



# Intro to University



Orientation Week '23

Fachschaft Automation and Robotics



# Agenda

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## 01. Welcome to Dortmund

Important things to note on arrival

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## 02. Platforms

Important platforms for study organization

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## 03. My Campus

Where to eat, study and have fun

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## 04. Tools

IT, Services and other Benefits

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## 05. Jobs

Working Part-Time while studying



## 01 – Welcome to Dortmund

# Arrival Checklist

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Important things to take note of after arriving in Dortmund

# City Registration/Resident Permit

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## Apply for City Registration and Resident Permit

- **First thing** you should do after arrival. Officially within 14 days of arrival\*
- More relevant for Non-EU students
- Appointments might take a long time
- Send an email to – [visa.stadtdo.de/studententeam@stadtdo.de](mailto:visa.stadtdo.de/studententeam@stadtdo.de) with Visa, Entry Stamp, Passport and admission letter
- Wait and Relax
- In Dortmund, appointment for **city registration and resident permit** is usually given **together**
- In other cities i.e. Bochum, Essen etc, rules might be different
- You will receive City Registration on your date of appointment
- You will have to collect your Resident Permit on a later date

# Renewal of Resident Permit

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\*\*Not relevant for everyone

- Usually Resident Permit in Dortmund is provided for 1 year
- Might be different for other cities
- Resident Permit acts as your visa
- After expiry, you will need to renew your visa
- The duration of extension varies\*

# Bank Account

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## Money money money money

- Options – **Sparkasse, Commerzbank, Deutsche Bank, N26 ...**
- Some Banks have a **monthly charge**
- Sparkasse provides free accounts for students till **age 27**
- Most Banks require a **City Registration or Resident Permit**
- Accommodation problems? No City Registration? Try these – **Monese, Revolut**
- \*Monese has an offer with Expatrio



# Health Insurance

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## Health is giving away wealth

- Health Insurance is **mandatory**
- **Public or Private** Health Insurance
- **TK(Techniker Krankenkasse)** is the most popular option for students
- University has a TK Office. You can approach them regarding any concerns
- Doctor Appointments take forever
- A good app for booking doctor appointments – Doctolib
- We wish we were sponsored by Doctolib, but we aren't



## 01 – Welcome to Dortmund

# Accommodation

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I want to live



# The Information you might already have

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- Apply with Studierenwerk for Dormitories
- Apply with WG-Gesucht
- Look for Sublets, temporary accommodations
- Accommodations like Basecamp can work as temporary accommodations
- You usually get dormitories around 1 year after applying for them
- Further information on the FSAR Website: <https://www.fsar-tudortmund.de/student-life/>



## 02 – Platforms

# Platforms

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Important Platforms for Study Organization

# Platforms You Need to Remember

## 1. LSF

Course Registration

Timetable

## 3. BOSS

Exam Registration/De-Registration

Transcript

## 2. Moodle

Course Materials, Updates,  
Communication

## 4. Campus Portal

Semester Contribution

Course Certificates

# 1. LSF

- Register/De-Register for Courses
- Check availability of courses
- Check time-slots of courses
- Plan your timetable for the semester
- <https://lsf.tu-dortmund.de>

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lehre  
studium  
forschung

Startseite | Abmelden | Herr Goutam Das | Sie sind angemeldet als: smgodass | in der Rolle: Student |

Meine Funktionen | Veranstaltungen | Einrichtungen | Räume und Gebäude | Personen

Sie sind hier: Startseite > Allgemeine Verwaltung

Allgemeine Verwaltung

- Studiumsverwaltung
- Prüfungsverwaltung
- Stundenplan
- Mein Studiengangplan
- Mein Studienbuch
- Meine Veranstaltungen
- Meine Auswertungen
- Passwort ändern

Passwort ändern

For all Platforms, login using your  
username sm\_\_\_\_ and your  
password

## 2. BOSS

- Register for Exams
- De-Register for Exams (Important. Lol)
- Check Current Transcripts
- <https://boss.tu-dortmund.de>



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bologna  
online  
study  
service

Startseite | Abmelden | Herr Goutam Das | Sie sind angemeldet als: smgodass | in der Rolle: Student/-in | 0 |  | Hilfe

**Meine Funktionen**

Studienverwaltung  
**Prüfungsverwaltung**  
Abmelden

**Prüfungsverwaltung**

[Prüfungsanmeldung](#)  
[Info über angemeldete Prüfungen](#)  
[Notenspiegel](#)  
[ExaBase - digitale Abgabe von Abschlussarbeiten](#)

**Impressum**  
QIS und LSF sind Produkte der [HIS: eG](#)

# 3. Moodle

- All Course Materials
- Most Courses are on Moodle (Important – A few might not be)
- Communications/Discussions Platform for Courses
- Online Tests
- Language Exams usually on directly on Moodle
- <https://moodle.tu-dortmund.de>

The screenshot shows the Moodle user interface. At the top, there is a navigation bar with the TU Dortmund logo and links for 'Aktuelles', 'Meine Startseite', 'Kursuche', 'Support', and 'FAQ'. On the right, there are notification icons, a user profile icon labeled 'GD', and a 'Bearbeiten' toggle switch.

