Karlsruher Institut für Technologie

Pre-Arrival Orientation for International Students

11. 02. 25

Agenda

- Welcome to KIT & Getting Started Checklists
- Overview to the academic calendar
- Prior to Arrival
- Orientations & Events
- Selecting Modules and Planning your Studies
- Living in Karlsruhe and Student Life and Organizations
- Overview to Points of Student Support Services and Departments
- Q & A and Wrap-up
- Learning Agreements (relevant for exchange students)

Getting started- Checklists

- Below are two checklist to help you start to prepare and start at KIT and life in Karlsruhe. Please be aware this is just a starting point.

Checklist – organizational and orienteering

- □ Find accommodations (as soon as you are admitted)
- □ Read thoroughly information on websites
- □ Health insurance, bank account, mobile phone contact
- □ Participate in Orientations
  - □ "Fachschaft" orientation
  - □ IStO or ESN orientation
  - □ IStO will provide vital information regarding:
    - □ Entry Visa and Residence Title
    - □ Registration of Your Residence
    - □ Registered at Bürgerbüro
    - □ Registered at Auslandsbehörde
    - □ Registered for Rundfunkgebühr (radio, television, …)
- □ Transportation
  - □ Public transport tickt
    - □ Download KVV -certificate in CMS – for free public transportation in Karlsruhe on Monday – Friday 6pm – 6am, weekend and holidays
    - □ "Deutschland-Ticket" for regional transportation in Germany for about 45€/month
- □ KIT Campus Map

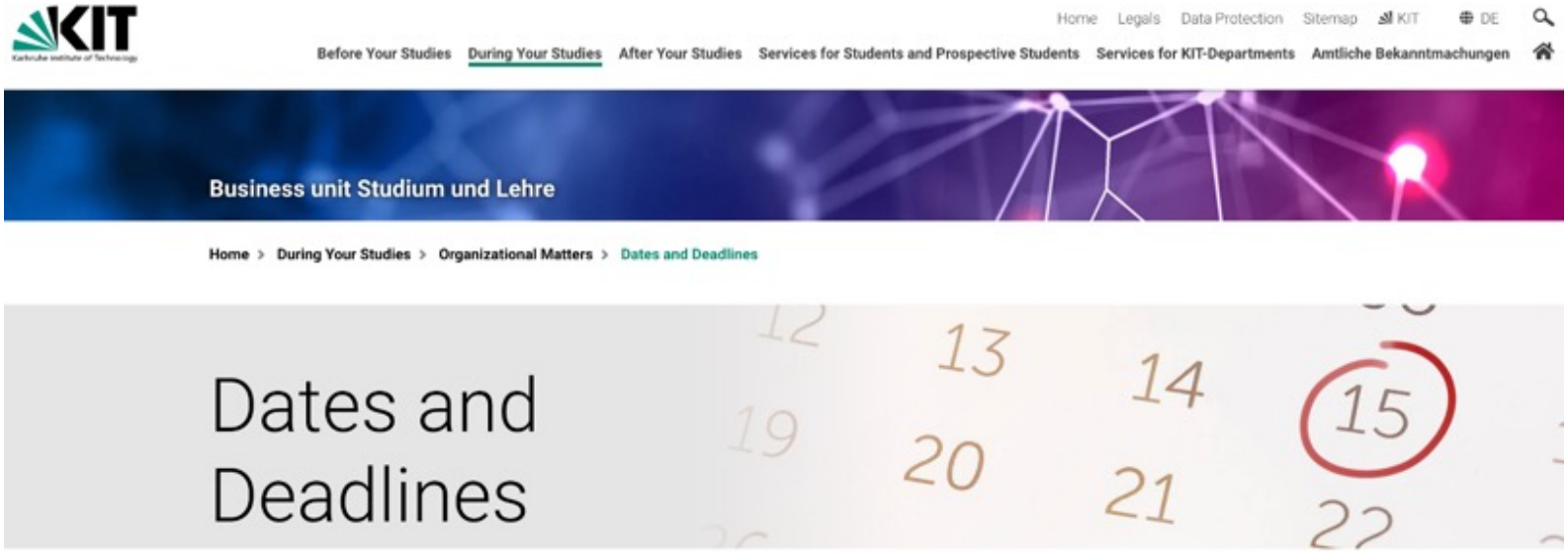
Checklist – enrolment and accademic

- □ Enrollment for degree seeking students:The page describes what you need to do in sequence for online enrollment (matriculation)
- □ Plan your studies and course selection at KIT
- □ Register for tutorials/seminars/labs
- □ Study Planning
- □ Updating Your Data on the Campus Management (Student) Portal
- □ KIT card (register and pick up)

Checklist – Events

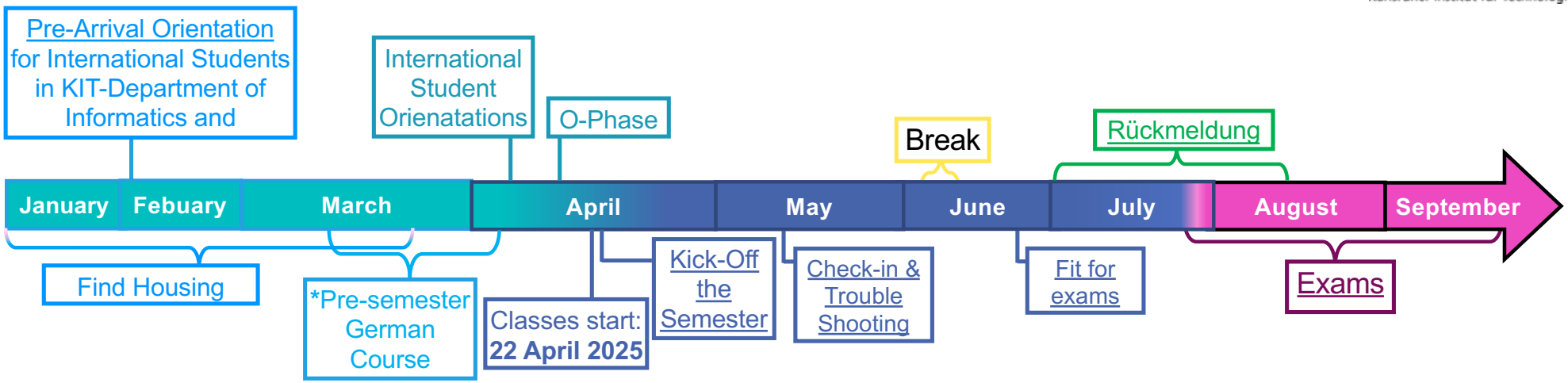
- □ Particitpate
  - □ in ISRT (*International sStudent Round Table*)
    - □ Kick-Off to the semester: 23rd April 2025
    - □ Check-in & Trouble Shooting: 08th May 2025
    - □ Fit for exams & returning home: 25th June 2025
  - □ IStO and Buddy Program, and ESN , etc.

