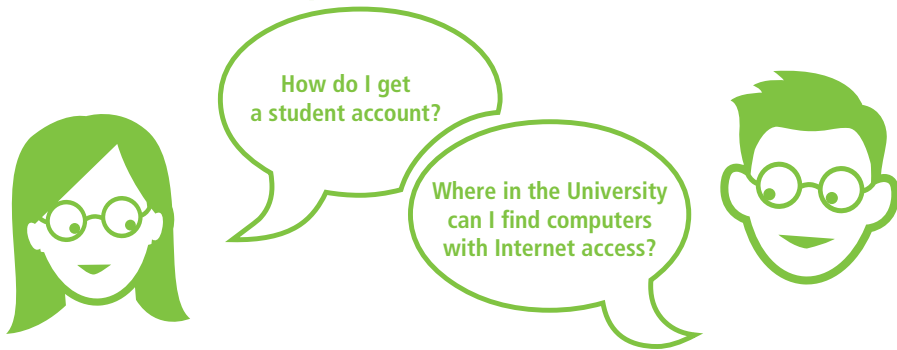
Register as soon as you can and stay up to date regarding the latest news on internships and application tips, our workshops and special events.

Workshops and seminars on soft skills

The WiSo Career Service helps you prepare for job applications. You will receive valuable tips such as preparing for your first job interview or how best to apply in English.

For current information please visit: www.wiso-career.uni-koeln.de

17. Use of Computers / IT Services



Upon enrolment, every student receives an information sheet containing a PIN which you use to activate your student account. The account includes a free **student email address (S-Mail)** to be used for all matters relating to your studies. The University regularly sends out important information to student email addresses. Further information regarding the use of your student account can be found at the Regionales Rechenzentrum (Regional Computing Centre) RRZK (see below).

This is the link to your free University email account :

<https://webmail.uni-koeln.de>

Computers of the University of Cologne can be used to go online, print or burn CDs. The computers feature many applications which may prove useful for your studies (MS Office, Regiograph, SPSS, Amos, Arena, STATA).

The University of Cologne offers students many options for using computers. The four most important options are:

Regional Computing Centre (RRZK)

T +49221/470-89555 | Weyertal 121 | 50931 Cologne

The Centre offers free use of its computers. You can log in using your student account.

Information is available here: www.rrzk.uni-koeln.de/studierenden-account.html

WiSo-Pools (WiSo Building, Room 10)

Computers provided by the WiSo Faculty and operated by the WiSo IT Services team are available for courses and independent work. Students and university staff can access the equipment with their student or university account. www.wiso-it.uni-koeln.de

Free wireless Internet (Wi-Fi)

Wi-Fi is available on the entire University campus. Guidance how to configurate your PC, Tablet or smart-phone can be found here: <http://rrzk.uni-koeln.de/wlan.html>

Other computers on campus or in the Central Library

Public computers in Cologne University buildings are usually accessible with a valid student account.

Scale-out File Services – SoFS

You can save your personal data online using SoFS, a cloud storage system with 10GB memory space accessible via the internet on all platforms, which saves your data on a daily basis. You can use SoFS to share folders with others, for example. For more information please visit <http://www.portal.uni-koeln.de/sofs.html>

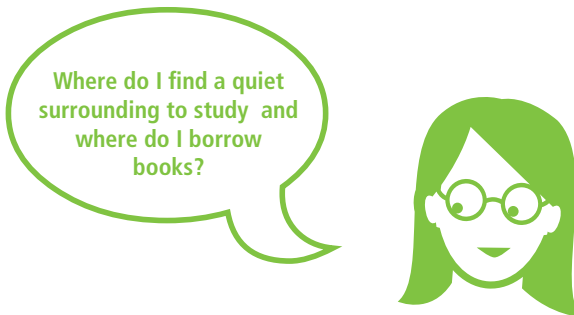
www.rrzk.uni-koeln.de/sofs.html

Free or Discounted Software

As a student of the University of Cologne you are eligible for educational discounts for certain software. To see which products this applies to, please visit: www.rrzk.uni-koeln.de/software.html

