



# MANAGE YOUR STUDIES

## 2025/2026



**SEMESTER PROGRAMME****- 2025/2026 Winter Semester**

1 September 2025	Winter semester begins
15 September 2025	Lecture period begin
3 October 2025	(lecture-free) German Unity Day
31 October 2025	(lecture-free) Reformation Day
22 December 2025 – 3 January 2026	(lecture-free) Christmas and turn of the year
17 January 2026	Lecture period ends
19 January – 7 February 2026	Examination stage (may differ for the Engineering Faculty)
9 February 2026	Lecture-free period begins
28 February 2026	Winter semester ends

**- 2026 Summer Semester**

1 March 2026	Summer semester begins
2 March 2026	Lecture period begins
3 April – 6 April 2026	(lecture-free) Good Friday / Easter
1 May 2026	(lecture-free) May Day
14 May 2026	(lecture-free) Ascension Day
15 May 2026	(lecture-free) Bridging Day
25 June 2026	(lecture-free) Whit Monday (Whitsun)
20 June 2026	Lecture period ends
22 June – 11 July 2026	Examination stage (may differ for the Engineering Faculty)
13 July 2026	Lecture-free period begins
31 August 2026	Summer semester ends

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**WELCOMING WORD FROM THE PRESIDENT:**

Dear new students,

it is with great pleasure that I welcome you to our university. As President of Wismar University, I am particularly delighted with the wide-ranging courses we are able to offer you this year in our three faculties as well as the interfaculty institutions. Please make intensive use of your study time in preparing for your professional life. As the region's university, we have a lot to offer – and not only in the academic spectrum. The interdisciplinary networking of the facilities as well as the collaboration with the regional economy and international partner universities provide you with a wide range of opportunities to gain extensive economic experience both nationally and abroad. Do not hesitate in contacting the corresponding institutions.

Alongside a will of iron to successfully complete your studies, I also hope you will display an active commitment in the social and charitable activities offered by our student organisations, staff members and partners. You can play an active part in shaping life on the campus.

The guiding principle of our university is defined as - entrepreneurial – competitive - future-oriented

International orientation is a key component of our university philosophy. Not least for this reason are a above average high number of international students enrolled at our university, whom I would like to extend a particularly warm welcome to at this point. Our international students are a particular asset to our university. There are, however, also a large number of interesting courses available for German students abroad.

Our main campus is situated in the heart of the beautiful Hanseatic city of Wismar, which has been a UNESCO World Heritage site since 2002. Acquaint yourself with the history, the special flair and the myths of our region, which from an economic perspective, i.e. a potential environment to work and live in, has a lot to offer.

The information provided in this semester compass is designed to whet your curiosity, and encourage you to learn not only more about our region but – it goes without saying – also the exciting life on the campus. If you would like to know more, just contact us.

I wish you all the best and every success in your study.

Prof. Dr. jur. Bodo Wiegand-Hoffmeister  
President

**WELCOMING WORD FROM AStA:**

Dear Students,

a new and intensive year of learning is starting at Hochschule Wismar University of Applied Sciences: Technology, Business and Design and I would like to say a warm welcome to all new students in Wismar and wish our returning students continued success with their studies.

This Semester Guide will now be an annual guidebook for your university studies, which will hopefully be filled with interesting new experiences, possibilities, parties and challenges.

During your time here, you might find obstacles along the way, but this also gives you the opportunity to surpass yourself, to recognise and foster your potential. As personal experience has shown, studying is not just work. Making new friends and having great experiences is also part of it. You will hopefully soon realize that this is quite easy on our campus and how much can actually be going on there.

Enjoy your spare time beside the Baltic Sea and in the beautiful town of Wismar. If you have any questions, problems, or feel the urge to get involved (which we would be delighted about), the students' union executive committee (AStA) will be happy to help.

A warm welcome to Wismar!

Lukas Burmester

Chairman of the students' union executive committee (AStA)  
of Hochschule Wismar University of Applied Sciences, Technology, Business and Design,  
12 st semester Applied Computer Science - Multimedia Engineering (Bachelor's)

# SEMESTER

## 1. DATES AND DEADLINES

### - Registering for Examination

2025/26 winter semester	1 December – 12 December 2025
2026 summer semester	11 May – 22 May 2026

### - Re-Enrolment

2026 summer semester	1 December 2025 – 31 January 2026
2026/27 winter semester	1 June – 31 July 2026

### - Applications

2026 summer semester	up to 15 January 2026
2026/27 winter semester	up to 15 July 2026

## 2. TIMETABLE

Semester and seminar group timetables can be found in the departments concerned or online on the departmental web pages. If you have any questions, please ask faculty or departmental staff.

## 3. STUDY AND EXAMINATION REGULATIONS

On starting your study, you should familiarise yourself with the study and examination regulations relevant to your study course. These lay down the framework conditions and regulations for a proper course of study and the general framework of the examination procedures for each degree programme.

You can use the regulations to plan your studies and timetable for the individual semesters. The framework conditions for examination law for the degree programs are regulated in the framework examination regulations. These regulations are available online at [www.hs-wismar.de/ordnungen](http://www.hs-wismar.de/ordnungen).

## 4. EXAMINATIONS

### Exam Registration

You have to register for every exam you would like to take over the course of the semester if the examination and study regulations stipulate this. Registration is subject to a prescribed period of time.

The registration period will also be announced in good time by a reminder sent by e-mail to the student e-mail address and on our website.

How do I register for an exam?

Online, of course! – [www.hio-wismar.de](http://www.hio-wismar.de)

So, what do I need for this?

Nothing else, other than an Internet connection and a PC of course.



You can use the user ID the university issued you with at the beginning of your study for access.

And if I need help?

We will send you more information on this topic via email shortly before the start of the exam registration period. Please find more details at the Campus-Management-System.

If you have any problems or suggestions, please send an email to [servicepoint@hs-wismar.de](mailto:servicepoint@hs-wismar.de).

Please note:

Technical constraints make online registration impossible for some compulsory elective modules. If you are unable to register online for the required compulsory elective module, you can register for examinations using the relevant forms available at the Service Point (House 1, Room 150) or online.

Please read the forms carefully and complete them accurately and in full (Matriculation No., Date, do not forget your signature). Incomplete or incorrectly forms will be deemed invalid and cannot be processed.

**Withdrawal**

How can I withdraw from my exam registration?

- › Online via [www.hio.hs-wismar.de](http://www.hio.hs-wismar.de) – up to 1 day before the examination date
- › In writing at the service point – up to 1 day before the examination date

*Please note:*

*For alternative examinations, the deadline for issuing the topic to be worked on, if applicable, is the examination date. Withdrawal at the end of the examination period is not permitted.*

Do I have to justify my withdrawal?

Not if the deadlines above are complied with! After the above-mentioned deadlines, a justification is required. The examination board decides on the recognition of the reasons.

Will I lose examination attempts?

Free attempt – YES

1<sup>nd</sup> attempt - NO

2<sup>nd</sup> attempt - NO

2<sup>nd</sup> repeat exam without application – NO – please read the examination rules and academic regulations

2<sup>nd</sup> repeat exam with application – must always be taken the following semester – please read the examination rules and academic regulations

Are there any exceptions?

Yes, if the withdrawal is due to extraordinary circumstances beyond the student's influence. Such circumstances, e.g. illness, shall be proven by means of corresponding evidence, which is to be submitted at the service point. The appropriate form is available online or at the service point.