KIT- Academic Calendar

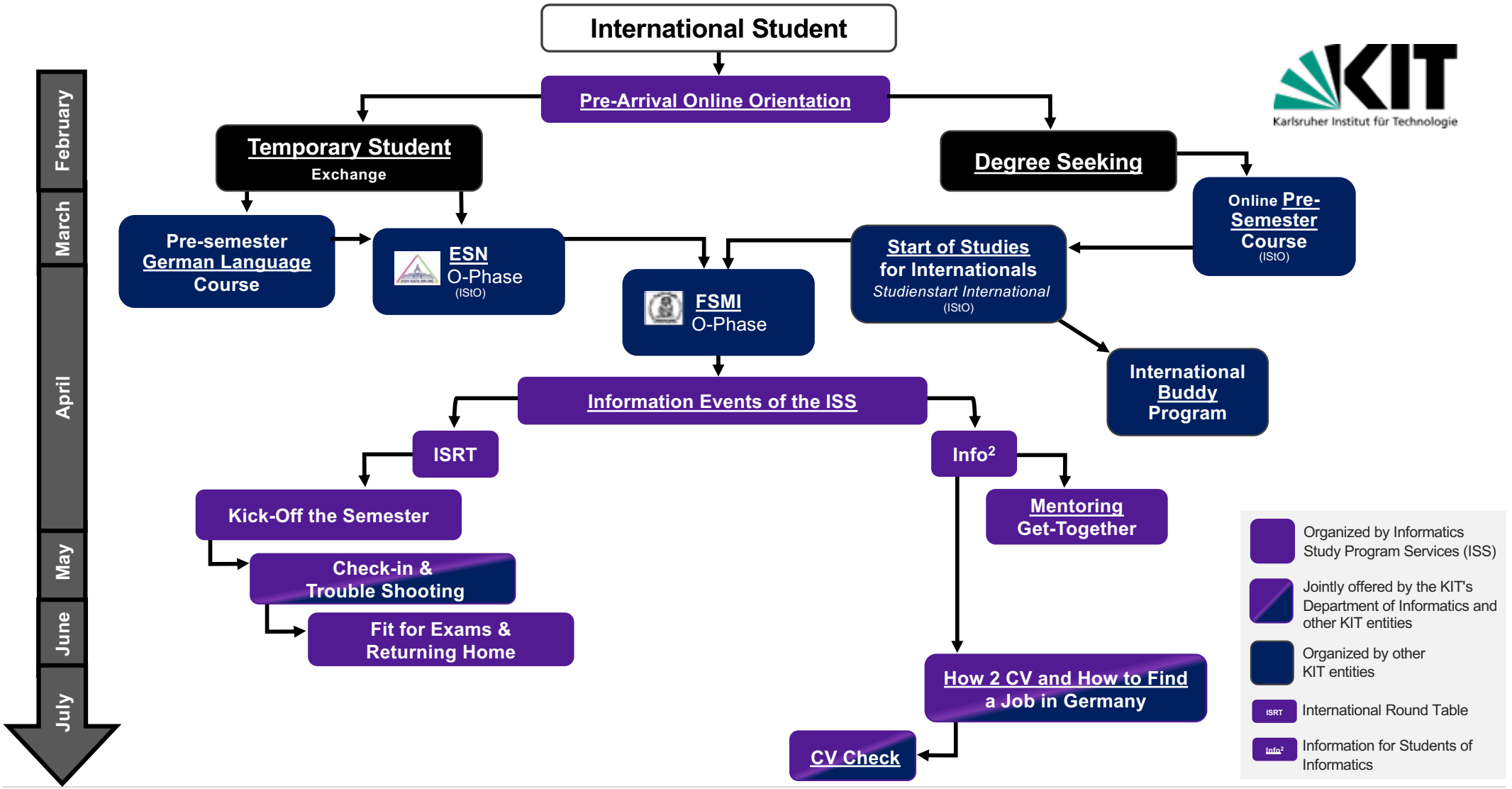


	Semester duration	Lecture period	Recess
Summer term 2025	04-01-2025 to 09-30-2025	04-22-2025 to 08-02-2025	06-09-2025 to 06-14-2025
Winter term 2025/26	10-01-2025 to 03-31-2026	10-27-2025 to 02-21-2026	12-24-2025 to 01-06-2026
Summer term 2026	04-01-2026 to 09-30-2026	04-20-2026 to 08-01-2026	05-25-2026 to 05-30-2026
Winter term 2026/27	10-01-2026 to 03-31-2027	10-26-2026 to 02-20-2027	12-24-2026 to 01-06-2027

KIT- Academic Calendar for Summer Semester



- Deutsch Pre-Semester course: *for exchange students
- **O-Phase**
  - Exchange Students
  - Degree Seeking Students
  - All Students Fachschaft (FS): Mathmatics/Informatics (FSMI)
- International Student Round Tables: Kick-Off the Semester, Check-in & Trouble Shooting, "Fit for exams and returning home"
- Pentecost Week – is lecture-free week (this year 9-13 June)



Christine Glaubitz - **Pre-Arrival Orientation for Summer Semester 2025**
https://www.informatik.kit.edu/english/10509.php

KIT Department of Informatics

Accomodations

- **Find accommodations** (*as soon as you are admitted*)
  - Living and Learning in Karlsruhe
  - Studierendenwerk Karlsruhe
  - Studienstart am KIT (only in German)

  - **Degree seeking**
    - IStO and Finding accommodation
  - **Temporary Students (Exchange)**
    - IStO : Overseas Exchange, Eucor and ERASMUS

