

ErstiGuide

Information for first semester students
enrolled 2019

StuRa

Studierendenrat der TU Ilmenau



erstiwoche

www.erstiwoche.de

Introduction

Dear Fresher,

On behalf of the ErstiWochen-Orga we would like to welcome you here, in Ilmenau. You will start your life and studies in a new environment, surrounded by people with different backgrounds and languages. This guide will help to simplify the start of your studies by giving you information about the university and student life in and around Ilmenau.

Since we want to improve this international guide for future foreign students, feel free to contact us (erstiguide@erstiwoche.de) if you have any suggestions.

Thank you :)

Disclaimer

Who is behind it?

Design: Patricia Nöther, Martin Berthold, Lukas Eric Funk and Matthias Schmal

Editor: Studierendenrat der Technischen Universität Ilmenau
(StuRa - Students Council)
Department ErstiWoche (EWO)

Max-Planck-Ring 7
98693 Ilmenau

stura@tu-ilmenau.de

As of September 2019
Edition: 200 copies



Cover: Bernhard Fiedler and Martin Berthold; Edit: Patricia Nöther

City map of Ilmenau:

openstreetmap.org

©OpenStreetMap

How to handle the ErstiGuide

Dear Fresher,

This ErstiGuide has been developed for international master students by the department ErstiGuide from the EWO in cooperation with the StuRa. It shall give you the important information about your beginning of studies and may help you to settle in here in Germany and Ilmenau. The ErstiGuide is divided into four parts: Fresher Week, Studies in Ilmenau, Living in Ilmenau and Living in Germany. On the one hand you can inform yourself about important hints about your studies and on the other hand you get some advice about leisure activities in Ilmenau. Inside the ErstiGuide you will find some symbols, which refer to contacts or show you where a registration is needed. Those are listed below:





	<p>For more information you could contact the we4you or look at the survival guide from the we4you and the department of international affairs.</p>
	<p>At this part you can feel free to ask your Tutors.</p>
	<p>You can contact the EWO if you have any questions.</p>
	<p>A registration is needed.</p>

Table of Contents

1 Fresher Week / ErstiWoche	5
Meaning of the Fresher Week / Was ist die ErstiWoche?	5
To which department do I belong? / Zu welcher Fakultät gehöre ich? . . .	5
Programme / Programm der ErstiWoche	6
Primary Steps & Secondary Steps / Erste & zweite Schritte	8
Who is behind it? / Wer steckt dahinter?	11
Important dates / Wichtige Termine	12
2 Studies in Ilmenau / Studium	13
Important documents / Wichtige Dokumente	13
Courses / Kurse	15
Finding your schedule / Deinen Stundenplan erstellen	18
Examinations and repetitions / Prüfungen und Wiederholungen	20
Thoska+	23
IT Services	25
Semester fee / Semesterbeitrag	27
Learning and research / Lernen und Recherche	28
3 Living in Ilmenau / Leben in Ilmenau	29
Housing / Wohnen	29
Internet	30
Mobility / Mobilität	31
Health / Gesundheit	32
Food Offers (dining halls and cafeterias) / Essensmöglichkeiten (Mensen und Cafeterien)	35
Leisure time in Ilmenau / Freizeit in Ilmenau	37
Voluntary work in Ilmenau / Engagement in Ilmenau	39
Sports / Sport	44
Campus Family / Campusfamilie	45
4 Living in Germany / Leben in Deutschland	46
Communication / Kommunikation	46
Environment / Umwelt	47
Hygiene	48
Typical German / Typisch Deutsch	49
Help / Hilfe	50
5 Contacts / Ansprechpartner	52
My Tutors	53
My Schedule	55

1 Fresher Week / ErstiWoche

Meaning of the Fresher Week / Was ist die ErstiWoche?

Ers|ti, der/die: short form for Freshman/Fresher, students in the first semester

Ers|ti|Wo|che, die: a week in October to welcome all new Erstis

Tu|tor, der lat. tutor = protector]: advisor of Erstis during and after ErstiWoche

Or|ga, die: short form for organizer; here: organizer of ErstiWoche

Stu|Rat, der: short form for Studierendenrat der TU Ilmenau (Students Council Ilmenau)

To which department do I belong? / Zu welcher Fakultät gehöre ich?

Master courses

Most of the courses of study are mainly German-speaking. The five courses held in English are marked with an 'E'. You can also find your Tutors in this table. They will support you during your first semester in Ilmenau. The Tutors are always responsible for all listed courses of a department (column on the left). You can recognize them by their yellow shirts with the print „TUTOR“, and a badge with their names on it. This guide offers you a page (see page 54) where you can list your Tutors with their contact data.

EI	Elektro- und Informationstechnik	Electrical Engineering and Information Technology
CSP	Communications and Signal Processing E	Your Tutors: Patryck Tysler Mamdouh Muhammad
EPCE	Electrical Power and Control Engineering	
ECG	Elektrochemie und Galvanotechnik	
EIT	Elektrotechnik und Informationstechnik	
MT	Medientechnologie	
MT	Media Technology E	
MNT	Micro- and Nanotechnologies E	
WSW	Werkstoffwissenschaft	

IA	Informatik und Automatisierung	Computer Science and Automation
II	Ingenieurinformatik	Your Tutors: Hannes Heidtmann Christian Schmitt Florian Rippstein
IN	Informatik	
BMT	Biomedizinische Technik	
RCSE	Research in Computer and Systems Engineering E	
TKS	Technische Kybernetik und Systemtheorie	

MB	Maschinenbau	Mechanical Engineering
FZT	Fahrzeugtechnik	Your Tutors: Jonas David René Beck
MB	Maschinenbau	
MTR	Mechatronik	
OST	Optische Systemtechnik / Optronik	

MN	Mathematik und Naturwissenschaften	Math and Natural Science
MAW	Mathematik und Wirtschaftsmathematik	Your Tutors: Kai Daniel Hanke Simon Breuer
MNT	Mikro- und Nanotechnologien	
MBT	Miniaturisierte Biotechnologie	
RET	Regenerative Energietechnik	
TPH	Technische Physik	
BTC	Biotechnische Chemie	

WM	Wirtschaftswissenschaften und Medien	Economic Science and Media
MCS	Media and Communication Science E	Your Tutors: Nele Zimmermann Artem Dontsov Kevin Pergam
MW	Medienwirtschaft	
WI	Wirtschaftsinformatik	
WIW	Wirtschaftsingenieurwesen	

Programme / Programm der ErstiWoche

The team of the ErstiWochen-Orga plans a lot of great events for the bachelor freshers each year in October. The table below shows the events for the bachelor freshers, which you can join as well. Events printed in bold are especially for master freshers.



Date	Time	Event/Place
Mon 7th Oct.	7 - 11 a.m.	Free Breakfast in BC-students cafe
Mon 7th Oct.	11 a.m. - 2 p.m.	StuRa Info-Point, Mensa Ehrenberg
Tue 8th Oct.	8 - 11 a.m.	Free Breakfast in bc-students club
Tue 8th Oct.	11 a.m. - 2 p.m.	StuRa Info-Point, Mensa Ehrenberg
Tue 8th Oct.	from 5 p.m.	Associations Presentation, Humboldtbaue
Tue 8th Oct.	8 p.m. - 0 a.m.	MenSAParty, Mensa Meadow
Wed 9th Oct.	8 - 11 a.m.	Free Breakfast in Bi-Club
Wed 9th Oct.	11 a.m. - 2 p.m.	StuRa Info-Point, Mensa Ehrenberg
Wed 9th Oct.	3 p.m. - 7 p.m.	Kickelhahn-Hike; meeting points: Mensa Meadow and Curie-building
Wed 9th Oct.	from 6 p.m.	HFC-Cinema, Audimax
Thu 10th Oct.	8 - 11 a.m.	Free Breakfast in bd-cafe
Thu 10th Oct.	11 a.m. - 2 p.m.	StuRa Info-Point, Mensa Ehrenberg
Thu 10th Oct.	12 a.m. - 5 p.m.	Workshop Day, Humboldtbaue
Thu 10th Oct.	3 - 9 p.m.	ErstiGameNight, Humboldtbaue
Thu 10th Oct.	from 6 p.m.	Clubrotation in all clubs on campus
Fri 11th Oct.	8 - 11 a.m.	Free Breakfast in BH-Club
Fri 11th Oct.	11 a.m. - 2 p.m.	StuRa Info-Point, Mensa Ehrenberg
Fri 11th Oct.	12 a.m. - 5 p.m.	City Rallye, Meeting Point: Mensa Meadow
Friday 11th Oct.	from 9 p.m.	Master-Welcome-Party, BC-Club
Sat 12th Oct.	6 - 11 p.m.	Gala-Night (powered by SWING e.V.)
Sun 13th Oct.	9 a.m. - 4 p.m.	Ersti-Sports day; campus sports hall
Sun 13th Oct.	4 - 5 p.m.	Awards Ceremony of the Ersti-Sports day

Special Masters Events

Master Tutors Time

During this time you will get to know your Tutors and your seminar group. Your Tutors will have lunch with you at the dining hall and show you the campus. Moreover, they will help you with the First and Second Steps (see page 8).

Master-Welcome-Party

This special master party will take place on Friday, rd October 11th in the BC-Club, which you can find at building C on campus (Max-Planck-Ring 16). It starts from 9 p.m. and offers you the possibility to get to know several Master-Erstis.

We would be delighted to see you there! :)

The Ersti-Badge

All the listed programme points (see page 6) are free for you Erstis if you show your Ersti-Badge at the entrance. For example, you don't have to pay any fee for the clubs or the Gala Night on Saturday. In addition, you can have a free breakfast from Monday to Friday at the student clubs. You can receive your badge from your master Tutors. To get in contact with them before Thursday ask the students at the StuRa info-point at the foyer of the Mensa (dining hall) from 11 a.m. – 2 p.m. (not on Wednesday!) or ask any student who is wearing an orange 'ORGA' shirt. The badge costs 2,- Euro but as you save several Euros at certain parties like the Gala Night powered by SWING, where the entrance is 3,- Euro for normal students, it is worth it.

Primary Steps & Secondary Steps / Erste & zweite Schritte

The most important things for studying in Ilmenau are listed below. Foreign students should keep the order of these steps strictly to get their residence permit.



In Ilmenau the association we4you takes care of internationals. You will get these points as a checklist with all needed documents.

But you can also call them (+49 3677 69-2573) or write an e-mail to we4you@tu-ilmenau.de.