The main content area is divided into two sections:

- Zuletzt besuchte Kurse**: A section titled 'Recently visited courses' containing three course cards:
  - Computer Vision Tutorials 2022 (Fakultät für Informatik)
  - Projektgruppen WS22/23 (SoSe 2022)
  - Automated Driving\_LSF\_WISE2022 (Fakultät für Elektrotechnik und Informati...)
- Kursübersicht**: A section titled 'Course overview' with search and sorting options. Below this, a list of courses is displayed:
  - AR308/AR214: Numerical Methods for PDEs, Winter 2022/2023, LSF\_012518 (Fakultät für Mathematik)
  - Automated Driving\_LSF\_WISE2022 (Fakultät für Elektrotechnik und Informationstechnik)
  - Automotive Systems I\_LSF\_080008 (Fakultät für Elektrotechnik und Informationstechnik)
  - Computer Vision Tutorials 2022 (Fakultät für Informatik)

# 4. Campus Portal

- Details for Semester Contribution
- PDF Version of Semester Ticket
- Current Study Certificates
- Edit Personal Data
- <https://campus.tu-dortmund.de>

The screenshot shows the user interface of the TU Dortmund Campus Portal. At the top, there is a navigation bar with the TU Dortmund logo, a search bar labeled 'Menü durchsuchen', and a user profile icon with a notification bell and the number '30'. The main content area is divided into several sections:

- Einmalzahlung Energiepreispauschale:** Contains a warning icon and text: 'Das Token als persönlicher Berechtigungscode kann kopiert und auf der EPPSG-Webseite weiter genutzt werden.' Below this is a 'Datenschutzhinweise anzeigen' link and a highlighted box containing the 'Berechtigungscode: 06500732-10e2-4036-95a6-e01ab76e6ce8' with a 'Berechtigungscode kopieren' button. A link below reads 'Portal zur Beantragung der einmaligen Energiepreispauschale'.
- Meine Bescheide:** A grid of four cards:
  - Energiepreispauschale (0):** 'Es stehen keine neuen Bescheide für Sie bereit.'
  - Rückmeldung/Zahlungen (0):** 'Sie haben noch keine Bescheide.'
  - Semesterticket (3):** 'Es liegen ungelesene Bescheide für Sie vor, Anzahl: 3.'
  - Studierendenstatus (2):** 'Es liegen ungelesene Bescheide für Sie vor, Anzahl: 2.'
  - Allgemein (0):** 'Sie haben noch keine Bescheide.'
- Mein Studierendenservice:** A grid of four service links: 'Studienservice', 'Änderung Personendaten', 'Beurlaubung', and 'Erstattung Beiträge'.
- Zuletzt verwendet:** A row of three icons with labels: 'Studienservice', 'Erstattung Beiträge', and 'Exmatrikulation'.

# Language Registration (ZHB)

Language Registration is done through the zhb platform

- Register for Language Courses
- Registration for Language courses open 2 weeks before lecture week
- Be quick to register! Always set reminders!
- You can see all available language courses on the zhb platform
- German as Foreign Language is not the only option. You can register for any language courses in the department
- <https://cms.zhb.tu-dortmund.de>