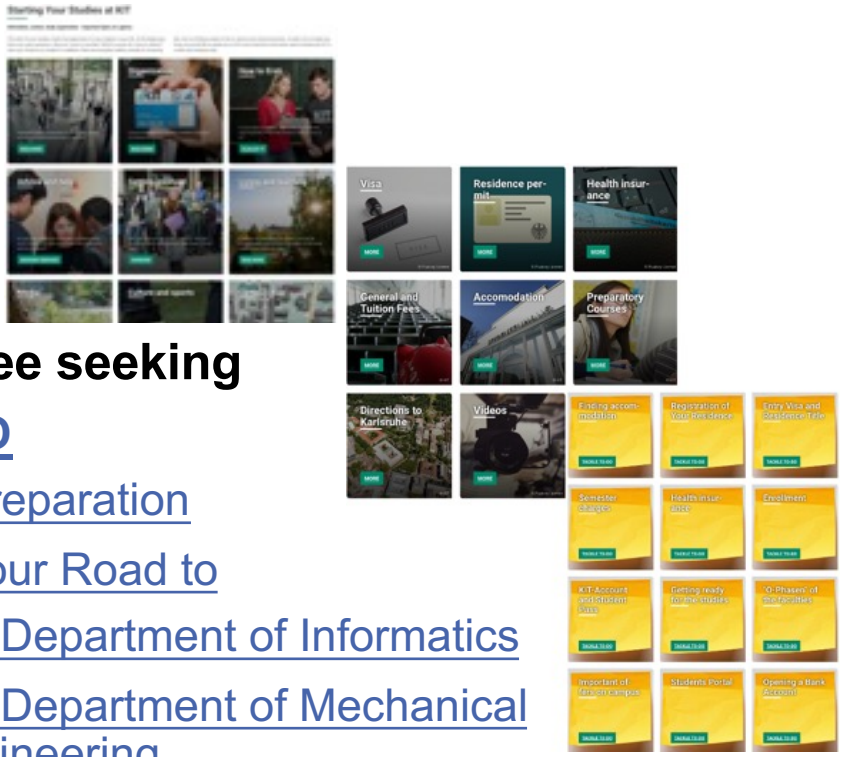
  - Pamphlet provided by the Baden-Württemberg Police about Scams **offers when looking for an apartment**
  - **IStO's** list of common abbreviations used in apartment advertisements

Accomodations

- **Residence Halls** (“Wohnheime”)
  - Mostly operated by a public student service called “Studierendenwerk”. The International Office has a contingent of rooms in these dormitories that are reserved for students coming from overseas and Nordic countries.
  - Also self-organised e.g. HaDiKo
- **Shared Flats** (“Wohngemeinschaften”, often shortened WG).
  - In many cases it is possible to Sublease a room for a limited time from students who temporarily left the town for an internship or to go abroad (Zwischenmiete*). One of the many platforms to find shared flats is wg-gesucht.de.
  - “Zwischenmiete” is a German term used for the sub-renting an apartment, usually for a period of 5-6 months.
- **Tipps and Things to think about**

Checklist for prior to arrival and start at KIT

- □ Read thoroughly information on websites
  - Starting Your Studies at KIT
  - Studierendenwerk Karlsruhe
  - Studienstart am KIT (only in German)
  - Ankommen am KIT (only in German)
  - Uni Glossar (only in German) & The KIT Glossary

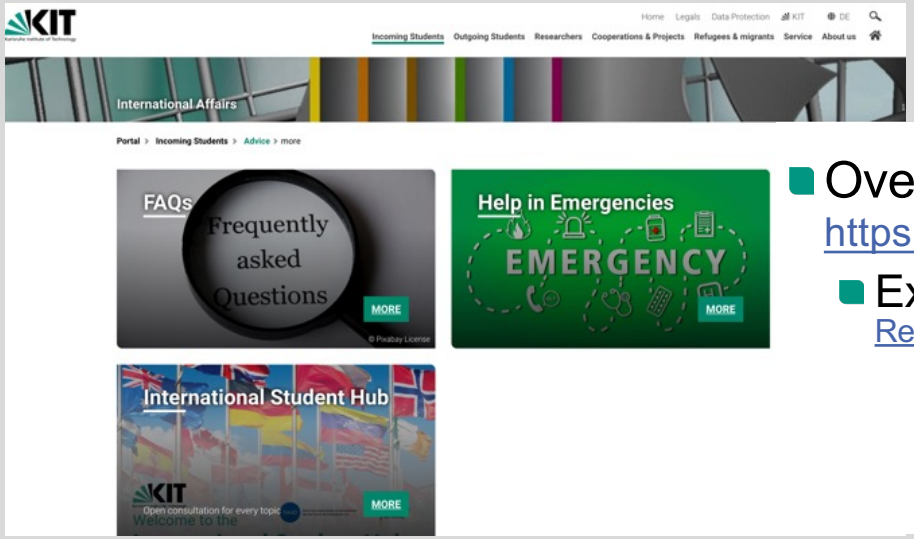


  - **Temporary Students** *(Exchange)*
    - IStO (ERASMUS, Eucor, Overseas Exchange, etc.)
    - KIT Department of Informatics - International Exchange
    - KIT Department of Mechanical Engineering - Incoming Students
  - **Degree seeking**
    - **IStO**
      - Preparation
      - Your Road to
    - KIT Department of Informatics
    - KIT Department of Mechanical Engineering

Checklist for prior to arrival and start at KIT

- □ Read thoroughly information on websites

- Exchange at KIT brochure



- Over Advice for Internationals: https://www.intl.kit.edu/istudies/17732.php
  - Ex.: FAQ on 11. Questions regarding Visa and Residence Permit 12. Housing

Video Information…

Portal > Incoming Students > Degree-Seeking > Prior to Studies > Preparation > Videos

Videos

- from IStO: Our international students have produced videos for you on important topics of concern for new international students. The videos are in German language with English subtitles.

