



# Herzlich Willkommen an der Technischen Hochschule Wildau

# DAS INTERNATIONAL OFFICE

[incoming@th-wildau.de](mailto:incoming@th-wildau.de)



# ZEITPLAN ORIENTIERUNGSWOCHE

## SCHEDULE ORIENTATION WEEK



# Schedule Orientation Day

Monday, 15 September

<b>09.30</b> <b>H16 - 0093/0095</b> <b>ONLINE</b>	Welcome from the International Office: <u>"Studying and living in Germany"</u>	All students
<b>12.45</b> <b>in front of House 13</b>	Group photo	All students
<b>13.00</b> <b>Halle 10</b>	<b>NETWORKING:</b> Lunch in the university canteen 🍏	All students
<b>14.00</b> <b>in front of Hall 10</b>	Campus tour in English	All students
<b>15.30</b> <b>H 13 - 033</b>	Consultation hour and formalities at the International Office	All students


# Schedule Orientation Week

Tuesday, 16 September

<b>10.00 - 14.00</b> <b>H 100 - 401</b>	<b>GERMAN COURSE:</b> Placement test, How to study in Wildau?, Intercultural Competence	All students
<b>14.00 - 15.00</b> <b>H 100 - 115</b>	Technical Introduction in English	All English-speaking students
<b>15.00 - 16.00</b> <b>H 100 - 115</b>	Technical Introduction in German	All German-speaking students
<b>15.15 -16.45</b> <b>H16 - 0.080</b>	Logistics and Supply Chain Management Meeting Prof. Dr. Gaby Neumann	LSCM Students


# Schedule Orientation Week

Wednesday, 17 September

<b>10.00</b> <b>Meeting point</b> <b>S-Bahn Wildau</b>	<b>NETWORKING:</b> Excursion to Berlin: city rally and "Berlin global" at the Humboldt Forum 	All students
--------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------

# Schedule Orientation Week

Thursday, 18 September

<b>09.00 - 14.00</b> <b>Haus 100 - Raum 401</b>	<b>GERMAN COURSE:</b> How to study in Wildau?, Academic Writting	All students
<b>14.00 - 16.00</b> <b>In front of Mensa</b>	<b>NETWORKING:</b> Walking Tour around Wildau - From Students for Students 	All students
<b>14.00</b> <b>Haus 13 - Raum 036</b>	Digital Logistics Management Prof. Frank Gillert	DLM Students
<b>16.30</b> <b>Halle 16 - Raum 0081</b>	Logistics exchange students Prof. Jens Wollenweber	Logistics exchange students

# Schedule Orientation Week

Friday, 19 September

<b>Ab 10.30</b> <b>H 17 - Audimax</b>	Official welcome for newly enrolled students	All students
<b>12.30</b>	Individual introductory events for all study programmes	<b>Exchange students:</b> European Business Management (Bachelor / Master), Telematics  <b>All full-time students</b>
<b>13.45</b> <b>H 10 - Bibliothek</b>	Library Tour in English Dr. Frank Seeliger	All students
<b>11.30 - 17.00</b> <b>H 19 - StuK</b>	<b>NETWORKING:</b> Get-Together at StuK (Studierendenclub). Ask your Buddy to join 😊	All students



# UNSER CAMPUS

## OUR CAMPUS – iCampus Wildau Maps



# Studieren in Wildau – Teil 1

## Studying in Wildau – Part 1

- Full-time students

Department for Admission and Examinations

[immatrikulation.pruefungen@th-wildau.de](mailto:immatrikulation.pruefungen@th-wildau.de)

- Exchange & double/joint degree students

International Office

[incoming@th-wildau.de](mailto:incoming@th-wildau.de)

# STUDENTENAUSWEIS

## STUDENT ID CARD

- Studierendenausweis
  - Bibliotheksausweis
  - Zugang zum Parkplatz
  - Zugang zu Räumen mit Offline-Schließzylindern
  - 24/7-Zugang zur Bibliothek
  - Zahlungsmittel (bargeldlose Bezahlung)
- Student card
  - Library card
  - Access to the parking lot
  - Access to rooms with offline locking cylinders
  - 24/7 access to the library
  - Means of payment (cashless payment)

