



Technische
Hochschule
Wildau
*Technical University
of Applied Sciences*

» Your easy start to your studies «



INFORMATION ON STARTING YOUR STUDIES 2025/26



practical tips and guidance for students
en.th-wildau.de/study/studying-in-wildau-a-z

INFORMATION ON STARTING YOUR STUDIES 2025/26

1st edition (07/2025)



Campus TH Wildau

Status: 03/2025

House 13

Family Services Office, University Sports, International Department of Admission and Examination, Wildau Institute of Technology (WIT) Counselling on preparing for your studies, studying with a disability, Welcome Centre, Wildau Foundation Year

House 16

Campulino childcare centre, VINN:Lab makerspace

House 19

Daycare centre 'Die wilde 19', student club

LOK21

Coworking space Opp:Lab, dual study programme, Info-point student counselling, laboratories, start-up centre

House 100

Language Centre

en.th-wildau.de/contact-directions

Car park
on the corner of Bergstraße

A10
Königs Wusterhausen

interactive campus map:
maps.th-wildau.de



STARTING YOUR STUDIES

DURING YOUR STUDIES

SUPPORT SERVICES

MY UNIVERSITY

UNIVERSITY SERVICES

Insights into **everyday student life, campus life** and exciting **research projects**, the **latest news, upcoming events** and much more – follow us on ...



#thwildau



DEAR STUDENTS,

Thank you for choosing to study with us at the TH Wildau.

As a university of applied sciences, we enable you to acquire practice-oriented competences and future skills at the highest academic level. Our professors and staff will do their best to prepare you for your professional future and give you the „scope for innovation“ that makes our university so special.

Our university is a place of shared learning and personal exchange. Good ideas, interdisciplinary networking and respectful collaboration are very important in order to tackle the major social challenges of our time - be it climate change, digitalisation or mobility.

With the profile lines „Changing society responsibly with technology“, „Shaping agile management“ and „Opening up spaces for creative learning“ of our strategy process (th-wildau.de/strategie2030), we want to work together to make our university fit for the future.

Our vision is „Shaping the future together for a society worth living in“. In addition to digitalisation, internationalisation and sustainability, we also want to firmly integrate topics such as „diversity and inclusion“ into the DNA of our university.

At our university, you, the students, will continue to take centre stage in the future. Get involved and participate in campus life and self-administration at TH Wildau. We need your voice so that we can shape our university together.

Further information about studying can be found on the website (th-wildau.de/studienbegleitung) and on the corresponding channels of the Unidos Wildau campus app.

**Have a good start, good luck
and enjoy your studies**

Prof. Dr. Ulrike Tippe
President

Prof. Dr. Rainer Stollhof
Vice President for Studies and Teaching

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AT THE START OF YOUR STUDIES

To ensure the best possible start to their studies, TH Wildau offers first-year students a wide range of opportunities for individual preparation.

The following information and checklists provide an overview of the offers and services available to help you get started with your studies.



INFOPOINT STUDENT COUNSELLING

As the point of contact for all questions relating to your studies, we support you in your decision-making, orientation and planning, as well as with any problems or uncertainties – both before and during your studies.

Our open consultation hours allow you to receive initial assistance without an appointment. Confidential one-on-one consultations help you find solutions.

📍 LOK21, Room A1-05

✉ infopoint@th-wildau.de

Open consultation hours



RESIDENCE PERMIT & VISA

As an exchange or full-time student from a country that is not a member of the European Union, you will need a visa to enter Germany. You must apply for a student visa or a study applicant visa, as every German visa is tied to a specific purpose of stay. Please do not enter Germany on a tourist visa, as this cannot be converted into a residence permit in Germany!

Please note: Citizens of Australia, Israel, Japan, Canada, New Zealand, South Korea, the United States of America, Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino do not require a visa to enter Germany for study purposes and can obtain the necessary residence permit for study purposes after entering Germany.

International Office

📖 Page 44

🌐 th-wildau.de/international-office

EMAIL

With your university account, you can not only use the campus-wide Internet, but you will also automatically receive an email address ending in "@th-wildau.de". You can access your emails either in your browser at webmail.th-wildau.de or in an email client of your choice on your laptop/PC.

Information relating to your studies will only be sent to your university email address, so please check your messages regularly.

All information on setting up and accessing your email address can be found on the University Computer Centre website (www.th-wildau.de/hrz) or at the Support Centre.

📍 House 13, Room 13-150

☎ +49 (0) 33 75 / 508 800

✉ supportcenter@th-wildau.de

UNIVERSITY ACCOUNT / ONLINE PORTAL OF THE TH WILDAU

A university account has been created for you when you applied to TH Wildau. To receive your personal account and email address, please print out the account letter from the TH Wildau online portal. This account, with your username and password, not only allows you to use the TH Wildau online portal (thonline.th-wildau.de), but also gives you access to a wide range of university services (email, campus app, etc.).

In the TH Wildau online portal (accessible from the homepage under the heading "Im Studium" or directly at thonline.th-wildau.de), you can, among other things

- print out your account letter (at the beginning of your studies)
- Manage your university account
- Print your enrolment certificate
- Change your address and telephone number View invoices

- Retrieve your certificate of enrolment
- Retrieve your grade overview
- View invoices

UNIVERSITY ID CARD (CHIP CARD)

After completing enrolment, students receive their university ID card in form of a chip card. Due to its multiple uses, it is advisable to carry it with you at all times while enrolled.

The university ID card serves as:

- Student ID
- Library card
- Semester ticket (*further information on page 16*)
- Access to the car park
- Access to the parent-child room
- Access to rooms with offline lock cylinders
- 24/7 access to the library (*you must apply for 24/7 access at the university library*)
- Cashless payment method (*e.g. in the cafeteria*) and as a copy allowance (*only applies to student employees*)

In order to pay cashlessly, the chip card must first be loaded. Currently, cash can only be loaded at the entrance to the cafeteria or at the student services cash desks in the cafeteria. In addition, a new card recharger has recently been installed in House 13, where cards can be conveniently topped up using a debit card. Debit cards can also be used to top up cards in the entrance area of the canteen and in the library's photocopying room.

After each re-registration for the semester, the validity of the chip card must be updated. This validation can be done at special stations located in Houses 13, 15, 16 and in hall 17.

Loss or defect:

If you have lost your university ID card or it is no longer working, please report the loss or defect immediately to the Semesterticket Service Point or send an email to wicka@th-wildau.de.

Further information on university ID card can be found at:

🌐 en.th-wildau.de/study/studying-in-wildau-a-z

ENROLMENT / STUDY CERTIFICATE

You can print out a certificate of enrolment and/or study certificate for the current semester at any time from the TH Wildau online portal.

🖨 thonline.th-wildau.de > Mein Studium > Studienservice > Bescheide/Bescheinigungen

ATTENDANCE DAYS (distance learning degree programme only)

The attendance days for the 2025/2026 winter semester of the part-time degree programmes in Business Administration (BFG) and Industrial Engineering (WFG) can be found on the website. In addition, there will be a week of block teaching for the Business Administration programme. You can apply for educational leave from your employer for this. The relevant application form is available from the Enrolment and Examinations Office. Please note that you must apply to your employer for educational leave at least six weeks before it begins and submit your application to the Enrolment and Examinations Office in good time.

SB-PORTAL (self-service portal of the University IT Centre)

In the SB portal, you can change the password for your university account, among other things.

🖨 sp.th-wildau.de/sbportal

SEMESTER TICKET

Your university ID card is also your semester ticket.

Since 1 April 2024, the semester ticket has included the Germany ticket, so no additional upgrade is required. However, this ticket is only valid in digital form.

Further information on the Germany semester ticket is available from the Student Council at TH Wildau at:

🖨 stura-wildau.de/das-deutschland-semesterticket-kommt-ab-1-april

and in the student council FAQs:

🖨 stura-wildau.de/faqs-fuer-studierende/semester-deutschlandticket

To extend the validity of your university ID card, please use the validation stations in Houses 13, 15 and 16 (between rooms 16-1064 and 16-1065) and in hall 17. This is subject to the condition that you have paid the re-registration fee by the deadline and have therefore successfully re-registered for the coming semester. If you have any questions regarding the refund of semester fees, please contact the Semester Fees Service Point. The Germany semester ticket can only be booked via the app. The area of validity is contractually regulated between the Student Council (StuRa) of TH Wildau and the VBB. If you have any questions, please contact the Student Council (stura@th-wildau.de)

Semester ticket service point:

📍 House 13, Room 13-139

☎ +49 (0) 33 75 / 508 393 or +49 (0) 33 75 / 508 395

✉ semestergebuehren@th-wildau.de

Help on using the validation stations can be found at:

🖨 th-wildau.de/chipkarte

or at the Support Centre:

📍 House 13, Room 13-150

☎ +49 (0) 33 75 / 508 800

✉ supportcenter@th-wildau.de

TIMETABLE & ROOM PLANNING

The timetable team works with the programme representatives to draw up the timetables, provides information about exam dates and is responsible for allocating rooms.

The timetable for the seminar groups of the individual degree programmes is published on the website at least two weeks before the start of the next semester. It is valid for one semester and the subsequent examinations.

Further information can be found here:

🖨 th-wildau.de/stundenplan

🖨 maps.th-wildau.de

LECTURE TIMES

Winter semester 2025/26

■ **Start of lectures:** Monday, 22 September 2025

■ **Part-time studies:** Saturday, 20 September 2025

■ **Re-registration deadline for the summer semester 2026:** Sunday, 30 November 2025

■ **End of lectures:** Saturday, 17 January 2026

■ **Examination period:** 19 January – 31 January 2026

Summer semester 2026

■ **Start of lectures:** Monday, 16 March 2026

■ **Part-time studies:** Saturday, 14 March 2026

■ **Re-registration deadline for the 2026/27 winter semester:** Sunday, 31 May 2026

■ **End of lectures:** Saturday, 27 June 2026

■ **Examination period:** 29 June – 11 July 2026

🖨 th-wildau.de/amtliche-mitteilungen

WI-FI

The TH Wildau is equipped with WI-FI throughout the campus. The easiest way to set up Eduroam WI-FI access is with the Eduroam Configuration Assistant Tool. This tool configures your device, sets the correct security settings and ensures that your device also works at other participating universities.

You can find the tool at:

cat.eduroam.org/?idp=5075

**Further information
can be found at:**

th-wildau.de/wlan

or in the Support Centre:

House 13, Room 13-150

+49 (0) 33 75 / 508 800

supportcenter@th-wildau.de



DURING YOUR STUDIES

The following pages provide practical tips and information to help you get the most out of your studies.



LIBRARY USE

Friendly, open and perfect for working – welcome to the library at TH Wildau. With over 150,000 printed and digital media, the library offers all students, university members and guests an extensive and up-to-date collection of specialist literature. You will benefit from a modern working and learning environment with 150 workstations, several individual and group study rooms, and comprehensive services for relaxed and collaborative learning.

The library sees itself as a central component of study, research and teaching at TH Wildau – with a high level of service orientation and modern infrastructure.

Our facilities and services at a glance:

- Room reservations: 6 group study rooms – ideal for teamwork, as well as 4 individual study cubicles (carrels) for concentrated learning. All rooms can be reserved via the Unidos Wildau app.
- Technical equipment: Printers, copiers, scanners, book scanners, PCs, self-checkout machines for easy borrowing, renewal, return and reservation of media.
- Digital library: Access to over 70,000 e-books, 20,000 e-journals and numerous databases – available online around the clock.
- Research & interlibrary loan: Convenient library search engine WILBERT and access to interlibrary loan for media not available in the library's collection.
- Wi-Fi access and use of your own devices or the available computer workstations.
- Access from outside: Via VPN or Shibboleth, most electronic resources are also available from home or on the go.
- 24/7 access: Students and university members can apply for 24/7 access to the library and thus use the library outside regular opening hours with their university ID card.

Notes:

- To borrow printed media from the library, you must activate your library account once by registering in person at the library counter. Your university ID card is also your library card.
- All electronic media (except Beck-Online) can be accessed via VPN or, in some cases, via Shibboleth from home and on the go.
- Some lockers in the library can only be locked with your own padlock, which you must bring with you. Please bring a small padlock with you.
- For part-time students only: All books required for your studies will be sent to you by post. It is therefore important to update any changes of address in good time via the TH Wildau online portal.

The library looks forward to your visit

- 🕒 Opening hours during lecture and exam periods:
Monday to Friday
9:00 a.m. to 8:00 p.m.
- 🕒 Opening hours during lecture-free periods:
Monday, Wednesday, Thursday, Friday
9:00 a.m. to 4:00 p.m.
Tuesday
9:00 a.m. to 6:00 p.m.

Students at TH Wildau can apply for 24/7 access to the university library. This allows you to access the library outside of regular opening hours using your university ID card.