Video Information…

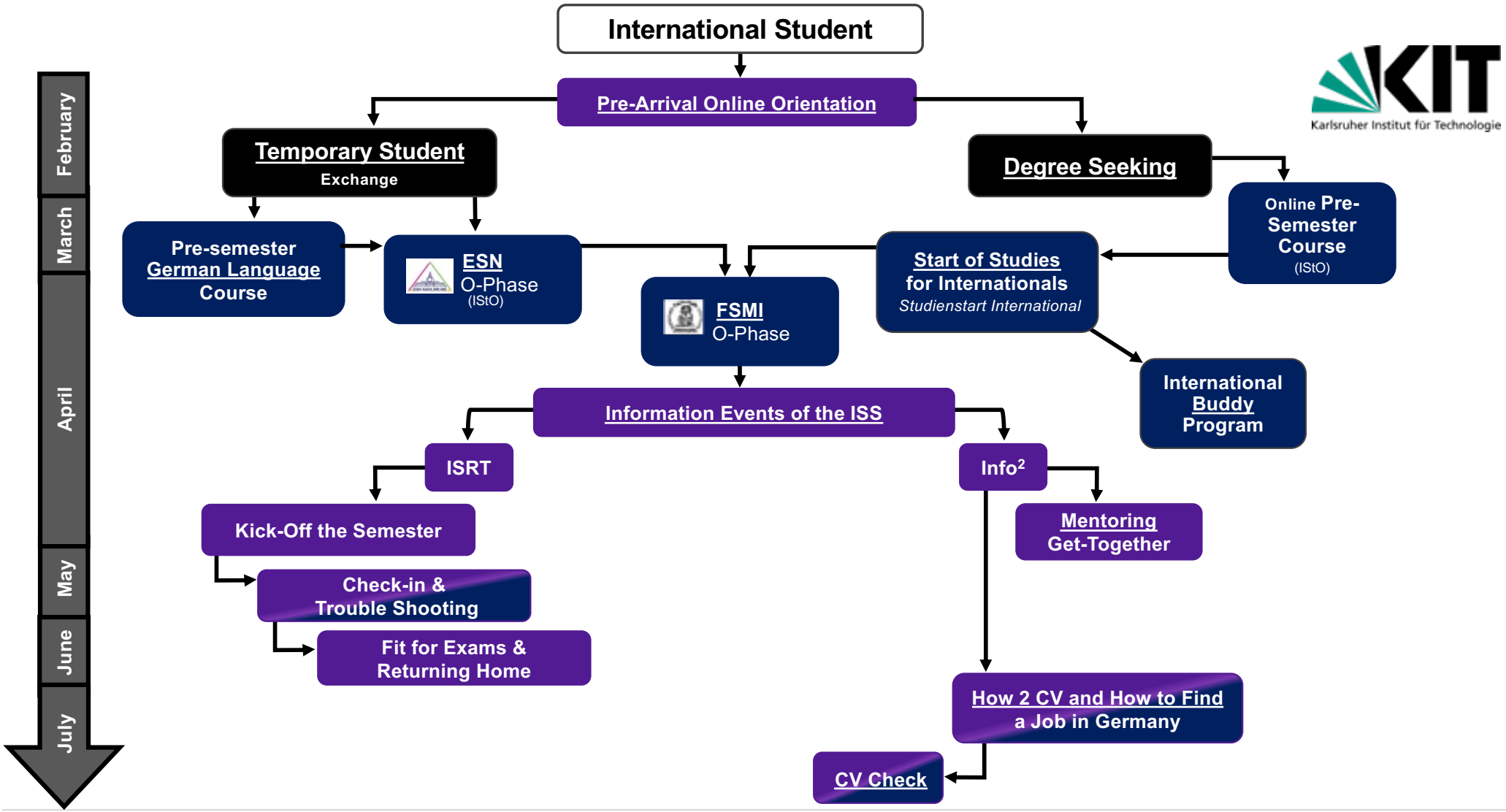
Youtube channel of the KIT Faculty of Informatics

- Lecture recording, Information Videos etc…

YouTube-Kanal der
KIT-Fakultät für Informatik

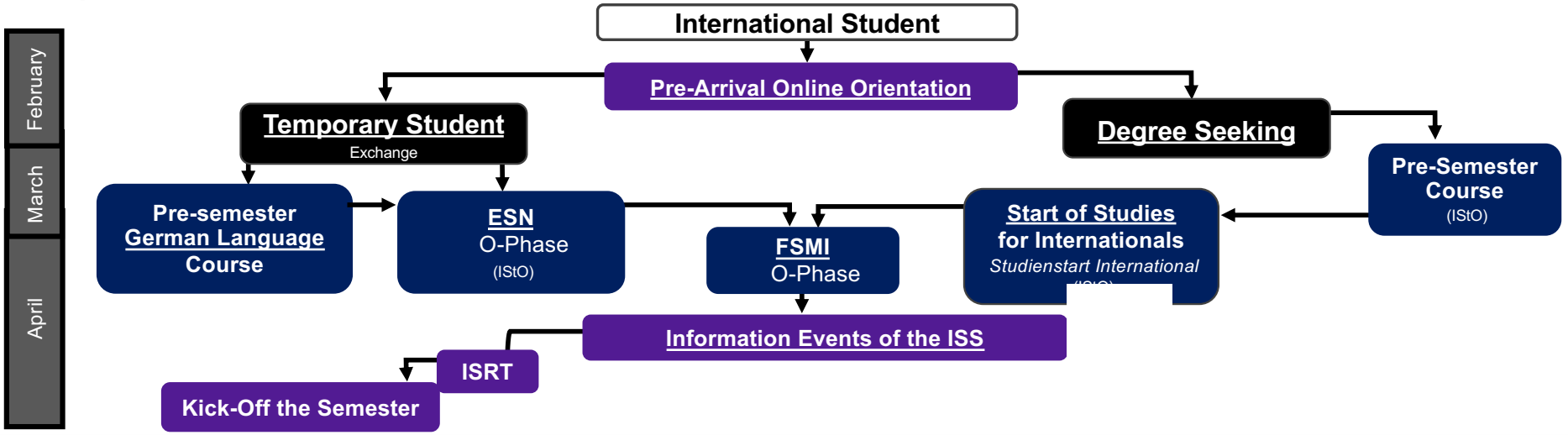
Unterstützung im Studium
Video Playlist

- Ex. Support during your studies video playlist
  - the first six weeks of your studies
  - CMS (Campus Management for students)
  - bachelor modules in the informatics degree programme at KIT


International Student
Pre-Arrival Online Orientation
Temporary Student
Exchange
Degree Seeking
Pre-semester German Language Course
ESN O-Phase (IStO)
Online Pre-Semester Course (IStO)
Start of Studies for Internationals
Studienstart International
FSMI O-Phase
International Buddy Program
Information Events of the ISS
ISRT
Info²
Kick-Off the Semester
Mentoring Get-Together
Check-in & Trouble Shooting
Fit for Exams & Returning Home
How 2 CV and How to Find a Job in Germany
CV Check
February
March
April
May
June
July

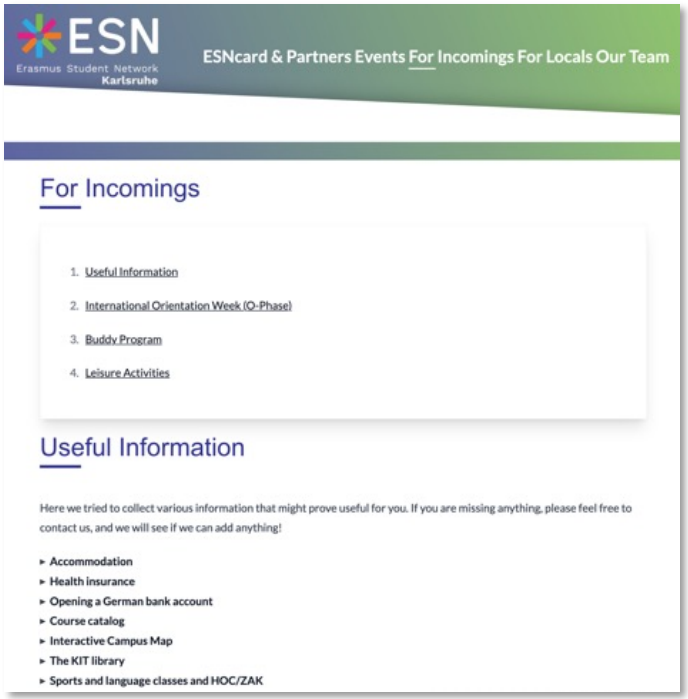
Overview to Orientations

- Participate in Orientation
  - Each of orientation focus a different content that is relevant to studying at KIT and living in Germany
  - Yes, there will be a few places where you receive the same information more than once, but for good reasons and often slightly different perspective
  - Another important reason to attend is that you can start build a social network and find study partners