# TH EMAIL ADDRESS

## TH EMAIL ADDRESS

- automatically receive an e-mail address ending in „@th-wildau.de“. You can check your e-mails in your browser at [webmail.th-wildau.de](mailto:webmail.th-wildau.de)
- Information relating to your studies will only be sent to this address, so please check your messages regularly
- Help: (www.th-wildau.de/hrz) or in the Support Centre.
- House 13, Room 13-150 / supportcenter@th-wildau.de

- Your TH Wildau account lets you access the **online portal** and **university services** (wifi, e-mail, campus app).
- **Full-time students:** Print your account letter in the portal to get your email and account details.
- **Exchange, Joint Degree and Double Degree students:** Contact the International Office.

The online portal of TH Wildau ([homepage](#) → “Study” or [thonline.th-wildau.de](#)) offers these functions:

- Print account letter
- Manage university account
- Download certificate of enrolment
- Update contact details
- View invoices
- Access grade overview (except exchange students)

- Complements classroom teaching
- In addition to degree programme courses, a wide range of extra courses is available
- Access with university account (username + password)

TECHNICAL INTRODUCTION ON TUESDAY 16 SEPTEMBER!





# DEUTSCHKURSE – Deutsch als Fremdsprache

## GERMAN LANGUAGE COURSES



**M.A. Daniela Schultz**

*Save the date:*  
**Language Tandem**  
09.10. / 13:30 Uhr  
Room 17-0001



### INTERNATIONALISATION OFFICER FACULTY OF BUSINESS, COMPUTING AND LAW



**Dr. Carly McLaughlin**

Contact Information

### INTERNATIONALISATION OFFICER FACULTY OF ENGINEERING AND NATURAL SCIENCES



**Constanze Eichler**

[Contact Information](#)

# STUDIENGANGKOORDINATION

## STUDY PROGRAMME COORDINATORS



**María Virginia  
Appendino de Trunte**  
*Studiengangs-  
Koordinatorin  
Logistik, TM*



**Juliane Kunzendorf**  
*Studiengangs-  
Koordinatorin  
European Business  
Management (BA + MA)*



**Janine Breßler**  
*Studiengangs-  
Koordinatorin  
Telematik*



# Unterkunft

## Accommodation

# ACCOMMODATION

## Living in the residence hall

- The Studierendenwerk West:Brandenburg provides accommodation in 18 residence halls in Brandenburg
- Demand for rooms in the residence halls is extremely high, they only have space for approximately 10% of all students
- 4 residence house in Wildau: for WiSe 25/26 all rooms taken
- Application for next SoSe 25 possible around November



- ✓ Contact the **caretaker** ASAP after arrival
- ✓ Inform the caretaker if you notice any existing damage
- ✓ Collect the **“Wohnungsgeberbestätigung”** from him
  
- **“Wohnheimtutoren”** in the residence hall  
<https://www.stwwb.de/en/housing/residence-support>
  
- The **monthly rent** is due on the first day of the month, and the Studierendenwerk **must receive the payment by the third day of the month at the latest**



- ✓ **Projekt „Wohnen für Hilfe“ des Studierendenwerk West:Brandenburg**  
aims to connect students and people with available living space in housing partnerships
- ✓ **Housing associations** Wildau and Königs Wusterhausen: living alone or together in a shared flat (WG)
- ✓ **Private housing** ads posted on information pillars and boards, for example at the entrance of the Mensa and in the stairwell corridors of Hall 14

**Link of accommodation options:**

**<https://www.stwwb.de/wohnen/weitere-wohnangebote>**

# Regrets of Exchange Students

# #1 Missing socializing opportunities

## STUK AND INTERNATIONAL AFTERNOON



Ig: @sturathwildau

## GERMAN CLASS



## BERLIN ERASMUS/ACTIVITIES GROUPS



- ESN Berlin
- FOMO Berlin

(For clubs/bars/other activities/restaurants ask me later!)