**Important Note on Failure to Sit an Examination Because of Illness**

In the event of failure to sit an examination because of illness, it is necessary to present a medical certificate – otherwise the module examination will be regarded as taken and failed. The medical

certificate must include the description of the impairment to health (e.g. reference to specific pains) and must further specify the reasons arising to prevent the sitting of the examination (e.g. inability to concentrate). It is not possible to recognise medical certificates featuring only a reference to the inability to sit an examination. The form for providing evidence of the inability to sit an examination is available on our website or in front of the service point in House 1. The reason for failure to sit an examination must be presented without delay.

## 5. RE-ENROLMENT

In accordance with § 21 Section 1 of the State Higher Education Law (LHG), students shall register (re-enrol) for each semester for the purpose of further study and pay the fees and contributions thus due. The actual amount of the semester fee is available at our website at [www.hs-wismar.de/rueckmeldung/](http://www.hs-wismar.de/rueckmeldung/).

The annual re-enrolment dates are:

Summer semester from 1 December to 31 January of a given year

Winter semester from 1 June to 31 July of a given year

### Payment by Bank Transfer

Payment shall assigned to the Wismar University account specified and include the appropriate intended purpose of the transfer.

Note:

Students who do not pay (or not pay in full) the semester fee for re-enrolment, will not be re-enrolled. In accordance with § 17 Section 7 LHG of the Federal State of Mecklenburg-Western Pomerania, the absence of re-enrolment shall result in deregistration.

In addition, your enrolment will not be renewed if your obligations towards the health insurance funds have not been met.

*Bank details of the Department for Student and Academic Affairs:*

Recipient	Hochschule Wismar
Bank Institute	Sparkasse Mecklenburg-Nordwest
Intended use	<i>Name and matriculation number</i> <i>Payment reason</i>
IBAN	DE19 1405 1000 1000 0183 30
SWIFTBIC	NOLADE21WIS

## 6. MANDATORY WORK PLACEMENT

What is a mandatory work placement?

The practical study phase in the form of a mandatory work placement is a component of bachelor's degree and diploma course. It serves to supplement the academic programme and enhance its practical relevance. The practical study phase is an integral part of the degree course, regulated by Wismar University of Applied Sciences. It takes the form of a supervised training

period with defined content, accompanied by courses, and is usually completed at a company or another professional institution for a duration stipulated in the examination regulations.

When do I have to do the internship?

Time and duration of the practical study phase are described in the examination regulations.

Is there anything important to notice?

For the time of the practical study phase, students remain enrolled at Wismar University and retain all the rights and obligations of a regular student.

Where do I register my internship?

Registration is conducted in the corresponding faculties and areas (NOT at the service point).

It is worth taking a look at the university's Job Portal, where companies also advertise internships.

[www.hs-wismar.de/jobportal](http://www.hs-wismar.de/jobportal)

## **7. THESIS**

The preparation of the degree thesis and the associated colloquium are requirements for finishing the degree programme:

What do I have to do?

Apply for examination admission

- Find corresponding forms online or at the service point
- Collect and prove required number of credits (the Examination and study regulations tell you how many credits you need!)
- Provide thesis topic in German and English (Important for your certificate!)
- Indicate supervisors (1st and 2nd) and collect their approval (signatures)
- Submit application by email as a PDF to the service point

Can I appoint someone from my company as my supervisor?

Yes, of course. You can choose someone from your internship company as your second supervisor. However, that person must have a degree that is at least equivalent to your pursued academic degree.

When and where do I have to submit my thesis?

Your dissertation must be uploaded in digital form via Stud.IP. The login details will be sent by email upon admission. Two bound paper versions must be submitted to the service point (please note: depending on your study and examination regulations, more copies may be required). The submission deadline is met once you have submitted your dissertation in digital form. The paper version must be handed in within one week thereafter.

Is it possible to extend the submission deadline?

Yes, you may apply for an extension at the service point at least 2 weeks before the submission date. You are required to state the reason for your application.

The final decision lies with the examination board.

### When can I defend my thesis?

In general, the defence of your degree thesis is only possible after the submission of all examination performances/credits. The date of your defence is agreed in consultation with the examiners. If the paper version has not yet been submitted, no defence may take place.

## **8. MASTER'S PROGRAMME**

### What do I have to do if I want to achieve a master's degree?

Master's programmes require an online application as well. After applying online, you have to submit the following documents:

- Your updated CV (signed)
- Bachelor's/diploma certificate or, if not yet available, a current overview of achievements
- Any other application documents corresponding to the study program within the application deadlines for direct studies

### Which requirements do I have to meet?

In order to get a master's programme admission, you have to meet the following requirements:

- A profession-oriented bachelor's degree or diploma from an equal or related study programme completed at a national or international university
- Depending on the degree programme, at least between 180 and 210 credits according to ECTS

For more details, please read the valid studies, examination or admission regulations. Decisions regarding exceptional cases lie with the responsible examination board.

If you have not yet completed your Bachelor's degree, but are only 25 credits away from graduation and will complete it in the following semester, it is also possible to apply for temporary enrolment.

### Requirements:

- only applies to a master's degree programme with no restricted number of admissions
- all other admission requirements have been fulfilled according to the rules and regulations
- the thesis must already be registered and have been started

You can temporarily enrol at the beginning of each semester.

Please note: The defence cannot be made at the end of the deadline, as the admission and acceptance of the admission must also be made during this period. We advise you to conduct the defence at least 14 days before the deadline.

## **9. APPLICATION DEADLINES FOR DIRECT STUDIES**

The application deadline for the summer semester is 15 January of a given year (online application from 1 December)

Application deadline for the winter semester is 15 July of a given year (online application from 1 May)

## 10. DEREGISTRATION

Deregistration refers to the cancellation of a student's university studies.

There are three types of deregistration:

1. Deregistration at the student's own request
2. Deregistration after passing the final examination
3. Official deregistration (e.g. due to failure to reply or failed final examination attempt or non-attendance at special student counselling)

What do I have to do?

In case of types 1 and 2:

- Print application for deregistration from [www.hs-wismar.de/formulare-studium](http://www.hs-wismar.de/formulare-studium) or ask for a copy at the service point
- Fill in application (CAUTION: Do not forget to indicate the date of deregistration!)\*
- Collect notations of discharge from the corresponding area and the library
- Submit the completed filled in application form
- The deregistration confirmation will then be forwarded to you via mail

In case of point 3:

Take to your heels and get to the service point as fast as you can.

- Deregistration due to failure to reply is automatically conducted on 1 March or 1 September
- Deregistration due to failed final examination attempts is conducted 4 weeks after the notification regarding the failed final examination attempt has been delivered.
- The removal from the register of students due to non-attendance at special student counselling happens at the end of the semester in which the counselling should have taken place

\*) If you do not indicate a deregistration date, the following applies:

Bachelor graduates are deregistered at the end of the semester the last examination was completed. Any further deregistration due to a passed final examination are conducted 1 month after the student has been awarded with the certificate at latest. In general, a retroactive deregistration is not possible.

If you would like to continue your education with a master's degree programme after earning a bachelor's degree or a diploma, you do not have to apply for exmatriculation. The degree programme will be transferred for you.

## 11. EXCEEDANCE OF THE DESIGNATED PERIOD OF STUDY

If the designated period of study is exceeded by more than four semesters, the university issues an invitation to special student counselling according to Sec. 12 para 4 of the Rahmenprüfungsordnung (general examination rules). In this document, time limits for a successful graduation are defined. Technical requirements and the personal situation of the students should be aligned. If a student does not attend special counselling, they will be removed from the register of students. If set time limits of the conception are exceeded, the final paper qualifies as delivered and failed for the first time (Sec. 20 para 7 Rahmenprüfungsordnung).

