Master Welcome Day
For students starting fall term 2016/17
What to expect in the next 45 minutes

• Information
  – Organisational aspects
  – Most important service facilities at the WiSo Faculty and the University of Cologne
WiSo Student Service

- You already were in touch with us during the enrollment process
- Answers questions about your studies
  - in general, e.g. enrollment status or how to find the content of courses
  - specific, e.g. which specialisation you can choose
- Provides news (Master Mailinglist)
- Provides information sessions
- You have the chance of giving feedback on your studies ➔ your praise and criticism will be forwarded so that it has a direct impact on your studies
WiSo Student Service

Our staff

<table>
<thead>
<tr>
<th>Carina Piek</th>
<th>Nicole Kienel</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.Sc. Sociology and SR</td>
<td>Dipl. Economic Education</td>
</tr>
</tbody>
</table>

Contact

WiSo Student Services
Meister-Ekkehart-Straße 1 (basement)
D-50937 Cologne

Phone: 0221 470-8818
Email: wiso-beratung@uni-koeln.de
www.wiso.uni-koeln.de/wiso-sbz.html
Organisational aspects

What do you have to do before your first lecture?
1. **Activate your student account:**
Access to all University of Cologne online services

https://webmail.uni-koeln.de

With this account, you can check your study status in KLIPS 2.0 and use all of the features.
Make sure you don’t use the address you used for registration when you log in!
One ID for all IT systems

1. Student account ("smail account")
   - Messages – e.g. important information about courses from the departments
   - Webmail

2. ILIAS
   - E-learning platform
   - Materials for lectures will be provided here

3. KLIPS 2.0
   - Electronic course catalogue
   - Student documents like certificate of enrolment
   - Prepare your course timetable
   - Register for your courses
   - Register for exams
1. Activate your student account: Access to all University of Cologne online services
   https://webmail.uni-koeln.de

2. Subscribe to the WiSo Student Service master mailing list: For important updates regarding your studies...
   http://www.wiso.uni-koeln.de/newsletter.html
1. Activate your student account:
Access to all University of Cologne online services:
https://webmail.uni-koeln.de

2. Subscribe to the master mailing list:
For important updates regarding your studies www.wiso.uni-koeln.de/wiso-sbz.html

3. “Like” the WiSo Faculty on Facebook 👍
www.facebook.com/wiso.uni.koeln
Before term starts...

... you should have received your UCCard, which has the following functions:

- Electronic wallet (e.g. for the canteen)
- University Library borrowing card
- Electronic transport pass for public transport in NRW
- Identity card for exams (after admission to the examination procedure)
- Identity card for student council elections
Registration for courses and examinations

a) Registration for courses

vs.

b) Registration for examinations

• These registrations are independent from each other

• If you are admitted to a course in KLIPS 2.0, you still have to register for the exam separately in KLIPS 2.0.

• You can also register for the exam if you haven’t been admitted to the course (exception: seminars)
a) Registration for courses

• Via online course catalogue in KLIPS 2.0 from 9 to 26 September 2016 (2nd module application period = “2. Belegphase”)

• KLIPS 2.0 – Allocation of remaining places: 18 October to 10 November 2016

• You will only have access to the learning materials in ILIAS if you are admitted to a course in KLIPS 2.0
a) Registration for courses

A list of all courses for which you have to register via KLIPS can be found on the Faculty’s website:

https://www.wiso.uni-koeln.de/sites/fakultaet/user_upload/KlipsbelegungenWiSe1617.pdf

- If you cannot register for a course in KLIPS 2.0, you can usually just attend the course

- The registration for exams is independent of the course registration in KLIPS 2.0. You have to register for the exam additionally in KLIPS 2.0 (Exception: seminars. You have to be admitted to the course for these)!
b) Registration for examinations

Prior to registering for your first exam, you have to sign up for the examination procedure once at the beginning of your study degree.

This also applies to students with a bachelor degree from the University of Cologne. If you have not requested general admission to the examination procedure yet, please make your request as soon as possible!