# #2 Not travelling enough

- Deutschland Ticket
  - Included in your Student Card!
  - All Germany transportation means (no ICE)
  - Hamburg 3h, Rostock 2h, Lübeck 3h
  - Dresden, Leipzig 2,5h
- Bus: Prague €25, Copenhagen €30
- BER Airport



## D-TICKET

## #2.5 Not (t)rave(ling) enough



# #3 German classes

- Informal style
  - Just once a week
  - Group activities
  - Useful anyways
- Activities for international student announcements!



Embrace diversity

# #4 Working Student



- Max 20h/week
- Min salary €12,41/h
- Just for 6 few months
- ENG ok, GER better



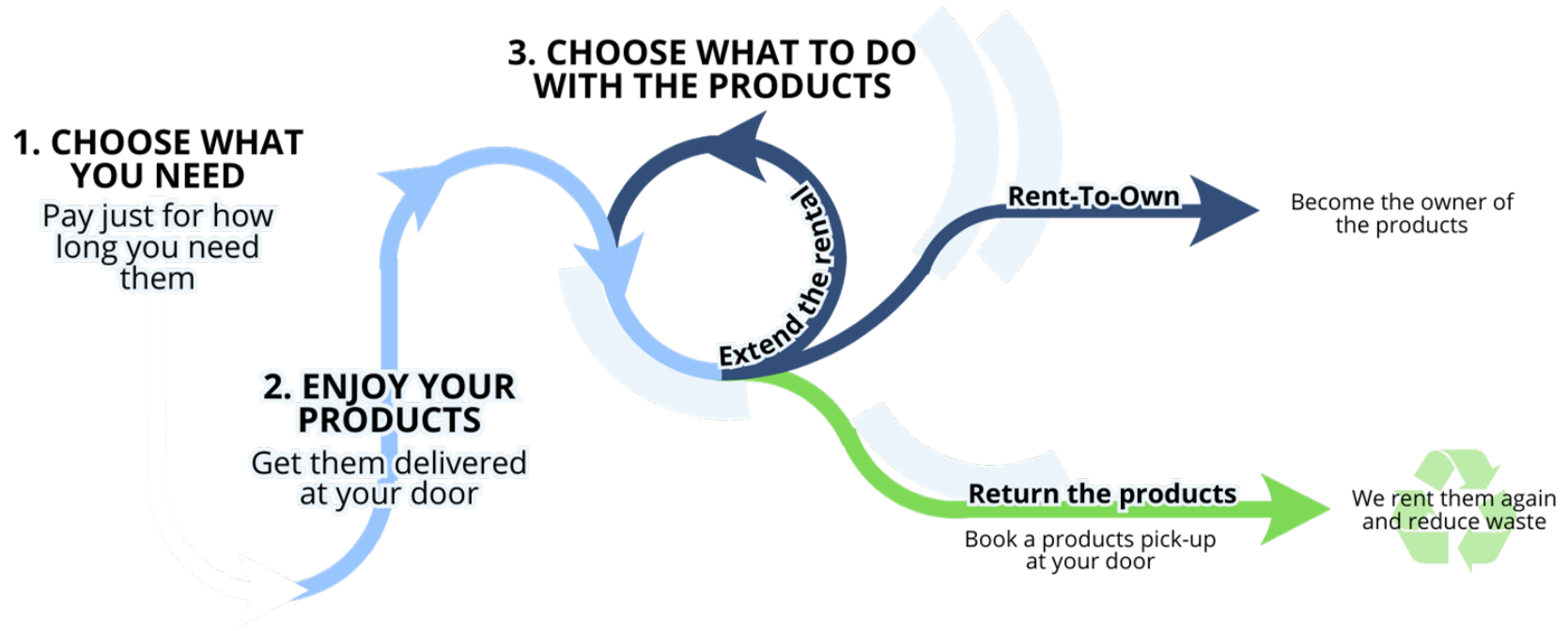
# #5 Buying too much stuff

- Paying full price
- Carrying to your place yourself
- At the end? ...