## 12. CHANGING DEGREE COURSE

Can I change my degree programme during my studies?

Yes, of course you can. You may apply online during the specified application period. After completing the online application, you will have to submit the following documents:

- a current CV (signed)
- the reasons for changing the degree programme
- a copy of your ID

For further information, please contact the General Student Advice or the service point.

# STUDYING

With the start (and the further course) of your study, you will come into contact with many terms, schedules and regulations. To help you, we have compiled here a few important pieces of information and explanations.

## 1. MATRICULATION NUMBER

What is the use of the matriculation number?

Each student receives a matriculation number on their enrolment (matriculation). You must memorise this number, since you will need it for all events connected with the university administration (e.g. for examinations, etc.).

It is recommended that for data protection reasons you do not pass this number on to third-parties.

## 2. STUDENT ID

Your student ID comes in the form of a chip card. Over the course of the next few years, it will be one of your most important companions.

How do I get one of these?

The chip cards are issued within the first week of lectures of the semester. The exact issuing dates will be announced over the different areas.

What is it good for?

Your student ID allows you to use the university's infrastructure, e.g. our canteen, the library and the copy service. At the same time, it documents your student status. Apart from the authorisation to access certain areas of the university, the chip card also features the culture ticket for students attending maritime studies.

#### Do I need a new student ID every semester?

No. Just remember to extend the validity of your ID card at the beginning of each semester, once you have re-registered for the following semester. The corresponding validation stations are located in house 1 (Wismar Campus) and house 2, room 2301 A (Warnemünde).

#### What do I do if I lose my student ID or in case it doesn't work anymore?

Please report the loss to the service point and the library immediately so that we can block your ID. In case of damages, please request a new ID at the service point. However, this is subject to a fee

### **3. CREDIT POINTS = CP**

In a bachelor's or master's programme, academic performances are not only evaluated by means of marks but also in the form of points which are awarded in accordance with the ECTS standard ("European Credit Transfer and Accumulation System").

#### What is the calculation behind my CPs?

Credit points are based on the amount of work the respective course requires. One credit point is equivalent to 30 hours of academic work.

#### How do I know how many CPs I can get?

The examination and study regulations tell you how many CPs you will get per module or examination. Every student should collect about 30 credit points per semester.

### **4. SWS (WEEKLY SEMESTER HOURS)**

These are the teaching periods to be attended each week of the semester. The minimum number and guide values are available in the conditions of study. If you adhere to them, then you can complete your study in the prescribed period of study. A weekly semester hour has a duration of 45 minutes, normally two are calculated per lecture event.

### **5. SEMESTER ABROAD**

A semester abroad during the study course is proving useful in an increasing number of study courses and professional fields. In this regard, the two essential possibilities for such a semester abroad are in the form of the study stay and internship abroad.

Wismar University cooperates with over 150 international universities abroad and supports students via participation in exchange or mobility programmes. You can find out more on this subject in the University International Office.

You have the opportunity to study abroad for a semester:

- Study/do an internship in Europe – the Erasmus+ programme supports and funds your studies at various partner universities in Europe
- Study/do an internship outside of Europe – in partnership with other universities, one or two semesters can be completed at a partner university outside of Europe

- Study abroad on your own – if you could not find a suitable partner university, you can also organise your own semester(s) abroad

There are many funding opportunities that will help open up the world to you. Review your options ahead to time.

Erasmus+ / PROMOS / German Academic Exchange Service (DAAD) / student financial support (BAföG) for abroad / education loan from the federal government / foundations and other organisations.

More details on this are available in the International Office.

## **6. FINANCING YOUR STUDY**

How can I finance my degree programme?

There are different financing options:

- Financing through family members
- BAföG support
- Side job
- Student loans
- Scholarships

For detailed information on study financing, please visit [www.studienfinanzierung.de](http://www.studienfinanzierung.de)

## **7. BAFÖG**

Advice on BAföG (German student grant):

Email: [bafoeg@stw-rw.de](mailto:bafoeg@stw-rw.de)

[www.stw-rw.de/studienfinanzierung](http://www.stw-rw.de/studienfinanzierung)

## **8. GERMANY GRANT (DEUTSCHLANDSTIPENDIUM)**

In the framework of this scholarship programme, talented and committed students at universities all over Germany are offered financial support. Apart from good marks, the award of the Deutschlandstipendium scholarship is also determined by social commitment and extraordinary personal achievements.

The above financial support amounts to € 300 per month for one year. The financing lies with local companies and the federal government.

Applications are submitted online via the Wismar University of Applied Sciences portal. The 6-week application phase begins in April/May each year.

You can find all information on [www.hs-wismar.de/deutschlandstipendium](http://www.hs-wismar.de/deutschlandstipendium)

E-Mail: [deutschlandstipendium@hs-wismar.de](mailto:deutschlandstipendium@hs-wismar.de)



## 9. MENTORING FOR FEMALE STUDENTS

Are you a student in at least the third semester of your Master's course and already thinking about what to do after completing your studies? Then mentoring is exactly the right thing for you. We offer a comprehensive free-of-charge mentoring programme from March to December for 20 female students, comprising of:

- 7 intensive workshops for personal development
- a personal mentor
- exchange with like-minded people in a fixed mentee group
- networking events
- a certificate of completion

“KarriereStartMentoring M-V” (career start mentoring) is a project of the Forschungs-GmbH Wismar (research company) in cooperation with the University of Wismar and is financed by the European Union.

Tel.: +49 3841 753-75 34

E-Mail: [mentoring@hs-wismar.de](mailto:mentoring@hs-wismar.de)  
[www.hs-wismar.de/mentoring](http://www.hs-wismar.de/mentoring)

## 10. ACCOMMODATION

Studying is usually associated with a change in the living environment. Here you will find information intended to help you find accommodation.

### Student Residences in Wismar

The “Studierendenwerk Rostock-Wismar” offers in total four student dormitories in Wismar. The housing units are priority are intended as shared flats for 1 to 3 additional roommates from all over the world. The inhabitants are looked after by a residence tutor. In case of repairs, the mobile janitor service will gladly help you out. If you are interested, please visit the website of the student union, click on "Accommodations", and fill in and submit your residence application.

Students can apply for a university place for the winter semester from 1 March of the respective year. The earlier the application is submitted, the better is the chance of getting a dormitory place. Studierendenwerk send out all dormitory place offers starting from the middle of June. If you received an offer, you have a few days to check the offer. An inspection of the facilities is not possible. If you do not reply in the set time, you are removed from the waiting list. You will not receive another offer and the spot on the waiting list is unfortunately lost.

The dormitory rental agreement is signed for one whole year. If you can provide appropriate documents, the agreement can be concluded for one semester. The email with the dormitory place offer includes also the rental agreement, the general rental terms and conditions and the house rules. If you cannot provide the proof of enrolment at the time of reply, please hand it in later.

The rent is flat rate, which includes all the costs (cold rent, service charges, electricity, furniture, internet). The rooms are furnished, and at some dormitories you can rent a parking spot. All dormitory rooms are equipped with a wired network/LAN-connection. Using a WiFi network is possible in some dormitories.

In Wismar, the following dormitories are available:

- Friedrich-Wolf-Straße 25
- Bürgermeister-Haupt-Straße 29
- Wasserstraße 16/17 "Störtebeker"
- Fischerstraße 3 / Wasserstraße 4 "DreiMaster"

The following hall of residence is available in Rostock-Warnemünde

- Friedrich-Barnewitz-Straße 12

Find more information about specific offers of the individual dormitories on the website of Studierendenwerk.