Primary Steps

- 0** → tu-ilmenau.de/apply
→ Apply at TU Ilmenau
- necessary for German visa

- 1** → ASC at the Mensa (canteen)
→ Registration & enrolment at TU Ilmenau
- necessary for all following steps

- 2** → Studierendenwerk at house B (basement)
→ Accommodation & rental contract
- necessary for steps 3, 4 & 5

- 3** → ASC at the Mensa (canteen)
→ Health insurance
- necessary for steps 1 & 6

- 4** → town hall in the city
→ Registration at town hall
- necessary for steps 5 & 6

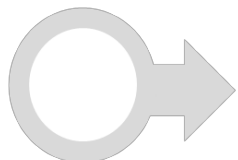
- 5** → banks in the city
→ Opening a bank account
- necessary for steps 6 & 7

- 6** → per bank transfer
→ Paying the semester fee
- necessary for getting the Thoska+

- 7** → Foreigners' Office (appointment required!)
→ Getting a residence permit
- necessary for living in Germany

The following 'Secondary Steps' are also helpful for living in Ilmenau, at least for the communication with your Tutors and seminar group.

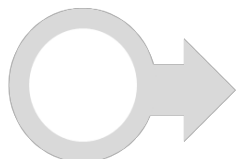
Secondary Steps



→ computer centre at the campus

Getting your Uni-Login

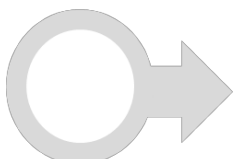
- see chapter ,IT-services'



→ mobile phone providers in the city

Getting a German Phone Number

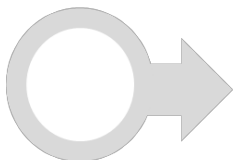
- see chapter ,Communication'



→ fem.tu-ilmenau.de and your dorm admin

Internet at the student dorms

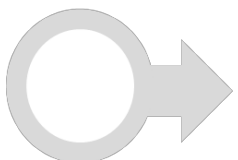
- see chapter ,Internet'



→ University language department

Signing in for language courses

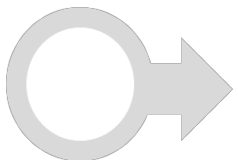
- see chapter ,Courses'



→ tu-ilmenau.de/usz

Signing in for sports courses

- see chapter ,Sports'



→ we4you-office at house A

Registration for Buddy programme

- helpful for learning German and finding friends

Please note that you may be already registered for the we4you buddy programme since some weeks. That is great! Otherwise you can still give it a try and join the programme a little bit later.

Who is behind it? / Wer steckt dahinter?

ErstiWochen-Orga

The ErstiWochen-Orga (EWO) is one project group of the Students Council (StuRa), which is responsible for the organisation of the ErstiWoche. In 2019/20 our team consists of 30 students from diverse study programmes, which are divided into ten departments (for example IT or Communication). The 'heart' of the team – the team management – is this year represented by Luise, Elisabeth and Janek. Apart from arranging and executing all the programme points during the ErstiWoche with all the involved clubs and organisations, we are working together hand in hand with the university staff, for instance by training the Tutors beforehand. If you want to have a deeper understanding of our work and the ErstiWoche itself, visit www.erstiwoche.de.



If you would like to have more information concerning the Students Council (StuRa), have a look at page 43, where you will find the subchapter 'Committees', or check their website www.stura.tu-ilmnau.de.

Important dates / wichtige Termine

The box below contains the most important dates for this semester. For cultural dates check out the basic data for this and the following term at the following path: *www.tu-ilmenau.de* → 'Studierende' → 'Studium'

Every semester at TU Ilmenau is structured the same way: The majority of your exams will take place after the lecture period and before this time you should register your exams and re-enrol for the next semester. The exam period is divided into the 'normal' exam period for all lectures during the current semester and a repetition period for exams you failed in previous terms. The semester break will be between these periods. In order to plan your holidays etc. you can find the important dates by using the following path:

www.tu-ilmenau.de → 'Studierende' → 'Quick Links' → 'P' → 'Prüfungstermine - Semestereckpunkte' → Current semester 'Winter 2019'

Current dates for the winter semester 2019:

	winter semester 2019
lecture period	from 2019- 10-14 till 2020- 02-07
registration for exams	from 2020- 01-08 till 2020- 01-22
re-registration	from 2020- 01-13 till 2020- 01-31
examination period	from 2020- 02-17 till 2020- 03-14
re-examination period	from 2020- 03-18 till 2020- 03-31

English	German
basic semester dates	<i>die Semestereckpunkte</i>
begin of lecture period	<i>der Vorlesungsbeginn</i>
Christmas holidays	<i>die Weihnachtsferien</i>
end of lecture period	<i>das Vorlesungsende</i>
examination administration	<i>die Prüfungsverwaltung</i>
examination period	<i>der Prüfungszeitraum</i>
leave of absence	<i>die Beurlaubung</i>
lecture period	<i>die Vorlesungszeit / der Vorlesungsbetrieb</i>
re-registration	<i>die Rückmeldung</i>
re-examination	<i>die Wiederholungsprüfung</i>
registration for exams	<i>die Prüfungsanmeldung</i>

2 Studies in Ilmenau / Studium

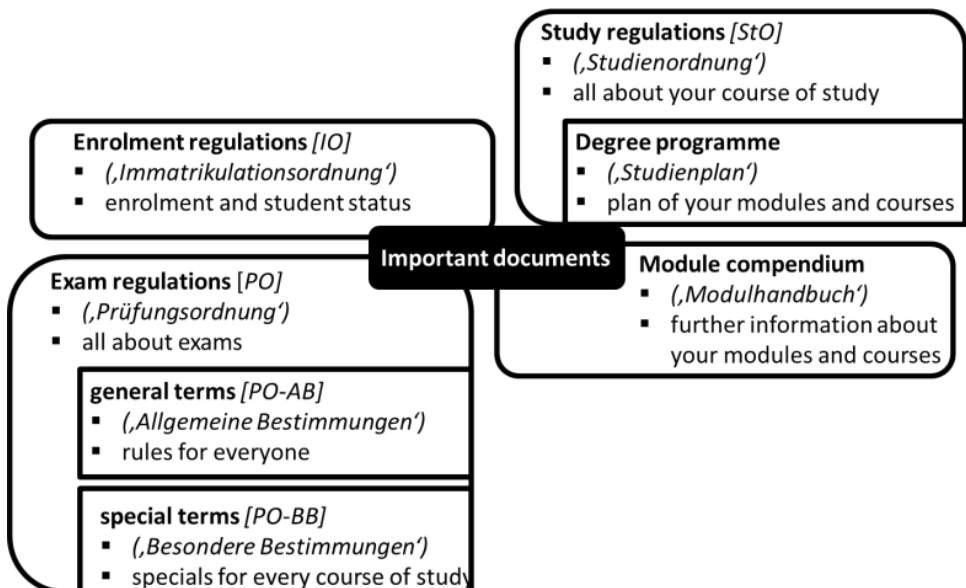
Important documents / Wichtige Dokumente

By enrolling at TU Ilmenau every student signs a contract with the university which both parties should adhere to. Your following rights and duties are kept in some regulations. For passing your course of study you need to stick to these rules. The university is bound by contract as well and has to guarantee the content of these regulations. Unfortunately most of these documents exist only in German, since it is the legal language. Do not hesitate to ask your Tutors for translating and explaining the contents.



You only have to consider the current regulations at your date of enrolment. For example if you began to study CSP in 2012, you are bound to the regulations of 2008 and if you are enrolled in 2014 or later than winter semester 2013, your regulations will be these from 2013. Find the right ones here:

path: www.tu-ilmenau.de → 'Studierende' → 'Quicklinks' → 'S' → 'Studienordnungen - Master Studiengänge' → choose you course → scroll down to 'Ordnungen zum Studiengang'



Study regulations / Studienordnung (StO)

The study regulations contain the main information about your course: prerequisites, contents, specialisations, number of semester, advanced internships and the Master's thesis. It ends with the study plan (Curriculum) and enrolment prerequisites in the appendix.

Study plan (Curriculum) / Studienplan

In a table in the appendix of your study regulations you will find the general plan of your course of study: which course at which time in which teaching method. Every subject is listed on the left side and you will find the appropriate semester (FS), teaching method (V, Ü or P), type of exam (sPL, mPL, aPL, MC, S or Sb), weight and credit points (LP) on the right side. One credit point correlates to 30 hours per semester according to the European Credit Transfer System (ECTS). Your final grade will be calculated in modules by their weight which equals normally the credit points. These will be special regulations in the PO-BB (exam regulations - special provisions) otherwise.

Exam regulations - general provisions / Prüfungsordnung - Allgemeine Bestimmungen (PO-AB)

This is the most important document about your exams. Therein the following topics are regulated: crediting of subjects, type of exams, registration for exams, calculating of grades, announcement of the results, re-examination, deadlines, free trials and Master's thesis. This document is also available in English. You can find more information in 'exams and repetitions'.

Exam regulations - special provisions / Prüfungsordnung - Besondere Bestimmungen (PO-BB)

These are additional regulations to paragraphs of the PO-AB which usually contain normally the exact number of second repetitions and of free trials amongst others.

Regulations for admission and enrolment / Immatrikulationsordnung (IO)

The requirements for the enrolment at TU Ilmenau are regulated in the regulations for admission and enrolment (IO) and special prerequisites for every course of study in the StO (study regulations). In § 3 IO you will find a separate part for foreigners for enrolment in German courses of study with DSH (Deutscher Hochschulzugang). In addition you can find the regulations about re-registration, holiday semester and change of course.

Module compendium / Modulhandbuch

This document describes the subjects given in your StO (study regulations) and your study plan (Curriculum). There you can find the responsible professor, the contents, the aim, as well as the type of exam and amount of creditpoints you get for the course.

English	German	Abb.
compulsory module	<i>das Pflichtmodul</i>	P
contact hour	<i>die Semesterwochenstunde</i>	SWS
course	<i>die Lehrveranstaltung</i>	
credit (ECTS)	<i>der Leistungspunkt</i>	LP
elective module	<i>das Wahlpflichtmodul</i>	WP
enrolment prerequisites	<i>die Immatrikulationsvoraussetzungen</i>	
academic record	<i>die Prüfungsleistung</i>	PL
extraordinary academic record	<i>die außerordentliche Prüfungsleistung</i>	aPL
laboratory academic record	<i>die Labor-Prüfungsleistung</i>	IPL
exercise	<i>die Übung</i>	Ü
graded certificate	<i>der Schein, benotet</i>	Sb
holiday semester	<i>das Urlaubssemester</i>	
laboratory	<i>das Praktikum</i>	P
lecture	<i>die Vorlesung</i>	V
module exam	<i>die Modulprüfung</i>	MP
non-graded certificate	<i>der Schein, unbenotet</i>	S
obligation for completion	<i>die Abschlussverpflichtung</i>	
term of studying	<i>das Fachsemester</i>	FS
weight	<i>die Gewichtung</i>	

Courses / Kurse

Courses in general / Allgemeines

The most organisational points like the lecturer, the contents, exercises and the type of examinations should be answered in your *module compendium* ('Modulhandbuch'). But do not hesitate to ask the lecturer about all information you need, e.g. where you can get a script for this course or the Powerpoint presentation. You can find many scripts as printed versions in the Copyshop behind the Zuse building or digital versions at the website of the department ('Fachgebiet') to which the professor belongs or at the platform Moodle (see 'IT Services').