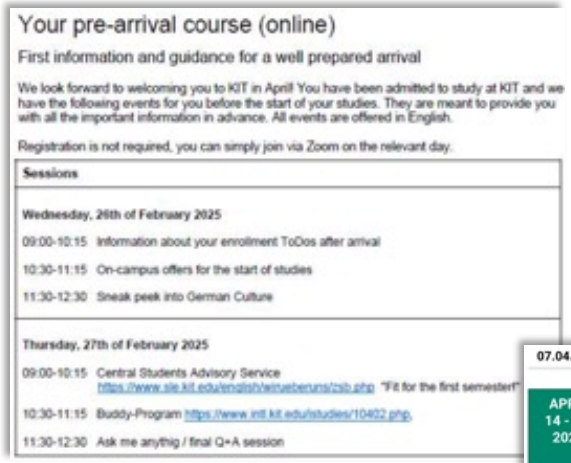


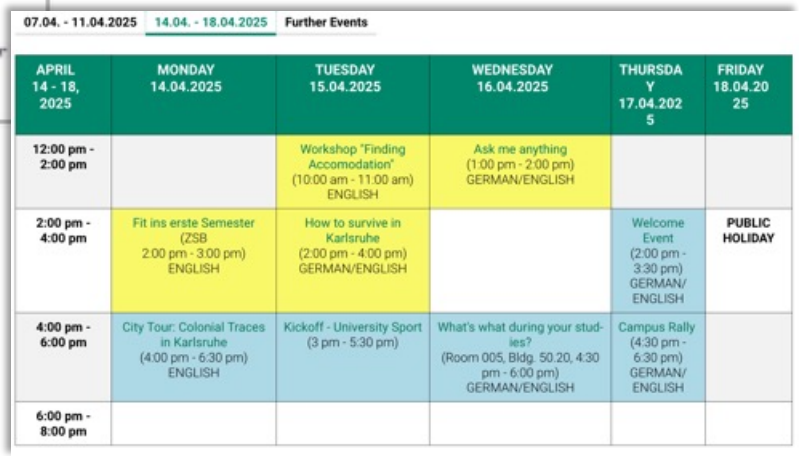
IStO Orientations

Temporary Student
Exchange

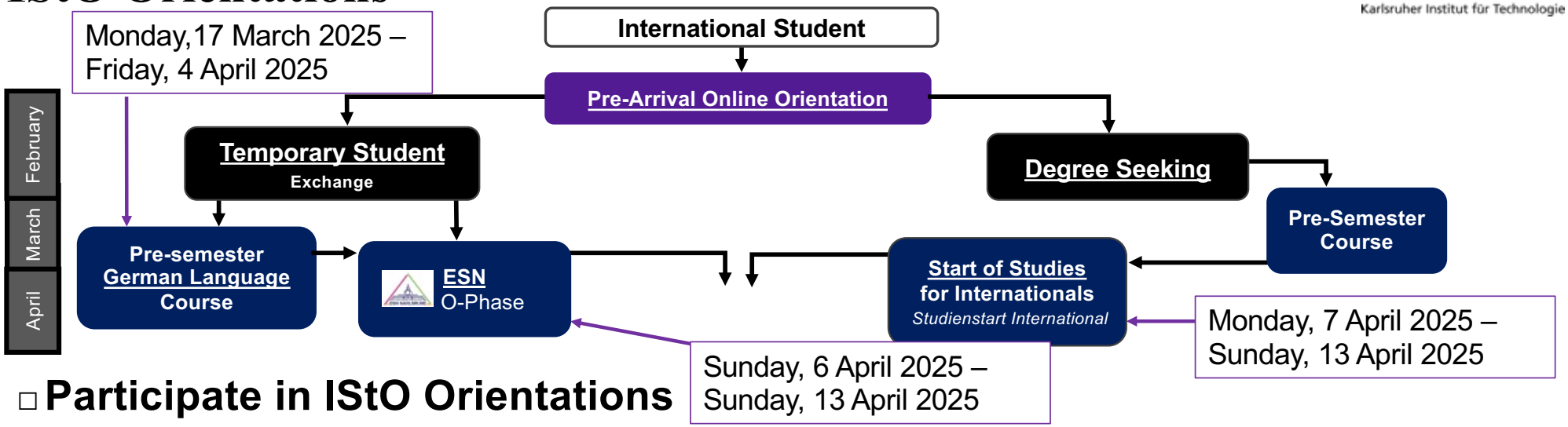


Degree Seeking





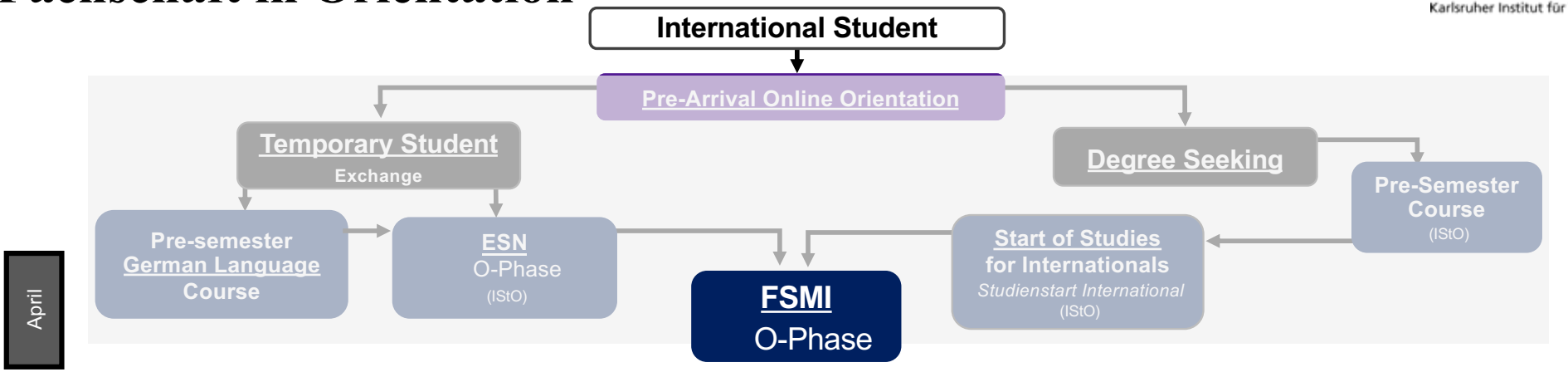
IStO Orientations



Participate in IStO Orientations

- Pre-Arrival Course, ESN and Start of Studies for Internationals provide vital information you including:
  - Visa
  - Health insurance
  - Registration at “Bürgerbüro”
  - Registration of Your Residence
  - Registration at “Auslandsbehörde”
  - Residence Permit (eAT)
  - Finding Accommodation
  - Opening a Bank Account
  - Buddy Program, International Café, …
  - Sneak Peek to German Culture
  - Enrolment process at KIT
  - ZSB- Fit for first Semester

