

INFORMATION

ONLINE SERVICES OF HOCHSCHULE FRESENIUS

AN INFORMATION LEAFLET FOR STUDENTS

NEXT GENERATION UNIVERSITY
SINCE 1848



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IMPRINT

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An Information Leaflet for Students
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Subject to change. Errors excepted.

WELCOME!

Dear Students,

We warmly welcome you to Hochschule Fresenius and wish you a smooth and successful start to your studies.

Among the various services offered by Hochschule Fresenius, there are four key online services that you will need during your studies. These are the Service Portal, our e-learning platform ILIAS, the career platform StudyPLUS and your individual Hochschule Fresenius email account (university email).

It is important to know the basic features and functions of these platforms for your studies. On the following pages, you will find instructions for all platforms, as well as information about our support staff in case you need further help.

On campus, you can easily access all online platforms via the student Wi-Fi, which we will also introduce below. Finally, you will find information on the most important online resources, their features and their location on the different platforms.

If you have any questions, please don't hesitate to contact us. We'll be happy to help you.

Warm regards,
Your Hochschule Fresenius Team

GETTING STARTED

You can easily access all online services via the following website: www.hs-fresenius.com/access.

For the Service Portal, ILIAS and your university email account the login details are identical. You will find your username and password on the Login Detail page you received on your matriculation day.

As a first step, you have to activate your account in order to access the different online resources of Hochschule Fresenius. To do so, access the Service Portal via stud.hs-fresenius.de and log in with your username, your matriculation number and your initial password. In the next step, you'll be asked to change your password to activate the account.

Please note:

- For security reasons your personal password has to fulfill certain requirements. More information on this is available in the Service Portal section for password changes.
- Whenever we refer to your personal password on the following pages, we mean the password you have chosen during the activation of your account.
- If you change your password in the Service Portal later on, the change also affects ILIAS and your university email address.



YOUR INDIVIDUAL EMAIL ACCOUNT

At the beginning of your studies, you will be provided with an individual university email address. Official notifications and messages from Hochschule Fresenius will only be sent to this email address, so please check your account regularly. Furthermore, this university email address is useful for creating a professional impression when networking or on job applications.

You can access your account on an internet browser or via a compatible mail client on your computer or mobile device. We strongly recommend that you set up your university email address on your favorite mail client, e.g. Outlook or your smartphone. Instructions for setting up your email are provided below.

EMAIL.HS-FRESENIUS.DE

SETTING UP UNIVERSITY EMAIL ON THE IPHONE MAIL APP

1. Please ensure that you have iPhone/iPad OS 10 or a more recent version.
2. Choose **Settings** on the home screen of your iPhone or iPad.
3. Choose **Mail** (iOS 10) or **Accounts and Passwords** (as of iOS 11).
4. Choose **Accounts** (only iOS 10) and **Add account**.
5. Choose **Others**.
6. Choose **Add mail account**.
7. Enter the following data:
 - Name: your name as it should appear in the sender panel (e.g. Joanna Smith)
 - Address: your university email address
 - Password: your personal password
8. **Save** this data.
9. Please check the following:
 - The tab 'IMAP' is ticked
 - The host name for **incoming** mails is 'mail.hs-fresenius.de'
 - Your username is your complete university email address
 - Your personal password has been entered correctly
 - The host name for **outgoing** mails is 'mail.hs-fresenius.de'
 - Your username is your complete university email address
 - Your personal password has been entered correctly
10. Check that **Email** is activated.
11. **Save** this data.

SETTING UP UNIVERSITY EMAIL ON THE GOOGLE MAIL CLIENT

1. Please check that your Android version and your Google-mail client are up to date. You can download the latest version in the Android Play Store free.
2. Open the **Settings** menu.
3. Choose **Accounts** (on some devices the name will be different).
4. Choose **Add account**.
5. Choose **Personal (IMAP)**, which you recognize by the red and white Gmail icon.
6. Enter your university email address and then choose **Manual setup** on the bottom left of the screen.
7. Choose **Personal (IMAP)**.
8. Enter your personal password.
9. Choose the following **Incoming server settings**:
 - Username: your university email address
 - Password: your personal password
 - Server: mail.hs-fresenius.de
10. Confirm by clicking on **Next**.
11. In the **Outgoing server settings**, change the SMTP-server to 'mail.hs-fresenius.de'.
12. Finally, choose your preferred settings and enter your name as it should appear in the sender panel (e.g. Joanna Smith).