## Deutsch als Fremdsprache

Kursprogramm Deutsch als Fremdsprache  
Kursprogramm Deutsch als Fremdsprache

### Allgemeinsprachliche Veranstaltungen

Qualifiziert Qualified	Nummer Number	Titel Title	Gruppe Group	Dozentin Instructor	Termin und Ort Date and Location	Anmerkungen Further Information	Kursbeschreibung (PDF) Course Description (PDF)	Kursanmeldung Course Registration
	210501-W	Deutsch A1.1 Automation & Robotics	A	Pia Kluth	Montag 17:00-19:15, EF 61, R. 201	Kursbeginn 16.10.2023 / Course open only for students in Automation and Robotics	<a href="#">Kursbeschreibung</a>	Anmeldung ist nicht möglich (siehe Informationen unter Legende, oben auf der Seite).
	210502-W	Deutsch A1.1 Automation & Robotics	B	Agata Grzenia	Dienstag 17:00-19:15, Pavillon 8, R. 0.17	Kursbeginn 17.10.2023 / Kursformat online via Zoom / Course open only for students in Automation and Robotics	<a href="#">Kursbeschreibung</a>	<a href="#">Anmeldung</a>
	210503-W	Deutsch A1 MMT/PSE	Keine	Dr. Judith Schönhoff	Mittwoch 08:30-11:45, Seminarraumgebäude 1, R. 3.011 Donnerstag 12:15-13:45, Seminarraumgebäude 1, R. 1.005	Kursbeginn 18.10.2023 / The course is open to international students from the Master's programs in Manufacturing Technology (MMT) and Process Systems Engineering (PSE).	<a href="#">Kursbeschreibung</a>	<a href="#">Anmeldung</a>
	210504-W	Deutsch A1 Data Science	Keine	Miri Shalini Stoll	Montag 10:30-12:45, C1-06-430 Freitag 10:30-12:45, C1-06-427	Kursbeginn 16.10.2023 / Kursformat online via Zoom	<a href="#">Kursbeschreibung</a>	<a href="#">Anmeldung</a>
	210505-W	Deutsch A1	Keine	Hannah Baumann	Montag 10:15-13:30, C1-06-427 Mittwoch 08:30-10:00, EF 61, R. U 11	Kursbeginn 09.10.2023	<a href="#">Kursbeschreibung</a>	<a href="#">Anmeldung</a>
	210506-W	Deutsch A1.2	A	Marie Gerndt	Montag 09:15-11:30, EF 61, R. U 15/16	Kursbeginn 16.10.2023	<a href="#">Kursbeschreibung</a>	<a href="#">Anmeldung</a>



## 03 – My Campus

# TU Dortmund

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Home away from home

# Campus Nord



# Campus Süd



## 03 – My Campus

# Places to Learn

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Learning and Living around the campus

# Universität Bibliothek





# Universität Bibliothek



Till the next 6 years

# Emil Figge Bibliothek (Replacement)

- ✓ Rent Books
- ✓ Places to Learn
- ✓ Access Computers
- ✓ Scanning

**Location** – EF50, 1st Floor, North Campus

**Opening Hours** –

Monday - Friday: 08:00 – 22:00

Saturday : 09:00 – 22:00

Sunday : Nein



# Issuing a Book

## Step 1 – Find Book

- 2 Ways – App and Website
- TU APP – Find University Library Option
- Website - <https://katalog.ub.tu-dortmund.de>
- Search for the book you want
- Check if it's loanable
- Find the location

## Step 2 – Get Book

- Get the location of the book from the previous step
- Sometimes locations can be misleading
- Ask someone in the library

## Step 3 – Issue/Return Book

- There are book issue machines in the library. You can scan and issue books
- See list of issued books in TU App
- Make sure to check return date
- Miss return date -> Bad -> Pay Money

Enter search term(s)  
 Robotics Modelling



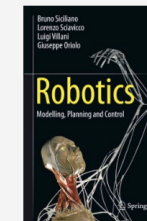
Search result: 1 - in 861200 for 'Robotics Modelling'

Treffer pro Seite: 10 | 1 - 10 von 861200

1 Villani, Luigi (aut) ; Sciavicco, L. (aut) ; Oriolo, Giuseppe (aut) ...

**Robotics**

Modelling, Planning and Control  
 1st ed. 2009, 2009



- × **People** Villani, Luigi (aut) ; Sciavicco, L. (aut) ; Oriolo, Giuseppe (aut) ; Siciliano, Bruno (aut)
- Author statement** by Bruno Siciliano, Lorenzo Sciavicco, Luigi Villani, Giuseppe Oriolo.
- Place, Publ. , Year** London :, Imprint: Springer, 2009
- Pagination** 1 online resource (643 p.)
- Serial title** Advanced Textbooks in Control and Signal Processing,
- ISBN** 1846286425; 9781846286421; 9781849966344; 1849966346; 9781846286414; 1846286417
- DOI** [10.1007/978-1-84628-642-1](https://doi.org/10.1007/978-1-84628-642-1)
- Please note** Description based upon print version of record.
- Language** Englisch
- Media type** eBook
- Link to quote** <https://katalog.ub.tu-dortmund.de/id/ir01388a:ubd.lobid:99371454561806441>

**Edition: 2010. - XXIV, 632 S. : Ill., graph. Darst.**

Emil Figge Library / Textbooks    Signatur: L Va 112+3    Loanable  
 Location guide

