



7. Exams & Deregistration

Students are automatically registered for exams in their study programme. Please check the Study and Examination Regulations for important information about exams and requirements for each semester. If you do not wish to take an exam, you must deregister by the official deadline via the TH Online Portal.

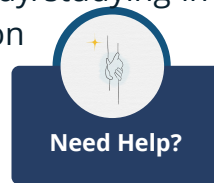
Study and Examination Regulations:
<https://www.th-wildau.de/hochschule/aktuelles/studien-und-pruefungsordnungen-fb-wir>

Exam deregistration: <https://thonline.th-wildau.de/qisserver/pages/cs/sys/portal/hi-sinoneStartPage.faces>

Contact person:
 Sandra Jakob
 Email: sandra.jakob@th-wildau.de

8. Re-registration

To continue your studies next semester, **pay the semester fee before the deadline (30th November for Summer Semester; 31st May for Winter Semester)**. Once your payment is processed, your enrolment is extended for the next semester. Link: <https://en.th-wildau.de/study/studying-in-wildau-a-z/reregistration>



Contact your:

Faculty Internationalisation Officer:

Dr. Carly McLaughlin

Email: carly.mclaughlin@th-wildau.de

International Student Mentor:

Hansi Jayarathne

Email: mentoring@th-wildau.de

InfoPoint (specially for late arrivals):

Email: infopoint@th-wildau.de

Degree Programme Coordinators:

Email: eb.wir@th-wildau.de (BA)

Email: ebm.wir@th-wildau.de (MA)

Admission and Examination Department:

Dipl. Betriebswirtin (FH) Sandra Jakob

Email: sandra.jakob@th-wildau.de

Contact person for semester fees:

Annett Poeck

Email: annett.poeck@th-wildau.de

International Office:

Email: incoming@th-wildau.de

Don't hesitate to ask—we're here to help!



Welcome to TH Wildau



Student Onboarding Guide

European Business Management (BA/MA)

Congratulations on your admission, and **welcome** to the start of your journey with us! Your studies will officially begin once you have completed your enrolment and paid the required fees. Even if you are still abroad, there are important steps and deadlines to keep in mind. This guide will help you get started and find your way around university life.

Arriving in Wildau later?

No problem! If you are not yet in Wildau, please stay active and check your university emails regularly. Many classes will be offered in a hybrid format until the end of October, so you can participate online from abroad.

If you arrive in Wildau later than the start of the semester, please contact the Info Point as soon as possible after your arrival.

1. Activate Your University Account

Your university account gives you access to important online services such as university email (Zimbra), Moodle, the TH Online Portal, Eduroam and library services.

How to activate your account:

Your admission letter contains your username, password and the link to activate your university account. The same login details are used for Zimbra, Moodle and the TH Online Portal.

Zimbra: <https://webmail.th-wildau.de>

Check your university email regularly! All official communication is sent there.

2. TH Online Portal

Use the TH Online Portal to:

- Check the exams you are registered for
- Deregister from exams
- Download enrolment certificates
- Check your grades
- Update your personal information

Link: [https://thonline.th-](https://thonline.th-wildau.de/qisserver/pages/cs/sys/portal/hisino)

[wildau.de/qisserver/pages/cs/sys/portal/hisino](https://thonline.th-wildau.de/qisserver/pages/cs/sys/portal/hisino)
[neStartPage.faces](https://thonline.th-wildau.de/qisserver/pages/cs/sys/portal/hisino)

3. University ID Card

Your student card is more than just an ID. Use it for:

- Campus identification
- Library borrowing
- For the Mensa
- Semester ticket validation (when required)

Upon arrival please contact Sandra Jakob to pick up your ID.

Email: sandra.jakob@th-wildau.de

4. Semester Ticket

Your semester ticket includes the Deutschlandticket, which gives you access to regional public transport across Germany.

Make sure you have your digital ticket with you whenever you travel, as it serves as your valid travel ticket and must be shown during inspections.

Link: [https://abo.ride-ticketing.de/app/login?](https://abo.ride-ticketing.de/app/login?partnerId=617df5e227e729e69f225607068d7a83)
[partnerId=617df5e227e729e69f225607068d7a83](https://abo.ride-ticketing.de/app/login?partnerId=617df5e227e729e69f225607068d7a83)

5. Library

The university library offers:

- Books/E-books
- 24/7 Access
- Study spaces
- Printing & scanning
- Research support

Don't forget to activate your library account.

Link: <https://en.th-wildau.de/university/central-facilities/university-library/using-the-library/borrowing-and-reference-queries>

6. Moodle

Moodle is the university's learning management system. Here's what you'll find on Moodle:

- Course materials
- Lecture slides
- Assignments
- Course announcements
- An information portal for your study programme

Link: <https://elearning.th-wildau.de/login/>

Check Moodle before every class.