SETTING UP UNIVERSITY EMAIL ON DESKTOP COMPUTERS OR LAPTOPS

1. Open your favorite email client (e.g. Outlook or Thunderbird).
2. Choose **Add account**.
3. Choose **IMAP** as server type. The option may be found under **Other**.
4. Enter the following data:
 - Name: your name as it should appear in the sender panel (e.g. Joanna Smith)
 - Address: your university email address
 - Password: your personal password
5. Choose the following server settings. Depending on your mail client, you may not have to fill in all information.

Incoming server settings

 - Type: IMAP
 - Address: mail.hs-fresenius.de
 - Port: 993
 - Encoding: SSL
 - Name: your university email address
 - Password: your personal password

Outgoing server settings

 - Type: SMTP
 - Address: mail.hs-fresenius.de
 - Port: 587
 - Encoding: TLS
 - Name: your university email address
 - Password: your personal password
6. Activate **Outbox server (SMTP) needs authentication** if available. You can normally find this checkbox under advanced options. Please ignore this point if your mail client does not support this function.

IN ENGLISH, PLEASE!

As mentioned before, you can also access your university email address on an internet browser.

The default setting of this webmail application is German. In order to change the setting to English, log in to the webmail interface and click on **Einstellungen** on the upper right side of the screen. In the now opening window, click on **Benutzeroberfläche** in the menu on the left. Choose English in the drop-down menu **Sprache** and click on **Speichern** at the end of the page.

SUPPORT

If you have any questions concerning your personal email address or need help setting it up, please feel free to contact the IT department at your location. You'll find their contact data on the last page of this leaflet.

WI-FI ACCESS FOR STUDENTS

You have the opportunity to access the student Wi-Fi all over the campus, especially in seminar rooms and lounge areas. Wi-Fi access is valid for all campus locations of Hochschule Fresenius: If you complete your Wi-Fi registration at your local campus and travel to another campus – e.g. for a project presentation or an excursion – you can access the Wi-Fi with your login data there as well.

WI-FI REGISTRATION

Follow the steps below to complete your Wi-Fi registration.

1. Connect your device to the network **'HS-Fresenius-FreeWi-Fi'**.
2. Open a web browser (e.g. Firefox or Safari).
3. Go to any website. You will be automatically redirected to the Wi-Fi registration page.
4. Press the button **Registrieren** on the left side of the page.
5. In the following fields, please insert your university email address and any password with at least 8 characters of your own choice. The password does not have to be similar to your personal password for the online services of Hochschule Fresenius.
6. A confirmation email will be sent to your university email address, which can be accessed via email.hs-fresenius.de without a completed Wi-Fi registration.
7. Confirm the registration by clicking the link in the confirmation email.
8. From now on, you can log in to the Wi-Fi with your university email address and your chosen password. You can log in up to three devices simultaneously.

Please note: The Wi-Fi access is provided by the company CBC Net. Their general data protection and business conditions apply, which you have to accept in the course of the registration.

FAIR USE POLICY

Hochschule Fresenius has implemented a Wi-Fi Fair Use Policy to make sure that all students have a stable and high-speed Wi-Fi access. As a result of this Policy, the internet bandwidth available to you will be reduced if you use the Wi-Fi excessively.

- A first bandwidth reduction will be implemented after a use of 30 GB in a current month. Your bandwidth will be reduced to a maximum of 10 Mbit/s. Most services are still easily available then; however streaming UHD content is no longer possible, and downloads may take a little more time.