WiSo students may also hire additional software in certain cases.

www.wiso-it.uni-koeln.de



18. Library

There are various possibilities of getting access to academic literature at the University of Cologne. The University and City Library of Cologne (UCL) offers the largest collection of books, magazines, diploma and doctoral theses as well as electronic resources (databases, e-journals and e-books). You can access UCL's catalogues, electronic resources and other German libraries through the UCL portal.

www.ub.uni-koeln.de | Universitätsstr. 33 | 50931 Cologne

The University and City Library also offers introductory courses:

www.ub.uni-koeln.de/infothek/schulungen/index_ger.html

Departments and institutes often have their own libraries or joint libraries. Further information can be found on their websites.

www.wiso.uni-koeln.de → Faculty

19. WiSo Student Association

Hi guys,

So what is this "WiSo Fachschaft" you keep hearing about? Well, formally speaking, the term means everyone studying at the WiSo Faculty. We see ourselves as a friendly group of people who like to get things done. To be able to tackle the problems that all students at the Faculty are confronted with during their studies, we work in various teams and in the WiSo-Büro (WiSo office). Our aim is to handle any type of problem. Being students ourselves, we consider it very important not to see ourselves any differently than other students. We see ourselves as the students' voice, representing their interests. To us, the Fachschaft is Cologne's largest living room, a place where anyone is welcome any time – be it to grab a cup of coffee or to enjoy a nice chat.

We would love you to get involved and we look forward to meeting you in the orientation phase or later on. You can find us in the WiSo-Büro every day and at the Jour Fixe every Thursday as well as at

www.wiso-buero.de



20. Student Initiatives



How can I get involved in activities outside my studies?

The WiSo Faculty offers a very dynamic campus life and there are many initiatives organised independently by its students. The various initiatives all have different focuses and objectives but are always related either to study programmes or the Faculty. There are, for example, student groups such as AEGEE, the European Students' Forum or the WiSo Student Association. The PIM & CEMS Student and Alumni Club maintains an international network of students and alumni, offers training courses and provides assistance for guest students. A further initiative at the WiSo Faculty, for example, is the OFW (Organisationsforum Wirtschaftskongress – the Economic Congress Organisational Forum), which hosts the annual World Business Dialogue, the world's biggest economic congress organised by students. Also part of the OFW is the student-run consultancy OSCAR. At university level, there is the General Student Committee AStA, too.

Be it arranging internships, organising congresses or staging special events, students' associations offer many possibilities for gaining practical experience and benefiting from networks – the perfect opportunity for you to get involved too!

A comprehensive list of student groups, student associations and other student bodies can be found under: www.wiso.uni-koeln.de → Studies → Organizing your studies → Information for Entering students → Student Life

The International Office at the University of Cologne also provides information about international student initiatives that refer to different countries:

<https://www.portal.uni-koeln.de/6920.html>

21. Points of Contact



WiSo Student Service

Queries you may have round about studies at the Faculty of Management, Economics and Social Sciences (WiSo Faculty)

www.wiso.uni-koeln.de → Studies → Guidance

wiso-beratung@uni-koeln.de

T +49221/470-8818 | Meister-Ekkehart-Str. 1 | 50937 Cologne

AStA

General Student Committee of the University of Cologne
Student representation body

Universitätsstr. 16 1st floor (1. OG) | 50937 Cologne

www.asta.uni-koeln.de

kontakt@asta.uni-koeln.de | T +49221/470-2993

Studying with a disability or chronic disease

Service der Universitätsverwaltung für Studierende mit Behinderungen und chronischen Erkrankungen

www.verwaltung.uni-koeln.de/abteilung23/content/behinderung_und_studium

Guidance for students with a disability or chronic disease

gerd.hansen@uni-koeln.de | T 0221/ 470-5523 (secreteriat)