Emil Figge Library / Textbooks    Signatur: L Va 112+5    Loanable  
 Location guide



# Study Areas

Here you will find spots to sit and study. Also present are group study places

Place	Number of Places	Timings	Location
Emil Figge Bibliothek	287	Mon-Fri: 08:00-22:00 Sat: 09:00 – 22:00	EF50, First Floor
Sebrath Bibliothek	240	Mon-Fri: 08:00-20:00 Sat-Sun: 10:00-20:00	Sebrathweg 7, 44149 Dortmund
Co-Learning Space (Containers)	250	Mon-Fri: 06:30-01:00 Sat-Sun: 10:00-01:00	Next to SRG (Remember 😊)
Galerie	450	Mon-Fri: 17:00-22:00 Sat-Sun: 10:00-22:00	Below Mensa

**THERE ARE MORE PLACES. FOR THE FULL LIST - <https://ub.tu-dortmund.de/en/learning-teaching/campus-study-areas/>**

# Study Areas – Retina Pool

- As a student of ETIT, you can always use the Retina Pool to study and use the computers
- Even if a lecture/lab is going on, you can sit there and work. Just don't disturb the lecture
- You need a Retina Account to access the computers
- You will visit the Retina Pool during your MATLAB course 😊



## 03 – My Campus

# Places to Eat!

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Food is my God

# Mensa and Cafeteria

## HauptMensa

- **Big Orange Building**
- Usually Cheapest
- Good Vegan/Non-Vegan Options
- Menu changes every day
- Buffet Option
- 11:30 – 14:00

## Galerie

- **Also Big Orange Building**
- Snacks, Breakfast, Burgers, Beverages etc.
- 07:30 – 15:00



## Food Fakultät

- **Besides Ruins of Old Library**
- Pizza, Pasta, Beverages, Snacks
- 11:30 – 18:30/19:30