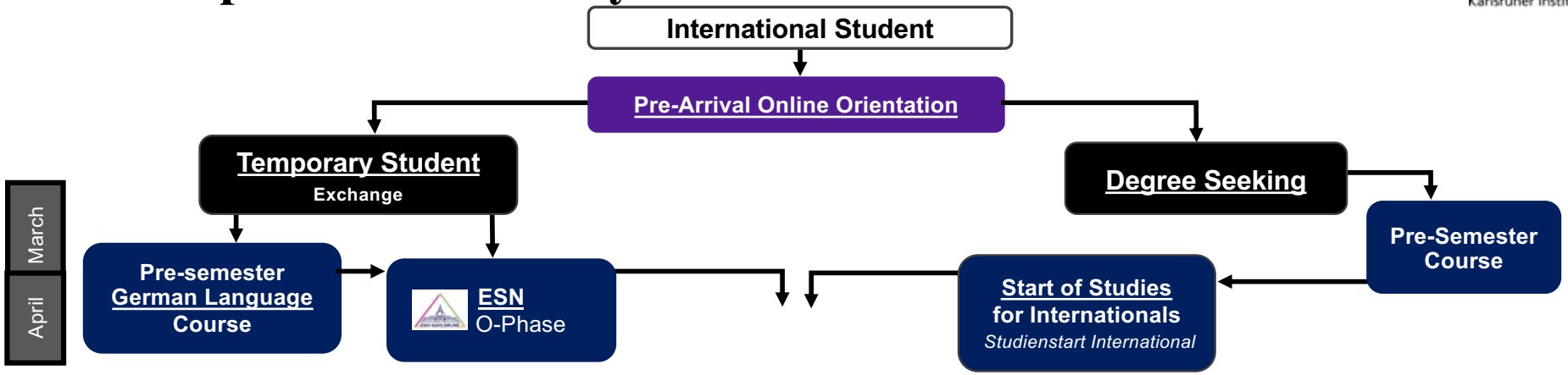
Fachschaft in Orientation



□ Participate Fachschaft's in Orientation

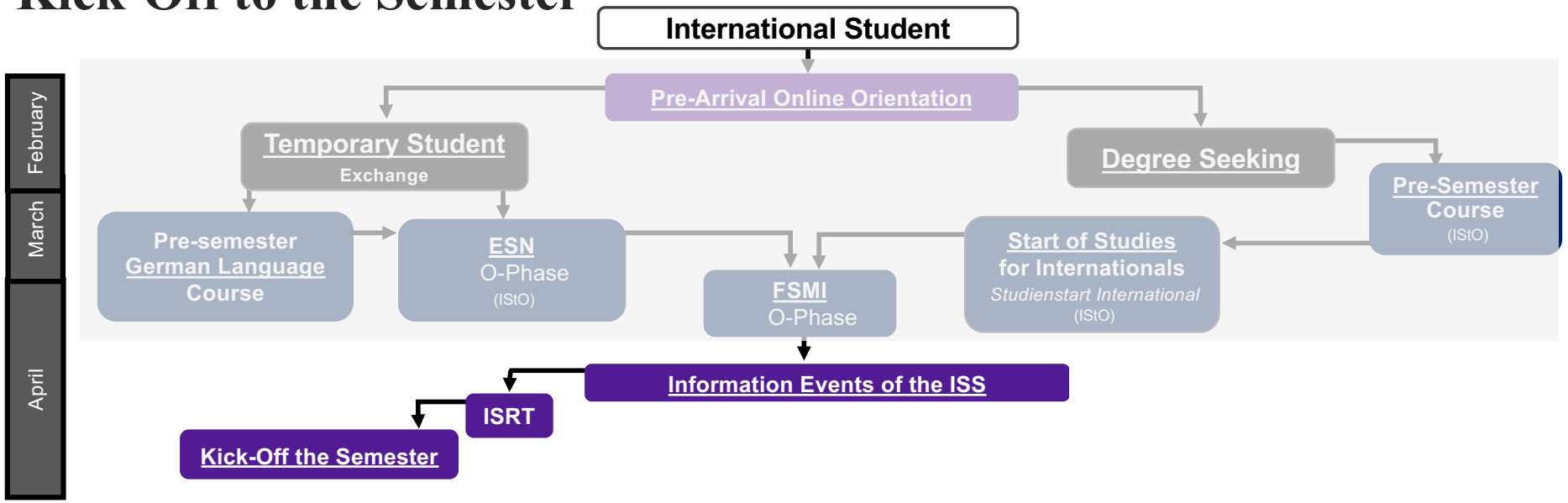
* FSMI is the representative student body for all students majoring in of Mathematics and Informatics
- Talk with students in higher semesters, who can answer questions on individual basis
- Attend informative events on the topics of organizing and managing your major at KIT
- Have fun with games, parties and excursions while exploring the KIT campus and Karlsruhe in small groups
- **If you are in a different department** the check out Information to your **Fachschaft on the AStA at KIT** website regarding O-Phase!

Other Department /Faculty Orientations



- Participate in other KIT **Departments/Faculties Orientations**
  - you have questions or need more information, please contact your departmental coordinator at KIT or visit the webpage of the Department of:
    - ARCH at https://www.arch.kit.edu/english/studium-und-lehre/4112.php
    - BGU at https://www.ifh.kit.edu/english/1843.php
    - CIW at https://www.ciw.kit.edu/english/2323.php
    - ETIT at https://www.etit.kit.edu/english/4153.php
    - MACH at https://www.mach.kit.edu/english/2580.php
    - WIWI at https://www.wiwi.kit.edu/english/IncomingFAQ.php

International Student Roundtable: Orientations
"Kick-Off to the Semester"



- Participate ISRT (International Student Roundtable): Kick-Off to the Semester
  - Vital information and tips to navigating your start at KIT will be discussed including:
    - Organizing your studies effectively and Module selection, CAS, ILIAS and Wiwi-Portal, How to register for Tutorials, University resources
    - Learning Agreements (only for Exchange students)

Plan Your Studies and Course Selection at KIT

Overview to Modules

Lecture
(Vorlesung)

- Sometimes with Übung & Tutorial
- Registration later in Semester (*only need to register for the exam, most of the time not for attending)
- Please note that some lectures also include exercises, which must be successfully completed in order to complete the overall module.