Tel.: +49 381 4592-661

E-Mail: [wohnen@stw-rw.de](mailto:wohnen@stw-rw.de)

[www.stw-rw.de/en/accomodations.html](http://www.stw-rw.de/en/accomodations.html)

## **11. CHANGING ACCOMMODATION**

If you move from your main or sole place of residence to Wismar for the duration of your studies, you must re-register. The Residents' Registration Office in the BürgerServiceCenter is responsible for this. Appointments can be made online or by telephone. On Tuesdays there is a walk-in service.

BürgerServiceCenter (Citizens' Advice Bureau)

Am Markt 11, 23966 Wismar

Tel: +49 3841 251-2345

E-Mail: [einwohnermeldeamt@wismar.de](mailto:einwohnermeldeamt@wismar.de)

[www.wismar.de/bürger/bürgerservice](http://www.wismar.de/bürger/bürgerservice)

## **12. INSURANCES**

Barmer Student Service

Hinter dem Rathaus 13, 23966 Wismar

free consultation in English: +49 800 000-0060

E-Mail: [service@barmer.de](mailto:service@barmer.de)

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

MLP Financial Services SE

As a long-standing partner of Wismar University of Applied Sciences, we support you free of charge with extensive help in the areas of career and finance. This includes

- Support in the application process

- Tips on salary negotiations
- Advice on disability insurance, asset accumulation via ETFs and property financing
- Free counselling available online and on site in Wismar

Rostock III office  
Grubenstraße 48, 18055 Rostock  
Tel.: +49 381 4928-225  
E-Mail: [philip.boettcher@mlp.de](mailto:philip.boettcher@mlp.de)  
[www.mlp-financify.de/rostock](http://www.mlp-financify.de/rostock)

#### Techniker Krankenkasse Health Insurance

In-between lectures, self-study and seminars, there is always TK Insurance.

Our service includes:

- Direct insurance by phone or online
- Unbureaucratic help, competent advice
- Support during a stay abroad - TK offers travellers worldwide health insurance cover and practical assistance services at no extra cost
- Statutory or private insurance? We provide answers
- Affordable student tariff with top benefits Travel vaccinations, TK-Europe Service, skin cancer screening from 20 and much more
- Preparation of insurance certificates

Doreen Brüsehaber  
Tel.: +49 152 027 869 963 or 040 460 651 01 661  
E-Mail: [doreen.bruesehaber@tk.de](mailto:doreen.bruesehaber@tk.de)  
[www.tk.de/kontakt/doreen.bruesehaber](http://www.tk.de/kontakt/doreen.bruesehaber)

## CAMPUS

This is the name given to the entire premises of the university. We use the term "campus university". All our university buildings are located on one site and not dotted all over the city. This is not only true for Wismar but also the locations at Rostock-Warnemünde and Malchow on the island of Poel.

### **1. SERVICE POINT**

Always the first contact point.

Here you can ask any question connected with studying. Applications for leave and deregistration, withdrawal from examinations, etc. are handed in here. A competent contact partner will gladly answer your questions. If it is not possible to answer your questions in detail, the relevant study office is then contacted.

Opening hours:

Mondays and Thursdays: 11:30 am – 2:00 pm

Telephone availability:

On Mondays to Thursdays: 09:00 am – 3:00 pm

In the two first semester weeks, examination registration and examination phases:

Mondays and Thursdays: 10:00 am – 3:00 pm

Tuesdays and Wednesdays: 10:30 am – 1:00 pm

House 1, room 150

Tel: +49 3841 753-75 03

E-Mail: [servicepoint@hs-wismar.de](mailto:servicepoint@hs-wismar.de)

[www.hs-wismar.de/servicepoint](http://www.hs-wismar.de/servicepoint)

[www.hs-wismar.de/studium](http://www.hs-wismar.de/studium)

Different opening hours may apply outside the teaching period. Changes in opening hours will be announced on our website.

If you have any technical questions on the study contents, the Student Advisory Service will surely be able to help you. Their contact data is available on our website, or alternatively, you can ask us at the service point.

## **2. GENERAL STUDENT ADVICE**

The student committee is here to answer questions about studying at Hochschule Wismar, from course content, choosing a course or changing course, to admissions criteria, applications, deadlines and much more.

Opening hours:

On Mondays to Thursdays: 10:00 am – 3:00 pm

On Fridays: 10:00 am – 1:00 pm

House 1, room 127

Tel.: +49 3841 753-76 92

WhatsApp: +49 176 1753 29 42

E-Mail: [studienberatung@hs-wismar.de](mailto:studienberatung@hs-wismar.de)

[www.hs-wismar.de/studium](http://www.hs-wismar.de/studium)

To ensure that we have time for you immediately, please make an appointment.

## **3. ENROLMENT AND EXAMINATIONS OFFICE**

The Enrolment and Examinations Office manages all student and examination documents, from online application through to graduation. But the first point of contact is always the service point!

#### **4. UNIVERSITY LIBRARY (WISMAR IN HOUSE 23 OR WARNEMÜNDE IN HOUSE 1)**

Students require many books, magazines and a lot of information. These media can be read and loaned out at the library situated directly on the Wismar University campus as well as the Seafaring specialist library at the Warnemünde location. Incidentally, our services also include a large number of electronic media – ebooks, ejournals and databases – online certainly and accessible from the campus (most of them are also accessible from where you live via Shibboleth/VPN!)

However, please always note:

Possession of a student ID does not automatically entitle you to use the library!

Registration:

For the library in any case, a registration form must be filled out [www.hs-wismar.de/hochschule/einrichtungen/hsb/serviceangebote/formulare-ordnungen](http://www.hs-wismar.de/hochschule/einrichtungen/hsb/serviceangebote/formulare-ordnungen)

Please bring your student ID and personal ID / passport with you when registering – registration will not be possible otherwise.

Opening hours and other information: [www.hs-wismar.de/hsb](http://www.hs-wismar.de/hsb)

Changed opening hours may apply during the examination and the lecture-free periods. Please pay attention to the information on the notice boards.

#### **5. IT SERVICE AND MEDIA CENTRE (ITSMC)**

Opening Hours:

On Mondays to Thursdays: 8:00 am – 5:00 pm

On Fridays: 8:00 am– 2:00 pm

House 26 (Bürgermeister-Haupt-Straße 34)

Tel.: +49 3841 753-75 66

E-Mail: [it-support@hs-wismar.de](mailto:it-support@hs-wismar.de)

[www.hs-wismar.de/itsmz](http://www.hs-wismar.de/itsmz)

Wismar University offers its students various IT services. The most important ones are briefly explained below:

Numerous tips, hints and user manuals for the following services: [www.hs-wismar.de/it-info](http://www.hs-wismar.de/it-info)

##### **CENTRAL USER IDENTIFICATION**

How can I use the university's IT systems?

A central user ID is required to use the central IT services of the university (e.g. e-mail, Stud.IP, ILIAS). This will be sent to you by e-mail with your enrollment.

##### **WiFi ON THE UNIVERSITY CAMPUS**

How do I use the Wifi on campus?

The campus-wide Wifi can be used by members of the university as well as registered guests. Students use the secure network “eduroam” as registered users (by means of their central user ID), guests the regulated network “HSW-Guest”.

### **E-MAIL**

Do I get an e-mail account for my studies?

Yes, every student receives a personal e-mail address with the enrollment. You can access your mail box via <https://myoffice.hs-wismar.de/> by using your personal username. Enhanced connection options are described here <https://www.hs-wismar.de/it-info>.

Do I have to use this e-mail account?