# Some other places

## Café C

- 2 Locations
- EF50 and Mensa Foyer
- Usually hot beverages

## Mensa Süd

- South Campus
- Take the upside down train
- 11:30-14:00

## Mensa Sonnestraße

- In the FH Campus
- Food away from Campus
- Sonnenstraße 96
- 07:30 – 14:00

**Remember that all places only accept cashless payments !!**



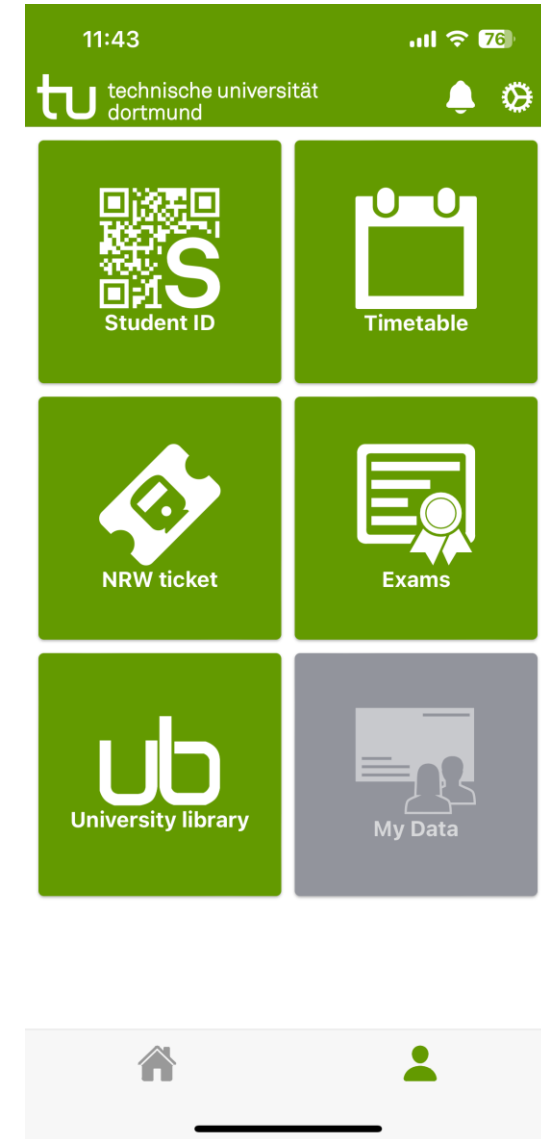
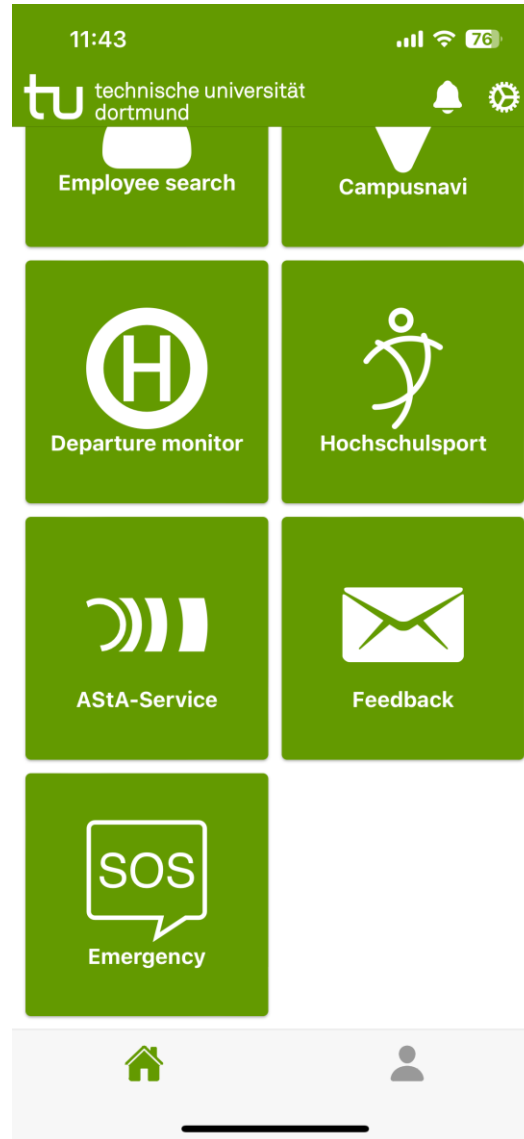
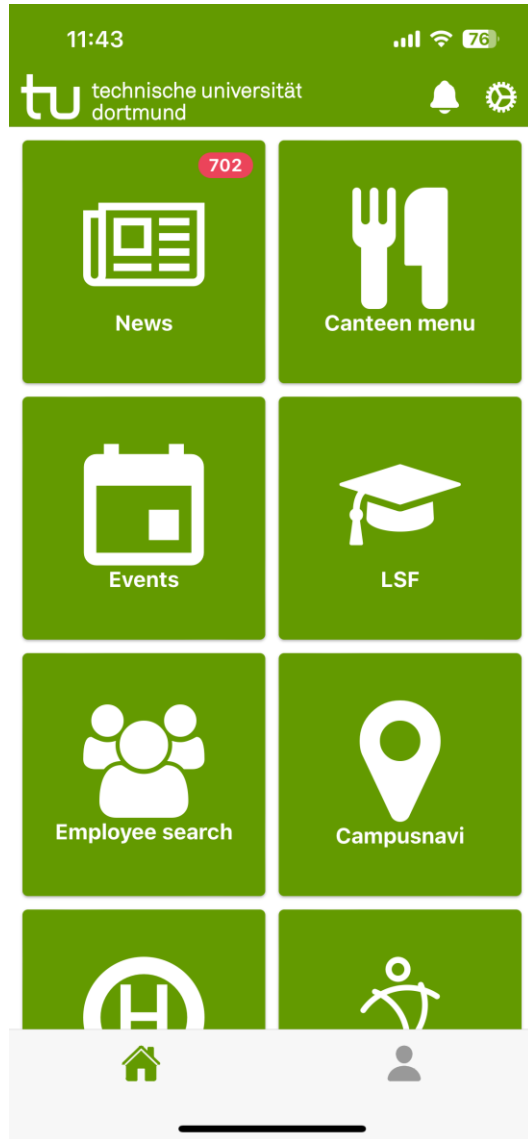
## 04 - Tools