Additionally, homework will be obligatory if written in the module compendium but sometimes you can earn bonus points.

Courses with one contact hour per week ('SWS') will take one and a half hour every

two weeks (even or odd weeks) because one SWS equals to 45 minutes. If they have at least two SWS, they will be every week. All courses in Germany will start on time, so don't be too late.

Most of the courses will end with an exam during the examination period. This may be an oral or written exam and it may be a real exam or only a certificate. The date of the examination will be announced a few weeks before the lecture period ends.

Elective Courses / Wahlfächer

Sometimes you will have the option to choose a course depending on your study plan (Curriculum). Referring to an elective course you have to pass a certain number of courses from a catalogue or pick one catalogue from several ones. Feel free to visit more courses than the required number.

Some study plans (Curriculum) contain technical ('technische') or non-technical elective courses ('nichttechnische Wahlfächer'). Sometimes you have the possibility to take every course from all master subjects of the TU Ilmenau into account, but in some cases you just have a limited choice. If you have any questions concerning that, ask your examination office. You will complete it if you have enough credits ('LP') in sum. For example mechanical or electrical engineering are subjects as technical courses and mathematics or economics as non-technical. You can find the number of credits in the study plans (Curriculum) from other courses of study (see 'important documents') and the dates in the course catalogue ('VLV') (see 'finding your schedule').

It's better to do the completion in a personal meeting with the examination office.

Laboratory / Laborpraktikum

Most laboratories belong to a course within a module. So your contact will be the corresponding professor. Usually you have to agree with the lab rules at first by signing in. They are very different depending on the activities you can do there. For example handling with expensive gadgets, explosive or radiative substances or high currents. In those regulations you will find information about registering to these labs and things you should bear in mind like protective wear.

Every lab will be organised in small groups about two to five persons, so try to find your fellows at the next opportunity. Afterwards your group should find an appropriate date with the lab advisor.

You should prepare for the lab at least by reading the lab exercise manual ('Praktikumsanleitung') and normally you have to solve some exercises before. At the beginning you will get instructions from the advisor to conduct experiments or solve some tasks.

During your lab you have to pass an oral exam ('Testat') to prove your knowledge in this subject. It's better to be prepared for it.

In order to get the final certificate for this lab your group usually is granted about one or two weeks to finalise and submit a report about this lab. This may include an

introduction ('Einleitung'), basics ('Grundlagen'), experimental ('Durchführung'), results ('Ergebnisse') and possible sources of error ('Fehlerbetrachtung'). Please ask your advisor for the required chapters. Your final grade for the lab will be composed by the oral exam and the report.

Constraints/requirements for master courses / Auflagen/Bedingungen

In most cases it is necessary to fulfil some constraints/comply with some requirements for your master studies. For example if your bachelor took six semesters at your university (respectively it is considered as equivalent to a German six-semester bachelor) and the associated bachelor at the TU Ilmenau consists of seven semesters, the examination board ('Prüfungsausschuss') will determine that you have to collect up to 30 additional credit points. In case of constraints ('Auflagen') these additional credits have to be completed till your registration for the Master's thesis. In case of requirements ('Bedingungen') you need to pass the subjects before being enrolled in the master programme (that status is called Academic Preparatory Course - APC). Take a look at your admission letter in order to figure out which type of condition for the master you need to fulfil. If you need further information, ask your Tutors, your examination office or the academic admission office ('Zulassungsstelle').



German Courses / Deutschkurse

For foreign students of English master courses it's useful to learn the German language, some study plans contain the visit of language courses. The language institute ('Spracheninstitut') at the EAZ offers free German courses during the semester with different levels: tu-ilmenau.de/sprachen/ → *Sprachangebot* → *Link to moodle* → *Sprachen - Wintersemester* → *Deutsch als Fremdsprache*



In addition, the we4you organises meetings with the German Tutors ('Deutschtutoren') in which a group of German and foreign students go hiking, cook together or do some other free time activities in order to practise the German speech. But they are usually working on a B1/B2 language level, therefore it's necessary to master the language slightly.



Language skills are required for courses of studies which are lectured in German (e.g. all bachelor courses of the TU Ilmenau) and can be gained by visiting DSH-Courses (Deutscher Hochschulzugang).

English	German	Abbreviation
advisor	<i>der Betreuer</i>	
constraints	<i>die Auflagen</i>	
contact hour	<i>die Semesterwochenstunde</i>	SWS
course catalogue	<i>das Vorlesungsverzeichnis</i>	VLV
examination board	<i>der Prüfungsausschuss</i>	
German language for academic purposes	Deutscher Hochschulzugang	DSH
lab exercise manual	<i>die Praktikumsanleitung</i>	
language institute	<i>das Spracheninstitut</i>	
lecture script	<i>das Vorlesungsskript</i>	
module compendium	<i>das Modulhandbuch</i>	
non-technical elective course	<i>das nichttechnische Wahlfach</i>	
obligatory elective course	<i>das Wahlpflichtfach</i>	WP
Powerpoint presentation	<i>die Powerpoint-Präsentation</i>	
protocol	<i>das Protokoll</i>	
technical elective course	<i>das technische Wahlfach</i>	
requirements	<i>die Bedingungen</i>	

Finding your schedule / Deinen Stundenplan erstellen

We prepared an empty schedule for you at page 55 of this guide. There are many weekly events to fill in, e.g. your study courses, language courses, club meetings or sports.

You can find your university courses in the course catalogue ('Vorlesungsverzeichnis') by using the following path:

path: www.tu-ilmenau.de/vlv/ → 'VLV Wintersemester' or 'VLV Sommersemester' → 'Vorlesungsverzeichnis Wintersemester' or 'Vorlesungsverzeichnis Sommersemester' → 'Masterstudiengänge' → choose your course of study and your current semester

You will get a list of all courses and exams belonging to the chosen major-related semester. By clicking on 'Vorlesungszeit' or 'Klausuren' below 'Veranstaltungsliste' you can switch the view between only-lectures or only-exams. For finding your schedule we would like to recommend you the views below 'Stundenplan'. There are 'Vorlesungszeit' (only-lectures), '1. Prüfungszeitraum' (only-exams of 1st exam period) and 'bestimmte Woche' (certain week). If you choose certain week, you should insert the calendar week ('KW') in the next step.

If you search for a certain course, you should follow the path above but use the subject search ('Fachsuche') on the left side instead of choosing your course of studies.

The examination dates will be published a few weeks before the registration period

for exams. If a course is graded by an oral exam ('mündliche Prüfung'), it will be announced by agreement during the exam period ('nach Vereinbarung im Prüfungszeitraum') which means that every student has to make his or her own appointment for the exam with the lecturer. Normally, you do this by signing in a list of possible appointments in one of the last lectures.

(For your sports courses or language courses see 'sports' and 'courses'.)

Sometimes it's very useful to get a free room to use, maybe for study groups or for practising a presentation with your fellows. Most of the seminar rooms at university are equipped with blackboards, overhead projectors and beamers. Use the following path to get to the main site for rooms at university:

path: www.tu-ilmenau.de/vlv/ → 'VLV Wintersemester' or 'VLV Sommersemester' → 'Raumübersicht Wintersemester' or 'Raumübersicht Sommersemester' → choose a room

Good rooms for small groups are located at Kirchhoff building (K), Humboldt building (HU), Helmholtz building (H) and Curie building (C) at the city campus. You also have the option to use the rooms at the Mensa and in the library. Furthermore, it's possible to book rooms for special events:

www.tu-ilmenau.de → Universität → Struktur → Referat Marketing → Veranstaltungen → Anmeldung nichtwissenschaftlicher Veranstaltungen

English	German	Abbreviation
calendar week	<i>die</i> Kalenderwoche	KW
course catalogue	<i>das</i> Vorlesungsverzeichnis	VLV
department (education)	<i>die</i> Fakultät	Fak.
department (science)	<i>das</i> Fachgebiet	FG
even weeks	gerade Wochen	G
every week	jede Woche	E
study course semester	<i>das</i> Fachsemester	
staff member	<i>der</i> Mitarbeiter	
odd weeks	ungerade Wochen	U
schedule	<i>der</i> Stundenplan	
study group	<i>die</i> Lerngruppe	
written exam	<i>die</i> Klausur	

Examinations and repetitions / Prüfungen und Wiederholungen

You will have two different types for graduating courses: exams ('Prüfungen', P) and certificates ('Scheine'/'Studienleistungen', S, Sb). The first ones mentioned are the important ones and are subject to many conditions by examination regulations. All secondary courses close with a graded or non-graded certificate and they are not bound to these rules, e.g. the number of re-examinations.

Registration for exams / Prüfungsanmeldung

At TU Ilmenau you have to register every exam you want to do in the current semester during the time for registration. This period will last for two weeks at the end of each semester. You can find the dates for the next semesters in 'important dates'. Certificates (S, Sb) do not require registration, but you can do it if you want. However, it may be easier for the examination office to prepare a sufficient number of copies of exam sheets. Please consider your study plan (Curriculum) before registering and keep deadlines in mind.

You have to register in the Thoska+-System via Thoska+-Terminal or via Thoska+-card reader using the following path:

www.tu-ilmenau.de/vlv/ → 'Administraion of exams' → 'Apply for exams' → 'choose the subjects'

There may be some courses you cannot register like non-technical elective courses ('Nichttechnisches Wahlfach') which are not included directly in your study plan (Curriculum). In this case, you can find the special form at the Thoska+-Terminal or at the website of your examination office.

Deregistration / Prüfungsabmeldung

You can deregister in the same way by four days before exam (weekend inclusive) without negative consequences. Consider that your exams have deadlines.

Re-examinations / Wiederholungsprüfungen

If you didn't pass your exam by the first attempt, you will have one repetition for every exam. They need to be completed two semesters after the first attempt and they also need to be registered.

For a limited number of exams you are allowed to have a so called 'second re-examination' (2. Wiederholungsprüfung). You can find the special regulations in your *PO-BB* (examination regulations - special provisions). But it differs from the 1st repetitions: The registration will be done by filling out a form at the examination office in combination with finding a date for a meeting with the professor. This exam takes place according to the form (oral or written) the professor announces, but

you can apply for an oral exam. If you fail the second re-examination, you will be removed from the register of students ('Exmatrikulation').