• The application document (and where necessary, documents, if you took a master programme at another university) have to be posted in the green postbox in the WiSo foyer (next to lecture hall I).
b) Registration for examinations

- Registration for every single examination:
- During term
- Online via KLIPS 2.0 by using the "P" button for each course

- Please note the deadlines (registration or withdrawal after the deadline is not possible)!

- Examination dates and deadlines (including deadlines for withdrawal) can be found in KLIPS 2.0
b) Registration for examinations

• Once you have registered for an exam, your registration is **binding**!

• In some cases, you have to select a section/module when registering for an exam. This choice might also be binding (**see examination regulations**)!

• If the examination regulations permit changes, please **submit your change of module application to the examination office in time**.
Failed examinations

- If you score a 5,0 in an exam or you registered for the exam but didn’t appear, the examination will be deemed failed and **you will not receive any ECTS**.

- You have **three attempts** to pass the exam for every module.

- The attempts **are not intended** for retaking exams that you have already passed (e.g. if you aren’t satisfied with your grade)

- If an exam is failed three times, the **“two additional attempts” (“joker”) rule** applies. If these are also failed, you are deemed to have **failed with final effect**. => In this case, please contact the WiSo Student Service beforehand for support.
WiSo Faculty Examination Office

• You will find the WiSo Examination Office on the 8th floor of the WiSo building.

• More information about the opening hours and contact persons can be found at the following link: https://www.wiso.uni-koeln.de/de/fakultaet/dekanat/pruefungsaemter/kontakt/

• Please note that the Examination Office cannot be contacted via email due to data protection regulations.
The WiSo Faculty’s most important service facilities

- A short overview -
Institutions at the WiSo Faculty

1. International Relations Center (ZIB WiSo)
2. WiSo Career Service
3. WiSo IT
1. International Relations Center (ZIB WiSo)

• The International Relations Center is responsible for:
  – The internationalisation of the Faculty
  – Provision of information about international study experience at the WiSo Faculty (for students from abroad or WiSo students wishing to study abroad)
  – Business English courses
  – Mentoring of incoming students
1. International Relations Center (ZIB WiSo)

- Questions concerning international studies and studies abroad
- [https://www.wiso.uni-koeln.de/de/international/](https://www.wiso.uni-koeln.de/de/international/)

- Office address: Aachener Str. 209 (entrance from Richard-Strauss-Str. 1) 5th and 6th floor D-50931 Cologne

- Today at the “information fair” on the 1st floor of the lecture hall building from 12 noon to 2 pm
2. WiSo Career Service

• How do I find the right job?
• How can I improve my application documents and where do I find job openings?
• How can I contact potential employers?

The WiSo Career Service supports students as they look for employment. It offers individual advice, tells them about potential employers and offers them the opportunity to find out more about “the working world”.

https://www.wiso.uni-koeln.de/wiso-sbz.html
2. WiSo Career Service

- Questions concerning your career options
  - www.wiso-career.uni-koeln.de
  - www.facebook.com/wiso.careerservice.uni.koeln

Office address:
The WiSo Career Service is located in the WiSo corridor, basement rooms 049a and 049b, Universitätsstraße 24, D-50931 Cologne

Today at the “information fair” on the 1st floor of the lecture hall building from 12 noon to 2 pm
Seminar Succeeding in job interviews

Application do‘s & don‘ts and cultural etiquette in Germany

The Intercultural Training workshop* shows how to embrace cultural differences and how to face daily situations at University, during career internships and in recruiting/interviewing situations.

When? 03 Nov 2016 1:30 pm until 6 pm
Where? Seminar room S3, green seminar building
How? Registration via the career database (www.wiso-career.uni-koen.de)

*Please be aware that this course is not appropriate for German students.

WiSo-Career-Service
Weitere Informationen unter www.wiso-career.uni-koeln.de
3. WiSo IT

Various services, e.g.