# TU App

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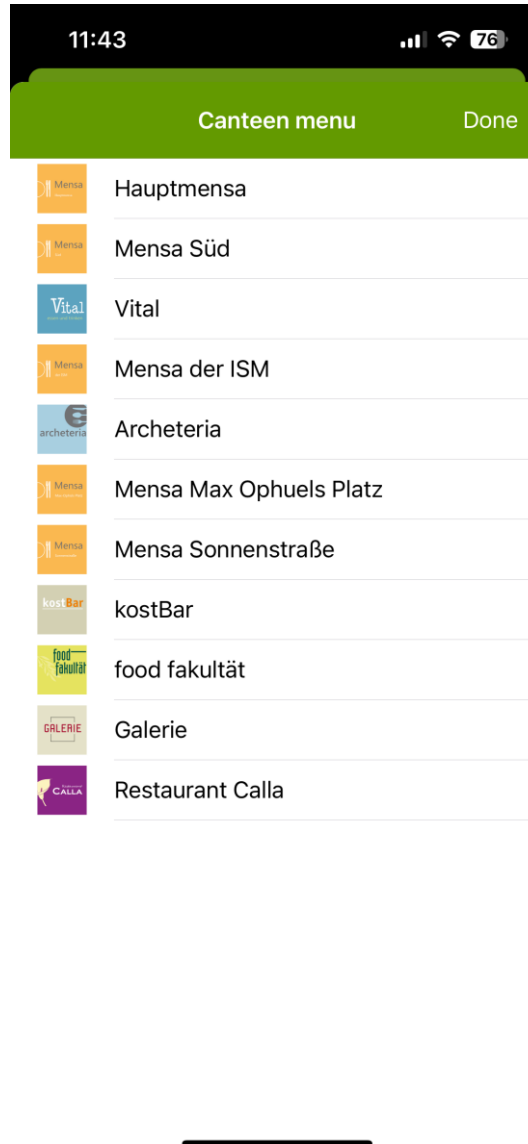
The only app you need

# TU App



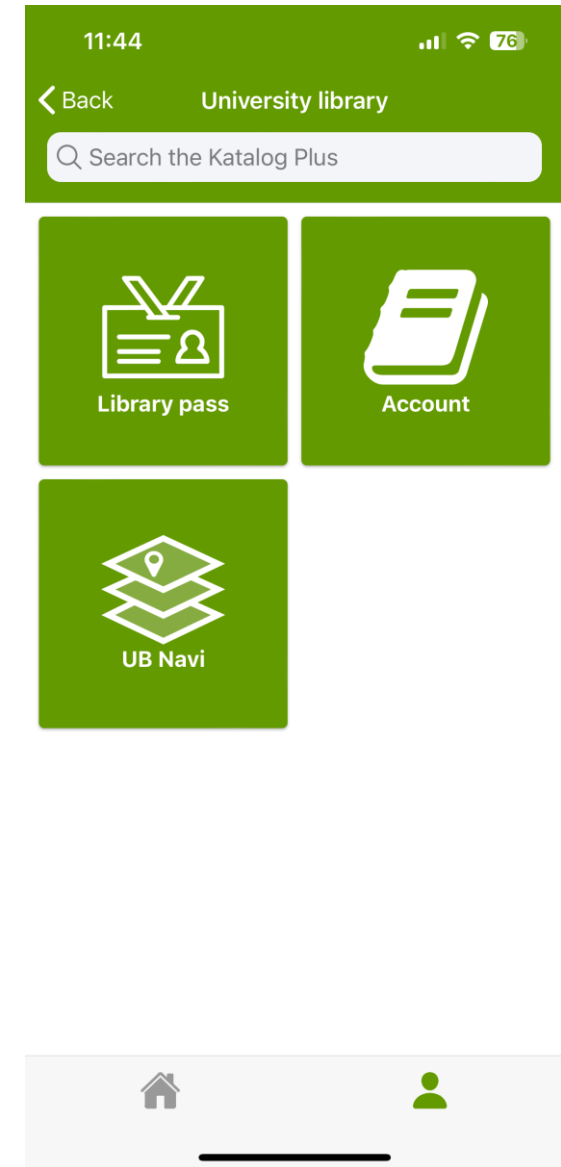
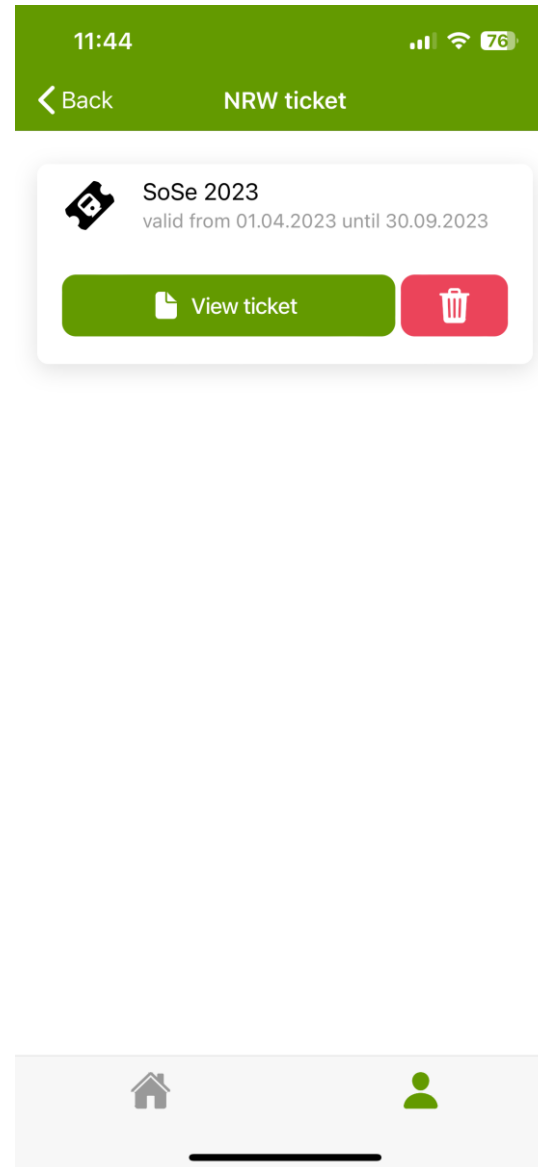
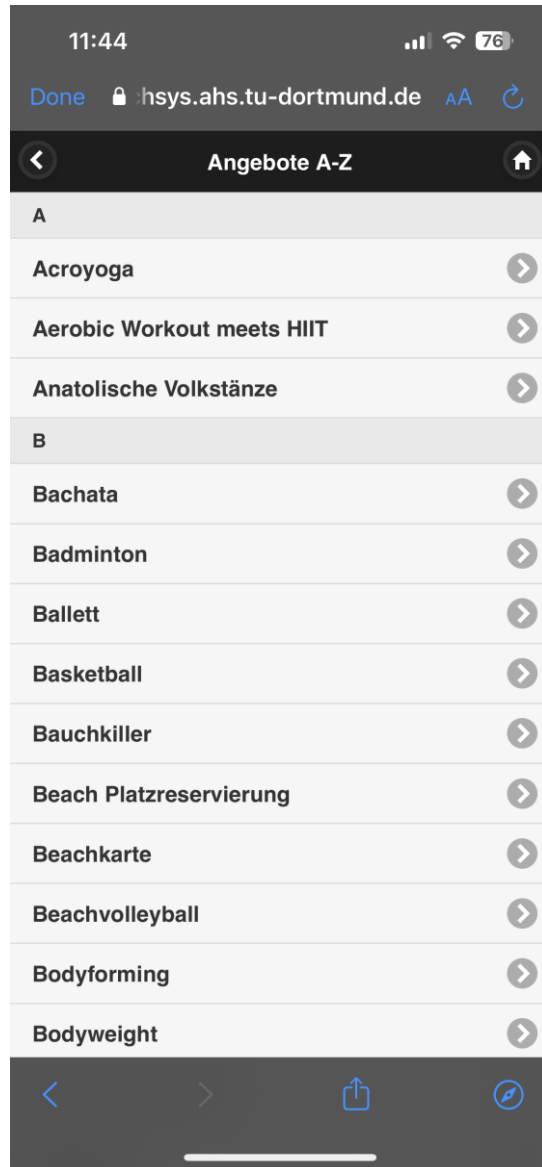