Yes, the university e-mail account must be viewed regularly, as it is used by the matriculation and examination office to send important information.

Can't this be done via my private e-mail account?

No, for data protection reasons this is unfortunately not possible.  
(A forwarding of e-mails to a private account can be set up.)

### **CAMPUS CLOUD**

What can I use CampusCloud for?

To store, edit or exchange files securely, the university offers its own cloud solution called CampusCloud (cf. dropbox). Students can save up to 5 GB (can be increased on request) each and share it with fellow students. Using the integrated OnlyOffice software (cf. GoogleDocs), the data can also be edited or jointly created online.

The platforms Stud.IP, ILIAS or HISinOne are used in everyday student life at our university. Access is possible with the central user ID.

### **ORGANIZE AND MANAGE COURSES WITH STUD.IP**

What is Stud.IP?

The most important platform in everyday student life serves to organize and design courses. It enables and standardizes online communication between teachers and students at our university. For example, events, dates and changes are announced here, but it also holds scripts, exercises and test exams.

[www.studip.hs-wismar.de](http://www.studip.hs-wismar.de)

### **E-LEARNING WITH ILIAS**

What is ILIAS?

ILIAS is the university's central e-learning platform. Here, for example, learning modules, self-tests are provided.

<https://ilias.hs-wismar.de/>

### **STUDENT ADMINISTRATION WITH HISINONE (HIO)**

What is HIO?

Through the online portal HIO, students can register for examinations and print out study certificates and certificates of achievement.

[www.hio.hs-wismar.de](http://www.hio.hs-wismar.de)

## SOFTWARE FOR STUDENTS

### Microsoft Campus Contract

The university has signed a contract with Microsoft that allows our students to download and use Microsoft Office as part of their studies for a small fee.

[www.hs-wismar.de/it-info](http://www.hs-wismar.de/it-info)

## 6. CAMPUS PRINTING

### Printing – Copying – Scanning

Over the Campusprint initiative, we make equipment available across the university that every student and member of university staff can use to print, scan and copy documents. All you need is a valid student ID card, service ID card or transpondership (intrakey). [www.campusprint.hs-wismar.de](http://www.campusprint.hs-wismar.de) is only available on the campus network.

So how does it work?

- Top up with credit over PayPal or using voucher codes from AStA.
- Print over the "MyQ mobile printing" app, file upload over the <https://campusprint.hs-wismar.de> browser or old school using the Windows, Mac or Linux printer drivers
- Scan2E-Mail – just send your documents to the university email address

Further information at:

<https://www.hs-wismar.de/hochschule/einrichtungen/itsmz/it-info/campusprint/>

## 7. VIDEO PRODUCTION

### Fast, professional, tailored to your needs

Anyone can make great videos with us. That's because we help you from the concept to finished product, professionally, quickly and tailored to your needs. Since 2012, Greenscreen-Studio PELA has been the place to go for excellent service and videos that show you and your content in the best possible light, whether for on-campus or distance learning. We also have a self-service studio where anyone can produce a high-quality video after a short briefing. And the best part? All our services are – free to all members of the university community – whether you're a lecturer, staff member or student. Have an idea you've been wanting to turn into reality? Now is the time to book our video studio!

[www.hs-wismar.de/pela](http://www.hs-wismar.de/pela)

[www.hs-wismar.de/sfs](http://www.hs-wismar.de/sfs)

## 8. DIGITAL TEACHING AND LEARNING SPACES

Many lecture halls and seminar rooms on campus are equipped for hybrid learning. The audio and video of the lecture will be recorded and made available on the learning platforms – in Stud.IP, for example, under the 'OpenCast' tab. This is a great way to review a lecture. Video conferencing systems such as BigBlueButton and Microsoft Teams are also available to support hybrid learning. You are also welcome to speak to your lecturers about this. For group work, whether locally or online, you can use the library's group work rooms (carrels) with great media equipment.

[www.hs-wismar.de/deq](http://www.hs-wismar.de/deq)

[hsb.hs-wismar.de](http://hsb.hs-wismar.de)

[www.hs-wismar.de/gruppenarbeitsraeume](http://www.hs-wismar.de/gruppenarbeitsraeume)

## **9. COPYSHOP**

The Copyshop is the place to go to buy lecture notes. Here, you can also make copies, bind research papers or purchase anything you might need for your home office and artist supply needs.

On Mondays to Fridays: 8:00 am – 4:00 pm (during the semester)

Holzdammm 2, 23966 Wismar

Tel.: +49 3841 26 34-74

E-Mail: [info@gluth-copyshop.de](mailto:info@gluth-copyshop.de)

[www.gluth-buero.de/copyshop.html](http://www.gluth-buero.de/copyshop.html)

## **10. ROBERT-SCHMIDT-INSTITUT (RSI)**

The Robert Schmidt Institute (RSI) of the university supports students in realising their ideas and personal development. Academic knowledge can, for example be applied practically and in an interdisciplinary way in the ideas workshop “StartUpYard”, with competitions, start-up support, mentoring, workshops, career counselling, awarding of grants or participation in exciting international projects.

E-Mail: [rsi@hs-wismar.de](mailto:rsi@hs-wismar.de)

[www.hs-wismar.de/rsi](http://www.hs-wismar.de/rsi)

## **11. STARTUPYARD – WORKSHOP FOR IDEAS**

The Yard is the campus hotspot for those who want to develop ideas and implement them. As an open workspace, its offer is aimed at students from all faculties. Ideas become prototypes here! The facilities comprise PC workspaces with modern software, machines such as 3D printers and laser cutters, numerous hand tools as well as a multifunctional room. The workshop and common materials can be used free of charge. Prior knowledge is not required. A diverse programme attracts students during the semester. The StartUpYard cooperates closely with the neighbouring ToolBox.

On Mondays to Fridays 9:00 am – 5:00 pm (during semester)

Enrico Kahl

House 28 a/b

E-Mail: [startupyard@hs-wismar.de](mailto:startupyard@hs-wismar.de)

[www.hs-wismar.de/startupyard](http://www.hs-wismar.de/startupyard)



## 12. WISMAR CAMPUS CANTEEN

The canteen of the Student Union Rostock-Wismar is directly on the Campus Wismar. You can assemble your meal to your taste. There will be different main dishes and many side orders you can pick. Besides meat and fish, you can get one vegetarian and one vegan dish daily. Adequate and well-balanced nutrition choices are the basics of our philosophy. In doing so we stick to quality and variety in our dishes. You can pay quickly by using your student ID at all tills. It is also possible to pay with EC/credit cards or cash.

Breakfast: 8:00 - 10:30 am

Lunch: 11:00 - 2:00 pm

small offer: 14:00 - 2:30 pm

(In the summer, a terrace is open for you to take a break on.)

Closed in the summer for 4 weeks

Closed at the end of the year for 2 weeks

Kitchen Director: Martin Kirschnick

Tel.: +49 381 4592-780

E-Mail: [m.kirschnick@stw-rw.de](mailto:m.kirschnick@stw-rw.de)

On Mondays to Thursdays: 8:00 am – 3:00 pm

On Fridays: 8:00 am – 2:30 pm

[www.hs-wismar.de/mensa](http://www.hs-wismar.de/mensa)

## SUPPLY

### 1. STUDENT ORGANISATIONS

They represent, advise, support. They fight for students' rights, offer independent advice and create a large number of cultural offers – even if many students are not aware of this. Students are members of examinations committees, faculty councils, and present in the Senate and the Board as well as the students' union executive committee. By this means, your interests are represented at all levels of the university.