Exam deadlines / Prüfungsfristen

When you plan your exam registration you have to consider deadlines. At first you have to take your first attempt for every exam until the end of your prescribed period of study plus four semesters (e.g. for a master with a prescribed period of three semesters until the seventh semester). That means for a master with a prescribed period of three semesters until the seventh semester and so on. It needs to be fulfilled by the last day of the semester, which is the 31st of March or 30th of September. If you haven't taken your first attempt until this date, you will get the grade 5.0 (fail). The same thing will happen if you miss the deadline for re-examinations of two semesters after the first attempt. But in this case you have to complete the second re-examination next time.

Free attempt / Freiversuch

Despite all these regulations there will be a little bonus for you, the so called 'free attempts' ('Freiversuche'). You can use it if you completed your exam up to the regular semester in your study plan (Curriculum) but failed it. Thereby your re-examination will count as your first attempt - you get an additional attempt to pass this exam. In addition, you have got 'attempts for improving the grade' ('Notenverbesserungsversuche'), which you can use on regularly completed exams, as well. After passing the exam the second time, the grades will be compared and you get the better one. For both kinds of bonuses you have to register with the appropriate form at the examination office before the end of the deadline for repetitions. The number of free attempts and attempts for improving the grade can vary depending on your course of studies. For example RCSE has two for every type and MCS one each. CSP and ECPE have four in sum. Find out the exact number in your *PO-BB* (examination regulations - special provisions).

Illness / Krankheit

Sometimes you cannot complete your exam because you got ill. In this case visit a doctor and get a medical certificate. You need it for proving your disability to write exams in the time of your sickness. Look up for doctors in 'Health'.

You have to bring or send this certificate immediately to the examination office along with an appropriate form. You can find this at the websites of the examination office as 'Attestmeldung' or directly in their office. Otherwise you will get the grade 5.0.

English	German	Abbreviation
attempts for grade improvement	<i>der</i> Notenverbesserungsversuch	
deadline	<i>die</i> Frist	
deadline for first attempt	<i>die</i> Erstantrittsfrist	
deadline for re-examination	<i>die</i> Wiederholungsfrist	
examination office	<i>das</i> Prüfungsamt	
academic record	<i>die</i> Prüfungsleistung	PL
examination regulations - general provisions	<i>die</i> Prüfungsordnung - Allgemeine Bestimmungen	PO-AB
examination regulations - special provisions	<i>die</i> Prüfungsordnung - Besondere Bestimmungen	PO-BB
medical certificate	<i>das</i> Attest / <i>der</i> Krankenschein	
non-technical elective course	<i>das</i> nichttechnische Wahlfach	
oral exam	<i>die</i> mündliche Prüfung	
prescribed period of study	<i>die</i> Regelstudienzeit	
registration	<i>die</i> Anmeldung	
re-examination	<i>die</i> Wiederholungsprüfung	
second re-examination	<i>die</i> 2. Wiederholungsprüfung	2.W
study plan (Curriculum)	<i>der</i> Studienplan	

Master's Thesis / Masterarbeit

The first step for your Master's thesis will be finding a topic and a supervisor. This will be similar to the part 'term papers and projects'. Please find out your interests - in order to prohibit motivation problems. Your supervising professor will write the topic paper together with you. It's also possible to do the editing of your Master's thesis out of TU Ilmenau or in foreign countries. But you need a professor at TU Ilmenau who is willing to supervise you.

All other courses of your studies need to be completed in order to register the thesis. Depending on your course of study there might be a few documents to submit to the examination office. Such as the topic paper or patent rights. For external Master's thesis you should hand in some additional documents. In this case ask your professor, the examination office or your Students Council.

English	German	Abbreviation
editing time	<i>die Bearbeitungszeit</i>	
final presentation	<i>das Abschlusskolloquium</i>	
Master's thesis	<i>die Masterarbeit</i>	MA
patent rights	<i>die Verwertungsrechte</i>	
presentation	<i>das Referat / die Präsentation</i>	
non-disclosure agreement	<i>die Geheimhaltungsvereinbarung</i>	
term paper	<i>die Hausarbeit</i>	
topic paper	<i>das Themenblatt</i>	

Term papers & projects

Depending on your course of studies you will find term papers or projects in your *study plan* (Curriculum). They may have many names like Research Project, 'Hauptseminar', 'Projektseminar', 'Innovationsarbeit', 'Forschungsmodul' or 'Vertiefungsmodul' and at least your Master's thesis will have this character. It is also possible that the degree of one course is done by a term paper. In this case this type of exam should be announced by the lecturer and written in your module manual ('Modultafeln').

Anyway there will be a person in charge to ask for the approach and possible topics. This may also include registration if it's not done the 'normal' way (see 'registration for exams') and the estimated editing time. Feel free to ask your Tutors and the Students Council.



During editing you may have to do literature research, programming, doing experiments, construction and engineering, discussions or surveys and sometimes it ends with a final presentation. Some term papers and projects will be edited in small groups. Ask your fellows or your Tutors to find a group.

Practical semester / Praxissemester

Some courses of studies include a practical semester in their study plan (Curriculum) e.g. all bachelor courses. If it's not obligatory, you can feel free to do a practical semester during your studies. Finding a place, topic or supervisor will be similar like finding a topic for your Master's thesis: Ask your professors! Please read contracts for a practical semester carefully before signing it at the company or institute. They may contain tasks, permissions, supervisors, loan or other special regulations.

Thoska+

The Thoska+ card is our versatile student ID card in Ilmenau. In the following we would like to introduce its functions.

Getting the Thoska+

After enrolment at TU Ilmenau you will get two letters about your Thoska+ - the first one includes the card and the second one your PIN-number.

Thoska+-Terminals

You can manage your university data at the Thoska+-Terminals. Three of these machines are located at the ASC on the first floor of the dining halls, one at the main library, one at the Humboldt-building, one at the Faraday-building and one at the computer centre. You will get your registration confirmation, transcript of registered exams and the transcript of grades there. The certificate of enrolment is necessary for your insurance, work and maybe your bank. To access the system you should remember your Thoska+-PIN, which you got with a separate letter after enrolment. If you lost it, you can ask the computer centre for a new PIN.

Card reader / Kartenlesegerät

Alternatively you can manage your university data and look up your grades via card reader. These gadgets will work on every Windows® operation system and you also need your PIN. You can buy them for approximately 10,- Euro at the computer centre. But the 10,- Euro must be paid with the Thoska+ card. (see Cashless payment)

Semester ticket / Semesterticket

Additionally, your Thoska+ is a semester ticket for riding trains in Thuringia for which you paid with your semester fee. You can use rails from short distance traffic like Deutsche Bahn Regionalbahn, Regionalexpress, Erfurter Bahn and Südthüringenbahn but not IC, ICE, trams or buses. Please check the validity of your semester ticket ('gültig bis ...') before you enter the train. After enrolment and re-registration by paying the semester fee you can validate your Thoska+ at special validation automats beneath the Thoska+-Terminals. The date of validity will be overwritten with a thermal printer. You can find additional information on page 33. 31.

Cashless payment / Bargeldloses Bezahlen

Thoska+ can also be used in terms of cashless payment for copies, the laundry and at the dining halls. There are a few automats at campus for topping up your card: three at the dining halls, one at the computer centre, one in the library, one in the Röntgen-building and one at the Humboldt-building. You have the choice between topping up with your debit card or with banknotes. There are also some grey pads, which will show you how much money you have got on your card - you will find one under the monitors in the dining hall foyer. It's possible to pay at every

pay desk at the dining halls ('Mensa'), Mensa cafeteria, Grillstube, Cafeteria in Humboldt-building and the Nanoteria with Thoska+. Just put the card on the pads in front of the cashier. Two pay desks are marked with the orange Thoska-logo and you can only pay with Thoska+ at it. Check your money before entering. Please show your Thoska+ every time when you are at the pay desk to proof your student status. Otherwise you have to pay the prices for guests, which will be much more expensive.

If you want to copy something at the library or at the campus you can use the copiers at the hallways in many buildings. There will be a separate docking station in which you can insert the card. Please follow the instructions of the copier system. You can also print from computers at the university (e.g. in the computer centre) on those copiers in the same way. Only choose the documents you want to print at the docking station.

Doing your laundry at campus will be only possible by paying with Thoska+. You need 1,- Euro each time you use the washing machine or dryer.

English	German
enrolment certificate / study report	<i>die</i> Immatrikulationsbescheinigung
semester fee	<i>der</i> Semesterbeitrag
short-distance traffic	<i>der</i> Nahverkehr
transcript of grades	<i>die</i> Notenübersicht
transcript of registered exams	<i>die</i> Übersicht über angemeldete Prüfungen
valid until ...	<i>gültig bis ...</i>

IT Services

Uni Login

For using all IT Services the first step will be getting your TU Ilmenau Login. After signing a user declaration you will get your login and password.

Webmail

Webmail is the TU Ilmenau e-mail server with many functions like big mail programmes, such as filters or folders, to which you have access with your uni login. Please use the filesharing-server for big data (see below) also to avoid webmail-blockages at the recipient's mailbox.



webmail.tu-ilmenau.de

University Wi-Fi / Universitäts-WLAN

The Uni-Login can also be used to get access to university Wi-Fi (WLAN) '801.X' with every mobile gadget. In addition there is the 'eduroam' which can also be used with the same login at TU Ilmenau and at many big universities in Germany. For using the FeM-internet in the student dorms switch to chapter 'Internet' on page 30.

Computer Centre / Rechenzentrum (UniRZ)

At the Computer Centre there are a few computer rooms named 'RTK' in which you have internet access, many installed programmes and you can print from it. See 'Thoska+' for printing from these PCs. Usable CAD or FEM-programmes, Matlab, Microsoft Office, LaTeX, Eclipse etc. may help producing your term papers.