RB-Belange-Behinderung@uni-koeln.de | T 0221/ 470-7347

Contact person: Prof. Dr. Gerd Hansen, Karl-Josef Faßbender

Guidance for students with a mental illness

l.martin@verw.uni-koeln.de | T +49221/ 470-8822

Contact person: Lana Martin

- WiSo Career Service** Vocational guidance, e.g. on internships, job applications and general career management
www.wiso-career.uni-koeln.de
 careerservice@wiso.uni-koeln.de | T +49221/470-3663
 WiSo-Flachtrakt, Souterrain
 Room049a und 049b
 Universitätsstr. 24 | 50931 Cologne
 Contact person: Gretje Bekierman
- WiSo Student Association (Fachschaft-WiSo)** Fellow students answer your study-related questions, there's an archive of past papers on CD and soft skills courses
www.wiso-buero.uni-koeln.de
 wiso-buero@uni-koeln.de | T +49221/470-2994
 Universitätsstr. 16b | 50937 Cologne
- Gender-commissioner** Establishment of women's networks, combining work and family/ dual career support, advice and support for cases of sexual harassment
www.gb.uni-koeln.de
 gleichstellungsbeauftragte@gb.uni-koeln.de | T +49221/470-4830,
 Eckertstraße 4 | 50931 Cologne
 Gender commissioner: Dipl.-Soz.Päd. Annelene Gäckle M.A.
- Information desk main building** Help regarding the search of rooms or lecture halls
<http://lageplan.uni-koeln.de/>
 Infostand@verw.uni-koeln.de | T +49221/470-6381
 Central foyer of the main building
- International Office** www.international.uni-koeln.de
 E-Mail per contact form on the homepage | T +49221/470-1661
 Universitätsstr. 22a (SSC) | 50937 Cologne
 Information regarding application, admission, change of study programme and more for international students, information for studies abroad
- Studying with a child** University with a child
www.gb.uni-koeln.de/uni_mit_kind
 support for students with a child
www.kstw.de → Kinder
 T +49221/168815-0,
 Sozialberatung, Luxemburger Straße 181–183, 50939 Cologne
 Contact Person: Christel Faßbender-Veith

KSTW	<p>Kölner Studierendenwerk www.kstw.de Use the contact form on the website to send an email T +49221/94265-0, Universitätsstr. 16 50937 Cologne;</p> <p>Infopoint Uni Mensa middle area (Mittelgeschoss) infopoint@kstw.de T +49221 942 65-416 /-417</p> <p>Questions concerning halls of residence wohnen@kstw.de T +49221 942 65 -213 bis -228; or -239</p>
MAG Team of the Fachschaft WiSo Student Association	<p>Lecture notes service www.mag.uni-koeln.de kontakt@mitschriftenag.de Universitätsstr. 16 50937 Cologne</p>
Nightline	<p>“Friendly ear” and information hotline for students at all higher education institutions in Cologne www.nightline.uni-koeln.de During term time: Sun, Mon, Tues, Thurs and Fri, 9 pm to 1 am T +49800/470-3500 (freephone) T +49221/470-3500</p>
Counselling and welfare services	<p>Specialised in students’ problems www.kstw.de → Beratung- und Soziale Angebote bksa-sekretariat@kstw.de T +49221/168815-0, Luxemburger Straße 181 – 183 50939 Cologne</p>
Professional Center	<p>Skills training, language courses, learning aids job-related information, tips for job applications, corporate contacts www.professionalcenter.uni-koeln.de Use the contact forum on the website to send an email T +49221/470-8300 Universitätsstr. 22a (SSC) 50937 Cologne Room 1.225 / 1. OG (upper floor)</p>
ASTa Legal Advice Services	<p>Advice on general legal matters and tenancy law matters Uni Mensa, ground floor www.asta.uni-koeln.de/beratung/rechts-und-mietrechtsberatung Registration at the Service Point, in person or by telephone: T +49221/470-2993 Zülpicher Wall 70 50937 Cologne</p>