#### **AStA - Students' Union Executive Committee**

As the executive organ of the student body, the students' union executive committee represents the rights and interests of students both inside and outside the university. AStA is elected by the student parliament (StuPa), to which it is accountable.

Irrespective of problems with studying, help with organising a party or otherwise – AStA is, together with the student representative councils, the contact partner for all students at Wismar University!

Furthermore, AStA also stands for partying and culture: Sport events, cable spaghetti, lectures, Wismar CampusOpenAir – to mention just a few of them.

This is financed by the students: Each enrolled student pays ten Euros (as part of the semester fee) – this, however is far less than the average in Germany, thanks to the honorary offices of the AStA speakers who make it possible. The AStA is always looking for new members. Just come by our office for a coffee to get to know us and get an insight into our work.

AStA Office: House 20 (side entrance by the gates)

Tel.: +49 3841 753-72 34

E-Mail: [asta@hs-wismar.de](mailto:asta@hs-wismar.de)

[www.hs-wismar.de/asta](http://www.hs-wismar.de/asta)

[www.facebook.com/astawismar](https://www.facebook.com/astawismar)

Instagram: astahochschulewismar

### **Student Parlament (StuPa)**

... you elect it each year! Every student is free to elect (and be elected to) the highest committee of the student body and thus be involved and a constructive part of 15 students. In its monthly sessions, the StuPa elects the AStA, stands up for the maintenance and improvement of the student environment against other committees, decides on the proper use of part of your semester fee, decides on statutes and can act as the direct mediator between you and other bodies in our university!

The members you vote for, however, also represent your interests externally, e.g. in the form of press releases or by the nomination of higher-education representatives at state level.

StuPa Office: House 20 (side entrance by the gates)

Tel.: +49 3841 753-72 34

E-Mail: [stupa@hs-wismar.de](mailto:stupa@hs-wismar.de)

[www.hs-wismar.de/stupa](http://www.hs-wismar.de/stupa)

[www.facebook.com/StupaWismar](https://www.facebook.com/StupaWismar)

Instagram: stupa\_hochschule\_wismar

### **Student Representative Councils (SRCs)**

They represent the interest of students within the individual faculty and thus stand up for the respective study course and the associated subject. They organise cultural, sporting and many other specialist events, such as trips to trade fairs and congresses, which are designed to sensibly complement and break up the daily study schedule.

### **Contact to Student Representative Councils (SRCs):**

#### **Engineering Science Faculty**

Electrical engineering and computer science SRC:

*fachschaftsrat-eui@hs-wismar.de*

Civil engineering SRC:

*fachschaftsrat-bau@so.hs-wismar.de*

Seafaring SRC:

*fachschaftsrat-sf@hs-wismar.de*

Mechanical engineering / Process engineering  
and environmental technology SRC:

*fachschaftsrat-mvu@hs-wismar.de*

#### **Faculty of Economics and Business**

Economics SRC:

*fachschaftsrat-w@so.hs-wismar.de*

**Design faculty**

Design SRC:

*ida-rat@hs-wismar.de***Distance learning**

Distance students RSC:

*fsr-fernstudenten@hs-wismar.de***2. LEISURE-TIME PURSUITS**

Both Wismar University and the Hanseatic city of Wismar offer a wide range of leisure activities. A selection is listed here.

**University sports**

Wismar University offers all students the possibility to put their books aside from time to time and engage in sports activities.

What types of sports are available?

Basketball, volleyball, weight training, yoga, dancing and other sports.

Do I have to pay for it?

Sports activities are free of charge for students.

Where do I have to go?

The sports hall is located right beside the student residence in Friedrich-Wolf-Straße. Some sports courses are held on campus.

Where do I find the training plan?

You can find the exact training hours and locations online.

E-Mail: [sport@hs-wismar.de](mailto:sport@hs-wismar.de)

[www.hs-wismar.de/sport](http://www.hs-wismar.de/sport)

**High-performance sports**

Wismar University has been Partner University for High-Performance Sports since 2010.

What does this mean?

This allows students to pursue a career in sports while completing their degree programme. Alongside their studies, some students are even prepared for the Olympic Games, world cups and world championships by the Olympic Training Centre of Mecklenburg-Western Pomerania.

How is this possible?

This is realised through cooperation between Wismar University and the Olympic Training Centre.

How exactly does it work?

All top athletes recognised by the Olympic Training Centre are assigned a mentor by the respective faculty. Together with the mentor's, a curriculum is worked out in coordination with the training hours and competitions.

Antje Geick  
House 1, room 126  
Tel.: +49 3841 753-75 08  
E-Mail: [antje.geick@hs-wismar.de](mailto:antje.geick@hs-wismar.de)  
[www.hs-wismar.de/spitzensport](http://www.hs-wismar.de/spitzensport)

### **3. CAMPUSOPENAIR WISMAR**

The CampusOpenAir takes place every year on the first weekend of the winter semester and marks the start of the semester. This event is organised by the AStA of Wismar University of Applied Sciences. Would you like to take part in the planning of the event or help in any other way? Then please get in touch at  
[campusopenair.vergabe@hs-wismar.de](mailto:campusopenair.vergabe@hs-wismar.de)  
[www.campusopenairwismar.de](http://www.campusopenairwismar.de)  
Instagram: campusopenair\_wismar

### **4. LANGUAGE CENTRE**

The Language Centre considers itself to be a centre of excellence for language teaching, modern teaching methods and interculturality, and makes a significant contribution to the internationalisation of studies and the curriculum. It offers students the opportunity to complement their studies with foreign languages as an important key qualification and to prepare for periods abroad, either in the form of semesters abroad or internships.

Courses offered:

- Compulsory: specialist English modules and general language German as a Foreign Language DaF modules
- Optional compulsory: various English modules (among others the accredited UNiCert II certificate course) as well as DaF, Spanish and/or Russian
- Optional ("just for fun"): English (Prep&Practice), DaF, Spanish and/or Russian, Swedish and possibly Dutch

House 1, room 216 (Secretary's office)  
House 1, room 315 (Office manager)  
E-Mail: [sprachenzentrum@hs-wismar.de](mailto:sprachenzentrum@hs-wismar.de)  
[www.hs-wismar.de/sprachen](http://www.hs-wismar.de/sprachen)

### **5. INTERNATIONAL OFFICE**

Don't you feel it sometimes too – this feeling of wanderlust? This urge to discover a new country, a different culture, an unknown language? If so, then you've come to the right place at the International Office.

To find out about the wide range of possibilities of a stay abroad, the best thing to do is seek advice at the International Office. The International Office is responsible for informing, advising and supervising the international students and provides advice to German students, graduates

and scientists with organising stays or projects abroad. Please contact us if you have any questions on any of the following subjects:

- Study period abroad
- Internship abroad
- Funding programmes
- Projects with intercultural reference.

Korinna Stubbe  
House 1, room 118c  
Tel.: +49 3841 753-72 40  
E-Mail: [international.office@hs-wismar.de](mailto:international.office@hs-wismar.de)  
[www.hs-wismar.de/international-office](http://www.hs-wismar.de/international-office)

### **International Student ID**

The international student identity card (ISIC for short) is a special addition to the normal student ID card. It is the only globally recognised proof that you are studying and comes with a variety of benefits. Students who plan to move abroad temporarily, e.g. for an internship or a semester abroad, should definitely apply for this ID card. With it you receive benefits, discounts, discounts on admission tickets and much more in more than 130 countries.

You can order the card online on the website of ISIC: <https://www.isic.de/de/isic>

For students crazy on travelling, the ISIC is a must-have, and is available to everybody for 18 Euros.