Further information on 24/7 access, use of the university library's facilities and services, and the wide range of services available can be found on the university library website at th-wildau.de/bibliothek or directly from the library staff.

Contact persons:

Carolyn Rau (library use)

📍 Hall 10, information desk (2nd floor)

☎ +49 (0) 33 75 / 508 123

✉ bibinfo@th-wildau.de or carolin.rau@th-wildau.de

Dr. Frank Seeliger (Head of University Library)

📍 Hall 10, Room 10-213

☎ +49 (0) 33 75 / 508 155

✉ frank.seeliger@th-wildau.de

🌐 en.th-wildau.de/university/central-facilities/university-library



E-LEARNING WITH MOODLE

In addition to classroom teaching, e-learning courses are available on the Moodle learning platform. In addition to the courses offered by the individual degree programmes, a wide range of courses is available to students. To access the platform, use your university account username and password.


 elearning.th-wildau.de

The following functions are available in Moodle, among others:

- Upload and download files (PowerPoint, PDF, etc.)
- Submission tasks and assessments surveys and polls
- Creation of tests
- Wikis
- Creation of glossaries
- Discussions in forums
- Arrange appointments with students
- Hold online lectures with BigBlueButton

For a quick start, please visit our support page. There you will find instructions in the form of videos and texts. In addition, the ELBen team offers Moodle training courses.

More information:

 en.th-wildau.de/university/central-facilities/centre-for-studies-and-learning/e-learning/learning-platform-moodle



YEARLY PLANNER 2025/2026

Key

-  lecture period
-  lecture-free period
-  weekends and public holidays
-  examination period
-  repeat examination period
-  re-registration period
-  start of lectures for part-time degree programme
-  start of summer term
-  end of summer term

2025 SEPT

01	Mon	start of semester	week 36
02	Tue		
03	Wed		
04	Thu		
05	Fri		
06	Sat		
07	Sun		
08	Mon		week 37
09	Tue		
10	Wed		
11	Thu		
12	Fri		
13	Sat		
14	Sun		
15	Mon		week 38
16	Tue		
17	Wed		
18	Thu		
19	Fri		
20	Sat		
21	Sun		
22	Mon		week 39
23	Tue		
24	Wed		
25	Thu		
26	Fri		
27	Sat		
28	Sun		
29	Mon		week 40
30	Tue		



2025

OCT

01	Wed	
02	Thu	
03	Fri	German Unity Day
04	Sat	
05	Sun	
06	Mon	week 41
07	Tue	
08	Wed	
09	Thu	
10	Fri	
11	Sat	
12	Sun	
13	Mon	week 42
14	Tue	
15	Wed	
16	Thu	
17	Fri	
18	Sat	
19	Sun	
20	Mon	week 43
21	Tue	
22	Wed	
23	Thu	
24	Fri	
25	Sat	
26	Sun	
27	Mon	week 44
28	Tue	
29	Wed	
30	Thu	
31	Fri	Reformation Day

NOV

01	Sat	
02	Sun	
03	Mon	week 45
04	Tue	
05	Wed	
06	Thu	
07	Fri	
08	Sat	
09	Sun	
10	Mon	week 46
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	
17	Mon	week 47
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	
24	Mon	week 48
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	

DEC

01	Mon	week 49
02	Tue	
03	Wed	
04	Thu	
05	Fri	
06	Sat	
07	Sun	
08	Mon	week 50
09	Tue	
10	Wed	
11	Thu	
12	Fri	
13	Sat	
14	Sun	
15	Mon	week 51
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	
22	Mon	week 52
23	Tue	
24	Wed	
25	Thu	Christmas Day
26	Fri	Boxing Day
27	Sat	
28	Sun	
29	Mon	week 1
30	Tue	
31	Wed	

2026

JAN

01	Thu	New Year's Day	week 1
02	Fri		
03	Sat		
04	Sun		
05	Mon		week 2
06	Tue		
07	Wed		
08	Thu		
09	Fri		
10	Sat		
11	Sun		
12	Mon		week 3
13	Tue		
14	Wed		
15	Thu		
16	Fri		
17	Sat		
18	Sun		
19	Mon		week 4
20	Tue		
21	Wed		
22	Thu		
23	Fri		
24	Sat		
25	Sun		
26	Mon		week 5
27	Tue		
28	Wed		
29	Thu		
30	Fri		
31	Sat		

2026
FEB

01 Sun	
02 Mon	week 6
03 Tue	
04 Wed	
05 Thu	
06 Fri	
07 Sat	
08 Sun	
09 Mon	week 7
10 Tue	
11 Wed	
12 Thu	
13 Fri	
14 Sat	
15 Sun	
16 Mon	week 8
17 Tue	
18 Wed	
19 Thu	
20 Fri	
21 Sat	
22 Sun	
23 Mon	week 9
24 Tue	
25 Wed	
26 Thu	
27 Fri	
28 Sat	end of semester

MAR

01 Sun	start of semester
02 Mon	week 10
03 Tue	
04 Wed	
05 Thu	
06 Fri	
07 Sat	
08 Sun	
09 Mon	week 11
10 Tue	
11 Wed	
12 Thu	
13 Fri	
14 Sat	*
15 Sun	
16 Mon	week 12
17 Tue	
18 Wed	
19 Thu	
20 Fri	
21 Sat	
22 Sun	
23 Mon	week 13
24 Tue	
25 Wed	
26 Thu	
27 Fri	
28 Sat	
29 Sun	🕒
30 Mon	week 14
31 Tue	

APR

01 Wed	
02 Thu	
03 Fri	Good Friday
04 Sat	
05 Sun	Easter Sunday
06 Mon	Easter Monday week 15
07 Tue	
08 Wed	
09 Thu	
10 Fri	
11 Sat	
12 Sun	
13 Mon	week 16
14 Tue	
15 Wed	
16 Thu	
17 Fri	
18 Sat	
19 Sun	
20 Mon	week 17
21 Tue	
22 Wed	
23 Thu	
24 Fri	
25 Sat	
26 Sun	
27 Mon	week 18
28 Tue	
29 Wed	
30 Thu	

MAY

01 Fri	Labour Day
02 Sat	
03 Sun	
04 Mon	week 19
05 Tue	
06 Wed	
07 Thu	
08 Fri	
09 Sat	
10 Sun	
11 Mon	week 20
12 Tue	
13 Wed	
14 Thu	Ascension
15 Fri	
16 Sat	
17 Sun	
18 Mon	week 21
19 Tue	
20 Wed	
21 Thu	
22 Fri	
23 Sat	
24 Sun	Whit Sunday
25 Mon	Whit Monday week 22
26 Tue	
27 Wed	
28 Thu	
29 Fri	
30 Sat	
31 Sun	

2026
JUNE

01 Mon	week 23
02 Tue	
03 Wed	
04 Thu	
05 Fri	
06 Sat	
07 Sun	
08 Mon	week 24
09 Tue	
10 Wed	
11 Thu	
12 Fri	
13 Sat	
14 Sun	
15 Mon	week 25
16 Tue	
17 Wed	
18 Thu	
19 Fri	
20 Sat	
21 Sun	
22 Mon	week 26
23 Tue	
24 Wed	
25 Thu	
26 Fri	
27 Sat	
28 Sun	
29 Mon	week 27
30 Tue	

JULY

01 Wed	
02 Thu	
03 Fri	
04 Sat	
05 Sun	
06 Mon	week 28
07 Tue	
08 Wed	
09 Thu	
10 Fri	
11 Sat	
12 Sun	
13 Mon	week 29
14 Tue	
15 Wed	
16 Thu	
17 Fri	
18 Sat	
19 Sun	
20 Mon	week 30
21 Tue	
22 Wed	
23 Thu	
24 Fri	
25 Sat	
26 Sun	
27 Mon	week 31
28 Tue	
29 Wed	
30 Thu	
31 Fri	

AUG

01 Sat	
02 Sun	
03 Mon	week 32
04 Tue	
05 Wed	
06 Thu	
07 Fri	
08 Sat	
09 Sun	
10 Mon	week 33
11 Tue	
12 Wed	
13 Thu	
14 Fri	
15 Sat	
16 Sun	
17 Mon	week 34
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	
23 Sun	
24 Mon	week 35
25 Tue	
26 Wed	
27 Thu	
28 Fri	
29 Sat	
30 Sun	
31 Mon	end of semester week 36

SEPT

01 Tue	start of semester
02 Wed	
03 Thu	
04 Fri	
05 Sat	
06 Sun	
07 Mon	week 37
08 Tue	
09 Wed	
10 Thu	
11 Fri	
12 Sat	
13 Sun	
14 Mon	week 38
15 Tue	
16 Wed	
17 Thu	
18 Fri	
19 Sat	*
20 Sun	
21 Mon	week 39
22 Tue	
23 Wed	
24 Thu	
25 Fri	
26 Sat	
27 Sun	
28 Mon	week 40
29 Tue	
30 Wed	

STUDY ONLINE

A complete online degree programme is not currently offered – many courses take place in person. However, there are various digital teaching formats available. To ensure that you are well prepared, you will find all the important information at a glance here.

Technical requirements

- Laptop with 2.2 GHz processor, at least 4 GB RAM (recommended: 8 GB)
- Stable internet connection (e.g. for video streaming)
- Quiet, well-equipped workplace at home

Online lectures

Many courses use tools such as BigBlueButton or Cisco Webex. Please note the following:

- Test your technology and software in advance
- Log in with your first and last name, activate your camera at the beginning
- Use a headset and mute your microphone
- Use the chat function for questions and discussion
- Ask teachers for recordings if necessary

Effective online collaboration

Study groups promote motivation and learning success. Tips for organisation:

- Group size: 2–5 people is ideal
- Define goals and roles (e.g. moderator) at an early stage
- Regular meetings & clear distribution of tasks
- Define weekly goals and review progress

Useful tools for online study

- Moodle for course organisation & communication instructions at en.th-wildau.de/e-learning
- Nextcloud for shared documents & group work
- Messenger groups (*please note data protection regulations!*)

Tip: Information on online exams can be found here:

🖥️ th-wildau.de/elben/anleitungen/pruefungen

iCampus Wildau – digitally networked studying and teaching

iCampus Wildau bundles digital services related to studying, teaching and university organisation. The aim is to provide you with information and tools in one central location.

🖥️ icampus.th-wildau.de/cms

You will find:

- Up-to-date information on study programmes and campus life
- Interviews with students and alumni
- Experience reports from students
- Links to advisory services and tools

Moodle learning platform – the digital foundation for your studies

Moodle has supported digital learning at TH Wildau since 2008 and is the central platform for courses, materials and communication.

📖 page 24

🖥️ elearning.th-wildau.de

Support:

✉️ elearning@th-wildau.de

Moodle functions:

- Upload/download files (e.g. PDFs, presentations)
- Submission of assignments, assessment & grade overview
- Surveys, tests & polls
- Discussion forums, wikis, glossaries

Help & training:

The Centre for Quality Development offers regular Moodle training courses.

Video and text instructions can be found at:

🖥️ en.th-wildau.de/e-learning



Study and Examination Regulations

Each degree programme has its own study and Examination Regulations. The current versions can be found at:

🖥️ th-wildau.de/hochschule/aktuelles/studien-und-pruefungsordnungen-fb-inw

or

🖥️ th-wildau.de/hochschule/aktuelles/studien-und-pruefungsordnungen-fb-wir/

Examination dates/examination periods

You will be **automatically registered** for the examinations when you re-register. The lecturers will announce the examination modalities within the first weeks of the course. The examination modalities are specified in the examination schedule. The binding announcement of examination dates is made via the TH Wildau online portal (thonline.th-wildau.de). In addition, the dates are published in the timetable and examination schedule (en.th-wildau.de/study/class-and-examination-schedule).

For more detailed information on the types of examinations, the respective examination schedules and the legal basis, please refer to the valid framework regulations and the study and examination regulations applicable to you (th-wildau.de/amtliche-mitteilungen).

Withdrawal from examinations

If you are unable to take an exam or resit, you can **deregister yourself** on the TH Online portal. The respective deregistration deadlines may vary depending on the type of exam (FMP, KMP or SMP) and are regulated in the TH Wildau framework regulations.

Illness

If you are ill on the date of an examination, you can submit a completed "Application for notification of inability to take an examination" including a medical certificate to the dean's office of the department within three working days. The examination board will decide whether you will be allowed to take the examination.

For semester-long examinations (SMP), submit your completed notification of inability to take the examination directly to your lecturer. The lecturer will decide to what extent compensation can be granted. Details are regulated by the framework regulations of the TH Wildau.

Examination

Examination requirements may be fulfilled orally, in writing through written examinations and other written assignments, as project work, as laboratory experiments, or through other controlled work that can be assessed using the same criteria. The regulations can be found in the general regulations in conjunction with the respective study and examination regulations.