- After an additional 30 GB of Wi-Fi volume (that is a total of 60 GB in a current month), the bandwidth available to you will be reduced to a maximum of 5 Mbit/s. Normal internet content, such as news pages or email messages, can still easily be accessed then. Also, streaming HD content is still possible.
- Once you have exceeded a data volume of 90 GB in a current month, your bandwidth will be reduced to 1 Mbit/s. Now only a restricted use of the internet is possible and any online activity will be slowed down by the bandwidth reduction.

You will receive a notification email to your university email address whenever there are only 5 GB left before you reach one of the three data reduction thresholds.

The service portal, ILIAS and your university email address do not fall under the bandwidth restriction. Regardless of your other Wi-Fi activities, these services always are provided at full speed.

MAKING BETTER USE OF THE DATA VOLUME

- The primary purpose of the student Wi-Fi is to support your studies. Be fair to your fellow students and don't use the Wi-Fi for online games or streaming videos for private purposes.
- Don't carry out high volume downloads. Especially saving HD videos offline (e.g. from Youtube or Netflix) uses up a large amount of data volume.
- Pay attention to services with automatic data synchronization (e.g. Dropbox).
- Avoid smartphone or tablet settings in which the device may carry out updates whenever it is connected to a Wi-Fi, as this will use up a large amount of data volume.

SUPPORT

If you have any questions about the Wi-Fi or need help with the registration process, please feel free to contact the IT department at your location. You'll find their contact data on the last page of this leaflet.

THE E-LEARNING PLATFORM ILIAS

ILIAS (short for Integrated Learning, Information and Working-System) is the web-based e-learning platform of Hochschule Fresenius. You will find online courses for all of your lectures here. At the beginning of each semester, please join all courses corresponding to your timetable, as well as any additional ones that you may be attending for other reasons. Here you'll be able to download lecture material, do online exercises and communicate with lecturers and other students in forums or chats.

ILIAS.HS-FRESENIUS.DE

Your login details consist of your university email address - which is also your ILIAS user name - and your personal password. You need to accept the user agreement when you visit ILIAS for the first time.

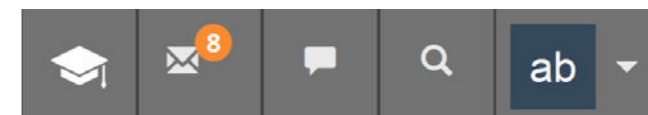
IN ENGLISH, PLEASE!

The default setting of ILIAS is German. In order to change the setting into English, log in to ILIAS and click on the arrow next to your initials in the upper right corner of the screen. Here, choose **Einstellungen**. Subsequently choose **English** from the drop-down menu **Sprache** and click on **Speichern** on the right side of the screen.

AT FIRST GLANCE

After logging in, you will be directed to the ILIAS landing page called **My Desktop**. The main menu bar at the top provides access to various frequently used features, such as the **library** or other **university facilities**, as well as a direct link to the ILIAS section of the International Business School, that you will find under **IBS** on the right side of the menu bar. Via the main menu bar you can return to your Desktop from any point of the submenu by clicking on **My Desktop** and then on **Overview**.

The **Repository** contains all objects offered by the ILIAS platform. In order to access the top level of the repository, choose the respective icon on the main menu bar and click on **Repository – Home** in the drop-down menu. The option to log off, a mail icon which leads to your ILIAS inbox, as well as a quick search icon for ILIAS objects are located in the upper right corner of the menu bar.



MY DESKTOP

All ILIAS courses and groups that you are a member of are displayed on your **Desktop**. In addition, you should put frequently used objects on the **Desktop** to speed up the navigation through the system. In order to do so, click the green arrow next to the title of the desired object and choose the option **Add to Desktop**.

In addition, the drop-down menu **My Desktop** of the main menu bar has several useful features:

- **Overview** ¹ brings you back to your personal start page from any point in the ILIAS system.
- **My Courses and Groups** ² offers an overview of your memberships in courses and groups.
- **News** ³ provides updates on all objects on your Desktop, e.g. recently uploaded files in courses.
- **Mail** ⁴ is a link to your ILIAS message inbox.