Smartphone and Notebook consultation hour

If you have software problems on your notebook or smartphone, they might be checked during a free consultation hour, currently from 2.45 p.m. till 4.45 p.m. on Tuesdays in RTK 1.

path: *tu-ilmenau.de/unirz* → *IT Service Desk* → *Smartphone- & Notebooksprechstunde*

Filesharing

For sharing files you can use the TU Ilmenau cloud service which allocates 10 GB of webspace by default to every student. You can use it for saving documents to make them available for yourself at any workspace with internet access or to share them with others, for instance. The service is available at *cloud.tu-ilmenau.de* after signing in with your uni login.



path: *ftp.tu-ilmenau.de* → *sign in with your Uni-Login*

Moodle

Many lecturers and teachers upload their scripts, exercises or test exams on the electronic learning (eLearning) platform Moodle. It is structured in the departments to which the lecture or lecturer belongs and is structured into courses.



path: *moodle2.tu-ilmenau.de* → *sign in with your Uni-Login* → *choose your department* → *choose your course*

Free Software

The ELMS platform will provide a wide variety of Microsoft® software for you if you are a student of TU Ilmenau. It's working like an online store by putting your software into a shopping cart, but without paying for it.

path: tu-ilmenau.de/elms → sign in with your Uni-Login → choose your software → put it into the shopping cart and follow the instructions

English	German	Abbreviation
computer room	<i>das rechentechnische Kabinett</i>	RTK
notebook consultation hour	<i>die Notebooksprechstunde</i>	
shopping cart	<i>der Warenkorb</i>	
user declaration	<i>die Nutzererklärung</i>	
Wi-Fi	<i>das WLAN</i>	

Semester fee / Semesterbeitrag

For enrolment and re-registration you have to pay the semester fee. It is for obligatory benefits from the three following institutions.

The biggest part with 69 Euro is allotted to the Studierendenwerk Thüringen and it will provide you with many benefits. You got the option to get a room in the student dorms (see 'habitation') and you will get student prices at the dining hall (see 'food offers (dining halls and cafeterias)'). In addition Studierendenwerk offers you a bunch of counselling and social welfare services.

Secondly Deutsche Bahn gets 50,88 Euro for the use of the semester ticket. See 'Thoska+' for more information about it.

The third part of the semester fee with 10 Euro is for the Studierendenrat ('StuRa') for representing all students, for organisation and support of events and the option for counselling (see 'StuRa (Students Council)' or 'social commitment and associations').

Persons without a Thoska+ card will pay 15,- Euro extra for the first time (see 'Thoska+').

In sum you have to pay 144.88 Euro the first time and 129.88 Euro for every following semester (unless they raise the fee). You will get e-mails which remind you of paying the semester fee before the beginning of the re-registration period (see 'important dates'). If you miss this deadline, you will have the chance to pay later but you will get a fine of 20 Euro, too.

The procedure of paying the semester fee is explained in the following:

path: www.tu-ilmenau.de → 'Studierende' → 'Quicklinks' → 'S' → 'Semesterbeitrag'

recipient	Empfänger	Landeszentalkasse Erfurt
IBAN		DE74820500003001111305
BIC		HELADEFF820
amount	Beitrag	129.88 Euro or 144.88 Euro (see above)
intended purpose	Verwendungszweck	matriculation number/semester/ name, first name' e.g. '43225/WS2019/Doe, John'

Please use the following abbreviations for the semesters: 'WS' for winter semester and 'SoSe' for summer semester and add the year.

English	German
liability insurance	<i>die</i> Haftpflichtversicherung
re-registration	<i>die</i> Rückmeldung
semester fee	<i>der</i> Semesterbeitrag

Learning and research / Lernen und Recherche

Library / Bibliothek

The main library of the TU Ilmenau is located in the building called Leibnizbau (Langewiesener Str. 37). There you can find magazines and books for all study-related topics and supplementing literature. If you would like to borrow any books, you need to register first. For this you need your Thoska+ which is required to borrow media from the library. Afterwards you will get an online user account, by which you can manage your loans and see for example the end of the loan periods. Once you enter the library you need to put your backpack, jackets and similar objects in a locker in the foyer. You are not allowed to enter it with the listed things. At the library you have to be silent, because a lot of people want to work there and need to be concentrated. If you need to work in groups you can use the foyer or ask the staff if one of the group rooms is available. You also have the possibility to book one of these rooms for a certain day.

Feel free to use the computers at the library for your research. A good start will be webofknowledge.com to find current papers. The programme „perinorm“ at the desktop is useful to find DIN or DIN EN ISO standards.

The second library is at the Curiebau, which can be found at the city campus (Weimarer Str. 25). For further information regarding several services, including booking group rooms, have a look at the webpage: www.tu-ilmenau.de/ub.

Study groups / Lerngruppen

For learning or editing your term papers the forming of study groups may be very helpful. You can prepare for exams together by explaining the subject to each other or solving exercises in frequent meetings. Try to work together. A good learning method might be when the 'better' students ask questions to the 'normal' students and explain the topic if obscurities appear. That doesn't mean that you should divide the group into 'good' and 'bad' ones, but the aim should be to get all persons to the same level of understanding and knowledge.



Finding a study group for every subject may be difficult. Our tip: Try to integrate yourself in the seminar group from the beginning. That means talk to your fellows and share some free time activities like cooking or bicycling (see 'leisure time in Ilmenau' for more ideas). Don't be shy.

English	German
apartment exchange	<i>die Wohnbörse</i>
car sharing agency	<i>die Mitfahrzentrale</i>
coaching portal	<i>das Nachhilfeportal</i>
group room	<i>der Gruppenarbeitsraum</i>
(to) borrow	<i>ausleihen</i>
loan period	<i>die Leihfrist</i>
locker	<i>das Schließfach</i>
marketplace	<i>der Marktplatz</i>

3 Living in Ilmenau / Leben in Ilmenau

Housing / Wohnen

The „Studierendenwerk Thüringen“ offers you the possibility to get a room in one of the 13 student dorms on campus (www.stw-thueringen.de/english/housing/index.html → Residential Homes → Ilmenau). Depending on the particular student dorm the rent is from 159,- Euro up to 295,- Euro per month including additional costs (water and electricity). The deposit is 300,- Euro. If you want to apply for a room in one of the student dorms, you have to follow the application procedure (www.stw-thueringen.de/english/housing/index.html → Application for Accommodation). It is important that you fill out the online application. You will not yet need a certificate of enrolment in order to apply. Submission of this certificate doesn't become absolutely necessary until the rental agreement is to be finalized. Please note that you have to hand in a certificate of enrolment each semester. Every student dorm has a student dorm Tutor. They are students who are available as advisers and contact persons. If you have any problems with the housing situation, you can appeal to your student dorm Tutor. You will find your dorm Tutor

of the respective location at www.stw-thueringen.de/english/housing/index.html → *Dorm tutors* → *Ilmenau*. In addition, at the entrance of your student dorm you will find the data of your dorm Tutor on a black board. At page 54 you can fill in the data of your dorm Tutor.

If you didn't find a flat or a room, you can approach to the residential building cooperative (WBG, www.wbg-ilmenau.de) or to the municipal housing society (IWG, www.iwg-ilmenau.de/). In addition, you will find a detailed list, where you can search for flats, at www.erstiwoche.de → Info → Wohnungssuche.

English	German
additional costs	<i>die Nebenkosten</i>
apartment exchange	<i>die Wohnbörse</i>
deposit	<i>die Kaution</i>
flat share room	<i>das WG-Zimmer</i>
housing society	<i>die Wohnungsbaugesellschaft</i>
rent	<i>die Miete</i>
rental agreement	<i>der Mietvertrag</i>
residential building cooperative	<i>die Wohnungsbaugenossenschaft</i>
student dorm Tutor	<i>der/die Wohnheimtutor/in</i>
youth hostel	<i>die Jugendherberge</i>

Internet

If you are living in one of the student dorms in Ilmenau, you can get an Internet access via the „Forschungsgemeinschaft elektronische Medien e.V.“ (FeM). The FeM-Net offers you a fast and favourable Internet access (costs: 40,- Euro half-yearly). For more information about the FeM follow this link: www.fem.tu-ilmenau.de. In order to use the FeM-Net you have to follow the next steps:

1. Become a member of the FeM

The application forms are available as writeable PDF files. Hence you can fill in for example your name, first name and all other required data directly into the PDF form before you print it. You will find the PDF file at the following link: www.fem.tu-ilmenau.de → *Community* → *Membership*. *The nonrecurring admission will be 25,- Euro.*

2. Give the filled application form to your Admin

Every student dorm has a contact person (Admin) to whom you bring your application form. Furthermore, the Admin will help you if you have problems with the FeM-Net. You will find the Admins of the particular student dorm at the following link: www.fem.tu-ilmenau.de → *FeM-Net* → *Admins*

In addition, at the entrance of your student dorm there will be the data of your Admin on a black board. At page 54 you can fill in the data of your Admin. If you don't live on campus you have the opportunity to get an Internet access from different Internet providers. For the various Internet providers feel free to ask your Tutors. Moreover, you have the possibility to use the Uni-WLAN throughout the whole campus with your Uni-Login once you are matriculated.



English	German
application form	der Antrag

Mobility / Mobilität

The Thoska+ is valid as a semester ticket for the regional trains in Thuringia. This includes regional trains of the „Deutsche Bahn AG“ (DB) and „Erfurter Bahn“ (EB). Bicycle transportation is available. The semester ticket is valid until the last stop in Thuringia.

Please note, that the semester ticket is not valid for the „Intercity-Express“ (ICE, IC) of the DB as well as bus and tram.

On the rail network below, you can see on which route sections your Thoska+ is valid. Since you can use it as a ticket in whole Thuringia, the scope spreads over the federal state and you can use it till the last train station in each route in Thuringia. If you want to pass the border, please buy either a single ticket from the last Thuringian station to your destination or a so-called 'Länderticket' which is valid in the neighbouring state. If you would like to take the bus in the space of Ilmenau you have to buy a ticket. You will find the bus-timetable and the correspondent tariffs at the following link: www.iov-ilmenau.de. (Unfortunately, this website does not exist in English. If you have questions, feel free to ask your Tutors.)

The advantage of Ilmenau, as a smaller city, is that you could reach some places very quickly by bike. If you don't have a bike, there are many ways to get some quite favourable ones. Here are three proposals:



1. „Studentenportal Ilmenau“ (sπ): www.spi.tu-ilmenau.de

At the link Forum → Marktplatz you can see if someone is selling a bike. Furthermore, you can place an advertisement that you are looking for a bike.

2. „Verkaufe/Suche Ilmenau“ at the facebook-group: www.facebook.com/groups/132598983568335/?fref=ts

3. various bike shops, for example:

Radart Ilmenau


 Bahndamm 10

 +49 3677 842225

 www.rad-art.de

Zweirad Gigerenzer

 Karl-Liebknecht-Straße 2

 +49 3677 893402

 www.zweirad-gigerenzer.de

One additional little hint: Always lock your bike and don't leave an expensive bike outside. Unfortunately, it often happens that bikes are stolen.



If you have to repair your bike, the StuRa in cooperation with Engineers without borders (IOG) offer you a „Do-it-yourself-bicycle-workshop“. Information about it, such as opening hours, can be found at www.stura.tu-ilmenau.de → Projekte → Fahrradwerkstatt. The workshop is located in the motorbike garages opposite building D. If you have questions, you can write an e-mail to the persons in charge: fahrradwerkstatt@stura.tu-ilmenau.de.