Examination results

Examination results are announced individually on the TH Wildau online portal (thonline.th-wildau.de).

Examination review

Students generally have the right to review their exams within four weeks of the publication of the exam results. Please contact your lecturer for more information.

Proof of academic achievement

You can access your exam results (grade transcript) at any time on the TH Wildau online portal (thonline.th-wildau.de) or obtain them for a fee from the Enrolment and Examinations Office.

Recognition of examination achievements

Examination results already obtained at other universities can be recognised for the current semester in which the module to be recognised is taught according to the study plan, up to six weeks after the start of the semester. Applications must be submitted to the relevant examination board of the department.

The application form can be found at:

🖥️ en.th-wildau.de/study/studying-in-wildau-a-z/forms-and-applications

Certified documents on the individual module contents, grades, certificates and other evidence must be enclosed.



RE-REGISTRATION FOR THE NEXT SEMESTER

Students at TH Wildau must re-register for each semester, in November for the following summer semester (deadline 30 November) and in May for the following winter semester (deadline 31 May). Information about re-registration will be sent to your university email account and published on notice boards and on the website. Re-registration is completed upon timely payment of tuition and fees. Re-registration is only complete once the full semester fee has been received.

After each re-registration, students must update their university ID card (chip card). To do this, use one of the validation stations (Houses 13, 15, 16 or Hall 17). The chip card will be printed at these machines.

All information and the composition of the fees and charges as well as the current semester fee can be found at:

🖥 en.th-wildau.de/study/studying-in-wildau-a-z/reregistration

Contact person:

Annett Poeck

📍 House 13, Room 13-025

☎ +49 (0) 33 75 / 508 608

✉ annett.poeck@th-wildau.de

SEMESTER

At the Technical University of Applied Sciences in Wildau, the winter semester begins on 1 September and ends on 28 or 29 February of the following year. The summer semester begins on 1 March and ends on 31 August. The start and end dates of the lecture and examination periods, as well as lecture-free periods, are determined in advance in the respective academic year schedule. All current dates are published in the applicable official announcement „Semesterzeiten“ (Semester Dates):

🖥 th-wildau.de/amtlichemittelungen

📖 More details are available on page 17

UNIDOS WILDAU – THE CAMPUS-APP

Library services, timetables, personalised notifications, campus search and much more. The app is the mobile interface and therefore the perfect companion for the campus of the Technical University in Wildau – for students, staff, visitors and interested parties.

Services at a glance:

- Campus: Everything related to the campus, such as room information, cafeteria menu, campus search, and our iCampus Wildau portal
- Studying and teaching: Central access to study-related information such as timetables and exam results
- Library: Here you will find the book search, the option to save your favourites, the room allocation plan and a personalised overview of books you have borrowed, as well as reminders for returning books with the option to extend the loan period
- Notifications: Stay up to date with selected university channels and email notifications

Unidos is available as a free download for iOS and Android.



🖥 en.th-wildau.de/unidos-wildau

GUIDE / FLOORPLAN

🖥 icampus.th-wildau.de/vr/panorama

🖥 maps.th-wildau.de



SUPPORT SERVICES

Do you need support during your studies? Find out now about the comprehensive programmes on offer at TH Wildau that will make it easier for you to start your studies. The following pages will give you an overview of these topics:

- Study organisation
- Content and methodological support during your studies
- Languages and international affairs
- Support in everyday student life



STUDY ORGANISATION

DO YOU HAVE QUESTIONS ABOUT STUDY FORMALITIES?

General study procedures (e.g. applications)

Enrolment, re-registration, leave of absence, de-registration, examination matters, enrolment and study certificates, grade overviews, certificate issuance

📖 page 50

💻 en.th-wildau.de/admission-and-examinations

💻 en.th-wildau.de/study/studying-in-wildau-a-z/forms-and-applications

DO YOU HAVE TECHNICAL PROBLEMS OR NEED SUPPORT WITH DIGITAL TEACHING?

Support in using the services offered centrally by the University Computer Centre, such as:

Webmail, email, Wi-Fi, VPN, chip card use; browser settings and troubleshooting; TH online portal, student residence connection, password changes

📖 page 47

💻 th-wildau.de/supportcenter

💻 th-wildau.de/hrz

Student e-learning advisors

Support for digital teaching

📖 page 32/33

💻 th-wildau.de/elben

DO YOU HAVE ANY QUESTIONS ABOUT THE TIMETABLE AND ROOM ALLOCATION?

The timetable will be published on the website at least two weeks before the start of the next semester. It is valid for one semester and the subsequent examinations.

📖 page 17

💻 th-wildau.de/im-studium/stundenplan

DO YOU HAVE ANY PROGRAMME-SPECIFIC QUESTIONS?

Please contact your lecturers, degree programme directors or programme coordinators.

📖 page 66

Faculty of Business, Computing, Law:

💻 en.th-wildau.de/business-computing-and-law

Faculty of Engineering and Natural Sciences:

💻 en.th-wildau.de/engineering-and-natural-sciences

CONTENT AND METHODOLOGICAL SUPPORT DURING YOUR STUDIES

DO YOU NEED SUPPORT IN MATHEMATICS?

Mathematics materials

If required, TH Wildau offers support materials in mathematics, e.g. an online learning module on the Moodle learning platform. You can also use these before you start your studies.

📖 page 48

💻 th-wildau.de/mathetutorien

DO YOU HAVE QUESTIONS ABOUT ACADEMIC WORK?

Library training

including scientific research, knowledge organisation, literature management, task planning

📖 page 22/23

💻 en.th-wildau.de/university/central-facilities/university-library

LANGUAGES AND INTERNATIONAL AFFAIRS

WOULD YOU LIKE TO IMPROVE YOUR LANGUAGE SKILLS?

Language Centre

- 📖 page 46 (Foreign Languages)
- 🌐 en.th-wildau.de/language-centre

Language tandem

- 🌐 en.th-wildau.de/language-tandem

Video about
the language
tandem



ARE YOU A STUDENT FROM ABROAD?

International Office

International relations, studying abroad, exchange programmes for students at TH Wildau (incoming, outgoing, double degree programmes), counselling

- 📖 page 44
- 🌐 en.th-wildau.de/international-office

INTERNATIONALISATION OFFICER AT THE FACULTY OF BUSINESS, COMPUTING, LAW

Counselling for international students at the Faculty of Business, Computing, Law:

- 📍 House 100, Room 405
- ☎ +49 (0) 33 75 / 508 848
- ✉ carly.mclaughlin@th-wildau.de

SUPPORT IN EVERY-DAY STUDENT LIFE

DO YOU HAVE QUESTIONS ABOUT STUDENT HOUSING, FINANCING YOUR STUDIES OR BALANCING STUDIES AND FAMILY LIFE?

Family Services

- 📖 page 52
- 🌐 en.th-wildau.de/family-friendly-university

Financing Bafög and other options for financing your studies

- 📖 page 45
- 🌐 en.th-wildau.de/financing
- 🌐 stwwb.de/en/bafoeg-finances/your-application-for-the-bafoeg

Financing Part-time job as a student assistant

- 📖 page 48

Social counselling service of the Studierendenwerk West:Brandenburg

- 📖 page 50
- 🌐 stwwb.de/en/counselling-social/social-consulting

Living in Wildau and the surrounding area

- 📖 page 54
- 🌐 th-wildau.de/wohnen

HAVE YOU EXPERIENCED DISCRIMINATION OF ANY KIND?

Diversity and Inclusion Working Group

We promote exchange and cooperation between different cultures and groups and actively oppose discrimination, exclusion and prejudice. Through our work, we want to contribute to creating a university community in which everyone can develop their full potential.

- 🌐 en.th-wildau.de/diversity
- Contact: Ray Trautwein
- 🌐 th-wildau.de/personen/ray-trautwein

Anti-Discrimination Officer

- 📖 page 44
- 🌐 en.th-wildau.de/university/officers

Equal Opportunities Officer

- 📖 page 46
- 🌐 en.th-wildau.de/university/officers

Conflict Advisory Service

- 📖 page 47
- 🌐 en.th-wildau.de/conflict-advisory-service

WOULD YOU LIKE TO FIND OUT MORE ABOUT PSYCHOSOCIAL SUPPORT?

Psychosocial Counselling Centre of the Studierendenwerk West:Brandenburg

- 📖 page 49
- 🌐 stwwb.de/en/counselling-social/psychotherapeutic-counselling

ANTI-DISCRIMINATION OFFICER

The Anti-Discrimination Officer is the point of contact for all students and employees of the university who feel disadvantaged on the basis of their ethnic origin, religion or worldview, or other discriminatory characteristics.

Contact:

Claudia Steinborn-Maglóczki, M.A.

☎ +49 (0) 33 75 / 508 611

✉ claudia.steinborn@th-wildau.de

💻 th-wildau.de/hochschule/beauftragte/antidiskriminierung

STUDY ABROAD AND INTERNATIONAL OFFICE

If you are considering a semester abroad or an internship abroad, or would like to take part in a short-term programme (e.g. a summer school), the International Office (IO) can help you.

They will advise you on the available options (including partner universities) and funding programmes (Erasmus+, DAAD).

Contact:

Dr. phil. Angelika Schubert

📍 House 13, Room 13-034

☎ +49 (0) 33 75 / 508 197

✉ angelika.schubert@th-wildau.de

In addition, the IO also welcomes our foreign guest students. TH students can become „buddies“ and act as mentors for a guest student. The buddies are available to assist foreign students with advice and support during their stay in Wildau.

Contact:

Carolina Winkler

📍 House 13, Room 13-033

☎ +49 (0) 33 75 / 508 378

✉ incoming@th-wildau.de

💻 en.th-wildau.de/international-office

BAFÖG Financing

If you are under 45 years of age and you (or your parents) cannot finance your studies yourself, you can apply for BAFöG.

What is BAFöG?

- 50 % grant (free, does not have to be repaid)
- 50 % interest-free loan (to be repaid in instalments later)

Apply – Simply apply online at bafoeg-digital.de

There you will also find:

- The BAFöG app for uploads and status queries
- A BAFöG calculator to estimate your entitlement

Tip: Instead of a signature from your university, your certificate of enrolment is sufficient.

New at BAFöG:

- € 1,000 study start-up assistance for people from low-income households (e.g. receiving citizen's income or housing benefit)
- Flexibility semester: an extra semester without proof
- More time to change subjects

Proof of Academic Achievement

From the fifth semester onwards, you must demonstrate to the BAFöG office that you are making progress in your studies, e.g. with a transcript of your grades or a certificate from your department.

Contact

Personal and telephone consultation hours can be found on the website of the Studierendenwerk

Studierendenwerk West: Brandenburg, Office for Educational Assistance

📍 Babelsberger Straße 2, 14473 Potsdam

☎ 0331 / 3706 301

✉ bafoeg@stwwb.de

💻 stwwb.de/en/bafoeg-finances/your-application-for-the-bafoeg

DIVERSITY AND INCLUSION

Our goal is to create an inclusive and diverse community at the university where all members are treated equally and with respect. We strive to break down barriers and offer equal opportunities to all people, regardless of their individual characteristics (e.g. gender, sexual orientation, nationality / ethnicity, age, social background, religion / worldview, physical and mental abilities).

Contact:

Ray Trautwein

📍 House 13, Room 13-032

☎ +49 (0) 3375 / 508 128

✉ diversity@th-wildau.de

💻 en.th-wildau.de/diversity



FOREIGN LANGUAGES (LANGUAGE CENTRE)

The Language Centre at TH Wildau offers curricular and optional language courses in Arabic, German, English, French, Italian, Spanish and other languages. You can take external exams in Business English and the German Language Test for University Admission (DSH) at our centre. We also offer workshops and training courses on English for Academic Writing, job applications in English, intercultural skills, cultural events and much more.

Head of the Language Centre:

Martin Bradbeer RSA Dip. TEFL, MBA

📍 House 100, Room 319

☎ +49 (0) 33 75 / 508 401

✉ sprachenzentrum@th-wildau.de

💻 en.th-wildau.de/language-center

Coordination German as a Foreign Language:

Daniela Schultz, M.A.

📍 House 100, Room 100-203

☎ +49 (0) 33 75 / 508 262

✉ sprachenzentrum@th-wildau.de

💻 en.th-wildau.de/languages

💻 th-wildau.de/deutschkurse

💻 en.th-wildau.de/germancourses

Media library:

📍 House 100, Room 100-419

✉ sprachenzentrum@th-wildau.de

EQUAL OPPORTUNITIES OFFICER

The Equal Opportunities Officer at TH Wildau advises and supports the university's bodies and committees in developing and implementing measures to promote equal opportunities. The Equal Opportunities Officer's office also serves as a point of contact for those affected and interested in discrimination and disadvantage.