PERSONAL DESKTOP ▾

Overview ¹

Courses and Groups ²

Bookmarks

Workspace

Notes and Comments

News ³

Achievements & Certificates

Portfolio

Calendar

Mail ⁴

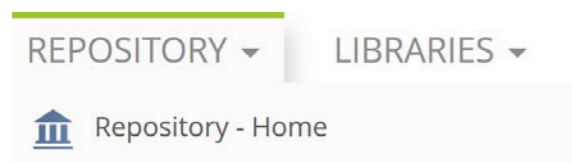
Contacts

THE E-LEARNING PLATFORM ILIAS

REPOSITORY AND NAVIGATION

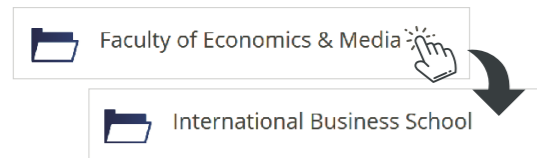
The structure of the ILIAS repository is comparable to a library or the file structure on a computer. The underlying scheme for study programs of the International Business School is as follows: Repository → Faculty of Economics & Media → International Business School → Location → Study Program → Semester → Courses

To access the top level of the repository, choose the respective icon on the main menu bar and click on **Repository – Home**.



You have several opportunities to navigate through the repository.

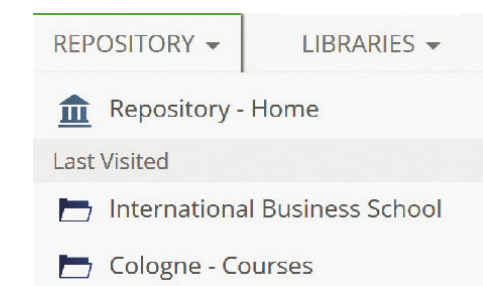
- To get into deeper levels you just have to click on the name of an object. You'll then be able to access its contents.



- To reach higher levels you can use the position path, which is shown at the top on every subpage of ILIAS.

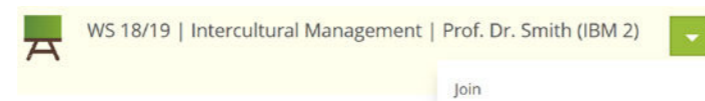


- A shortcut to objects frequently used is offered in the drop-down menu **Repository**, where you find the section **Last visited**. Here all categories and other objects you have recently visited will be listed.



JOINING YOUR LECTURES

At the beginning of each semester, you'll need to join the courses corresponding to your timetable to get access to the content provided by your lecturers. To do this, please find the semester for your study program on ILIAS (Repository → Faculty of Economics & Media → International Business School → Location → Study Program → Semester) and join the courses. Courses on ILIAS can be identified by the small blackboard icon next to their name. Click on the green arrow right next to the course and choose the option **Join**.



Once you have joined a course, it will automatically appear on your Desktop.

MAIL FEATURE

The internal mail feature of ILIAS enables you to write messages to lecturers and fellow students. You can retrieve mails with a click on the mail icon in the upper right corner of the screen. The number next to the mail icon shows the number of unread messages.

If you want to write a message, click on **Compose** in the mail section of ILIAS. Type in the name of the person you'd like to write to in the address field. A drop-down menu with possible contacts opens. Choose the correct contact and proceed with writing the message.

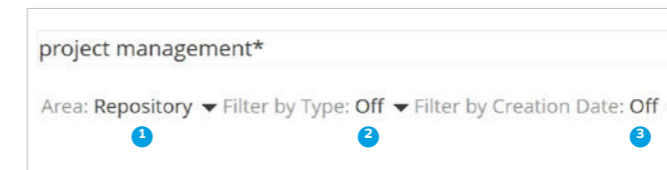
As soon as you receive a message on ILIAS, you will also get an automatic notification email to your university email address.

Please be aware that messages sent on ILIAS are internal messages (comparable to messages on Facebook or LinkedIn) and are not equivalent to an email.