# TU App





# TU App



## 04 - Tools

# Printing and Scanning

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Digital is a farce

# Printing and Scanning Services

## Retina Pool

- Services - Printing
- Only for students of ETIT (that's you 😊)
- 2 Printers
- You need to use the Retina Computers to Print
- Starting credit of 1.5 Euros for everyone – 50 Free Pages
- Can be topped up at the office of Fachshaft ETIT

## Chemie (C2-02-501)

- Services – Printing, Scanning
- Paid Printing and Scanning Services
- Pretty Cheap services
- Check Website for exact prices
- Mon-Thur: 07:30 – 12:00/12:30-16:00
- Fri: Till 14:00

## Emil Figge Bibliothek

- Services – Scan
- Free Scanning Services
- Carry a USB Stick or email to yourself
- Available whenever library is open

## 04 - Tools

# Some Benefits

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Gimme Free

# IEEE Xplore

- University provides you free access to IEEE Explore
- Read/Download papers at your convenience
- Go to [ieeexplore.ieee.org](http://ieeexplore.ieee.org). Click Institutional Signin and type “UniversitatBibliothek Dortmund”

IEEE Xplore | IEEE Xplore | IEEE SA | IEEE Spectrum | More Sites | Cart | Create Account | Personal Sign In

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## Featured Authors

# Software

## Sciebo (Cloud Storage)

- <https://tu-dortmund.sciebo.de/>
- Get 30 GB of Cloud Storage Free
- Signup using your Uni Account



Other Software provided by the Uni can be found in -  
<https://service.tu-dortmund.de/group/intra/software>