# UniRents



# Testimonials



*[...] most convenient ordering experiences I've ever had, as Davide always answered me [...] delivered everything **directly to my doorstep**, [...] easy and smooth move-in.*

*Thanks, UniRents!*



*"The whole rental process was **really comfortable**. An excellent selection of quality products and **excellent customer service**.*

*Thank you for the excellent service!*



*The box had everything [...] a **very good selection of product**. The most amazing thing is that the **bring everything to your door** [...]*

*Thank you for making my accommodation in Berlin easier!*



## Contact information

Website  
UNIRENTS.DE

Phone  
+39 331 910 2628 (DAVIDE)

Email  
UNIRENTS.DE@GMAIL.COM



To the website!



# Studieren in Wildau – Teil 2

## Studying in Wildau – Part 2

- The timetable for the seminar groups of the individual degree programmes is published on the website. This is valid for one semester and the following ex-aminations.
- [en.th-wildau.de/study/class-and-examination-schedule](https://en.th-wildau.de/study/class-and-examination-schedule)
- Exchange students will receive their individual schedule at the International Office

- You are **automatically registered** for the examinations with each re-registration.
- The lecturers will **announce the examination modalities** within the **first few weeks** of the course.
- The **examination modalities** are set out in the **examination schedule**.
- The **binding announcement of examination dates** is made via the **online portal** of the TH Wildau ([thonline.th-wildau.de](https://thonline.th-wildau.de)).
- In addition, the dates are published in the timetable and examination schedule ([th-wildau.de/stundenplan](https://th-wildau.de/stundenplan)).

- You can view your transcript of records at any time on the online portal of the TH Wildau ([thonline.th-wildau.de](https://thonline.th-wildau.de)) or obtain it for a fee from the Department of Admissions and Examinations.
- **Exchange students will NOT have this service.** The international office will collect your grades and provide you your Transcript of Records with all your grades via Email.

# Student parliament (StuPa) & Student council (StuRa)

## Who we are?

- StuPa – elected body, decides on principles and finances
- StuRa – implements decisions, organizes projects & events

## What are we doing?

- represent your interest towards university and politics
- organize events (culture, sports, international activities)
- support with questions and problems during your studies

## Contact us!



@sturathwildau  
@stupa\_thwildau



info@stura-wildau.de



stupa@th-wildau.de

**Meet us @ StuK!  
House 19**





# PAUSE *BREAK*

# Formalitäten

## Formalities

# First steps after arriving in Germany

After arriving in Germany, international students have to take some important steps to successfully settle into their studies and life in Germany.

German version >>



You are here: University > Administration and organisation > Central facilities > Centre for International Affairs > International Office > Incoming > First steps after arriving in Germany

## Registering at the registration office: First steps in Germany

Immediately after your arrival in Germany, you must register with the relevant registration office (Einwohnermeldeamt or Bürgeramt). This registration is required by law and must be completed within two weeks of moving into your new home. When you register, you will receive confirmation of your registration certificate, which is required for many official matters.



# ERSTE SCHRITTE NACH ANKUNFT

## FIRST STEPS AFTER ARRIVING IN GERMANY

- Wohnungsgeberbestätigung
  - Visit the caretaker („Hausmeister“)
- Registration Einwohnermeldeamt / Volkshaus
  - Make an appointment or visit during consultation hours
- Open bank account
  - Make an appointment
- Visa prolongation
  - online application

### Campus Consultants

- Monique Zamaitat  
[Monique.Zamaitat@tk.de](mailto:Monique.Zamaitat@tk.de)
- Elke Miriam Viola  
[Elke.Miriam.Viola@tk.de](mailto:Elke.Miriam.Viola@tk.de)



Office hours @ TK Lounge  
Every Tuesday, 10 am to 2 pm  
Hall 17, Room 0022

[By your Side - Your TK-StudyGuide](#)

# RUNDFUNKBEITRAG

## PUBLIC RADIO & TV LICENCE FEE

- The broadcasting fee is charged per apartment, not per person.
- International students are also required to pay.
- In shared flats, it is only paid once and the cost can be split among roommates.
- The fee also applies in student dormitories.