Emails sent to an ILIAS account via external email accounts are therefore not delivered within ILIAS. Accordingly, ILIAS only sends messages to other ILIAS accounts and not to external email addresses.

THE SEARCH FUNCTION

If you want to access content on ILIAS and do not know exactly where to find it on the platform, our first recommendation is to use the **Quicklink**, which is described in the section "Online Resources". Another option is to use the ILIAS search function, which is located on the top right corner of the screen. For a quick search, click on **Search**, type in the search term and click **Go**. If the number of search results is too high to find what you are looking for, you can apply different search filters.



• Narrow Down the Search Area 1

The default setting of the search menu is a search in the entire repository. If you know the approximate section of ILIAS where the object you are looking for is located, click on **Area: Repository** below the search window and then click on **Select Search Area**. Navigate to the section of ILIAS where you think the object is.

• Change the Type of Search 2

If you are looking for a particular kind of ILIAS object (e.g. a course or a forum), you can narrow down your search by clicking on **Filter by Type: Off** below the search window. Then choose the kind of object you look for.

• Filter by Creation Date 3

In order to limit your search to current results, click on **Filter by Creation Date**, activate the checkbox and set a suitable date.

Good to know: all three search filters can be applied simultaneously.

SUPPORT

In the ILIAS support section you'll find lots of relevant information and guidelines about the use of the e-learning platform (please note, that part of the information material is currently only available in German). To get there, click on **Support** in the main menu bar at the top of the page and then choose **ILIAS Leitfäden**. If you want to navigate to the Support Center through the repository, please follow: Repository → Public Area → ILIAS Support.

If there is an urgent problem, you can contact the ILIAS Help Desk. Please use the option **Help-Desk aufrufen**, which you find in the drop-down menu **Support**, as well as on the login page of ILIAS.

ONLINE RESOURCES (SEE P. 12)

The following online resources can be found on ILIAS:

- First Things First – the ILIAS Quicklink
- Contact Persons
- Forms and Guidelines
- Information about Cancellation of Lectures
- Information for First Semester Students
- Inspection of Exam Papers
- IT Information
- Library
- Semester Dates
- Study Content – Course Schedules and Module Descriptions

THE SERVICE PORTAL

All administrative issues of your studies are organized via the Service Portal. On the Service Portal Infoboard, we'll inform you about registration deadlines, new regulations for exams and other important topics and news concerning your studies. Please check the Infoboard for new entries regularly.

STUD.HS-FRESENIUS.DE

Further important features of the Service Portal are the access to your timetable, registration (or de-registration) for exams and access to your exam results as well as a grade overview. Your login details for the Service Portal consist of your university email address, your personal password and your matriculation number.

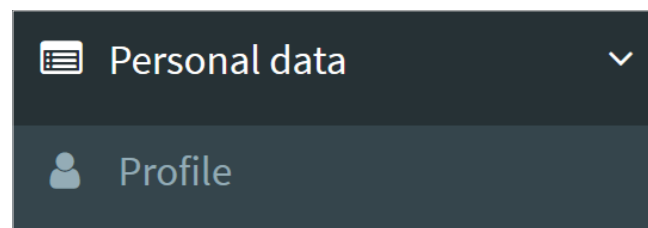
IN ENGLISH, PLEASE!

The default setting of the Service Portal is German. In order to change the setting into English, click on the German flag symbol in the upper right corner of the screen. Then, choose your preferred language setting in the drop-down menu.

UPDATE YOUR PERSONAL DATA

Important documents, e.g. your student card or important information on examinations, are not emailed to you, but **sent by post to your term address**. Please remember to always keep your address data in the Service Portal up to date and enter changes on time (e.g. during a semester off or an internship) to make sure that letters from Hochschule Fresenius always reach you.

In order to change your address details in the Service Portal, click on **Personal data** in the left hand menu bar and then on **Profile**.



A SERVICE PORTAL TOUR

The Service Portal offers a virtual tour to familiarize you with its functions and features. To start the tour, click on **Start tour** in the bottom right of the screen.