- Computer pools
- Printing
- Software licences
- IT courses

Contact:
it-sekretariat@wiso.uni-koeln.de
University of Cologne
service facilities
There, you can find valuable information about special services for enrolled international students at our International Office.

http://international.uni-koeln.de

• German Language Courses
• Immigration and Residence
• Financing your studies

Open consultation hours:
Tuesday and Thursday 10 am - 12:30 pm
Wednesday 5 pm - 7 pm

at the SSC (Student Service Center), ground floor
The Professional Center offers a wide range of courses and services to help make your studies a success and prepare you for professional life.

You can gain key skills on courses or find out more about different types of jobs in practical projects. The Career Service and the coaching programme offer guidance during your studies and support with career choices and job applications.

Further information can be found here: www.professionalcenter.uni-koeln.de

- Learning and study guidance
- Skills courses
- Career Week
- Meeting point
- “Power Your Life”
- “Service Learning”
- Lecture series with workshops
- Coaching
Guidance for students with a disability or chronic disease

Students with a disability or chronic disease can contact the Center for students with a disability or chronic disease (in the SSC/Building 102) for information and support during their studies. This includes e.g.

- Technical and organisational support for students’ studies
- Information and support by compensating for disadvantages
- Accessible computer workstations with special hardware and software

Contact:
Hannah Scherer
Phone: +49 221 470-7716,
Email: h.scherer@verw.uni-koeln.de

Nadine Mitzkus
Phone: +49 221 470-7018
Email: n.mitzkus@verw.uni-koeln.de

Further information: http://uni-koeln.de/best
Guidance for students with a mental illness

Students with a mental illness can turn to the Psychological Counselling Center for information and support during their studies.

Ms Martin provides a wide range of services, including:

- Advice on dealing with mental illness during your studies
- Support in returning to study after absence due to illness
- Individual guidance on how to plan your studies in a realistic manner

Contact:
Ms Lana Martin     Phone: 0221 470-8822
Email: l.martin@verw.uni-koeln.de
Internet: http://uni-koeln.de/best
Further important institutions

• Some examples:
  – WiSo Alumni Services
  – Student Groups such as Economic Congress Organisational Forum (Organisationsforum Wirtschaftskongress (OFW), enactus, PIM&CEMS etc.
  – GATEWAY business start-up service of UoC

... feel free to contact the institutions in person at the “information fair” on the 1st floor of the lecture hall building
### Master Welcome Day

**Programme, 6 October 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.15-1:00 p.m.</td>
<td>Study organisation for international students (same information as in today’s earlier presentation but this time held in English language)</td>
<td>Lecture hall I, Hörsaal I</td>
</tr>
<tr>
<td>12:00-2:00 p.m.</td>
<td>Information fair</td>
<td>Auditorium building (Hörsaalgebäude) 1st floor</td>
</tr>
<tr>
<td></td>
<td>- WiSo Student Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clarification of individual questions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- WiSo-Career-Service</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Your interface to the working world &amp; student initiatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- International Relations Center</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Study abroad options</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- WiSo-Alumni</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Stay in contact with your Alma Mater!</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- GATEWAY start-up service of the University of Cologne</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start-up, self-employment and freelancer</td>
<td></td>
</tr>
<tr>
<td>From 9:00 p.m. onwards</td>
<td>party of the WiSo student body</td>
<td>YUCA Club Bahnhof Ehrenfeld</td>
</tr>
</tbody>
</table>

*Seminar building (Seminargebäude)*

**Auditorium building (Hörsaalgebäude)**

* WiSo-Studentberatungszentrum
  http://www.wiso.uni-koeln.de/wiso-sbz.html
  wiso-beratung@uni-koeln.de

University of Cologne
Meister-Ekkehart-Straße 1
(Souterrain)
50937 Köln
Any questions?

Bildquelle: de.fotolia.com
We’re delighted to welcome you to the WiSo Faculty and we’d like to wish you a successful start to your studies!