The contribution service will contact you.

# Beratungsangebote

## Counseling



# INFOPOINT

Studienberatung  
*Student Counselling*



Kofinanziert von der  
Europäischen Union



[th-wildau.de/infopoint](https://th-wildau.de/infopoint)





# Infopoint Student Counselling

## LOK21-A105



Technische  
Hochschule  
Wildau  
*Technical University  
of Applied Sciences*






The advisory team of Technical University of Applied Sciences

Wildau welcomes you! As a contact point for all questions about studying, we support you in decision-making, orientation and planning as well as in conflicts, problems and uncertainties - before and during your studies.

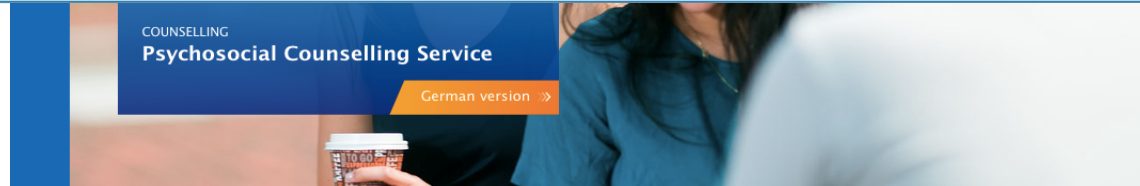
Contact: [infopoint@th-wildau.de](mailto:infopoint@th-wildau.de)



## Here are some event tips:

- [Registration](#) for exam deregistration process counselling on october 7 and 8.
- [Registration](#) for regular consultation hours for late enrolments and late arrivals from september 22.
- Information and [services](#) about the organisation of your degree programme.
- From September 1 to 3, 2025, counselling services for problematic drug use and addictive behavior will be offered. [Registration for Addiction Counseling Hall 7](#)
- On 08.10 from 10:00 – 14:00 takes place [Psychosocial Counselling](#) by the Studierendenwerk West:Brandenburg with registration, in House 10, in German and English. The [social counselling](#) takes place without registration. [Psychosocial](#) and [social counselling](#) in House 10.
- Continuous german online events for **first-generation students** by [Arbeiterkind.de](#) .
- Online workshops on **stress and time management** from [Hochschule in Hochform](#) .
- Offers in case of **doubts about studying** and dropping out, english and german counselling here at the Infopoint or german online events from [Queraufstieg.de](#) .
- Mental Health First Aid (MHFA): Free courses on **mental health** for citizens registered in Berlin at [KIP gGmbH](#) .
- Quick online-course on how to support loved ones with **mental health** problems by [barmer](#) .

# Psychosocial Counselling Service



You are here: Study > Advice and services > Psychosocial Counselling Service

## For Students – Counselling Service at Studierendenwerk West:Brandenburg

Studying is a decisive and turbulent phase of life. Conflicts and crises are part of it. It is not always possible to resolve these on your own.

It is often difficult to make the decision to seek counselling or therapy. But uncertainty, disorientation and psychological problems during your studies are nothing unusual.

### Counselling Service

Christine Decker

- phone: +49(0)331 3706-252
- Mail: [psb@stwwb.de](mailto:psb@stwwb.de)
- Website: [www.stwwb.de/](http://www.stwwb.de/)

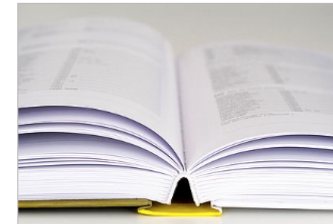
### Confidential and Free of Charge

If you have important decisions or difficulties, you can talk to a neutral person. Counselling is of course strictly confidential and free of charge.

### On-site appointments in the winter semester 2024/2025

The Studentenwerk West:Brandenburg offers **consultation appointments once a month** on the TH Wildau campus in the university library\* in the winter semester 2024/2025. These are **50-minute slots** for which students can register confidentially and free of charge by calling Christine Decker on 0331 3706-252 or by email at [psb@stwwb.de](mailto:psb@stwwb.de).