THE SERVICE PORTAL APP

The Service Portal features can also be accessed via an app. Follow the steps below to install the app on your mobile phone or tablet.

1. Download the app **HS Fresenius** in the App Store/Google Play.
2. Install the app and choose **Start** and then **Anmelden**. A QR code scanner opens (make sure to allow the access to your camera).
3. Log in to the browser version of the Service Portal. Choose **Personal data** and then **Manage external devices** in the left hand menu bar.
4. Choose **Registered Devices** on top of the page and then **Register new device**.
5. Scan the QR code with the mobile device on which you have installed the app.

After the scan, the app automatically takes over all relevant data and you can use it to access all Service Portal features. If necessary, language settings of the app can be changed in the same way as in the browser version of the Service Portal.

SUPPORT

If you're having a problem with the Service Portal, you can contact the support team via a contact form on the [login page of the portal](#). Click on **Support** in the left hand menu of the page and complete the form that opens. A member of the Service Portal support team will contact you as soon as possible and help you solve the problem.

If you've forgotten your password, click on **Forgot password?** in the left hand menu and complete the form that opens. A message with a new password will be sent to you.

ONLINE RESOURCES (SEE P. 12)

The following online resources can be found in the Service Portal:

- Personal Planner
- Registration for Examinations
- Timetable

STUDYPLUS



StudyPLUS is an innovative career platform for your professional career development. Here, you will find all optional offers that you can take during your studies. Based on your personal profile, you will receive individual recommendations for event and training opportunities or job advertisements.

REGISTRATION ON STUDYPLUS

Register with your university email address at studyplus.hs-fresenius.de. After entering your email address, you will receive an email with a confirmation link. Click on this link and then log in with a self-selected password.

Please be aware that you only need to register once. Then use the **Login** button to go directly to **StudyPLUS**.

When logging in for the first time, you can also fill out a short questionnaire in order to receive recommendations according to your personal profile. The questionnaire will then be shown in your personal profile so that you can first orient yourself in the portal and subsequently adapt your profile.

SUPPORT

If you have any questions or technical problems, please contact: studyplus@hs-fresenius.de.



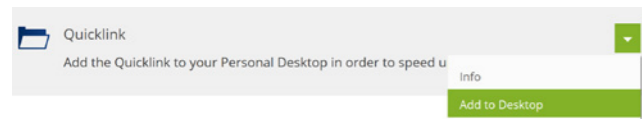
ONLINE RESOURCES

Most of the information concerning your studies – both academic as well as administrative – is provided online via one of the platforms described in this information brochure. To make sure that you find everything that is relevant and don't miss any important information, here is an alphabetical overview of the most essential and most frequently used online resources.

FIRST THINGS FIRST – THE ILIAS QUICKLINK

A vast range of information is provided on [ILIAS](#), such as courses for compulsory lectures, guidelines for many purposes, internship advertisements and much more. To stay on top of things, we recommend using the **ILIAS Quicklink**. The Quicklink is an alphabetical list of direct links to all relevant content and information. If you put the **Quicklink** on your **Desktop**, all this information is just a click away after logging in to [ILIAS](#).

The Quicklink for the International Business School can be found under Repository → Faculty of Economics & Media → International Business School → Quicklink. In order to put the Quicklink on your **Desktop**, click the green arrow icon right next to its title and choose the option **Add to Desktop**.



CONTACT PERSONS

An overview of relevant contact persons is also provided on [ILIAS](#) under Repository → Faculty of Economics & Media → International Business School → Location → Contact and Opening Hours.

ENROLLING IN OPTIONAL COURSES

Every semester, Hochschule Fresenius offers a variety of optional language and IT courses, as well as soft skill training and career workshops. You can usually enroll in these optional courses by simply joining the corresponding courses on [StudyPLUS](#). Please pay attention to the relevant information from the local Competence Center Languages or Alumni and Corporate Relations/Career Service.

Please note: Joining optional courses is equivalent to a binding registration. As there are limited places, we kindly ask you to only join courses you definitely plan to attend.