- Regional Computing Centre (RRZK)** Computer pools, questions concerning WiFi at the University of Cologne and webmail, questions concerning student accounts, software and multi-media
www.rrzk.uni-koeln.de
 Use the contact form on the website to send an email
 T +49221/470-89555
 Weyertal 121 | 50931 Cologne
- Stellenwerk** Job portal (part-time jobs, internships, student assistant jobs, entry-level jobs)
www.stellenwerk-koeln.de
 T +49800-210 05 62
 info@stellenwerk.de
- Student Admissions** Enrolment/re-registration for EU citizens, application forms, address changes
www.verwaltung.uni-koeln.de/studsek/content
 studsek@verw.uni-koeln.de | T +49221/470-1022
 Universitätsstr. 22a (SSC) | 50937 Cologne
- ASTA TEAM-Program** German team partners provide help in connection with questions and problems at university and in everyday life – particularly helpful at the start of your studies
www.asta.uni-koeln.de/service/team-programm
 TeamProgramm@asta.uni-koeln.de | T +49221/470-2993
 Universitätsstr. 16 | 50937 Cologne | 1st floor (1. OG)
- University Guide (Uniwegweiser)** A-Z directory of everything related to university and your studies
www.uni-koeln.de/uni/abc
- In cases of discrimination against students
 Contact person at the WiSo Faculty: Prof. Dr. André Kaiser
www.cccp.uni-koeln.de
 Central Contact Person: Prof. Dr. Marianne Bechhaus-Gerst
afrikanistik.uni-koeln.de
- WiSo-IT** Provision of IT pools and courses
www.wiso.uni-koeln.de/wiso-it-services/
 it-sekretariat@wiso.uni-koeln.de | T +49221/470-6631
 Opening hours: Mon and Wed, 9 am – 12 noon and 2-4 pm
 Kerpener Str. 4, 2nd floor (2. OG) | 50937 Cologne

WiSo Examination Office	<p>Questions related to examinations and examination and study regulations http://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsaemter/startseite/</p> <p>T +49221/470-2257 (Mon – Fri, 9-10 am, and Mon – Thurs, 1-3 pm) Please do not send enquires by email WiSo-Hochhaus 8. OG, opening hours: Mon, Wed and Thu, 10 am – 12 noon Postal address: Prüfungsamt der Wirtschafts- und Sozialwissenschaftlichen Fakultät Universität zu Köln Albertus-Magnus-Platz D-50923 Cologne</p>
Student Advice Centre	<p>General questions concerning studying at the University of Cologne www.zsb.uni-koeln.de e-mail per contactformular via homepage T +49221/470-1021 Universitätsstr. 22a (SSC) 50937 Cologne</p>
International Relations Center (ZIB WiSo)	<p>International study and exchange programmes offered by the WiSo Faculty www.wiso.uni-koeln.de/international.html zib@uni-koeln.de T +49221/470-7065 or -3738 Aachener Str. 209 Entrance Richard-Strauss-Str. 1 5th+ 6th floor</p>
Zentrum für LehrerInnenbildung	<p>ZfL-Beratungszentrum www.zfl.uni-koeln.de zfl-beratung@uni-koeln.de T +49221/470-8609 Immermannstr. 49 (corner of Schallstr.) Room 1.01 (1. OG/upper floor)</p>

22. Maps and Directions



Where exactly is the WiSo Student Service at which I can get detailed advice?

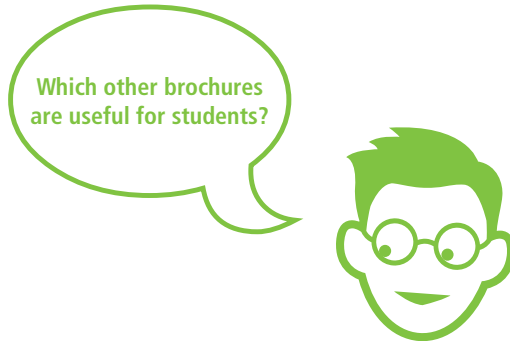
The **WiSo Student Service** is located in the basement floor opposite the stop 'University' of tram line 9, entrance via Meister-Ekkehart-Str. 1.