Duration	Date	Time
Wildau, Hall 10, Room 208	08.10.2025	10 a.m. – 2 p.m.
Wildau, Hall 10, Room 208	19.11.2025	10 a.m. – 2 p.m.



### Internal University Contact Points

TH Wildau service coordinators are responsible for various special concerns of the members of the university.

[Learn more](#)

### External Help and Contact Points

[Learn more](#)



# Mental Health Support At TH Wildau

The following section provides a brief overview of external mental health support services available in Germany, with a particular focus on Berlin and Brandenburg. It is indicated if a service is offered in English. Please note that these providers are independent and not affiliated with the University.

Name	Contact	Language	Service	Cost
Sozialpsychiatrischer Dienst in Königs Wusterhausen	<a href="#">German Webpage</a> and <a href="#">International Webpages</a>	German and others	Advice and support for anyone who has questions about mental health: confidential advice for those affected/relatives/contact persons, planning of support, if necessary also referral	Covered by the insurance
TransVer	<a href="#">German Webpage</a> and <a href="#">International Webpage</a>	German, English, and others. Interpreting services available	offer information and advice about available psychosocial support for migrants and refugees	Free of charge
Tannenhof Berlin– Brandenburg – Digisucht	<a href="#">German Webpage</a> and <a href="#">International Webpage</a>	German, English and others	Individuals affected by addiction and their relatives looking for low–threshold, anonymous, and professional help.	Free of charge
Telefonseelsorge / Immediate help of different countries – Telephone counseling	<a href="#">German Webpage</a> and <a href="#">International Webpages</a>	German and others	For stressful problems and worries of any kind, 24/7	Calls are free within Germany
Berliner–krisendienst	<a href="#">German Webpage</a> and <a href="#">International Webpages</a>	German and others	Berlin Crisis Service The crisis service offers supportive consultations (if necessary, several appointments) both for those affected and for relatives and helps to clarify whether/which further treatment could be useful. There are multi–lingual professionals working at the Berlin Crisis Service, and they cooperate with interpreters and	Free of charge



**moodgym** consists of five interactive program modules.

You can work through these modules at your own pace and intensity, for as long and as often as you like. Only the order is predetermined. Take your time after each module to try out and practice the insights and exercises in your daily life.

Change takes time!

Several sample people will accompany you throughout the entire moodgym program. Click on each individual to learn more about them. These characters will allow you to experience real-life situations and learn how they deal with such problems in everyday life.



**Building block 1:  
Feelings**



**Module 2: Thoughts**



**Module 3: Developing  
alternative thoughts**



**Module 4: Get rid of  
stress**



**Module 5:  
Relationships**

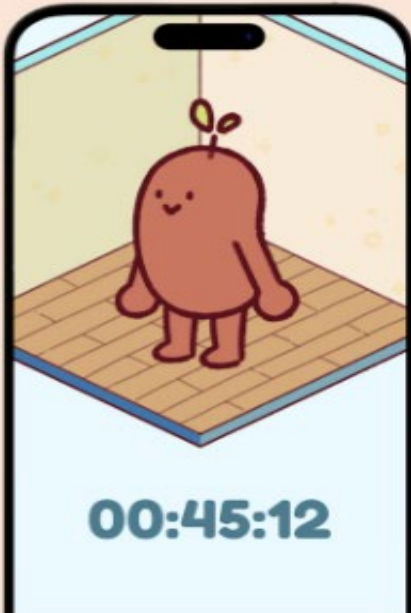


**Workbook area**



## Stay Focused

With Your New Bean Friend



## Earn Decorations

The more you focus, the more you can decorate



## Customize

Choose Your Bean Friend



## Focus & Break Timers





# INFOPOINT

Studienberatung  
*Student Counselling*



Kofinanziert von der  
Europäischen Union



[th-wildau.de/infopoint](https://th-wildau.de/infopoint)





# International Mentoring

mentoring@th-wildau.de



## Mentoring for international students

Mentoring for international students is a new support service for international students. It is aimed at all international students who are enrolled at TH Wildau, regardless of whether they already live in Germany or are still in their home country. The mentor is an international student herself. As a student contact person, he/she provides support during the start of studies and in everyday study life and helps with individual and study-related issues with tips, advice and referral to the right contact person at the TH Wildau.