Contact:

Dr. Andrea Böhme

☎ +49 (0) 33 75 / 508 779

✉ andrea.boehme@th-wildau.de

💻 th-wildau.de/hochschule/beauftragte/gleichstellung-1

UNIVERSITY IT CENTRE / SUPPORT CENTRE

The University IT Centre (HRZ) provides the technical infrastructure and central services for the campus network. The Support Centre can help you with:

- Questions about the online services offered
- Questions about software installations
- Network configuration
- VPN connections

Information about the services offered by the University Computer Centre can be found here:

💻 th-wildau.de/hrz

🕒 Opening hours during the semester:

Monday to Thursday

8:00 a.m. to 4:00 p.m.

Friday

8:00 a.m. to 2:30 p.m.

🕒 Opening hours during lecture-free periods:

Monday to Friday from

8:00 a.m. to 1:00 p.m.

Contact:

📍 House 13, Room 13-150

☎ +49 (0) 33 75 / 508 800

✉ supportcenter@th-wildau.de

CONFLICT ADVISORY SERVICE

The Conflict Advisory Service at TH Wildau aims to promote effective conflict management and offers counselling to all students and staff in the event of a conflict. Conflicts can be an opportunity and lead to improved work processes and relationships. The counselling is confidential and offers initial guidance and further support if required.

💻 en.th-wildau.de/conflict-advisory-service

Individual appointments can be made by telephone or email with our conflict advisors at:

Dr. Gregory Bond

☎ +49 (0) 33 75 / 508 366

✉ bond@th-wildau.de

Larissa Wille-Friel, M.A.

☎ +49 (0) 33 75 / 508 144

✉ larissa.wille-friel@th-wildau.de

MATHEMATICS – MATERIALS

If required, TH Wildau offers support materials in mathematics, e.g. an online learning module on the Moodle learning platform. You can also use these before you start your studies.

Contact:

Dr. Xenia V. Jeremias

📍 House 13, Room 13-223

☎ +49 (0) 33 75 / 508 388

✉ xenia.jeremias@th-wildau.de

💻 en.th-wildau.de/university/central-facilities/centre-for-studies-and-learning/mathematics

MOTIVATION IN SELF-STUDY

Digital teaching?! Are you worried that it's not for you because you can't motivate yourself or concentrate at home? Here are some tips on how to increase your motivation and productivity.

- Start the day with your usual routine and create a daily structure for yourself.
- Plan your working days with work phases and breaks.
- Eliminate distractions.
- Change your habits if necessary.
- Deal with setbacks in the right way! Setbacks are normal. The important thing is not to give up.
- Plan specific and measurable tasks!
- Check your learning progress regularly.
- Form (online) study groups.
- Reward yourself when you achieve a goal!

You can find out more about time management and learning strategies in the Moodle course room Self-study Learning.



PART-TIME JOB / SIDE JOB AS A STUDENT ASSISTANT

Financing

A student side job or a position as a working student is a great way to finance your studies.

- The online job portal of TH Wildau offers students of all disciplines, among other things, student jobs and work placements for working students.
- The university itself also offers part-time jobs as research assistants.

💻 th-wildau.stellenticket.de/de/offers

PSYCHOSOCIAL COUNSELLING AND SOCIAL COUNSELLING

The Studierendenwerk West:Brandenburg offers free and confidential psychosocial counselling and social counselling.

The Psychosocial Counselling Centre can help you with the following issues:

- Difficulties with your studies
- Anxiety, depression, self-esteem issues
- Relationship conflicts, stressful family situations
- Psychosomatic complaints, eating disorders
- Difficulties in forming and maintaining relationships
- Financial worries
- Current crises
- Addiction problems
- Information on therapeutic support and finding therapy

Contact:

Studierendenwerk West:Brandenburg
Psychosoziale Beratungsstelle

📍 Babelsberger Straße 2
D-14473 Potsdam




☎ +49 (0) 331 / 3706 252

✉ psb@stwwb.de

💻 stwwb.de/en/counselling-social/psychotherapeutic-counselling





The social counselling service can help you with the following topics:

- Studying while pregnant and studying with children (e.g. parental allowance, compensation for disadvantages, financial assistance)
 stwwb.de/en/counselling-social/studying-with-children
- Studying with a disability or chronic illness
- Financing your studies (housing allowance, benefits under SGB II, etc.)
- Social security issues
- Discounts and semester ticket subsidies
 stwwb.de/en/bafoeg-finances/discounts-reductions
- Emergencies during your studies
- Applying for emergency funds and free meal vouchers
- Working while studying:
 stwwb.de/jobben/studentische-jobvermittlung
- Information for international students

Contact:

Studierendenwerk West:Brandenburg
Social counselling

 Babelsberger Straße 2
D-14473 Potsdam

 +49 (0) 331 / 3706 254


 soziales@stwwb.de

Please check the website for personal consultation hours. Consultation hours are also sometimes offered on the TH Wildau campus: stwwb.de/beratung-soziales


DEPARTMENT OF ADMISSION AND EXAMINATION

The staff in this department are responsible for all study-related formalities such as applications, admissions, enrolment, re-registration, leave of absence, de-registration and the issuance of certificates. You can also contact this department for information on part-time and second degree programmes, changing degree programmes, interrupting your studies, guest or guest student status.


Office hours during the lecture period:

 Tuesday and Thursday
10:00 a.m. to 12:00 p.m.
and 1:00 p.m. to 2:00 p.m.
(outside lecture times by appointment only)

Contact:

 House 13, Rooms 13-020 to 13-026

Students can find their contact person for course-related administrative matters on the website at:

 th-wildau.de/immatrikulation-pruefungen/ansprechpersonen

Further information:

 en.th-wildau.de/admission-and-examinations


SCHOLARSHIP PROGRAMMES


Financing

Apply early – note deadlines and requirements! The “Förderatlas – Stipendien in Brandenburg” (Scholarship Atlas) provides a compact overview of funding opportunities at TH Wildau. Online portals such as *mystipendium.de*, the BMBF’s *scholarship guide*, the *DAAD for international funding* and the *European Funding Guide* are available to assist you in your search. You can apply directly to the university’s funding foundation at TH Wildau – international students with good grades are regularly supported here.

The “*Stipendium-Plus*” scholarship programme is particularly worthwhile for high-achieving and socially committed students. It is based on the BAföG in terms of amount and duration, does not have to be repaid and also includes an additional non-material training offer.

People with professional experience who have a master craftsman’s certificate, technician’s certificate or comparable qualification can apply for the BMBF’s advancement scholarship to finance their studies.

 th-wildau.de/studieren-weiterbilden/beratung-alt/studienfinanzierung

 stwwb.de/en/bafoeg-finances/loans-scholarships

STUDY PREPARATION COURSES

To help you get off to a successful start, we offer fee-based study preparation courses to refresh your basic knowledge, as well as introductory courses. Please refer to the current study guide for information on the content of your degree programme to find the most suitable preparation courses.

Courses for refreshing your knowledge:

- Mathematics
- Physics

Introductory courses:


- Computer science
- Programming
- Technical mechanics


All information about dates and registration can also be found at:

 th-wildau.de/studienvorbereitungskurse

Contact:

Dipl.-Ing. (FH) Stefanie Radig

 House 13, Room 13-044

 +49 (0) 33 75 / 508 235

 twzev@twz-ev.org

STUDYING WITH A DISABILITY OR CHRONIC ILLNESS

Students with disabilities or chronic illnesses often require study conditions that are adapted to their disability, their needs and their individual situation. As the representative for students with disabilities, I am happy to assist you with questions on these and other topics:

- Admission
- Compensation for disadvantages
- Examination conditions

You are welcome to make an appointment by telephone or email.

Contact:

Dipl.-Pädagogin Katja Wenger

☎ +49 (0) 33 75 / 508 534

✉ katja.wenger@th-wildau.de

💻 en.th-wildau.de/university/officers/studying-with-a-disability



STUDYING WITH CHILDREN

Studying with children can be challenging. The Family Service at TH Wildau is there for you if your everyday student life is shaped by family responsibilities.

Family Services Office

TH Wildau is actively committed to helping students balance their studies, careers and family life. Our Family Services office is the central point of contact for students and employees seeking support with family matters.

Personal advice

Questions about pregnancy and maternity leave? We provide information on the legal framework and individual support options. Studying or working with children? We help with organisation and provide practical tips for everyday life. Caring for relatives? We provide advice on compatibility and support services.

- **Individual counselling** at the Family Service Office on questions relating to studying, children and work-life balance
- **Flexible study arrangements** through individual special study plans or semesters off in consultation with the departments
- **Childcare on campus** through the university daycare centre Die Wilde 19 (House 19) and the Campulino daycare centre (House 16, Entrance D), as well as flexible childcare directly through the Family Service
- **Parent-child room** in House 13 with work area, play materials, quiet zone and breastfeeding facilities
- **Baby changing facilities** in House 10 (ladies' WC), Hall 14 (basement, ladies' changing room) and in the Family Service Office (House 13, Room 13-010)

TH Wildau is certified as a “family-friendly university” and is actively

committed to providing good study conditions for families.

Contact:

Family Service Office

Franziska Kieslich

📍 House 13, Room 13-010

✉ familienservice@th-wildau.de

Further information:

💻 en.th-wildau.de/family-friendly-university

Campulino Childcare

Manuela Schillinger

📍 House 16, Entrance D

☎ +49 (0) 176 / 619 022 59

✉ familienservice@th-wildau.de

University Daycare Centre “Die Wilde 19”

📍 House 19

☎ +49 (0) 33 75 / 508 705

Online registration:

💻 die-kinderwelt.com/fuer-familien/kindertagesstaetten/die-wilde-19

Further information:

💻 en.th-wildau.de/family-friendly-university

Child benefit for students

The social counselling service of the Studierendenwerk West:brandenburg grants a one-off payment of €200 for children of students. To be eligible, one parent must be enrolled at TH Wildau at the time of birth. The informal application can be sent by email or post to the social counselling service staff.

Further information can be found on the Studierendenwerk website:

💻 stwwb.de/en/counselling-social/studying-with-children

ACCOMMODATION

Living in Wildau and the surrounding area

The housing associations in Wildau (www.wiwo-wildau.de) and Königs Wusterhausen (www.wobauge-kw.de) offer rental apartments for students. In addition, the town of Wildau pays a welcome allowance to students at the TH Wildau who register their main place of residence in Wildau. The residents' registration office in Wildau will be happy to answer any further questions you may have.

Contact:

Wildau Residents' Registration Office

📍 Karl-Marx-Str. 36, 15745 Wildau

💻 wildau.de

Student residences in Wildau

In three residential complexes close to the campus on Hochschulring, Schillerallee and Birkenallee, Studierendenwerk West:Brandenburg offers accommodation to suit every need – whether you are looking for a one-room apartment, a shared flat, barrier-free living or rooms for students with children. As a fair landlord, we offer all-inclusive rents, a short-term rental option and flexible payment terms.

A minimum rental period of only 6 months and an uncomplicated application process without proof of income are offered.

Applications can only be submitted online at:

💻 stwwb.de/wohnen/online-bewerben

Contact:

Studierendenwerk West:Brandenburg
Abteilung Wohnen

📍 Babelsberger Straße 2
D-14473 Potsdam

☎ +49 (0) 331 / 3706 501

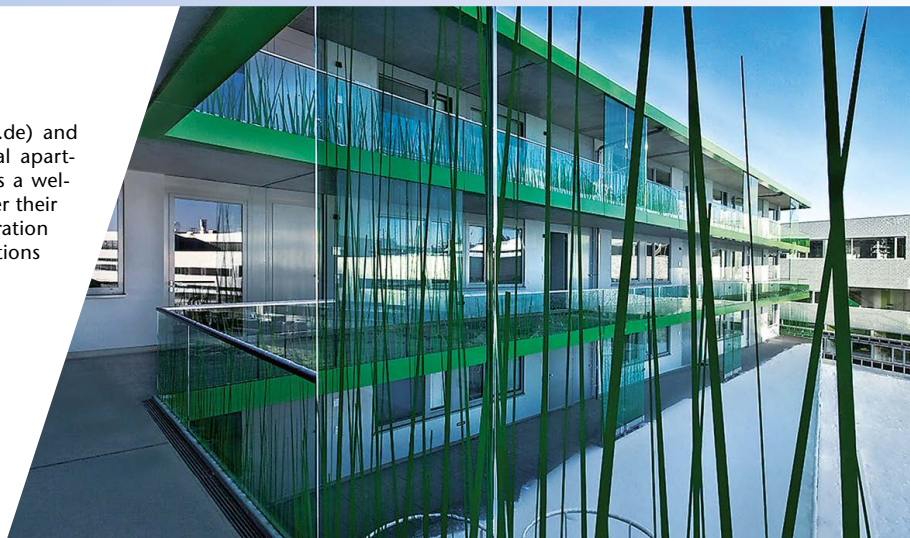
✉ wohnen@stwwb.de

Personal and telephone consultation hours can be found on the Studentenwerk website:

💻 stwwb.de/en/housing

Further information on accommodation can be found here:

💻 en.th-wildau.de/study/prepare-your-stay/accommodation



MY UNIVERSITY

MODERN CAMPUS UNIVERSITY WITH TRADITION

Wildau University of Applied Sciences was founded in 1991, but the site has a much longer tradition of engineering education. In 1898, Germany's third largest locomotive manufacturer, Berliner Maschinenbau AG, formerly L. Schwartzkopff, built a new factory and housing estate for workers on the 600,000 square metre site. In 1949, to meet the growing demand for skilled workers, a technical school for locomotive and wagon construction was founded. In the course of the re-profiling of the site as a heavy engineering centre, this became the Ingenieurschule für Maschinen Wildau (ISW) - the immediate predecessor of today's TH Wildau. The institution quickly gained a good reputation for training mechanical engineers. This was mainly due to its direct links with local engineering companies, its solid and application-oriented knowledge transfer and the modern equipment in its laboratories.