English	German
bicycle	<i>das Fahrrad</i>
market place	<i>der Marktplatz</i>
regional train	<i>die Regionalbahn</i>
sale/search	Verkaufe/Suche
semester ticket	<i>das Semesterticket</i>
student portal	<i>das Studentenportal</i>
ticket	<i>die Fahrkarte</i>
timetable	<i>der Fahrplan</i>

Health / Gesundheit

In Germany it is a duty that everybody has a health insurance coverage. It is important because in case of illness or accident the health insurance will refund the cost of treatment (completely or partially). For more information feel free to ask the we4you.




In case of illness, there are many specialised physicians according to disease in Germany (family doctors, dentists, dermatologists, ear, nose and throat surgeons, psychologists, gynaecologists etc.). So if you get sick, you will find a selection of different physicians who you can visit at the following link:

www.ilmenau.de → *Bürgerinfo* → *Ärzte*.


Please be aware that it is usual to make an appointment (preferably by phone) before you go to the doctor. A selection of English-speaking doctors can be found below. However there is usually a problem with the doctors secretary who do not speak english. That is why you should ask a German-speaking confidant to make an appointment and accompany you to the doctor.


Dr. Arlett Mey (general practice)

 Professor-Schmidt-Straße 27

 +49 3677 63107


Dipl.-med. Margit Rauer (general practice)

 Gartenstraße 39

 +49 3677 61841


Dr. med. Petra Hegenbarth (general practice)

 Bahnhofstraße 1

 +49 3677 883561

Dr. med. Nicole Günther (gynaecologist)

 Oehrenstöcker Straße 32

 +49 3677 606715

The gynaecology is an area of medical practice dealing with the health of the female reproductive systems and the breasts. The main conditions a gynaecologist is dealing with are cancer, incontinence, infertility, heavy and painful menstrual periods and infections. In addition, the oral contraceptive pill is prescribed by the gynaecologist. You can get the morning-after pill over the counter at the pharmacy.

If you need pharmaceuticals (such as Aspirin, Paracetamol etc.) you can buy them in a pharmacy in Ilmenau. Please note that some pharmaceuticals require prescription (like antibiotic or oral contraceptive pill). So you need a prescription from the doctor to get such pharmaceuticals. We will give you a little selection of some pharmacies:

Goethe Apotheke

 August-Bebel-Straße 12 (city centre)

Lindenberg Apotheke

 Krankenhausstraße 26 (at hospital)

Waldmeister Apotheke

 Prof.-Schmidt-Straße 27 (city campus)

If you or somebody around have an accident and an emergency doctor is needed, you should call the emergency number 112. Once you make an emergency call it is necessary that you follow the guideline below about the information of the accident.

1. Where did it happen?
2. What happened?
3. Who is injured (how many)?
4. What kind of injury?
5. Wait for queries!

English	German
citizen information	<i>die Bürgerinfo</i>
dentist	<i>der/die Zahnarzt/ärztin</i>
dermatologist	<i>der/die Hautarzt/ärztin</i>
doctor	<i>der/die Arzt/Ärztin</i>
otorhinolaryngologists (ear, nose and throat surgeons)	<i>der/die Hals-Nasen-Ohren-Arzt/Ärztin</i>
emergency doctor	<i>der/die Notarzt/ärztin</i>
emergency number	<i>der Notruf</i>
family doctor	<i>der/die Hausarzt/ärztin</i>
formality	<i>die Formalität</i>
general practice	<i>die Allgemeinmedizin</i>
general surgery	<i>die allgemeine Chirurgie</i>
gynecologist	<i>der/die Gynäkologe/in</i>
health insurance	<i>die Krankenkasse</i>
health insurance coverage	<i>die Krankenversicherung</i>
medical practice	<i>die Arztpraxis</i>
medical supply centre	<i>das medizinische Versorgungszentrum</i>
pharmacy	<i>die Apotheke</i>
psychologist	<i>der/die Psychologe/in</i>

Psychological Counselling / Psychologische Beratung

If you face any personal crises or if you are overstrained with your studies and you feel the necessity to talk to a neutral person about your problems, you can utilize the psychosocial counselling of the “Studierendenwerk Thüringen” free of charge. You can find Mr. Weniger in House B (Max-Planck-Ring 9), room 10 on Tuesdays from 3 – 5 p.m. or call him (+49 3677 693813). For further information counselling the range of counseling services of the „Studierendenwerk Thüringen“, including legal counselling go to <http://www.stw-thueringen.de/english/counseling/index.html>

Food Offers (dining halls and cafeterias) / Essensmöglichkeiten (Mensen und Cafeterien)

For having lunch you have the possibility to go to the Mensa Ehrenberg (open Monday to Friday 11.15 am until 2.30 pm during lecture time), NANOteria (Monday to Thursday 9.00 am until 2.30 pm, Friday until 2.00 pm) or Mensa Röntgenbau (city-campus, Monday to Thursday 8.00 am until 3.00 pm, Friday until 2.00 pm). In the cafeteria you have the choice between different meals. If you are vegetarian, there will be at least one meatless meal. In addition, there is a salad bar with a big offer of diverse kinds of salad. You can find the daily proposal of meals in the internet at the page of the „Studierendenwerk Thüringen“ (www.stw-thueringen.de/english/dining-halls/index.html → Facilities → Ilmenau → Mensa Ehrenberg).

In addition, the prices and the labelling of meat varieties and additives in meal offers are listed there. Referring to payment you can pay cash or with your Thoska+ (to top up the Thoska+ with money, have a look at ‘Study in Ilmenau’ → Thoska+). If you don't have time for lunch, based on lecture, many cafeterias offer a selection of snacks and drinks: www.stw-thueringen.de/english/dining-halls/index.html → Facilities → Ilmenau. The Cafeteria Mensa Ehrenberg also offers food from 8 am during the week, and from 11:30 am to 2 pm on Saturdays.

For the daily food supply Ilmenau provides many supermarkets, for example Netto (campus) or Kaufland (close to the old town of Ilmenau). If you search for a supermarket near your living place, feel free to ask your Tutors. Furthermore, you could order food with delivery services in Ilmenau online or by phone.

English	German
cafeteria, dining hall	<i>die Mensa</i>
Enjoy your meal!	Guten Appetit!

Labelling of meat varieties and additives:

Abbreviation	English	German
1	colorants	<i>die</i> Farbstoffe
2	preservatives	<i>die</i> Konservierungsstoffe
3	antioxidants	<i>die</i> Antioxidationsmittel
4	flavour enhancers	<i>die</i> Geschmacksverstärker
5	sulphurisation	<i>die</i> Schwefelung
6	blackening	<i>die</i> Schwärzung
7	wax (on fruit)	<i>die</i> Wachsung
8	phosphate	<i>das</i> Phosphat
9	sweeteners	<i>die</i> Süßungsmittel
10	phenylalanine	<i>das</i> Phenylalanin
A	contains alcohol	enthält Alkohol
F	fish	<i>der</i> Fisch
G	poultry	<i>das</i> Geflügel
K	garlic	<i>der</i> Knoblauch
L	lamb meat	<i>das</i> Lammfleisch
R	beef	<i>das</i> Rindfleisch
S	pork	<i>das</i> Schweinefleisch
T	contains ingredients of animal origin (e.g.: milk, eggs)	enthält Bestandteile tierischen Ursprungs (z.B. Milch, Eier)
V	vegetarian meals	<i>die</i> vegetarischen Speisen
V*	vegan meals	<i>die</i> veganen Speisen
W	venison	<i>das</i> Wildfleisch

Leisure time in Ilmenau / Freizeit in Ilmenau

In addition to the offers of sport courses and voluntary work at the university you have much more options to escape the study life in Ilmenau. At the following internet address at the link 'tourism' or 'sport' you will find a list of sports grounds and clubs: www.ilmenau.de/1-1-Welcome.html. Furthermore, you will see some events which are recurring every year at the link 'culture'. Here is a little overview about some sport areas:



Bowling centre

Ziolkowskistraße 16

www.ilmbowl.de

Tue to Fri: from 4 pm

Sat & Sun: from 3 pm

Bike rental Rad-Art

Am Bahndamm 10

www.rad-art.de


Mon to Fri: 10 am to 6 pm

Sat: 10 am to 1 pm

Toboggan run „Wolfram-Fiedler“

 Steinstraße 61

 www.ilmenau.de/508-0-Freizeit-+

 Tue to Thu: 9 am to 0:30 pm

and 2 pm to 5 pm

Fri: 9 am to 0:30 pm

Sat & Sun: 2 pm to 5 pm

Skate park

 sports field Unterpörlitzer Straße

Ice rink

 Karl-Liebknecht-Straße 34


 www.ilmenau.de/eishalle

 different opening hours

Kinderland (Children's land)

 Am Vogelherd 10

 www.kinderland-ilmenau.de/Index.htm


 Mon to Fri: 2 pm to 9 pm

Sat, Sun, holidays: 10 am to 9 pm

Indoor swimming pool

 Am Stollen 48


 www.ilmenau.de/242-0Schwimmhalle+SaunaSolarium.html

 September to May

Outdoor Pool „Hammergrund“

 Schleusinger Allee 13

 www.ilmenau.de/506-0-Sport-+und+Freizeitbad+.html

 May to September

Ilmenau also provides many possibilities for letting the day unwind. In addition to the student clubs there are many bars, restaurants and pubs. We will give you a little selection of possibilities:

1. Student clubs

bc-Studentencafé  www.bc-studentencafe.de

bc-Studentenclub  www.bc-club.de

BD-Club  www.bd-club.de

bi-Club  www.bi-club.de


BH-Club  www.bh-club.de

2. Bars and cinema in the city

Aqui

 Am Markt 3

 www.pub-aqui.de

 Mon to Thu: 4pm to midnight


Fri: 4 pm to 1 am





Sa & So: 7 am to 1 am

Café Bohne



 Weimarer Straße 9

 www.cafe-bohne-ilmenau.de

 Monday and Sunday rest day

Havanna-Bar Paul-Löbe-Straße 25 www.havanna-bar.ilmenau.de Mo to Sa: 8 pm to 2 am**Cinema Linden Lichtspiele** Lindenstraße 20 www.kino-ilmenau.de**Shisha-Club Pyramide** Kirchplatz 3 Mon to Sat: from 3 pm,

Sun: from 2 pm

Liberty Karl-Liebnecht-Str. 34 Tue to Sun: 11 am to 10 pm**Sportsbar Ilmenau** Lindenstraße 28 <https://sportsbar-ilmenau.business.site> Tue to Thu: 6 pm to 0 am

Fri & Sat: 6 pm to 1 am

If you want more information about clubs, bars etc. feel free to ask your Tutors.