**Thanippulige Hansimala Jayaratne** (Hans) is an international student at TH Wildau studying Aeronautical Engineering / Aviation Management. "Before I entered Germany, I had problems with my visa also and therefore I could not start my studies at TH Wildau until the 2nd semester. Having gone through some difficulties myself regarding registration and de-registration of exams as well as paying the semester ticket in correct time frame or finding the relevant contact person, I personally think I can help you to start your studies at the TH Wildau and to give you tips, hints & more importantly correct information."

**Study programme:** Aviation Engineering/Aviation Management (Bachelor)

**Consultation languages:** German, English

**Consultation hours:** (WiSe25/26)

Mon: 11:00 – 16:00

Wed: 08:00 – 13:00

Webex Online

Are you new to Wildau? Then send us an e-mail to [mentoring@th-wildau.de](mailto:mentoring@th-wildau.de) and let our mentors support you!

## Current changes in the exam process / exam deregistration

**Important:** The following graphic and the explanatory video are non-binding and only serve to illustrate the process. The email sent by the Vice President for Studies and Teaching dated 5 September 2024 is binding.

## Reference





# International Student Mentor

## European Business Management (Bachelor & Master)



**AISHA SADIQUE  
MANGI**

*I AM HERE TO SUPPORT YOU  
THROUGHOUT YOUR JOURNEY AS  
AN INTERNATIONAL STUDENT AT  
TH WILDAU!*

*Consultation Hours: **Flexible**  
Please schedule an appointment via  
email*

***aisha.sadique.mangi@th-  
wildau.de***

**Studierendenwerk  
West:Brandenburg**

# **Counselling and Social Services Department**

# For all questions outside the lecture hall

- Student residences
- Cafeterias
- BAföG and student financing
- Advisory services:
  - Social counselling
  - Psychosocial counselling
- Job placement
- Studying with children
- Studying with a disability/chronic illness
- Leisure and culture



## Counselling Service:

- If you are having difficulties financing your studies
- If you are afraid of exams
- looking for a job
- submitting applications
- having problems in your dormitory
- You can seek counseling for both study-related difficulties and personal problems
- You can come to us with any problems that are bothering you!



# Availability of psychosocial counseling

## **psychosocial counseling:**

room: 4.20

+49 331 3706-252

Babelsberger Straße 2

14473 Potsdam

[psb@stwwb.de](mailto:psb@stwwb.de)

## **Open consultation hours:**

*On site (Babelsberger Str. 2, 14473  
Potsdam, Bahnhofspassagen)*

Tuesday: 9 a.m. to 12 p.m. and 1 p.m. to  
4 p.m.

Thursday: 1 p.m. to 4 p.m.





**Studierendenwerk  
West:Brandenburg**

**Thanks!**

more information:

[www.stwwb.de](http://www.stwwb.de)

Instagram: @studierendenwerkwb



# Alltag in Wildau

*Everyday life in Wildau*

# DEUTSCHLANDSEMESTICKET PUBLIC TRANSPORT

- Activate your „Deutschlandticket“ with Uni Credentials
- The ticket is limited to local and regional transport





## Hochschulsport / University sports

- Buchung via: / Booking via: [www.th-wildau.de/hochschulsport](http://www.th-wildau.de/hochschulsport)



# SAVE THE DATE

## UPCOMING EVENTS

- Language Tandem  
09.10. / 13:30 Uhr in Raum 17-0001
- Kulturprogramm  
During the semester
- Internationaler Nachmittag  
13.11. / 2 – 5 pm / Halle 17

**Verpasst nicht aktuelle Neuigkeiten...**  
**Do not miss our latest news...**