## Microsoft Office

- Get 1 year of Office 365 Access (Word, Powerpoint, Outlook etc.) for 5 Euros/year
- Multiple device access
- <https://service.tu-dortmund.de/group/intra/office-fur-studierende>



## 05 - Jobs

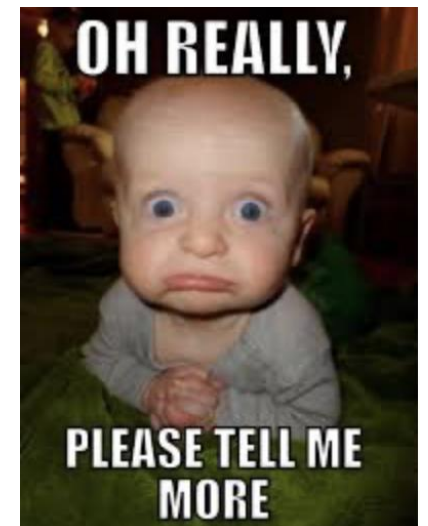
# Applying for Part-Time Jobs

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Top-up my bank account

# Points to Note

- ✓ You can work for **20 hours/week** as a student
- ✓ During Lecture free periods i.e. February, March, August, September – You can work for **40 hours/week**
- ✓ University Jobs don't count towards the 20 h/wk limit \*
- ✓ For most jobs, you would need your Resident Permit before you're allowed to work
- ✓ You can work upto 17 hours in the University
- ✓ Having multiple jobs is possible





# HiWi in University

## Facts

- Work as a HiWi (Wissenschaftliche Hilfskraft) in the University
- Student Assistant/Research Assistant/Teaching Assistant
- Work in any Department in the University
- Contracts between 7-17 hours/week

## Advantages

- Relaxed Environment
- Work and Study in one place
- Gain experience in your preferred area of study
- Can be paired with another werkstudent/HiWi contract

## Disadvantages

- Contracts take a long time and involve a lot of documentation. Apply early
- Upto 17 hours/week

**How to Apply** : Stellenwerk, Directly reach out to Professors/Phd Students

# Werkstudent

## Facts

- Work as a Werkstudent in a company/research institute
- Work up to 20hours/week
- No relation with University

## Advantages

- Industrial Experience
- Chance for higher pay
- Intro into how companies work in Germany
- Make connections in the industry

## Disadvantages

- Travelling might take time (Job might not be in Dortmund)
- Flexibility along with studies would depend on job

**How to Apply** : Stellenwerk, LinkedIn, Stepstone, Directly reaching out

# Other Jobs

## Facts

- Work as a Rider, Logistics worker, Restaurant helper/cook
- Work up to 20hours/week or a minijob

## Advantages

- Easier to get
- Salary as good as any other job
- Hard on the body, but not hard on the mind
- Good Experience

## Disadvantages

- Less correlation with your studies
- Might not add a whole lot of value to your CV

**How to Apply** : Randstad, Synergie, Directly reaching out

# Finding Jobs - Stellenwerk

- <https://stellenwerk.de>
- Find postings for Werkstudent, HiWi's and other jobs
- Regular Postings

The screenshot shows the homepage of the Stellenwerk website. At the top, there are logos for 'stellenwerk hochschul-jobportale', 'tu technische universität dortmund', and 'cet Zentrum für Entrepreneurship & Transfer'. A navigation menu includes 'Jobbörse', 'Career Calendar', 'Hochschulprofile', 'Firmenprofile', 'Career Service', 'Wer gründet mit?', 'Für Arbeitgeber', 'Magazin', 'Über uns', and a 'Job anbieten' button. A 'Login' button is also present. The main banner features a green background with a photo of a young man and the text 'klick, klick, JOB!' and 'Willkommen bei stellenwerk Dortmund!'. Below this is a search bar with the placeholder 'Jobtitel oder Keyword eingeben' and a 'Suchen' button. A filter menu below the search bar includes 'Jobart', 'Beschäftigun...', 'Beschäftigun...', 'Tätigkeitsber...', and 'Filter löschen'. Below the banner, the text reads 'Finde den richtigen Job für dich!' followed by 'Egal ob Praktikum, Studijob oder Jobeinstieg - bei uns findest du eine große Auswahl an Jobs in Dortmund.'

# Q&A

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Ask us through:

[fachschaft.ar@tu-dortmund.de](mailto:fachschaft.ar@tu-dortmund.de)

[https://www.instagram.com/fsar\\_tudortmund/](https://www.instagram.com/fsar_tudortmund/)