The Cologne University campus is quite big. In the beginning it may not always be easy to find your way around. You can find a simple interactive map of the University on www.uni-koeln.de/uni/plan/interaktiv

To find a specific lecture theatre or seminar room either ask at the information point in the entrance hall of the main building or check online: www.uni-koeln.de/uni/gebaeude

23. Further Useful Information



- **„Studieren in Köln“** (brochure in German - available at the KSTW information point in the 'Mensa', the student canteen) provides information by the Kölner Studentenwerk (Cologne Student Union), on federal student support and loans (BaFöG), accommodation, jobs, counselling and advice, leisure activities and living in Cologne.
- **ASta Guide for Foreign Students (ASta – Universitätsstr. 16)**
Brochure published by the General Student Committee for International Students, in 6 languages: German, English, French, Spanish, Polish and Chinese
- Further ASta service offers
www.asta.uni-koeln.de → Service
Semesterticket Info (information on student travel cards)
BAföG – Reader (Federal Training Assistance Act Reader)
Studium und Job (student jobs)
Mietrechtsinfo (information on tenancy laws)
Reader – Studieren im Ausland (studying abroad)
Reader – Studieren mit Kind (students with children)

Course information

www.wiso.uni-koeln.de → Study

Examination Regulations, module catalogues, study plans and recommendations

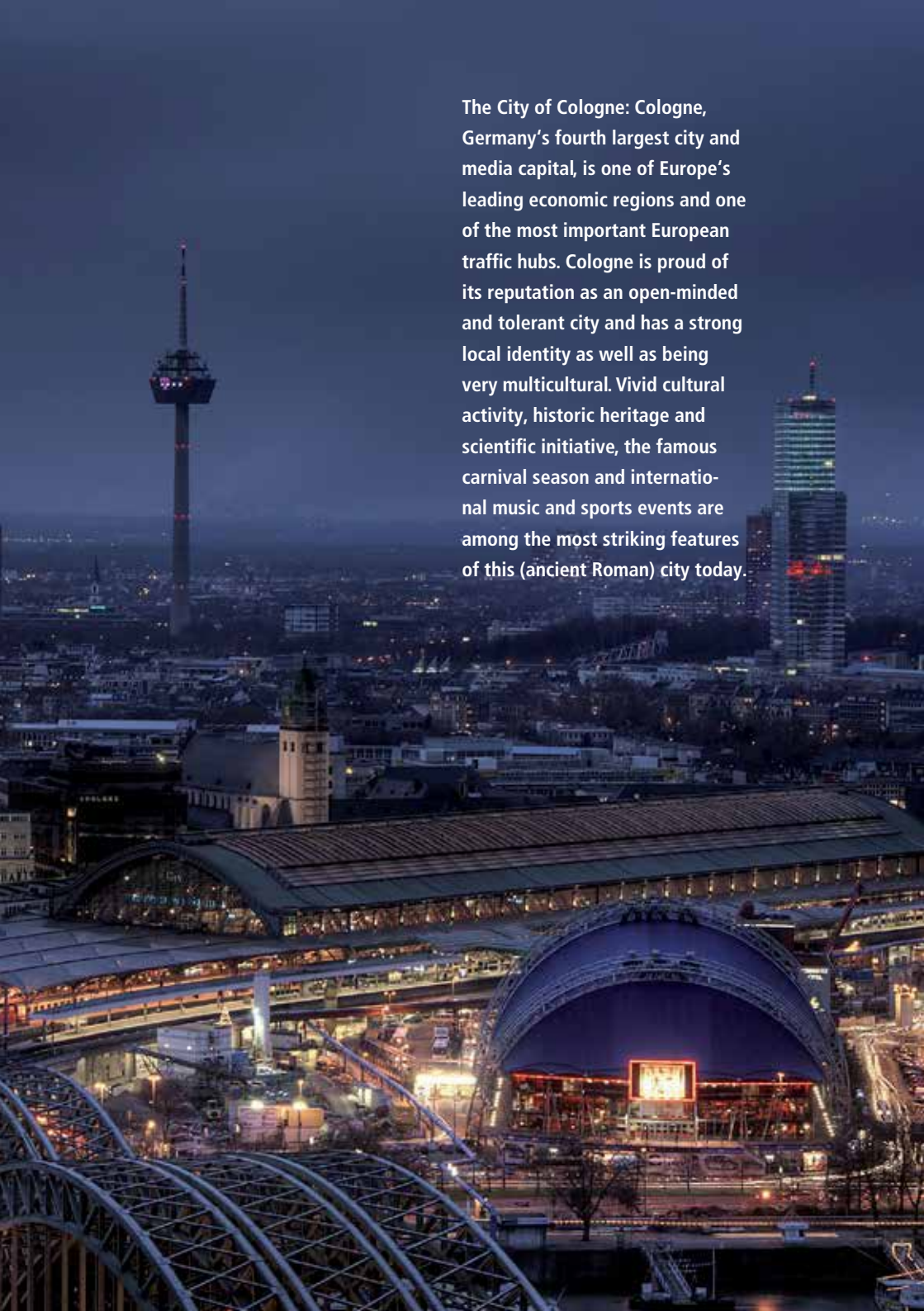
24. List of Abbreviations

AStA	Allgemeiner Studierenden Ausschuss / General Student Committee
BAföG	Bundesausbildungsförderungsgesetz / Federal Training Assistance Act
BK	Berufskolleg
BWL	Betriebswirtschaftslehre / Business Administration
ECTS	European Credit Transfer System / Credit Transfer System
ff.	fortfolgende / et seq. (and the following)
FS	Fachsemester / course-related semester