English	German
bike rental	<i>der Fahrradverleih</i>
bowling centre	<i>das Bowlingcenter</i>
ice rink	<i>die Eishalle</i>
tuboggan run	<i>die Rennschlittenbahn</i>
sport and leisure pool	<i>das Sport-und Freizeitbad</i>
indoor swimming pool	<i>die Schwimmhalle</i>

Voluntary work in Ilmenau / Engagement in Ilmenau

The student life in Ilmenau is one of the most manifold in Germany. This is enabled through the voluntary work at the university which plays a big role in Ilmenau. For example the ErstiWoche is organized voluntarily. At the various clubs and committees you have the chance to play an active role in students' life. You could contribute to many projects that will improve study conditions or offer many possibilities of different student activities. Furthermore, voluntary work offers you the chance to meet new people and to improve your German language skills.

Associations / Vereine

You will find a selection of the associations at the Uni-website at the following link: www.tu-ilmenau.de → Studieninteressierte → Studentenleben. We will give you a little selection which is maybe interesting for you:

Professional

Student Consulting Ilmenau (sci e.V.): www.sci-ev.de

The sci e.V. is the student management consultancy at the TU Ilmenau. Here you have the opportunity to carry out projects with and for companies in order to gain practical experience from everyday work in all sectors during your studies.



SWING: www.swing-ev.de

SWING = Students of Industrial Engineering and Business Informatics
The SWING is an association that is constantly working on new projects (e.g. the "inova", company tours, "SWING on Tour" excursion,...) and specialist workshops to prepare students for their future careers.



Team Starcraft: www.teamstarcraft.de

The Team Starcraft is a student association dedicated to the development and manufacture of its own formula racing car. The highlight of each season is the participation in the Formula Student, a separate racing class for students.



Culture

ISWI e.V.: www.iswi.org

ISWI = Initiative Solidarische Welt Ilmenau (Initiative for a World of Solidarity Ilmenau). The main goal of the ISWI is the promotion of intercultural exchange as well as the commitment to peace, international understanding and tolerance. In addition to Kitchen Runs, Intercultural Evenings, Lectures on Wanderlust and other exciting projects, the largest project is the International Student Week in Ilmenau (ISWI). It takes place every 2 years. This year the 14th ISWI successfully took place from 17 to 26 May 2019 under the motto "Changes and Choices: Good By(e) Tradition". 336 participants from over 65 countries came to Ilmenau for this event.



KuKo e.V.: www.kuko-ev.de

The KuKo is a sociocultural association which organises and supports events at the university as well as events such as concerts, children's parties and theatre trips, cultural internships and workshops.



we4you: www.tu-ilmenau.de/we4you/

The we4you is the mentoring programme from the International Office of the TU Ilmenau and they help foreign people to feel comfortable here in Germany. They support foreign students with formalities and help them to get in touch with the right contact persons for several issues.



Impuls e.V.:

The Impuls Association was founded by students who would like to share their enthusiasm for music, culture and festivals with other people. The aim of the Impuls Festival is to create an ecologically sustainable festival that offers a diverse programme for as wide an audience which is as broad as possible. The work on the major festival project also lets students get in touch with motivated citizens of Ilmenau and thus enrich the cultural landscape of the small town in a sustainable way for everyone.

Bergfest e.V.: www.bergfest-ev.de

The Bergfest e.V. always organizes the Bergfestwoche in June, during which half of the study is traditionally celebrated. A large marquee is set up on the campus of the TU Ilmenau and there are many different events. Among other things, this includes the beer-athlon, the soap box derby, a concert and a cabaret evening, which are adapted to an annually changing motto.



Media:

FeM-Forschungsgemeinschaft elektronische Medien e.V.:

www.fem.tu-ilmenau.de

The FeM is the largest student society at the TU Ilmenau. They organise many projects which are related to electronic media, e.g. the students platform Ilmenau or the iSTUFF television.



Ilmpressions Filmproduktion: www.ilmpressions.de

The Ilmpressions film production is a part of the FeM and produces a non-commercial and TV-compatible feature film each year.



Hochschulfilmclub e.V. (HFC): www.hochschulfilmclub.de

The HFC is a student association which organises film events.



Music:

Big Band „Second Unit Jazz“: <https://jazz.tu-ilmenau.de/>

Jazzclub Ilmenau: www.jazzclub-ilmenau.de

Akademisches Orchester der TU Ilmenau e.V.: www.tu-ilmenau.de/orchester

Do you play a classical instrument? In the Academic Orchestra you can play together with other students and employees in a symphonic formation. Every semester, well-known and original works of music literature are worked out and presented to the public in a semester concert together with professional principal vocalists. Just drop by!

Kammerchor: www.tu-ilmenau.de/chor

The Chamber Choir of the TU Ilmenau unites students, employees and graduates of the TU Ilmenau who enjoy singing and helps to shape various events of the university, the city of Ilmenau and the district. The choir's repertoire includes 4-8-voice madrigals, motets, folk and art songs, with the focus of the choir's work on a cappella.

Others:

Ingenieure ohne Grenzen: www.ingenieure-ohne-grenzen.org/de/

Ingenieure ohne Grenzen e.V. (engineers without borders) is a non-profit association, which follows the slogan "Sharing knowledge, shaping the future". The association supports people in indigent regions with technical cooperation and hereby secures their basic supply.



IAESTE: <http://www5.tu-ilmenau.de/iaeste/home.php>

The International Association for the Exchange of Students for Technical Experience (IAESTE) is an international, nonpolitical, independent organisation, which can help you to find and internship abroad.



Amnesty International Gruppe Ilmenau: www.amnesty-ilmenau.de

Since 2003, the Ilmenau Group has supported the campaigns of the human rights organisation Amnesty International (AI). We try to draw attention to human rights violations in various countries through publicity campaigns. Our activities range from street campaigns to evening information events, film screenings and seminars.

VDE:

VDE is one of the largest European associations for electrical engineering and information technology industries and professions. The Ilmenau University Group organises a wide range of events on site, from lectures to excursions. The focus here is on events that enable students to look beyond their own horizons and provide them with special skills and important key qualifications.

KSG: www.ksg-ilmenau.de

KSG stands for Catholic Student Community. It is important to us not to lose sight of the questions of life and faith in addition to our everyday studies. We celebrate church services together, organize lectures on various topics and like community activities and celebrations. Everyone is welcome, whether Christian or not.

Committees

The committees include mainly the Students Council (StuRa), student representatives of the various faculties, the faculty council and the equality council (www.tu-ilmenau.de → Studieninteressierte → Studentenleben → Interessenvertretungen). Students of different ages and from various academic fields get involved with the committees. They represent the interest of the students and help to improve study conditions. The members of the committees are elected by the students each year in May or June. The Students Council is divided in various departments whose members work on thematically different tasks. The department of „International Issues“ could be interesting for international students. The department is the contact partner for international students, takes a stand for them in political matters and provides them with specific information and help as well as organises/supports events e.g. for a cultural exchange (www.stura.tu-ilmenau.de/en → Departments → International issues).



English	German
association	<i>der Verein</i>
committee	<i>das Gremium</i>
chamber choir	<i>der Kammerchor</i>
department	<i>das Referat</i>
equality council	<i>der Gleichstellungsrat</i>
faculty council	<i>der Fakultätsrat</i>
soap box derby	<i>das Seifenkistenrennen</i>
Students Council	<i>der Studierendenrat (StuRa)</i>
student representatives	<i>der Fachschaftsrat</i>




Sports / Sport

The University Athletic Centre (USZ) offers many sport courses from team sports such as football, volleyball, handball etc. to individual sports (swimming, different martial arts or fitness arts etc.). In addition, diverse dancing courses with different levels are organised by the USZ. You will find the complete offer for the different sport courses here: www.tu-ilmenau.de/usz → Sportangebot-WS. The registration for the sport courses is handled with the electronic registration system of the TU Ilmenau.






Moreover, you have the possibility to visit one of the gyms in Ilmenau. Please notice that the fitness centres do not belong to the USZ. For registration you have to contact the particular fitness centre. Three gyms are listed here:

Fit for 24

 Erfurter Straße 38
 +49 3677 5254220
 www.fitfor24.de

Fitnessclub Sunshine

 Bahnhofstraße 21
 +49 3677 462299
 www.sunshine-ilmenau.de

TOP in FORM

 Ziolkowskistraße 22
 +49 3677 843731
 www.topinform-ilmenau.de

English	German
art of movement	<i>die Bewegungskunst</i>
children's sports	<i>der Kindersport</i>
dance	<i>der Tanz</i>
excursion	<i>die Exkursion</i>
fitness training	<i>der Fitnesssport</i>
healthy sports	<i>der Gesundheitssport</i>
individual sports	<i>der Individualsport</i>
martial arts	<i>der Budo-/Kampfsport</i>
outdoor sports	<i>der Natursport</i>
sports programme	<i>das Sportangebot</i>
team sports	<i>der Spielsport</i>
water sports	<i>der Wassersport</i>

Your own project

Furthermore, the „Studierendenwerk Thüringen“ offers you organisational or financial support for your own cultural student projects. So, if you have any creative ideas, check out <http://www.stw-thueringen.de/english/index.html> → Culture → Cultural Funding.

Campus-Family / Campus-Familie

The aim of this staff unit is to improve the conditions for work and study within the university. Every semester, Campus-Family offers several seminars and workshops to help students overcome stress related to studies and exams. You can find more information on the website: <http://www.tu-ilmenau.de/health-promotion>.

Counselling and Information Center / Beratungskompass

This is a database of all counselling services offered by the university, Studierendenwerk and some other relevant institutions in Ilmenau. You can find here the working hours and contact information of the people who could help you in various situations. The information is also available in English.

Link: www.tu-ilmenau.de/beratungskompass

Family-friendly / Familienfreundlich

How to have a balanced family life while studying? How to study when you have kids? The relevant legal information, events and contacts are available on the dedicated page of the Campus-Family website: <https://www.tu-ilmenau.de/family-friendliness/>

Contacts:

Stabsstelle Campus-Familie

 +49 3677 / 69 1710

 campusfamilie@tu-ilmenau.de

 www.tu-ilmenau.de/campusfamilie

4 Living in Germany / Leben in Deutschland

The most important things which need to be done for living in Germany were already mentioned in the first steps. For further information take a look at the file you got from we4you.



Communication / Kommunikation

Telephone & Mobile communication / Telefon und Mobilkommunikation

The first step towards affordable mobile communication is buying a German SIM card for your phone. In the city you will find some stores which are specialized for mobile communication. Sometimes you can also find it in supermarkets. For being able to use a phone you have two opportunities:

1. use a prepaid card phone
2. make a contract

The advantage of a prepaid card is that you are in total control over the money you spent on it and that you are unbound. A contract usually runs one or two years. If you have any questions about a contract or the topic itself, feel free to ask your Tutors or a member of the StuRa or the we4you. You can find the offices of both of them in the basement of building A on campus.