FORMS AND GUIDELINES

On [ILIAS](#), we provide guidelines and forms for a number of study related processes, e.g. the choice of majors, writing a Bachelor thesis, etc. You can find them under Repository → Faculty of Economics & Media → International Business School → Forms/Regulations and Guidelines.

INFORMATION ABOUT CANCELLATION OF LECTURES

Your lecturers will inform your course via [ILIAS](#) if a lecture needs to be cancelled. You will receive the message about the cancellation in two ways:

- You will receive a message in your [ILIAS](#) mailbox.
- You will receive an automatic notification about the [ILIAS](#) message via email to your university email address. In order to learn about cancellations on time **we strongly recommend setting up your Hochschule Fresenius email**

Subject	Date ↓
Lecture Cancellation - Intercultural Management - 27.06.2018	Today, 10:12

account on your favorite mail client (see section on your university email address).

INFORMATION FOR FIRST SEMESTER STUDENTS

On [ILIAS](#) you'll find an overview of guidelines, documents and links that are especially relevant for first semester

Subject	From
[noreply - ILIAS] Lecture Cancellation - Intercultural Ma...	ILIAS

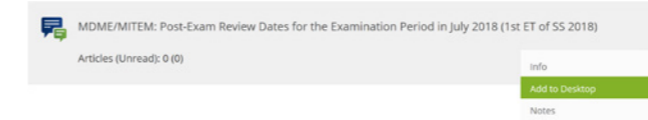
students. You can access this information via Repository → Faculty of Economics & Media → International Business School → Location → Information for First Semester Students

INSPECTION OF EXAM PAPERS

After every examination period, you'll get the opportunity to inspect your examination papers. Usually lecturers offer group appointments for exam inspection and will inform you about the inspection date via [ILIAS](#) under Repository → Faculty of Economics & Media → International Business School → Location → Post-Exam Review Dates. If you don't want to miss a specific exam inspection, you can place the corresponding forum for inspection date announcements on your **Desktop**.

ONLINE RESOURCES

This way you will receive a notification about upcoming inspections each time you log in to [ILIAS](#).



IT INFORMATION

Information on Wi-Fi registration, email address set-up, special rates for software, guidelines for using local media rooms, and other IT related topics are provided on [ILIAS](#) on the information pages of the IT department. They are available under Repository → Faculty of Economics & Media → International Business School → IT Information and Manuals.

LIBRARY

Hochschule Fresenius does not only have a reference library at each location, but also offers a whole range of online literature, such as eBooks, eJournals or access to statistical databases. Learn more about our library services on [ILIAS](#), by clicking on **Library** in the main menu bar.

In order to access licensed magazines and databases outside of the HS Fresenius network it is necessary to activate a proxy in your browser. Corresponding instructions for several types of browsers are available on [ILIAS](#) under Repository → University Facilities → General Library Information → Anleitungen Proxyaktivierung / Instructions for proxy activation.

PERSONAL PLANNER

Via the Service Portal, you can integrate lectures into your timetable, which are not part of your original semester plan, e.g. optional modules or lectures from previous semesters you still need to attend. To do so, proceed as follows:

1. In the Service Portal section of the timetable (see the paragraph on the timetable below), choose the study program and semester corresponding to the lecture you'd like to include.
2. Select the required lecture.
3. A window opens, here click **Subscribe to**.

Via the Service Portal, you can also set up your timetable and other study-related dates in a personal planner, e.g. on your smartphone. To access the corresponding instruction, click on **Personal data** → **Calendar Sync** in the left-hand menu of the Service Portal.

REGISTRATION FOR EXAMINATIONS

Before each examination period, you'll need to register for your exams in the Service Portal.

For the registration, click on **Exams** → **Exam plan** in the left hand menu. Here you'll find a detailed description of how to register (or de-register) as well as the opportunity to complete your registration. After choosing the exams you want to register for, you'll need to activate the checkbox that you have read and are aware of the respective examination guidelines. Once your exam registration has been successful, you'll automatically receive a confirmation email to your university email address. Always make sure that you have received this email and check your registration again if necessary.