TH WILDAU IN BRIEF

- one of the largest (technical) universities (University of Applied Sciences) in the state of Brandenburg (over 3,300 students, over 450 employees – including around 90 professors)
- in the Berlin metropolitan region with direct S-Bahn connection
- modern campus with excellent facilities and technical equipment

Study & teaching

- application-oriented, interdisciplinary, system-accredited
- 23 degree programmes leading to a Bachelor's degree (including dual and part-time programmes)
- 14 degree programmes with Master's degree (including part-time)
- full-time, part-time, dual and part-time programmes with Bachelor's and Master's degrees

Research & Transfer

- one of the most research-intensive universities of applied sciences in Germany
- 3 research areas: Future-proof mobility, sustainable value creation, effective administration
- strong links to industry and the (supra)regional economy

TH Wildau is

- international (approx. 23% international students)
- family-friendly (certified as a family-friendly university)
- health-conscious (including the 'Hochschule in Hochform' project and university sports)

EXECUTIVE COMMITTEE

President

Prof. Dr Ulrike Tippe

📍 House 13, Room 13-103

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✉ praesidentin@th-wildau.de

Speakers to the President:

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Monika Molin

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Secretary to the President

Michaela Fink

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Vice President for Studies and Teaching

Prof. Dr. Rainer Stollhoff

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Advisor to the Vice President for Studies and Teaching

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Vice President for Research and Transfer

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Secretary to the Vice Presidents

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Chancellor

Thomas Lehne

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Secretary to the Chancellor

Claudia Stachowiak

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COMMITTEES

Within the framework of academic self-administration, decisions and resolutions concerning the strategy and development of the university, the structure of degree programmes and other matters are made in various committees. The central decision-making body of the university is the Senate, while the most important decision-making bodies of the departments are the departmental councils.

Senate

The Senate is the central decision-making body of the university and acts as a supervisory board. It elects the president of the university, issues the basic regulations and other central statutes, and decides on proposals from the departments for the appointment of professors. The Senate deals with questions of strategy and development at TH Wildau.

The Senate is made up of

- 6 professors
- 2 academic employees
- 2 students and
- 1 other employee

The members of the Senate are elected by the respective group in university-wide elections every two years. However, students are elected annually, similar to the election to the departmental council.

Quality and Accreditation Commission

The Technical University of Applied Sciences Wildau has been system-accredited since 31 March 2015. The subject of the system accreditation is the university's internal quality assurance system. The Quality and Accreditation Commission is an essential part of the internal accreditation system. Within this system, the degree programmes at TH Wildau are accredited every eight years. In addition, as part of the annual quality audit - an inventory of changes within all study programmes, which are reviewed for their relevance to the existing accreditation. Finally, the Quality and Accreditation Commission makes accreditation decisions or recommends measures within the framework of the annual quality audit.

The members of the Quality and Accreditation Commission are appointed by the Senate. The objectives and organisational principles of the Commission are derived from the statutes adopted by the Senate.

The commission consists of:

- 5 professors
- 1 accreditation representative
- 1 practice representative
- 2 students

Contact:

Ole Peters, M.A.

📍 House 13, Room 217

☎ +49 3375 508 638

✉ ole.peters@th-wildau.de

💻 th-wildau.de/akkreditierung

STUDENT REPRESENTATION

All students at TH Wildau together form the student body of our university. As a legally recognised sub-organisation, it manages its own affairs.

Tasks of the student representatives:

- Representing the interests of students
- the promotion of political education and the intellectual and artistic interests of its members
- participation in the fulfilment of the tasks of the universities, in particular by issuing statements on university-related or science policy issues
- Supporting the social concerns of its members
- Cultivating supra-regional and inter-regional dialogue national relations of the students
- the promotion of sport as part of the university sports programme

The tasks of the student body at the TH Wildau are carried out by the Student Council (StuRa) and the Student Parliament (StuPa).



■ StuPa – Student Parliament

The student parliament is the highest decision-making body of the student body. It elects and monitors the StuRa officers, approves the budget and decides on programme guidelines. The StuPa is elected once a year by all students at the university. It is made up of up to 21 student representatives.

Contact:

📍 House 19, Room 138

✉ stupa@th-wildau.de

💻 th-wildau.de/stupa

■ StuRa – Student Council

As an elected body, the StuRa represents the students at the university as well as in the local, state and national public and organises university life in addition to the courses.

The StuRa is elected once a year by the members of the student parliament and consists of the following departments: Chair, Finance, Culture, University Policy and International Affairs, Sustainability, Sport and Health, Social Affairs, Public Relations, Technology and the Student Club.

Contact:

📍 House 19, Room 138

✉ info@stura-wildau.de

💻 th-wildau.de/stura

💻 [instagram.com/sturathwildau](https://www.instagram.com/sturathwildau)

FACULTIES

The tasks of the faculties include the organisation of studies, the taking of examinations and the organisation of research. The TH Wildau is divided into two faculties in which the individual degree programmes are located:

- Engineering and Natural Sciences (INW)
- Business, Computing, Law (WIR)

The faculties are self-governing. Decisions on the design of degree programmes, curricula, the employment of lecturers, appointments of new staff, student applications, etc. are made in the committees of a faculty. Students are also represented on these committees.

■ Faculty Board

The faculty council is the most important decision-making body of a faculty. All decisions regarding the structure of degree programmes, staffing, etc. are made here.

The members of the Faculty Board are:

- 6 professors
- 2 scientific employees
- 1 other employee
- 2 students

The Faculty Board also elects the representatives of these groups to the Examination Board or the appointment committees. The student members of the Faculty Council represent the interests of the students. If you have a concern, it is best to contact the student representative of your faculty.

■ Examinations Board

The Examination Board decides on student applications in examination matters. The meetings take place at regular intervals.

■ Study Commission

The study commission of a faculty is responsible for the subject-related and content-related processing of didactic and methodological issues of all degree programmes in the faculty and is constantly responsible for the planning and design of teaching as well as for the further development of module handbooks and curricula. Meetings are usually held once a semester. The Study Commission is a committee that is open to the teaching staff at the faculty without permanent members; as a rule, at least the respective degree programme spokespersons and the Dean are members. Students from different degree programmes may also be represented in the consultations. This gives students the opportunity to participate in the design and further development of the degree programmes and the department.



■ Degree Programme Directors

A course spokesperson is appointed for each degree programme to coordinate the subject, content and organisation.

He or she is responsible for professional cooperation and coordination of content and has a significant influence on the organisational process of the respective degree programme. You can find your degree programme spokesperson in the section of the respective department.

■ BAFöG Representative

In the INW department, the respective degree programme spokesperson is also the BAFöG representative.

In the WIR department, Prof Dr Peter Hantel, Prof Dr Iciar Dominguez Lacasa and Prof Dr Stephan Meyer are BAFöG officers.

■ Internship Representative

The internship coordinator will inform and support you in the preparation and organisation of the practical semester and the selection of an internship company.

■ Year Mentors

Year mentors are appointed for each degree programme. These mentors accompany and advise the students of a year group during the entire standard period of study. The mentor is your contact person for questions regarding special features of the course of study, e.g. study abroad periods, the choice of specialisations/ elective modules, preparation for practical study periods, final phases and changing degree programmes. You can enquire about your year mentor from your degree programme spokesperson.

■ Seminar Group Spokesperson or Course Spokesperson

At the start of the programme, each seminar group elects a seminar group spokesperson (also known as a course spokesperson) and a deputy. They represent the seminar groups vis-à-vis the lecturers and the degree programme spokesperson.

The seminar group spokesperson is responsible for forwarding university information to the seminar group. For this purpose, he or she sets up a seminar group distribution list (by e-mail). On the other hand, the seminar group spokesperson takes part in degree programme meetings with other seminar group spokespersons and is involved in the organisation of events for the seminar group.



Opp:Lab – the coworking space at TH Wildau

Walk-In Days: Every Tuesday and Thursday from 10:00 a.m. to 5:00 p.m. for free use and access

Come by, work in a focused environment, network with others – no registration required!

ViNN:Lab – the makerspace at TH Wildau

Open lab hours:

Every Wednesday, ViNN:Lab opens its doors to anyone interested! You can visit the lab from 9:00 a.m. to 7:00 p.m. and work on your projects – no registration required.

First time here?

No problem! Every hour on the hour, a lab employee will give an introductory tour.

Questions? Feel free to write to us at:
vinlab@th-wildau.de



FACULTY OF ENGINEERING AND NATURAL SCIENCES

BACHELOR'S PROGRAMMES

Automation Technology Bachelor of Engineering	full-time dual
Logistics Bachelor of Engineering	full-time dual
Aviation Engineering / Aviation Management Bachelor of Engineering	full-time
Mechanical Engineering Bachelor of Engineering	full-time dual
Physical Technologies and Energy Systems Bachelor of Engineering	full-time dual
Telematics Bachelor of Engineering	full-time
Transportation System Engineering Bachelor of Engineering	full-time
Industrial Engineering Bachelor of Engineering	full-time dual distance learning

All full-time bachelor's degree programmes can also be studied part-time.

MASTER'S PROGRAMMES

Automated Energy Systems Master of Engineering	full-time part-time
Master of Aviation Management	full-time distance learning
Biosystems Technology/ Bioinformatics Master of Science	full-time part-time
Logistics and Supply Chain Management Master of Engineering	full-time
Aviation Engineering/ Aviation Management Master of Engineering	full-time part-time

Mechanical Engineering Master of Engineering	full-time part-time
Photonics Master of Engineering	full-time part-time
Cycling in intermodal transport networks Master of Engineering	full-time part-time
Technical Management Master of Engineering	full-time
Telematics Master of Engineering	full-time part-time

Dean's Office:

📍 House 19, Room 19-133 and 19-134
Annette Erdmann / Randy Haase / Daniela Schumann
☎ +49 (0) 33 75 / 508 311
☎ +49 (0) 33 75 / 508 289
☎ +49 (0) 33 75 / 508 265
✉ dekanat.inw@th-wildau.de

🕒 Opening hours:

Monday by appointment
Tuesday 1:00 p.m. to 2:00 p.m.
Wednesday by appointment
Thursday 10:00 a.m. to 11:00 a.m.
Please note the separate opening hours during the lecture-free period.

You are also welcome to arrange appointments outside of office hours by dekanat.inw@th-wildau.de.

Please note: During closing times, please use the mailbox „Dekanat Fachbereich Ingenieur- und Naturwissenschaften in the corridor in House 15, 1st floor.