Further information at: [www.isic.de/karten/](http://www.isic.de/karten/)

## **6. JOB PORTAL**

Do you want to make connections in the world of work during your studies or are you looking for your dream job afterwards? Then our careers platform offers you just the career advice, jobs and internships you are looking for. Auxiliary positions at the university are also advertised here. And, of course, the portal is also open to our alumni.

[www.hs-wismar.de/jobportal](http://www.hs-wismar.de/jobportal)

## **7. TOOLBOX – PROJECT WORKSHOP FOR EVERYONE**

The ToolBox is an open workspace for students from all faculties at the university. Here, technical and/or creative projects can be implemented from the initial brainstorming through design, simulation, and construction to the production of models, prototypes and final products.

House 28  
[www.hs-wismar.de/toolbox](http://www.hs-wismar.de/toolbox)

## **8. ALUMNI**

The word alumni (from the Latin 'alumnus' = 'pupil') denotes all former students and staff of a university. Stay in contact with your fellow-students or meet up again with your contemporaries at a reunion. Benefit from their perspectives and professional experiences. Learn at first hand about

the new developments in the labour market – particularly in your field. Make use of our career service, our job portal, the opportunities for further education in your own career field or for finding qualified employees for your company. Or do you want to pass on something from your wealth of experience to up-and-coming talents. A wide range of possibilities exists for involvement in the university – even after you've completed your study course. Once you've completed your studies, make use of the opportunity and register in the alumni portal of Wismar University.

Anke Kuhn and Silke Schröder  
Tel: +49 3841 753-78 23 / -72 09  
E-Mail: [alumni@hs-wismar.de](mailto:alumni@hs-wismar.de)  
[www.hs-wismar.de/alumni](http://www.hs-wismar.de/alumni)

## **9. BICYCLE REPAIR AND RENTAL STATION**

Have you got a flat wheel, a loose pedal, or do you want to borrow a bicycle? Then we have just the right thing for you: the bicycle repair and rental station right here on campus.

### **SERVICE**

- Bicycle rentals
- Used bicycle and parts sales
- Bicycle repair and self-help workshop
- Tour advice
- Breakdown assistance

Dietmar Riebe  
House 16 (Basement)  
Tel.: +49 170 587 13 95  
On Mondays to Fridays: 1:00 pm – 3:00 pm (October until March)  
1:00 pm – 4:00 pm (April until September)  
Appointments possible by arrangement!

## **10. REPAIR CAFÉ**

A free Repair Café takes place every second Tuesday of the month from 2:00 pm – 5:00 pm in the StartUpYard (House 28 a/b). Here, you can repair damaged items together with others.  
[www.hs-wismar.de/startupyard](http://www.hs-wismar.de/startupyard)

# **ADVICE**

It often happens that questions and problems crop up while studying. In order to solve them, details of a selection of advisory services are provided here.

## **1. EQUAL OPPORTUNITIES AND DIVERSITY AT HOCHSCHULE WISMAR**

Having received the Total-E-Quality award and being certified as a family-friendly university, the support of everyone who teaches, conducts research, works and studies at the university is of the highest importance. In order to implement and comply with the equality directive, the equal opportunities representative initiates manifold projects, events, measures and offers of support and is the point of contact for all matters relating to these issues:

- Mentoring / Coaching
- Promotion of young talent
- Promotion of career
- Promotion of projects
- Promotion in the MINT sector
- Diversity
- Compatibility of career and family
- Anti-discrimination

Jessica Bernert  
Equality Officer  
House 1, room 134  
Tel.: +49 3841 753 73 05  
E-Mail: [gleichstellung@hs-wismar.de](mailto:gleichstellung@hs-wismar.de)  
[www.hs-wismar.de/gleichstellung](http://www.hs-wismar.de/gleichstellung)

## **2. STRAIGHT TALK – ADVISORY SERVICE FOR STUDENTS**

If you are experiencing teaching and learning difficulties that are not easy to resolve, you can raise your concerns with the university (anonymously if you wish and feel necessary). The contact form can be found on the DEQ website at [www.hs-wismar.de/deq](http://www.hs-wismar.de/deq)

## **3. STUDYING WITH DISABILITIES, CHRONIC DISEASES OR MENTAL ILLNESSES**

Wismar University provides numerous information offers and contact persons for students with disabilities, chronic diseases or mental illnesses. In this context, we can offer different options to handle individual situations and meet your specific needs. Don't hesitate to get in touch with us and arrange a personal conversation. Look at [www.hs-wismar.de/hochschule/einrichtungen/inklusion-barrierefreiheit/barrierefreiheit-der-gebaeude/](http://www.hs-wismar.de/hochschule/einrichtungen/inklusion-barrierefreiheit/barrierefreiheit-der-gebaeude/) and ask if you need more information.

- Things to consider when applying for BAföG
- Facilitated admission to study
- Compensation for disadvantages / support through examination board
- Means of assistance and aid, care assistance
- Financial support
- Barrier-free campus card

Also take advantage of the advice provided by the Studierendenwerk (Student Services) Rostock-Wismar. See also under Social Services.

In the lecture halls in Houses 1, 6, 7, 18 and at the Malchow and Warnemünde sites, listening support is offered via your smartphone. MobileConnect stations have gradually been installed here on the network since 2020. This process should be completed at the end of 2024.

A MobileConnect station is the hardware for the Sennheiser WiFi-based system for listening support. The system is optimised for use at universities and is compatible with listening devices if the hearing aid allows it. Via the already existing WiFi access point, the signal is made available for up to 100 smartphones per station, whereby the MobileConnect app serves as the receiver and must be installed. You can watch how the application works as well the explanation of the functions in a YouTube video: <https://www.youtube.com/watch?v=dnRswOAFN3U&t=9s>

For the applicability, a microphone is required by the lecturers and a smartphone with the MobileConnect app installed as well as access to the WiFi eduroam for the recipients. Every lecture hall has a pre-installed cordless microphone to make the audio information available that lecturers can wear around their neck. Contact persons for any queries are: Mr. Nico Schreiber (Central office for teaching materials) and Mr. Birger Huth (DEQ and ITSMZ).

Download MobileConnect-App:

<https://de-de.sennheiser.com/mobileconnect-app>

Furthermore, if lecture halls are only equipped with fixed seating, portable tables are provided for use by students in wheelchairs, but also by any other person. Further tables can be provided.

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Tel.: +49 3841 753-72 75  
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Dr. Antje Bernier  
Representative for disabled students  
House 18, room 217  
Tel.: +49 3841 753-71 85  
E-Mail: [behindertenbeauftragte@hs-wismar.de](mailto:behindertenbeauftragte@hs-wismar.de)  
[www.hs-wismar.de/inklusion](http://www.hs-wismar.de/inklusion)

#### **4. COMPENSATION FOR DISADVANTAGES**

Students who are unable to meet the defined studying and examination requirements due to a disability, a chronic disease and/or a mental illness may apply for compensation for disadvantages. The purpose of this compensation is to ensure equal opportunities and make up for the increased necessity of time and effort. For example, the student may be entitled to longer examination times, to the usage of a computer for writing assistance, or to oral instead of written



examinations. Since compensation for disadvantages are subject to individual assessments, it is advisable to arrange a personal conversation as early as possible.

Compensation for disadvantages is not to be understood as preferential treatment but as a basic right of any disabled student (§ 3, subsection 3, sentence 2 of the German Basic Law, as well as § 38, subsection 4 of the German State University Law). At content level, students with disabilities or chronic diseases must provide the same performances as their fellow students without disabilities.