FS	Fallstudie / case study
GESÖK	Gesundheitsökonomie / Health Economics
HA	Hausarbeit / seminar paper
ILIAS	Integriertes Lern-, Informations- und Arbeitskooperations-System/ E-Learning platform
KL	Klausur / (written) exam
KLIPS2.0	Kölner Lehr-, Informations-, und Prüfungs-Service 2.0 / Cologne Teaching, Information and Exam Services (course directory)
KSTW	Kölner Studierendenwerk / public student service organization providing social, financial and cultural support to students
LP	Leistungspunkte / credit points
MP	Mündliche Prüfung / oral exam
P	Pflicht / compulsory
PR	Projekt / project
PS	Proseminar / proseminar (introductory seminar course)
RE	Referat / presentation
RRZK	Regionales Rechenzentrum Köln / Regional Computing Centre
SEM	Seminar / seminar
SHK	Studentische Hilfskraft / student assistant
SI	Studium Integrale
SOWI	Sozialwissenschaften / Social Sciences
SoSe	Sommersemester / spring term
SSC	Studierenden-Service-Center
SWS	Semesterwochenstunden / semester periods per week
TUT	Tutorien / tutorial
Ü	Übungen / exercise
VL	Vorlesungen / lecture
VWL	Volkswirtschaftslehre / Economics
VWLSoz	Volkswirtschaftslehre sozialwissenschaftlicher Richtung
WP	Wahlpflicht
WB	Wahlbereich / electives
WINFO	Wirtschaftsinformatik / Information Systems
WiSe	Wintersemester / fall term
ZIB	Zentrum für Internationale Beziehungen / International Relations Center (ZIB)









The City of Cologne: Cologne, Germany's fourth largest city and media capital, is one of Europe's leading economic regions and one of the most important European traffic hubs. Cologne is proud of its reputation as an open-minded and tolerant city and has a strong local identity as well as being very multicultural. Vivid cultural activity, historic heritage and scientific initiative, the famous carnival season and international music and sports events are among the most striking features of this (ancient Roman) city today.