Contact:

Dean	Prof. Dr.-Ing. Alexander Köthe House 19, Room 19-135 +49 (0) 33 75 / 508 788 dekan.inw@th-wildau.de
Vice Dean	Prof. Dr. rer. nat. Heike Pospisil House 16, Room 16-1006 +49 (0) 33 75 / 508 949 heike.pospisil@th-wildau.de

BAföG officers	<i>Degree programme directors or the respective degree programmes</i>
Internship representative	<p>Automation Technology (B. Eng.): Prof. Dr.-Ing. Jörg Reiff-Stephan (6th semester), thesis supervisor (7th semester)</p> <p>Logistics (B. Eng.): Maria Appendino de Trunte</p> <p>Aviation Engineering/Aviation Management: until LL18 the respective person who supervises the thesis. From LL/19: Daniel Elsholz</p> <p>Mechanical Engineering (B. Eng.): Dipl.-Ing. Jürgen Heß</p> <p>Mechanical engineering, dual degree programme (B. Eng.): Dipl.-Ing. Jürgen Heß</p> <p>Physical Technologies and Energy Systems (B. Eng.): the university lecturer supervising the internship</p> <p>Telematics (B. Eng.): Janine Breßler, M. Eng.</p> <p>Transportation System Engineering (B. Eng.): Dipl.-Ing. Ralf Erdmann</p> <p>Industrial Engineering (B. Eng.): Dipl.- Volksw. Christine Nolting</p>
Chairwoman of the Examinaton Board	<p>Prof. Dipl.-Inf. Birgit Wilkes <i>Please send requests and applications by post or e-mail via the Dean's Office to the Examination Board of the INW faculty!</i> pruefungsausschuss.inw@th-wildau.de</p>
Degree programme director Automation Technology (B. Eng.) incl. dual degree programme & Automated Energy Systems (M. Eng.)	<p>Prof. Dr.-Ing. Jörg Reiff-Stephan House 24, Room 211 +49 3375 508 418 joerg.reiff-stephan(@)th-wildau.de</p>
Degree programme director Aviation Management (M.AVIMA)	<p>Prof. Dr.-Ing. Andreas Hotes House 16, Room 16-1083 +49 (0) 3375 / 508 140 andreas.hotes@th-wildau.de</p>
Degree programme director Biosystems Technology/Bioinformatics (M. Sc.)	<p>Prof. Dr. sc. hum. Marcus Frohme House 16, Room 16-2008 +49 (0) 33 75 / 508 249 marcus.frohme@th-wildau.de</p>
Degree programme director Logistics (B. Eng.)	<p>Prof. Dr. rer. pol. Jens Wollenweber House 16, Room 16-0085 +49 (0) 33 75 / 508 443 jens.wollenweber@th-wildau.de</p>

Contact person Logistics and Supply Chain Management (M.Sc.)	<p>Prof. Dr.-Ing. Gaby Neumann House 16, Room 16-0087 +49 (0) 33 75 / 508 147 gaby.neumann@th-wildau.de</p>
Degree programme director Aviation Engineering/Aviation Logistics (B. Eng./M. Eng.)	<p>Prof. Dr.-Ing. Andreas G. Hotes House 16, Room 16-1083 +49 (0) 33 75 / 508 140 andreas.hotes@th-wildau.de</p>
Degree programme director Mechanical Engineering (B. Eng./M. Eng.) incl. dual degree programme	<p>Prof. Dr.-Ing. Jens Berding Hall 14, Room 14-A205 +49 (0) 33 75 / 508 633 jens.berding@th-wildau.de</p>
Degree Programme director Photonics (M. Eng.)	<p>Prof. Dr. rer. nat. Martin Regehly Hall 14, Room A219 +49 (0) 33 75 / 508 126 martin.regehly@th-wildau.de</p>
Degree programme director Physical Technologies/ Energy Systems (B. Eng.) incl. dual degree programme	<p>Prof. Dr. rer. nat. Carolin Schmitz-Antoniak Hall 14, Room A109 +49 (0) 33 75 / 508 412 carolin.schmitz-antoniak@th-wildau.de</p>
Degree programme director Cycling in intermodal transport networks (M. Eng.)	<p>Prof. Dr.-Ing. Christian Rudolph LOK21, Room B023 +49 (0) 33 75 / 508 875 christian.rudolph@th-wildau.de</p>
Degree programme director Technical Management (M. Eng)	<p>Prof. Dr. rer. pol. Jens Wollenweber House 16, Room 16-0085 +49 (0) 33 75 / 508 443 jens.wollenweber@th-wildau.de</p>
Degree programme director Telematics (B. Eng. / M. Eng.)	<p>Prof. Dr. rer. nat. Janett Mohnke Hall 14, Room 14-A228 +49 (0) 33 75 / 508 291 janett.mohnke@th-wildau.de</p>
Degree programme director Transportation System Engineering (B. Eng.), incl. dual degree programme	<p>Prof. Dr. rer. nat. Christian Liebchen House 16, Room 16-1090 +49 (0) 33 75 / 508 755 christian.liebchen@th-wildau.de</p>
Degree programme director Industrial Engineering (B. Eng.), incl. dual degree programme and distance learning degree programme	<p>Prof. Dr. Ing. Eckart Wolf Hall 14, Room 14-A208 +49 (0) 33 75 / 508 344 eckart.wolf@th-wildau.de</p>

FACULTY OF BUSINESS, COMPUTING AND LAW

BACHELOR'S PROGRAMMES

Business Administration Bachelor of Arts	full-time distance learning
European Business Management Bachelor of Arts	full-time
Public Administration in Brandenburg Bachelor of Laws	dual
Public Administration Informatics in Brandenburg Bachelor of Science	dual
Business Computing Bachelor of Science	full-time dual
Business and Law Bachelor of Laws	full-time

All full-time bachelor's degree programmes can also be studied part-time.

MASTER'S PROGRAMMES

Library Computer Science Master of Science	distance learning
Business Management Master of Arts	full-time part-time
European Business Management Master of Arts	full-time part-time
Business Computing Master of Science	full-time part-time
Business and Law Master of Law	full-time part-time
Public Administration Master of Public Administration	distance learning

Dean's Office:

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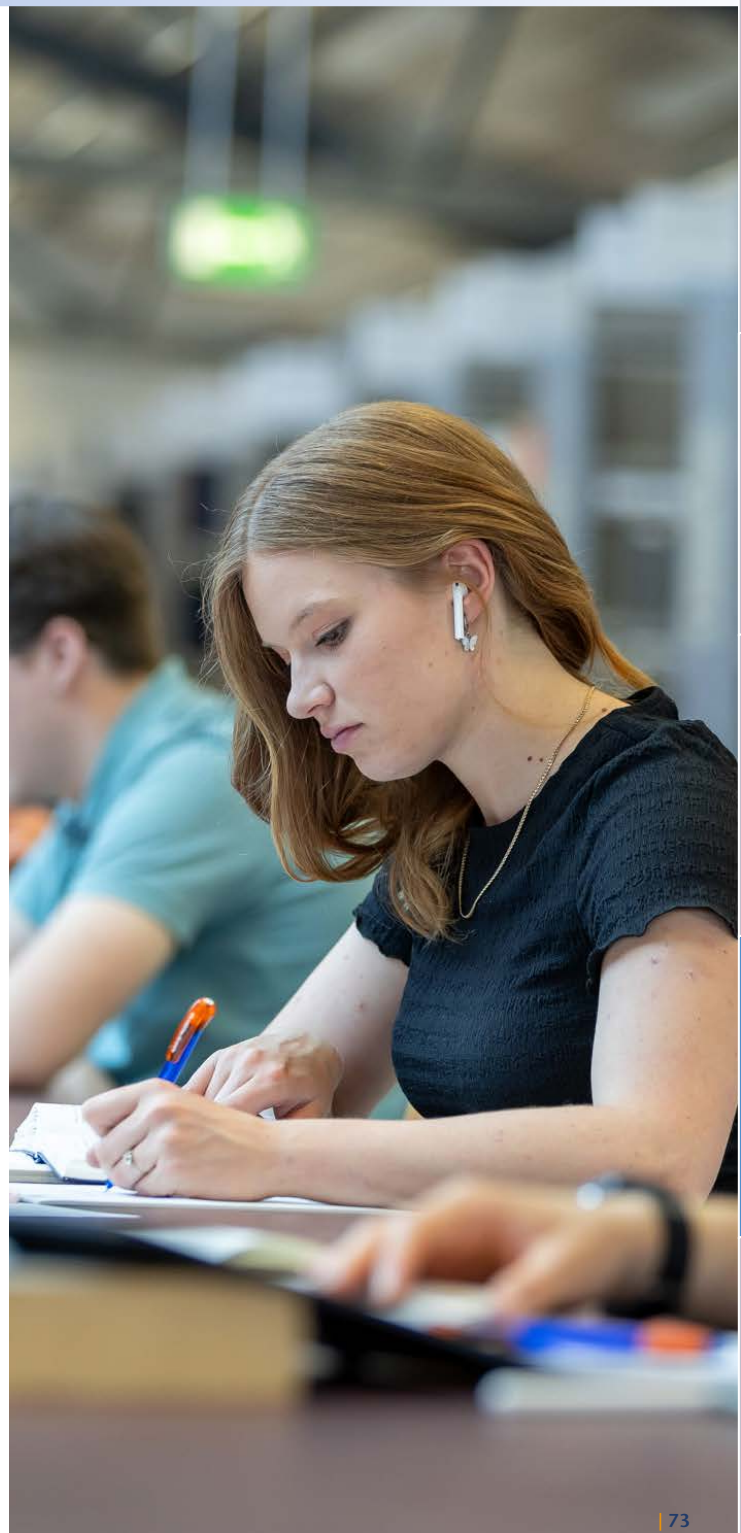
🕒 **Opening hours:**
Tuesday to Thursday
10:00 a.m. to 11:30 a.m. and 1:00 p.m. to 2:00 p.m.

We are available by telephone during the usual office hours. In addition, the Dean's Office can be reached by email and telephone during normal working hours.

Contact:

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Internship officers	Student representatives for the respective degree programmes

Chairman of the Examination Board	Prof. Dr. rer. pol. Stefan Trencsik House 100, Room 100-004 +49 (0) 33 75 / 508 280 pruefungsausschuss.wir@th-wildau.de
Degree programme director Business Administration (B.A.)	Prof. Dr. rer. pol. Ivonne Klipstein House 100, Room 100-318 +49 (0) 33 75 / 508 258 bw.wir@liste.th-wildau.de
Degree programme director Business Administration (B.A.) distance learning	Prof. Dr. phil. Stefanie Lahn House 16, Room 2084 +49 (0) 33 75 / 508 558 bfg.wir@liste.th-wildau.de
Degree programme director Business Management (M.A.)	Prof. Dr. rer. pol. Verena Klapschus House 100, Room 100-105 +49 (0) 33 75 / 508 624 bm.wir@liste.th-wildau.de
Degree programme director European Business Management (B.A.)	Prof. Dr. rer. pol. habil Iciar Dominguez Lacasa House 21, Room A110 +49 (0) 33 75 / 508 789 eb.wir@liste.th-wildau.de
Degree programme director European Business Management (M.A.)	Simon Devos-Chernova, M.A. House 13 Room 033 +49 (0) 33 75 / 508 386 ebm.wir@liste.th-wildau.de
Degree programme director Public Administration Brandenburg (LL.B.)	Prof. Dr. jur. Cordula Schön House 16, Room 16-2030 +49 (0) 33 75 / 508 465 oebbb.wir@liste.th-wildau.de
Director Public Administration Informatics in Brandenburg (B. Sc.)	Prof. Dr.-Ing. Stephan Rein House 100, Room 318 +49 (0) 33 75 / 508 554 vibb.wir@liste.th-wildau.de
Degree programme director Business and Law (LL.B./ LL.M.)	Prof. Dr. jur. Stefan Strassner House 100, Room 204 +49 (0) 33 75 / 508 525 wr.wir@liste.th-wildau.de (LL. B.) wrm.wir@liste.th-wildau.de (LL. M.)
Degree programme director Business Computing (B. Sc.)	Prof. Dr. rer. nat. Sebastian Rönna House 100, Room 100-390 wi-dual.wir@liste.th-wildau.de
Degree programme director Business Computation (M. Sc.)	Prof. Dr. rer. pol. Mathias Walther House 100, Room 100-220 +49 (0) 33 75 / 508 277 wim.wir@liste.th-wildau.de



UNIVERSITY SERVICES



ALUMNI WORKING GROUP

The university's alumni network facilitates exchange between former students, current students and staff. The Alumni working group organises regular meetings, creates a variety of exchange formats and maintains the alumni portal. This ensures that connections to the university remain strong even after graduation.

Contact:

Juliane Bönisch, M. A.

📍 House 13, Room 13-216

☎ +49 (0) 33 75 / 508 444

✉ alumni@th-wildau.de

APPLICATIONS & REGULATIONS

All applications and forms relevant to your studies can be downloaded from the homepage:

🖨 en.th-wildau.de/study/studying-in-wildau-a-z/forms-and-applications

Important university regulations such as study and examination regulations, basic regulations and election regulations can be found in the official announcements at:

🖨 th-wildau.de/amtliche-mitteilungen

MEETING POINT “TREFFPUNKT”

The „TreffPunkt“ in House 13, Room 13-029 is open at all times and is available to all students and employees of TH Wildau as a lounge. Here you can relax or get active with a game of table football or darts. The triangular tables can be arranged to form individual or group workstations as required. We trust you to keep the room clean and tidy.

ETHICS COMMITTEE

The Ethics Committee consists of members from all areas of the university as well as external experts. It works on an interdisciplinary basis and advises university bodies and committees as well as individual university members on issues relating to scientific ethics. The Ethics Committee deals in particular with issues relating to research projects involving humans and animals. In addition, the Ethics Committee is also responsible for evaluating critical ethical research (KEF) at the university whose research results and possible application affect the security of the Federal Republic of Germany and/or its states.