Counselling for students in on-campus studies with disabilities and chronic diseases:

Connie Fischer

House 1, room 125

Tel.: +49 3841 753-72 67

E-Mail: [connie.fischer@hs-wismar.de](mailto:connie.fischer@hs-wismar.de)

Counselling for distance learning students with disabilities and chronic diseases:

Anke Zacher

House 21, room 103

Tel.: +49 3841 753-71 57

E-Mail: [a.zacher@wings.hs-wismar.de](mailto:a.zacher@wings.hs-wismar.de)

[www.hs-wismar.de/nachteilsausgleich](http://www.hs-wismar.de/nachteilsausgleich)

## **5. SOCIAL SERVICES**

The social department of Studierendenwerk Rostock-Wismar helps you with any challenges you might encounter during your studies. The social services are the first contact point for students in special life situations (students with children, students with health impairments or international students) to receive comprehensive information and support. In addition, the department offers various counselling services for free:

- Social counselling (telephone consultation hours and at the Wismar location)
- Psychological counseling (telephone consultation hours and at the Wismar location)
- Legal advice

More information about consultation hours on the website [www.stw-rw.de/de/soziale-dienste.html](http://www.stw-rw.de/de/soziale-dienste.html)

Current information on online and face-to-face workshops can be found in the events calendar: [www.stw-rw.de/de/soziale-dienste/veranstaltungskalender.html](http://www.stw-rw.de/de/soziale-dienste/veranstaltungskalender.html)

Be the first to know and follow the Students' Union on Instagram: @stw\_rostockwismar

## 6. STARTUP COACHING

Do you want to realise your own ideas and become self-employed? The necessary knowledge for this can be acquired at the start-up coaching during the course of your studies. In addition to individual counselling, the Robert Schmidt Institute (RSI) offers a wide range of services related to ideas and start-ups: from a seminar series that teaches entrepreneurial basics and idea competitions in which ideas mature to tinkering in the StartUpYard and interdisciplinary teamwork to bring one's own business ideas to market maturity.

Marc Schröder

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E-Mail: [marc.schroeder@hs-wismar.de](mailto:marc.schroeder@hs-wismar.de)

[www.hs-wismar.de/gruendung](http://www.hs-wismar.de/gruendung)

## 7. CAREER COACHING

If you know what you want, you find it easier to find the right thing. But where to exactly after your studies? Whether it is the first orientation interview or specific job application advice, the RSI supports you with planning and structuring your professional future and discovering your strengths.

E-Mail: [karriere@hs-wismar.de](mailto:karriere@hs-wismar.de)

[www.hs-wismar.de/karriere](http://www.hs-wismar.de/karriere)

## 8. COUNSELING FOR STUDY DOUBTS

Is your degree programme not the right fit and do your circumstances feel hopeless? As individual as problems are – the solutions are all the more varied. We will guide you as you change course and help you find attractive vocational training programmes and assist with placements in the regional labour market.

All institutions of higher education in the state of Mecklenburg-Western Pomerania have partnered up for the KOMPASS M-V project. Our advisory team is a competent mix of universities, business associations, chambers and companies to give advice on suitable alternatives.

Judith Skodda

Tel.: +49 3841 753-76 95

E-Mail: [studienzweifel@hs-wismar.de](mailto:studienzweifel@hs-wismar.de)

[www.hs-wismar.de/studienzweifel](http://www.hs-wismar.de/studienzweifel)



## Legend

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| <p><b>1</b> University Language Centre, Preparatory Faculty, teaching material offi laboratories of civil engineering, Workshops of Central Workshop, lecture hall, seminar- and meetingrooms, Health and Safety Offi Disabled Staff Representative, Equal Opportunities Offi<br/>Ressort I: of Administration and Facility Services, Ressort II: Student and Academic Affairs, Service-point, International Offi Ressort III: of Personnel Affairs, Finance and Controlling,</p> <p><b>2</b> Faculty of Engineering/Department of Civil Engineering, Department of Electrical Engineering and Computer Science, Laboratorys</p> <p><b>3</b> Laboratorys Faculty of Engineering/Department of Civil Engineering, Department of Mechanical Engineering/Process and Environmental Engineering</p> <p><b>6</b> Faculty of Engineering/Department of Civil Engineering, Centre of Competence for Building Mecklenburg-West Pomerania (KBauMV), Laboratorys, Georg-Münter-Bau currently in rebuilding</p> <p><b>7a</b> Faculty of Architecture and Design/faculty management</p> <p><b>7b</b> Faculty of Architecture and Design/light- and photographic laboratory, photographic studio, Video, jewellery and printing workshop, CAD-Pool</p> <p><b>7c</b> Faculty of Architecture and Design/Ateliers, carpentry- and Modelling workshop</p> <p><b>9</b> garage, storage</p> <p><b>10</b> Faculty of Architecture and Design/plaster, ceramic and printing workshop, photographic laboratory, Central Workshop</p> <p><b>11</b> Faculty of Engineering/ Department of Mechanical Engineering/Process and Environmental Engineering, laboratory,<br/>Ressort I: offi of Administration and Facility Services</p> <p><b>12</b> Faculty of Engineering/ Department of Mechanical Engineering/Process and Environmental Engineering, laboratory</p> <p><b>16</b> Faculty of Engineering/ Department of Electrical Engineering and Computer Science</p> <p><b>17</b> Faculty of Engineering/Department of Electrical Engineering and Computer Science, laboratorys, Institute of Surface and Thin Film Technology (IfOD), exhibition and trade fair storage room, Block 17 student club</p> <p><b>18</b> rector's offi Legal services, Senate secretariat, Press and Public Relations Offi Health and Safety and Fire Protection Offi Department of Didactics/E-Learning/Quality Management, seminar rooms, meeting rooms</p> <p><b>19</b> Wismar Business School/faculty management</p> <p><b>19a</b> Café</p> | <p><b>20</b> Wismar Business School, Faculty of Engineering/ Department of Mechanical Engineering/Process and Environmental Engineering, offi of student parliament (StuPa) and students' union executive committee (ASTA),</p> <p><b>21</b> coordination offi family-friendly university, International Meeting Centre, Café</p> <p><b>22</b> Faculty of Engineering/Department of Civil Engineering, faculty management, Centre of Competence for Building Mecklenburg-West Pomerania(KBauMV), External Funding Offi</p> <p><b>23</b> University Library (Robert-Schmidt-Building)</p> <p><b>26</b> IT centre with multimedia centre</p> <p><b>28</b> Servicebuilding</p> <p><b>28 a/b</b> StartUpYard</p> <p><b>29</b> Faculty of Engineering/ Department of Mechanical Engineering/Process and Environmental Engineering, Laboratory</p> <p><b>TGZ</b> technology and business centre Wismar: WINGS — International Graduation Services GmbH, Faculty of Engineering/ Mechanical Engineering/ Process and Environmental Engineering, Laboratory</p> |
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- family-friendly university:**
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| <p><b>21</b> child care facilities/parents' work area with internet connection, short-term child care, advice centre, children's sleeping rooms,</p> <p><b>1, 21</b> children's toilet, changing and breastfeeding facilities</p> <p><b>Mensa</b> children's play area, children's menu and changing facilities in the student dining hall</p> <p><b>Kita</b> On-campus day care centre „Wellenreiter House“</p> |  |
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- symbol legend:**
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|---|--|
| <p> barrier</p> <p> stairs</p> <p> university car park</p> <p> Faculty of Engineering (FIW)</p> <p> Wismar Business School (FWW)</p> <p> Faculty of Architecture and Design (FG)</p> <p> central facilities</p> |  |
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