Seminar

- Work on a particular topic, write about it and prepare and present it to the group
- Watch others presentations
- **Must register before courses begin** (depending on the seminar: ILIAS/ Website/ Email/ Wiwi-Portal …)

Lab
(Praktikum)

- Acquire more practical skills
- **Must register before courses begin** (depending on the lab: ILIAS/ Website/ Email/ Wiwi-Portal …)

Thesis
Bachelor- / Master

- **Find advisor and topic** (Visit the various Institute homepages to assist you in this process and e-mail potential advisors)
- Advisor will help to register the thesis
- Write and defend thesis

Checklist for prior to arrival and start at KIT

- ☐ Plan Your Studies and Course Selection at KIT

Module Handbooks	Campus Management for Students	Wiwi-portal

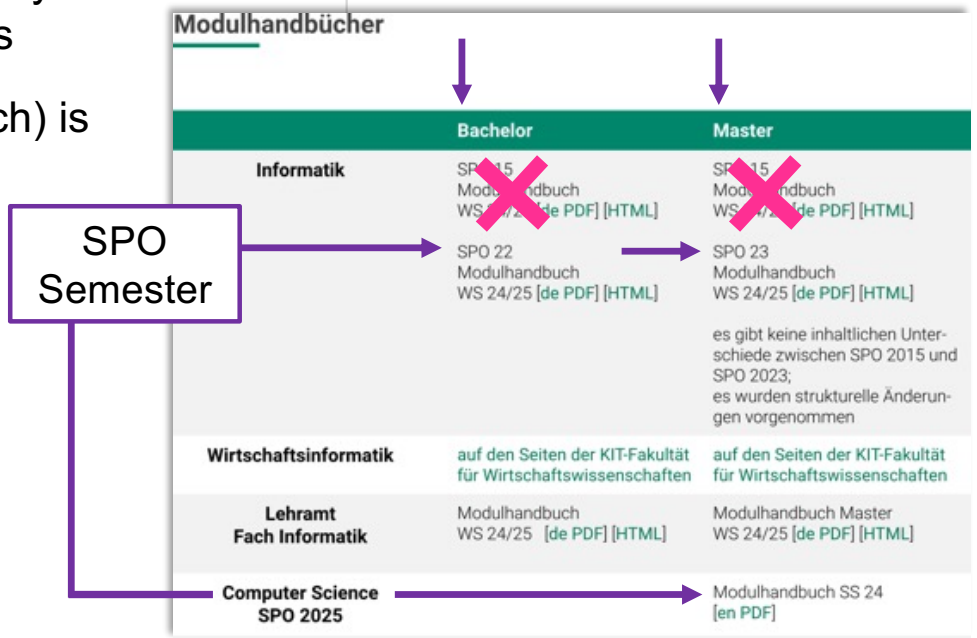
- Module Handbook is Department specific modules
- CMS you can look up information about module in informatic and other departments at KIT
- WiWi-Portal

Module Handbooks

Karlsruher Institut für Technologie

Module Handbooks | Campus Management for Students | Wiwi-portal

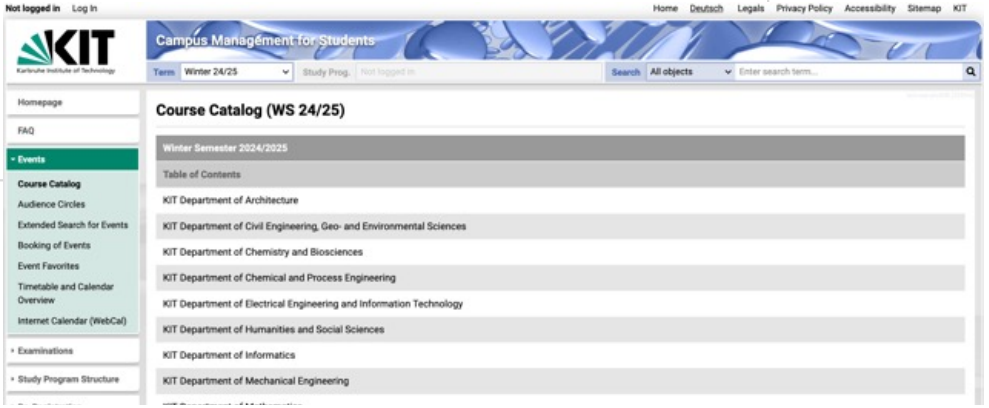
- The module handbook is the official guide for students regarding their academic progress and program of study
- It describes the modules and the corrsponding exams
- Each semester the Module Handbook (Modulhandbuch) is updated and rereleased with every module available
- The new handbook is available about a month before the semester begins
- Modules may be changed, deleted, replaced, expanded, or otherwise modified at any time
- Although every effort is made to ensure that students are admitted to their preferred course selections, the KIT Faculty for Informatics cannot guarantee admission to any particular course