✉ ethikkommission@th-wildau.de

PROMOTION OF CULTURAL AND SOCIAL PROJECTS

Film festival, football tournament or campus party? Students often have great ideas – but not much money. The Studierendenwerk West:brandenburg supports cultural and social projects organised by students for students outside of their courses.

The project application must include a cover letter, a project description, a financing plan and a letter of recommendation from the student council.

🖨 stwwb.de/en/international-culture/project-funding

LOST & FOUND

Have you lost something or would you like to hand in something you found at the university?

Contact:

Mirjam Belger

📍 House 13, Room 13-110

☎ +49 (0) 33 75 / 508 142

✉ mirjam.belger@th-wildau.de

HEALTHY UNIVERSITY

Healthy University – working together for greater well-being

In a nationwide model project, TH Wildau and TK are developing a holistic health strategy for studying, teaching, research and administration. The aim is to permanently embed health in everyday university life.

🖨 th-wildau.de/gesunde-hochschule

Health management at TH Wildau

TH Wildau is actively committed to your health – with a wide range of sports and prevention services that is constantly being expanded. In cooperation with Techniker Krankenkasse (TK), a health-conscious university culture is being created that appeals to students and employees alike.

University Sports

From aikido to Zumba – the diverse range of activities on offer provides the perfect balance to everyday student life.

🖨 en.th-wildau.de/university-sports

TK Lounge on campus

Advice on health, social security and health insurance – personal and direct on site.

📍 Hall 17, Room 17-0022

🕒 every Tuesday, 10 a.m. - 2 p.m.

TK Study Guide

Your digital companion for healthy routines in your studies, everyday life and life in general.

🖨 online.gib-base.de/gib/TK/I25

HEALTH AMBASSADORS

Health Ambassadors are students who draw attention to health-related topics, events and measures within the university. They are also important first points of contact and guides for all questions and problems relating to health and healthy studying.

Contact:

Max Rau, Jan Kuhmann

📍 Hall 17, Room 17-0022 (TK-Lounge)

✉️ gesund@th-wildau.de

☎️ +49 (0) 3375 / 508 948

HEALTH COACH

An experienced specialist in prevention is the individual contact person for all health-related questions from employees and students at TH Wildau.

Health coaching includes (regular services – see circular emails):

- Information on all health-related issues
- General advice on staying fit during your studies
- Health checks
- Evaluation and follow-up discussion of test results
- Tips for stress reduction and time management
- Hearing and vision tests
- Vaccinations and vaccination advice
- Sports medicine examinations

Health Coach:

Dr. Evelyn Klüssendorf-Mediger
Specialist in general medicine

Preventive medicine consultations on campus:

📍 Hall 17, Room 17-0024

Contact details for appointments:

☎️ +49 (0) 3375 / 508 774

✉️ dr.evelyn.kluessendorf-mediger@arcor.de

START-UPS AND SUCCESSION

Prof. Dr. Schultz's chair is the central contact point at TH Wildau for all matters relating to start-ups and business succession. Students, employees, and alumni are supported on their path to self-employment through practical, diverse, and partnership-based services. The focus is on sustainable



entrepreneurial success and fostering a campus-wide culture of entrepreneurial thinking and action.

What we offer:

- **Personal support:** A dedicated team is on hand to guide you. Coaches and industry-experienced mentors help you shape your business idea, plan a succession, or grow your entrepreneurial mindset.
- **Strong Network:** Benefit from our connections to founders, successors, and key players in the start-up ecosystem. Follow us on LinkedIn: Start-ups and Succession for updates and events.
- **Know-how & training:** Workshops, coaching, podcasts, and digital learning formats help you expand your skill set and develop your start-up or succession plan – anytime, anywhere.
- **Funding & support programmes:** We support your application for funding, including EXIST Start-up Grant, EXIST Transfer of Research, and EXIST Women.
- **Events & inspiration:** Join our keynotes, networking events, and experience-sharing formats to connect with others and exchange ideas.

Contact:

Prof. Dr. Christian Schultz

☎️ +49 (0) 33 75 / 508-792

✉️ cschultz@th-wildau.de

Demis Mohr

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💻 th-wildau.de/forschung-und-transfer/
beratung-und-foerderung/alex

💻 linkedin.com/company/gun-alumni



We look forward to hearing from you, receiving your ideas and seeing you actively participate!



UNIVERSITY COMMUNICATION

As an interface between the university and the public, the Central Department for University Communications works on a holistic image for TH Wildau, both internally and externally. This is where the relevant areas of work come together, dealing with the interests of the press and media, marketing, events, study orientation and counselling.

🖥 en.th-wildau.de/university/central-facilities/university-communications

We provide information about news and events on campus on the TH Wildau website:

🖥 en.th-wildau.de/news

🖥 en.th-wildau.de/university/news-and-events/events-and-dates

Tell us your exciting success stories and report on your studies, projects or stays abroad.

Follow us on social media at [#thwildau](https://twitter.com/thwildau)

Contact:

Central Department for University Communications
Juliane Bönisch, M.A.,
Fabian Kießlich, M. Eng. &
Dipl.-Wirt.Ing. (FH) Mike Lange

📍 House 13, Room 13-216

📍 LOK21, A102

☎ +49 (0) 33 75 / 508 -444 oder -708 oder -211

✉ hochschulkommunikation@th-wildau.de

🖥 th-wildau.de/hochschulkommunikation



UNIVERSITY SPORTS TH WILDAU



TH Wildau offers an extensive sports programme for students and staff, including:

- 43 different sports
- Over 120 courses
- 800 available places

Overview of sports on offer

Traditional sports:

- Football, beach volleyball, badminton, table tennis, basketball, tennis, speedminton

Martial arts & self-defence:

- Aikido, Wing Tsun

Group fitness & health:

- Complete body workout, breakdancing, Zumba, jumping fitness
- Stretch & Mobility, Yoga, Break Yoga

Trend sports:

- Calisthenics, juggling, roundnet, snowboarding, surfing

Outdoor and water sports:

- Beach volleyball courts on campus
- Boat hire (sailing and motor boats) via the nearby water sports club
- Courses at the HU Berlin water sports centre in Alt-Schmöckwitz

Sports events and excursions

Annual highlights::

- Christmas volleyball tournament
- Dragon boat race
- TH sports festival
- Bicycle tours
- Cloverleaf hike

Sports excursions:

- In winter and summer, various sports

🖥 en.th-wildau.de/university-sports

Contact:

Dipl.-Sportwissenschaftler Arne Sippel

📍 House 13, Room 13-157

☎ +49 (0) 33 75 / 508 111

✉ arne.sippel@th-wildau.de

INTERNET IN THE STUDENT RESIDENCES


In the student residences of the Studierendenwerk West:Brandenburg Birkenallee, Schillerallee and Hochschule Wildau, the internet connection is provided by the TH Wildau.


To activate Wi-Fi in your room, first fill out the "Campus network connection" application form (th-wildau.de/schnellstart-fuer-studierende) This can be found at the cash desk in building 13, room 13-139. A fee of 16€ is payable when connecting to the campus network. This application must be submitted each semester.

INFOPOINT STUDENT COUNSELLING

As a point of contact for all questions relating to your studies, we support you in your decision-making, orientation and planning, as well as with any problems or uncertainties you may have – both before and during your studies.

Our open consultation hours allow you to receive initial assistance without an appointment. Confidential individual consultations help you find solutions.

 en.th-wildau.de/infopoint

 LOK21, Room A1-05

 infopoint@th-wildau.de

[Open consultation hours](#)



COPYING, PRINTING AND SCANNING


At TH Wildau, you can print, scan and copy. Network copiers are available in all buildings, including one in the library (Building 10, Room 111) for A4/A3, black and white or colour. In the copy shop (Building 13, Room 013), you can also copy and print, including larger jobs or those with attachments. For printing jobs from your own computer, instructions and drivers are available on the university computer centre website.


The TH Wildau copy shop can help you with the reproduction of printed materials. Students can pay cashless with their university ID card (chip card). The copy shop can produce and process the following printed materials:


- Black and white copies
- Colour copies
- Overhead transparencies
- Brochures
- Laminations
- Binding (A4) such as book binding (hardcover), spiral binding, comb binding and thermal binding

Contact:


Petra Peters

 House 13, Room 13-013

 +49 (0) 33 75 / 508 141

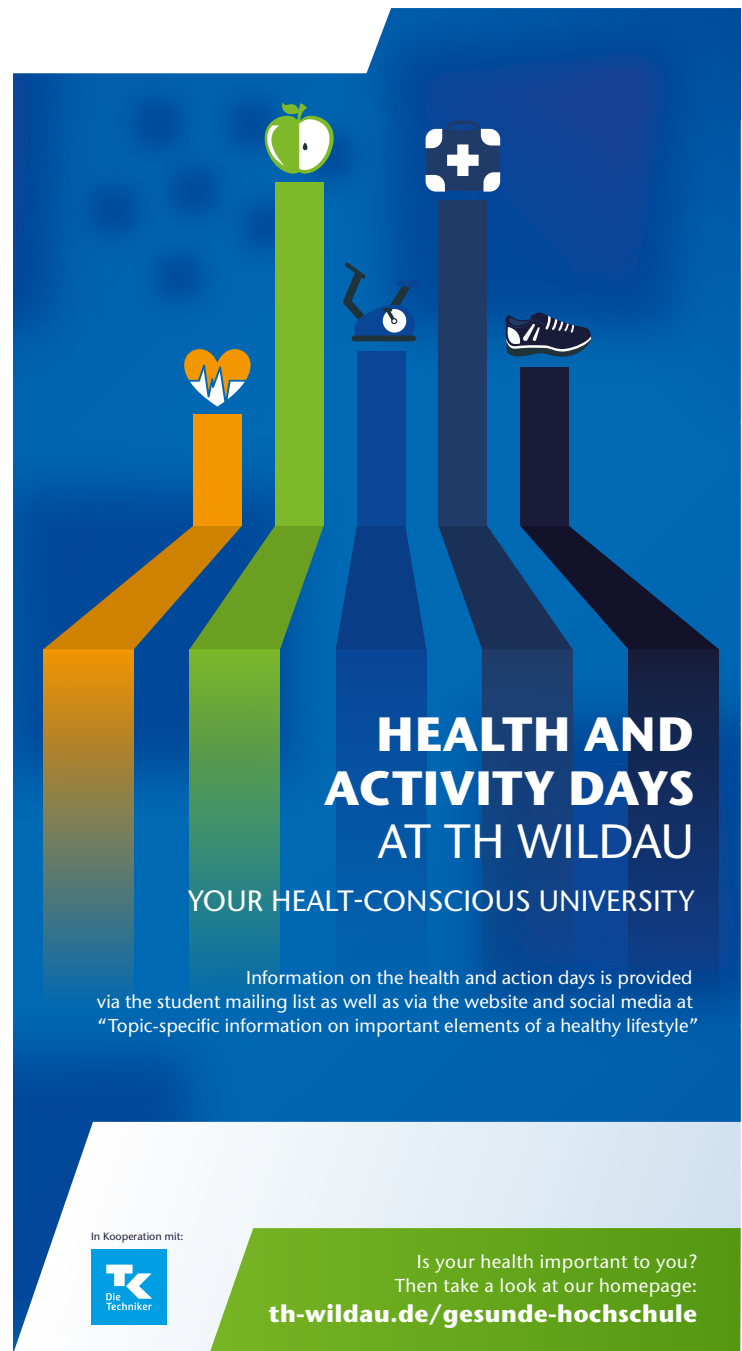
 kopierwerkstatt@th-wildau.de

 th-wildau.de/kopierwerkstatt

 [th-wildau.de/hochschule/zentrale-einrichtungen/
hochschulrechenzentrum/drucker-kopierer-scanner-
kuvertiermaschine](https://th-wildau.de/hochschule/zentrale-einrichtungen/hochschulrechenzentrum/drucker-kopierer-scanner-kuvertiermaschine)




Technische
Hochschule
Wildau
Technical University
of Applied Sciences



HEALTH AND ACTIVITY DAYS AT TH WILDAU

YOUR HEALT-CONSCIOUS UNIVERSITY

Information on the health and action days is provided via the student mailing list as well as via the website and social media at "Topic-specific information on important elements of a healthy lifestyle"

In Kooperation mit:


Is your health important to you?
Then take a look at our homepage:
th-wildau.de/gesunde-hochschule

PROOF OF ACADEMIC ACHIEVEMENT

A transcript of your academic records (transcript of records) is available at any time via the TH Wildau online portal at:

☞ online.th-wildau.de

(Mein Studium > Studienservice > Bescheide/Bescheinigungen)

or for a fee from the Enrolment and Examinations Office .