During the registration period, you can register and de-register for examinations as often as you want. However, once the period has ended, changes to your registration are no longer possible.

The exam plan lists all exams relevant for your current semester of study. You can change this setting, e.g. to register for a resit exam from a previous semester. For this, fill in the **Options** box on the right side of the screen.

Options: 📄

Applies to semester:

WS 2018

Education:

Berlin - W&M - IBM_bac
WS2018

Sem.: 1 **Exam-type:** ▼

Please also take note of the information from the examination office that is published on the Infoboard before each examination period.

SEMESTER DATES

Semester dates (beginning of lectures, examination periods, holidays, etc.) are usually communicated one or two semesters in advance. You'll find an overview of semester dates on ILIAS, under Repository → University Facilities → Semester- und Vorlesungsfreie Zeiten.

SOFTWARE (SPECIAL RATES FOR MS-OFFICE, SPSS, ETC.)

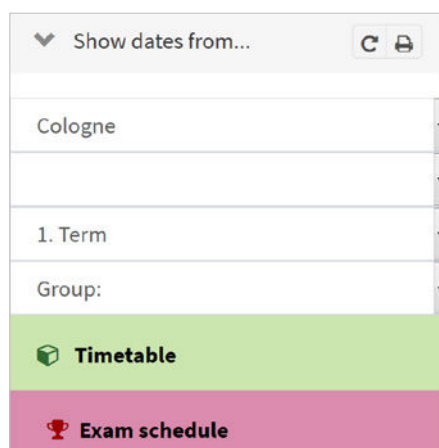
As a student of Hochschule Fresenius you have access to special rates for some software applications, e.g. Microsoft Office or SPSS. More information is available on ILIAS under Repository → Faculty of Economics & Media → International Business School → IT Information and Manuals.

TIMETABLE

Your current timetable is available for you in the Service Portal. To access it, choose **Plans** in the left hand menu, and then **Timetable**.

The Service Portal displays the plan of the current calendar week. Use the navigation arrows above the plan to have a look at the plans of previous or upcoming weeks. If you click on the printer icon, you can print a pdf file of your timetable for all relevant calendar weeks.

You can also access the timetable of other study programs. For this click on **Show dates from...** on top of the page and fill in the necessary data.



▼ Show dates from... [C] [D]

Cologne

1. Term

Group:

Timetable

Exam schedule

STUDY CONTENT – COURSE SCHEDULES AND MODULE DESCRIPTIONS

Which courses will be scheduled in your third semester? What literature is recommended for a module in the second semester? How many exams will there be in the sixth semester? If you want to obtain information concerning the content of your studies, you can have a look at the course schedules and module descriptions of your study program. They are available on ILIAS under Repository → Faculty of Economics & Media → International Business School → Course Schedules and Module Descriptions.

LAST BUT NOT LEAST: PRINT AND COPY RESOURCES

In addition to our online infrastructure, you have the opportunity to use copy machines and printers at all locations of Hochschule Fresenius. Detailed information for each location can be obtained on ILIAS under Repository → Faculty of Economics & Media → International Business School → IT Information and Manuals.

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STUDY CENTER NEW YORK

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15 East 41st Street
10017 NY

THOUGHT OF EVERYTHING?! - YOUR CHECKLIST TO START YOUR STUDIES

- | | |
|---|---|
| <input type="checkbox"/> ACTIVATE YOUR ACCOUNT | <input type="checkbox"/> WI-FI SET-UP |
| <input type="checkbox"/> SET UP YOUR EMAIL ADDRESS ON YOUR SMARTPHONE AND/OR COMPUTER | <input type="checkbox"/> CREATE A STUDYPLUS ACCOUNT |
| <input type="checkbox"/> JOIN THE ILIAS COURSES ACCORDING TO YOUR TIMETABLE | <input type="checkbox"/> UPDATE YOUR CONTACT DETAILS IN THE SERVICE PORTAL IF YOU HAVE MOVED TO A NEW ADDRESS |

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