Roommates / Mitbewohner

If you are living in a shared flat, it's advisable to know the names of your flatmates. It's the easiest way to get to know new people by talking to them and their friends. And if you have any problems, feel free to ask them, also if it's because of the flat-sharing community. If your flatmate is for example not washing the dishes, talk to him or her about it. It is not impolite to say something. They would probably do the same if you were misbehaving. And if you want to celebrate a party in your flat, better tell your flatmates or ideally invite them.

Flirting / Flirten

If you want to flirt with someone or really want to get to know a man or woman, think about a few things before acting. If you do not have the same cultural background, your rules for flirting might differ. Besides, people are different. One person just wants to talk to you and the other one really wants to spend the night with you, although they are behaving in the same way. Everybody has a different personal barrier of distance. Try to talk to the person about it if you are unsure about the signs.

In Germany it does not really matter which sexual orientation people have. It is their choice. Homosexuality is widely accepted in the society.



Barriers of language / Sprachbarrieren

You have to know that not all employees of authorities in the city and on campus (e.g. ASC, examination office) are able to speak good English. Be polite and ask if there is someone around who might speak English. Otherwise, it's useful to prepare the important vocabulary in German.



English	German
contract	<i>der Vertrag</i>
dishes	<i>das Geschirr</i>
prepaid card	<i>die Prepaid Karte / aufladbare Karte</i>

Environment / Umwelt

Waste separation / Mülltrennung

For saving resources, almost all cities of Germany have a recycling system. That's why waste separation is an important topic for living here. Whether you are living on campus or in town you should take care of some main hints:



- Do not hoard your waste or put it in the hallway.
- Integrate the waste separation in your cleaning schedule.
- Separate your rubbish at home, so it is easier for you to dump it.
- Use the rubbish bins on campus or in town which are provided for this.
- Do not dispose of it just somewhere.

You will find special containers for the different kinds of waste

- **grey or black** → residual waste
- **blue** → paper and cardboard
- **brown** → organic waste
- **yellow** → recyclables (packaging made of plastic and/or metal)

Saving energy / Energiesparen

Energy is expensive here in Germany and in general not easy to produce. Therefore, you should take care of some main points:

- When you are leaving your flat make sure that you switched off all the lights and electronical devices. And it is better to really turn them off, not just left on stand-by.
- While brushing your teeth or shaving do not leave the tap on.
- Cook with a lid and use a stove that fits the cooking pot.
- Do not heat your room while the window is open. You should close the window and just use the heating when you really need it. When you leave your flat, turn it off or put it on a very low setting.
- When you use a washing machine or a dishwasher, fill it completely before starting it and allot the cleaning agent economically.

English	German
cleaning schedule	<i>der Putzplan</i>
dustbin	<i>die Mülltonne</i>
waste / junk	<i>der Müll</i>

Hygiene

Food / Essen

For handling food in a reasonable way we share the following advices with you.

- Fruits and vegetables should be washed before eating them.
- On packed products you will find the best-before date, which is called 'Mindesthaltbarkeitsdatum' or printed as „mindestens haltbar bis“. After the labeled date has passed, in most cases the product may still be edible.

Toilets / Toiletten

That we mention the use of toilets might surprise some of you. But since toilets and habits for their use are different in other countries, we want to explain it shortly. German toilets are made for sitting on them, except the urinals in the men restrooms. The used paper has to be thrown in the toilet, you can flush it away. But do not throw toiletries in it, for those you have to use the bin nearby.

Kitchen and bathroom / Küche und Bad

When you use the bathroom or the kitchen, do not forget that you share these rooms with your flatmates. So keep them clean and put away the stuff that you used. After cooking or showering, air the room by opening the window. For cleaning it's useful to make a schedule which includes who has to clean which room at what time.

Laundry / Wäsche

If you need to do your laundry, you will find some laundry rooms on campus.

- Building A (in the basement, open from 7 am - 10 pm)
- Building E (in the basement, open from 7 am - 10 pm)

For washing and drying you need your Thoska+ (topped up with money) and your own detergent. Take care of the right amount of washing agent. Furthermore, you should pick up your laundry promptly and do not put your clothes horse in the hallway (it's an escape route). You can find the operating instructions (in English) right next to the machines.

If you are living in the city you can find 'Heidi's SB Waschsalon' in Rottenbachstr. 34 (open from Monday to Saturday from 8 am to 9 pm). There you do not need to bring anything except your laundry and cash.

English	German	Abbreviation
best-before date	<i>das Mindesthaltbarkeitsdatum</i>	MHD
detergent	<i>das Waschmittel</i>	
laundrette	<i>der Waschsalon</i>	
laundry	<i>die Wäsche</i>	
clothes horse	<i>der Wäscheständer</i>	

Typically German / Typisch Deutsch

- Germans are quite on time. If you have any arrangements, keep this appointment and if you are late, inform the person, who is waiting for you.
- Keep it clean!
- Everything is regulated. If you do not know the regulation, feel free to ask someone.
- For greeting people shake hands or if you know the person better, you can hug him or her.

Thuringian specialties / Thüringer Spezialitäten

For living in Thuringia you shall try some special meals. For example Thuringia is well-known for ...

- Thuringian dumplings
- grilled sausages
- beef olives

English	German
beef olive	<i>die Rinderroulade</i>
Thuringian dumplings	<i>die Thüringer Klöße</i>
grilled sausages	<i>die Rostbratwurst</i>
on time	pünktlich

Help in case of ... / Hilfe im Fall von ...

Offense / Beleidigung

Try to keep calm and ignore these people. If necessary leave the place.

(Sexual) Harassment / (Sexueller) Belästigung

If you are on campus you will find a safe space in the offices of StuRa and ISWI in the basement of house A. At midnight in the student club the responsible person for the admission will help you.



Contact persons:

- your Tutors
- StuRa or ISWI members → basement of building A
- Contact person for threat management: psychological contact point of the TU Ilmenau, campus family, Mrs. Carolin Stotzka
- Contact person for (sexual) harassment/discrimination: Equal Opportunities Officer Mrs. Edda Rädlein
- Police → call 110



Psychological problems / Psychischen Problemen


If you need to talk to a neutral person about your psychological problems, you can make use of the Psychological Counselling of the „Studierendenwerk Thüringen“ (see page 35). Since it is sometimes hard to talk about such topics in a foreign language, we provide you with a little vocabulary list with helpful translations which you can find below.

English	German
depression	<i>die Depression</i>
dissatisfaction	<i>die Unzufriedenheit</i>
eating disorder	<i>die Essstörung</i>
exam nerves	<i>die Prüfungsangst</i>
exam stress	<i>der Prüfungsstress</i>
fear	<i>die Angst</i>
feeling of faintness	<i>das Schwächegefühl</i>
lack of concentration	<i>die Konzentrationsschwäche</i>
listlessness	<i>der Antriebsmangel</i>
nervousness	<i>die Nervosität</i>
overstrained	<i>überfordert</i>
pain	<i>der Schmerz</i>
police	<i>die Polizei</i>
police department	<i>das Polizeirevier</i>
psychosocial counselling	<i>die psychosoziale Beratung</i>
sleeplessness	<i>die Schlaflosigkeit</i>
stress	<i>der Stress</i>
symptoms / signs	<i>die Symptome</i>
tiredness	<i>die Müdigkeit</i>

5 Contacts / Ansprechpartner

StuRa office


 basement of Building A, room 013


 +49 3677 69-1914

 www.stura.tu-ilmenau.de

 stura@tu-ilmenau.de

Consultation for study

 Building G, room 1240

 +49 3677 69-2021 (Irene Peter)


 studienberatung@tu-ilmenau.de

International office

 <https://www.tu-ilmenau.de/en/tu-ilmenau-international-school-de/structure/international-office>

Computer Centre (UniRZ)

 Am Helmholtzring


 +49 3677 69-1111

 www.tu-ilmenau.unirz/

 elfelf@tu-ilmenau.de


Lost property office

 Obertorstraße 1

 +49 3677 600 215

Main library

 Leibniz building


 +49 3677 69-4531

 www.tu-ilmenau/ub/


 auskunft.ub@tu-ilmenau.de


Copy Shop (Unicopy)

 Werner-von-Siemens-Str. 1

 +49 3677 204410

we4you office


 EAZ 0218


 +49 3677 69-2573

 www.tu-ilmenau.de/we4you

 we4you@tu-ilmenau.de

Studierendenwerk Thüringen


 at ASC (Max-Planck-Ring 1)

 +49 3677 69-3311

 www.stw-thueringen.de/english/stw-startseite.html


ASC Academic Service Centre


 Max-Planck-Ring 1

 +49 3677 69-2030

 <http://asc.mobi/desktop/seiten/eng-asc.html>

Language Institute


 Ernst-Abbe-Zentrum (EAZ),
room 2342


 +49 3677 69-4656

 <http://www.tu-ilmenau.de/spracheninstitut/>

 sprachen@tu-ilmenau.de


Police department

 Amtsstraße 1

 +49 3677 6010

General social counseling

 Building B

 +49 3677 693311

 asb-ilmenau@stw-thueringen.de

Department of Electrical Engineering and Information Technology EI	
examination office of EI  Kirchhoff building, room K2079  +49 3677 69-2608  pruefungsamt-ei@tu-ilmenau.de	student representatives of EI  Kirchhoff building, room K2075  fachschaftsrat-ei@tu-ilmenau.de
Department of Computer Science & Automation IA	
examination office of IA  Zuse building, room 2080  +49 3677 69-2804  pruefungsamt-ia@tu-ilmenau.de	student representatives of IA  Zuse building, room 1090  fachschaftsrat-ia@tu-ilmenau.de
Department of Mechanical Engineering MB	
examination office of MB  Werner-Bischoff-Building, room 1200  +49 3677 69-2494  pruefungsamt-mb@tu-ilmenau.de	student representatives of MB  Werner-Bischoff-Building, room 1190  fachschaftsrat-mb@tu-ilmenau.de
Department of Mathematics and Natural Science MN	
examination office of MN  Curie building, room C316  +49 3677 69-3618  joerg.thierfelder@tu-ilmenau.de	student representatives of MN  Curie building, room 325  fachschaftsrat-mn@tu-ilmenau.de
Department of Economic Science and Media WM	
examination office of WM  EAZ, room 1322 for students of economics studies  EAZ, room 1317 for students of media sciences studies  +49 3677 69-4647  pruefungsamt-wm@tu-ilmenau.de	student representatives of WM  Langewiesener Str. 22, K+B room 23.2  fachschaftsrat-wm@tu-ilmenau.de