STUDY ROOMS

Would you like to write your term paper in peace or do you need a room for your study group? These rooms are available during the lecture period:

Study rooms in House 16

■ 16-1039, 16-1062, 16-1063

Library

- Glass case
- Media
- Lecture room and
- four individual workstations (lockable)

Opp:Lab – the coworking space at TH Wildau

You can reserve a room in the following ways:

☞ Campus App Unidos Wildau

✉ bibinfo@th-wildau.de

☎ +49 (0) 33 75 / 508 123

☞ en.th-wildau.de/university/university-administration/organisation-and-controlling/room-request

📍 at the library information desk

If none of these rooms are available, you can request a seminar room at least 24 hours before the desired date using the room booking form (th-wildau.de/raumbuchung).

STAFF SEARCH

The staff search on the website helps you quickly find the contact details of professors, lecturers and employees. You can find all TH Wildau employees via the TH website or via icampus.th-wildau.de/map.

DINING HALL

The student union cafeteria not only offers good, affordable food, but also a place to meet and chat.

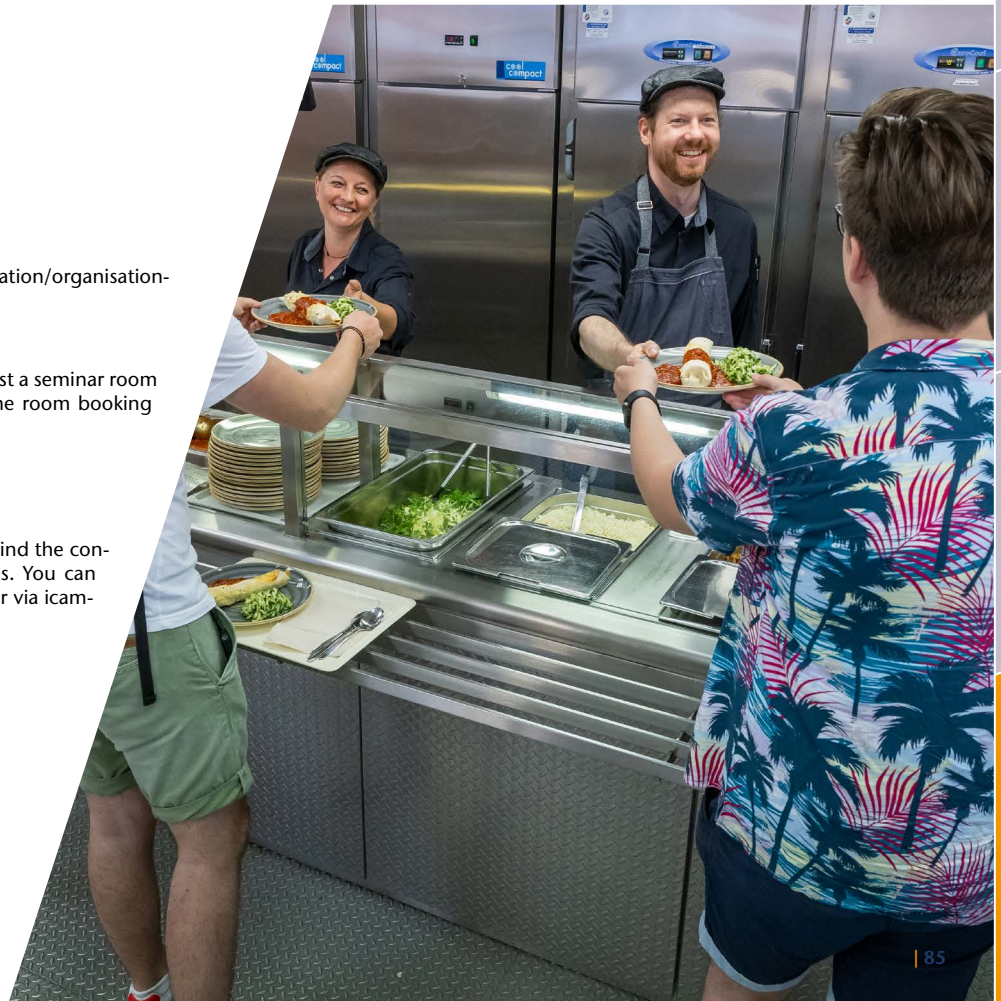
The varied dishes are freshly prepared every day. You can choose from up to five main courses, including numerous vegetarian and vegan options. The cafeteria is located in Hall 10.

Further information, current opening hours and the menu can be found here:

☞ stwwb.de/en/food-co/our-canteens/detailed-informations/mensa-wildau

The “Mensa +” app provides lots of additional information, such as news, detailed nutritional information and feedback functions. Available free of charge in the Google Play Store for Android devices and in the Apple App Store for iOS devices.

☞ stwwb.de/en/food-co/menu/app



OPP:LAB THE “ON CAMPUS” COWORKING SPACE AT TH WILDAU

The Opp:Lab (short for Opportunity:Lab) is the “on campus” coworking space at TH Wildau. With its open-plan layout and diverse work areas, it offers an inspiring environment for collaboration, creativity and innovation.

On “Walk In Days”, students, staff and professors at TH Wildau can use the Opp:Lab free of charge and flexibly – whether for focused individual or group work, informal exchanges, team meetings or joint learning.

🕒 Walk-In Days: Every Tuesday and Thursday from 10⁰⁰ a.m. to 5⁰⁰ p.m. for free use and access.

In addition, courses from both departments are held at Opp:Lab, and Opp:Lab is used for a wide range of university events.

The Opp:Lab team can be reached at:

✉ opplab@th-wildau.de

Further information about the Opp:Lab at TH Wildau:

🌐 thwildau.de/opplab

🌐 startinn.de

Virtual tour of the Opp:Lab:

🌐 icampus.th-wildau.de/vr/pn/448



GEFÖRDERT VOM



Bundesministerium
für Bildung
und Forschung

MAILBOXES

- 📍 House 13: The mailboxes of all members of the departments, departments of the university administration and the central facilities as well as the Faculty of Business, Computation, Law are located on the ground floor.
- 📍 House 15: The mailboxes of the Faculty of Engineering and Natural Sciences are located on the first floor

ROOM OF QUIET

The Room of Quiet is open to all students, employees and guests of TH Wildau who wish to meditate or pray, as well as anyone who would like to retreat from everyday life for a few minutes to a quiet room. The Room of Silence is interdenominational and open to members of all religions and faith communities – including those who do not belong to any religion.

- 📍 House 13, Room 13-053,
Open during TH Wildau opening hours*

* For use outside TH Wildau opening hours, please contact the security service: Telephone +49 (0) 176 / 16 40 30 37

Contact:

Dr. Gregory Bond

✉ bond@th-wildau.de

Claudia Steinborn-Maglóczki, M.A.

✉ antidiskriminierung@th-wildau.de

🌐 en.th-wildau.de/room-of-quiet

CONSULTATION HOURS

All professors and lecturers offer weekly consultation hours during the lecture period (see notices in the departments). In addition, most professors and lecturers have their own homepage where their office hours are published. You can find the homepages by entering the corresponding name in the staff search.



SAFETY AND EMERGENCIES ON CAMPUS

At TH Wildau, we make sure you feel safe – from first aid to crisis management:

First aid

You will find first aid stations and lists of trained first aiders in every building. For minor injuries or medical emergencies, please contact them directly.

Reporting accidents

Accidents – even minor injuries – on campus or on the way to or from campus must be reported immediately. The necessary reporting forms can be found online under “Occupational safety & emergency plans”.

Contact:

Maria Wenzel, M. Eng.

☎ +49 (0)3375 508 704

Sandro Kranz

☎ +49 (0)3375 508 222

✉ arbeitsschutz@th-wildau.de

Ongoing doctor

Prof. Dr. med. Michael Wich

📍 Achenbach-Krankenhaus
Köpenicker Str. 29, 15711 Königs Wusterhausen

☎ +49 (0)3375 288 0

Occupational safety & emergency plans

All information on safety guidelines, evacuation, fire and crisis plans can be found at

💻 th-wildau.de/hochschule/beauftragte/arbeitssicherheit

Crisis management team

In the event of serious threats, violent situations or major incidents, our crisis management team is activated. It coordinates measures quickly and is composed of university management, university communications and, if necessary, other experts.

In an emergency, you can reach the crisis management team at any time at

✉ krisenstab@th-wildau.de.

This means you benefit from a comprehensive safety net – from rapid first aid to professional crisis management.



STUDENT CLUB – STUK

The student club (StuK) in Hall 19 is the new place to go for anyone who doesn't want to travel to Berlin to enjoy a cool drink and a convivial evening with friends. Whether in summer on a beanbag outside or in winter at the bar – there's something for everyone here. For larger parties, the upper floor offers plenty of space for dancing to good music and cool drinks. In addition to parties, the StuK also regularly hosts cultural events, concerts and theme nights. Anyone who wants to get actively involved has the opportunity to help with the planning and organisation.

✉ stuk@stura-wildau.de

💻 stura-wildau.de/studierendenklub



CALENDAR OF DATES AND EVENTS

The calendar of dates and events provides information about current dates at the university.




 en.th-wildau.de/university/news-and-events



TK-LOUNGE

The Techniker Krankenkasse health insurance provider answers all your questions about health insurance and your health – directly on campus and regardless of whether you are a TK member.

Visit us in the TK Lounge right on campus: Hall 17, Room 17-0022

-  Hall 17, Room 17-0022
-  Every Tuesday from 10:00 a.m. to 2:00 p.m. (or by individual arrangement)
-  online.gib-base.de/gib/TK/125



The advisory services in the TK Lounge:


- All questions relating to social security: Contribution demands / benefit entitlements / digital offers / certificates of any kind
- Information on working student positions, internships, part-time self-employment, semesters abroad, comparison GKV-PKV, requirements and extension of family insurance, health insurance for students, etc.
- Health and prevention services
- Planned health campaigns on campus
- All questions about the “Healthy University” project

As your personal contacts at Techniker Krankenkasse on campus, we look forward to seeing you:

Monique Zamaitat & Elke Miriam Viola (university advisors)


Contact details outside office hours:

Monique Zamaitat

 +49 (0) 151 / 125 686 14

 monique.zamaitat@tk.de

Elke Miriam Viola

 +49 (0) 152 / 346 462 29

 elke.miriam.viola@tk.de

CompanyContactFair THCONNECT



11:00 - 16:00
14.10.2025
HALL 17

www.th-wildau.de/thconnect

VINN:LAB – MAKERSPACE AT TH WILDAU

The Venture Innovation Lab (ViNN:Lab for short) at TH Wildau is a makerspace that stands out thanks to its innovative and digital rapid prototyping options, such as 3D printing and laser cutting.

As an open laboratory for everyone and part of the global FabLab network and the association of open workshops, it offers the opportunity to experience and learn various 3D printing processes (FDM and SLA), 3D scanning, laser cutting, CNC milling and the handling of electronic components. Additional equipment such as a digital embroidery machine, a cutting plotter, a vacuum former and an airbrush system complete the range.

The ViNN:Lab has workstations with software for design and construction work (CAD, Illustrator, Photoshop) so that you can design and produce your own prototypes and ideas. The lab's current workshops (such as basics of 3D printing, construction, textile design, Photoshop, and much more) can be found at vinnlab.de/events.

As a space for innovation, ViNN:Lab offers support and materials for the application of creative methods for presenting ideas and developing strategy and innovation processes for start-ups, among others.

Contact:

Lab-Managerin Eva Ismer, M.A.

☎ +49 (0) 33 75 / 508 50915

✉ vinnlab@th-wildau.de

💻 vinnlab.th-wildau.de

📺 youtube.de/c/vinnlab

📷 instagram.com/vinnlab

Open Lab Day – open to everyone:

📍 House 16A, Room 16-2095

🕒 Wednesdays from 9:00 a.m. to 7:00 p.m. (no registration required)

Initial instruction is required before using the equipment.



FURTHER EDUCATION PROGRAMMES OFFERED BY TWZ E. V.

The Technology Transfer and Continuing Education Centre at TH Wildau offers continuing education courses that are particularly interesting for students. For example, you have the opportunity to improve your business English, obtain certification as an IT security or data protection officer, or expand your knowledge and skills in technical training courses such as the basics of factory and production planning or statics.

Information about our current continuing education offerings can be found here:

💻 th-wildau.de/weiterbildungskurse

Contact:

Dipl.-Wi-Ing. (FH) Stefanie Radig

📍 House 13, Room 13-044

☎ +49 (0) 33 75 / 508 235

✉ twzev@twz-ev.org



IMPRINT

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Errors excepted; subject to change

» Working at TH Wildau! «



YOU NEED MONEY?

The TH Wildau regularly offers student jobs.

You can find current vacancies at
“Research assistants with and without a university degree”
at our website www.th-wildau.de/stellenangebote

Possible areas of activity include:

- Science and research
- Management and administration
- University communication
- Study orientation
- Library

Take a look and apply now!

www.th-wildau.de/stellenangebote

ROOM FOR NOTES