Campus Management for Students

Module Handbooks | **Campus Management for Students** | Wiwi-portal

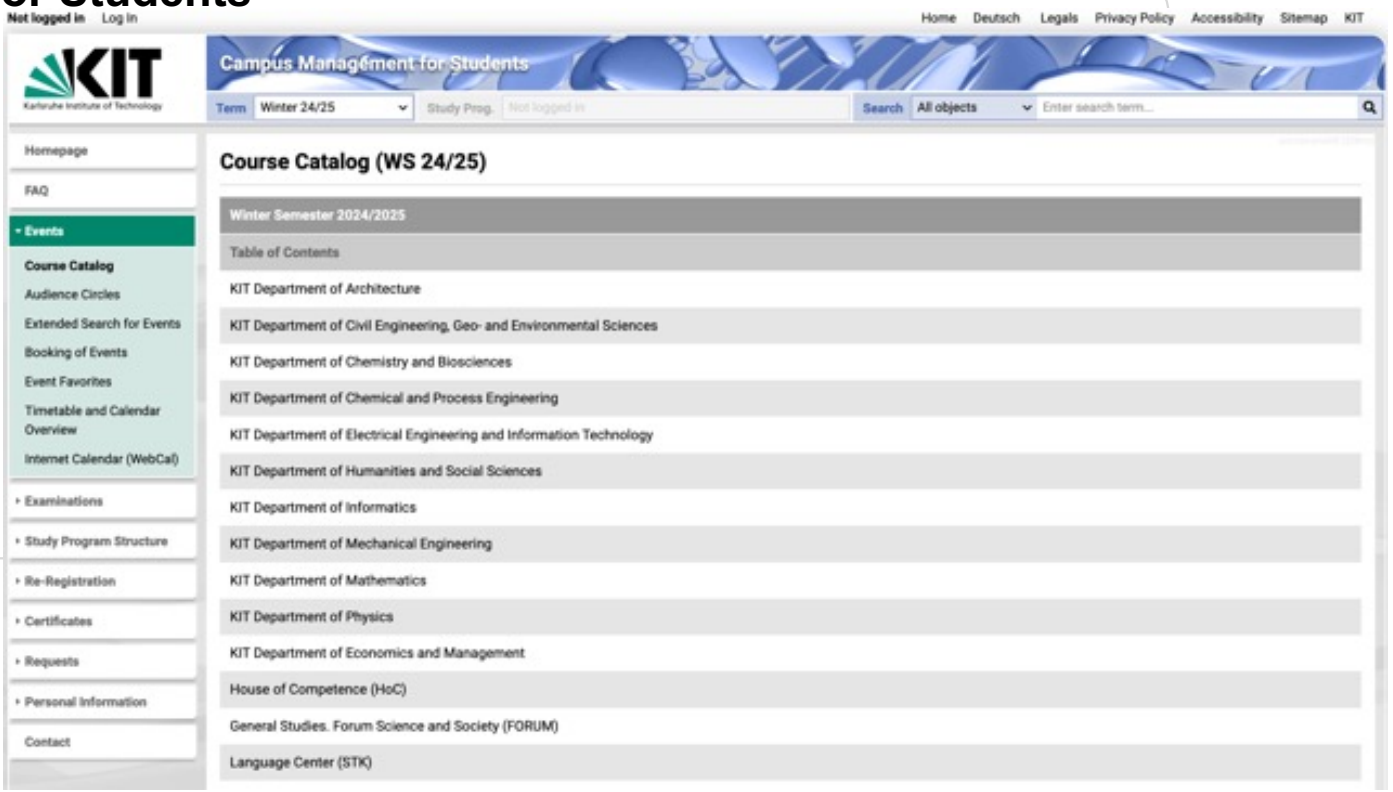
- Search for information regarding Courses, selection, Registration, withdrawal from exams/modules
- VVZ (Vorlesungsverzeichnis) Course Catalogue
  - The course catalog (in German: "Vorlesungsverzeichnis") complements the module handbook and provides up-to-date information on various event data (e.g. time and place of the course) for each semester
- Put together semester courses (calendar)
- Be sure to select the **right semester**



Campus Management for Students

Module Handbooks | **Campus Management for Students** | Wiwi-portal

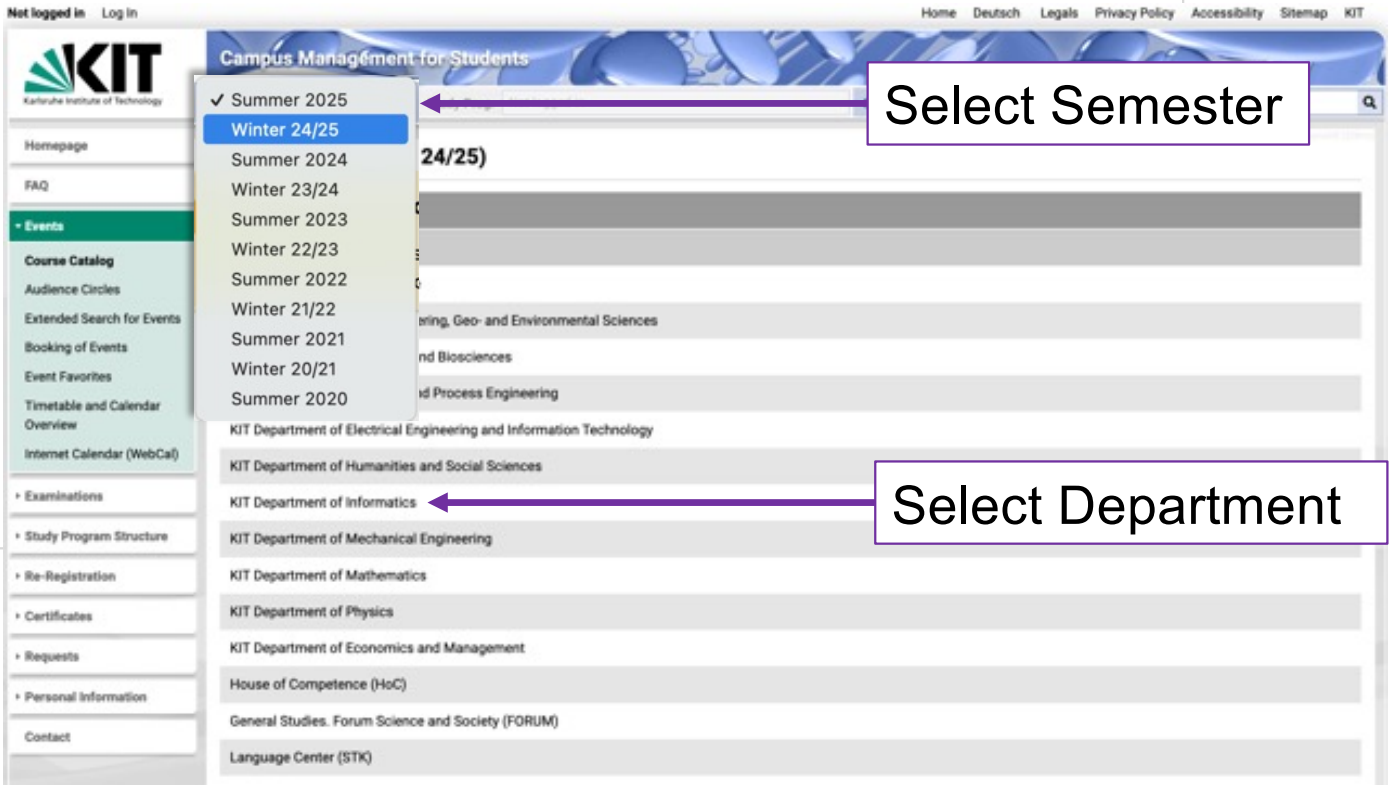
- VVZ (Vorlesungsverzeichnis) Course Catalogue



Campus Management for Students

Module Handbooks | **Campus Management for Students** | Wiwi-portal

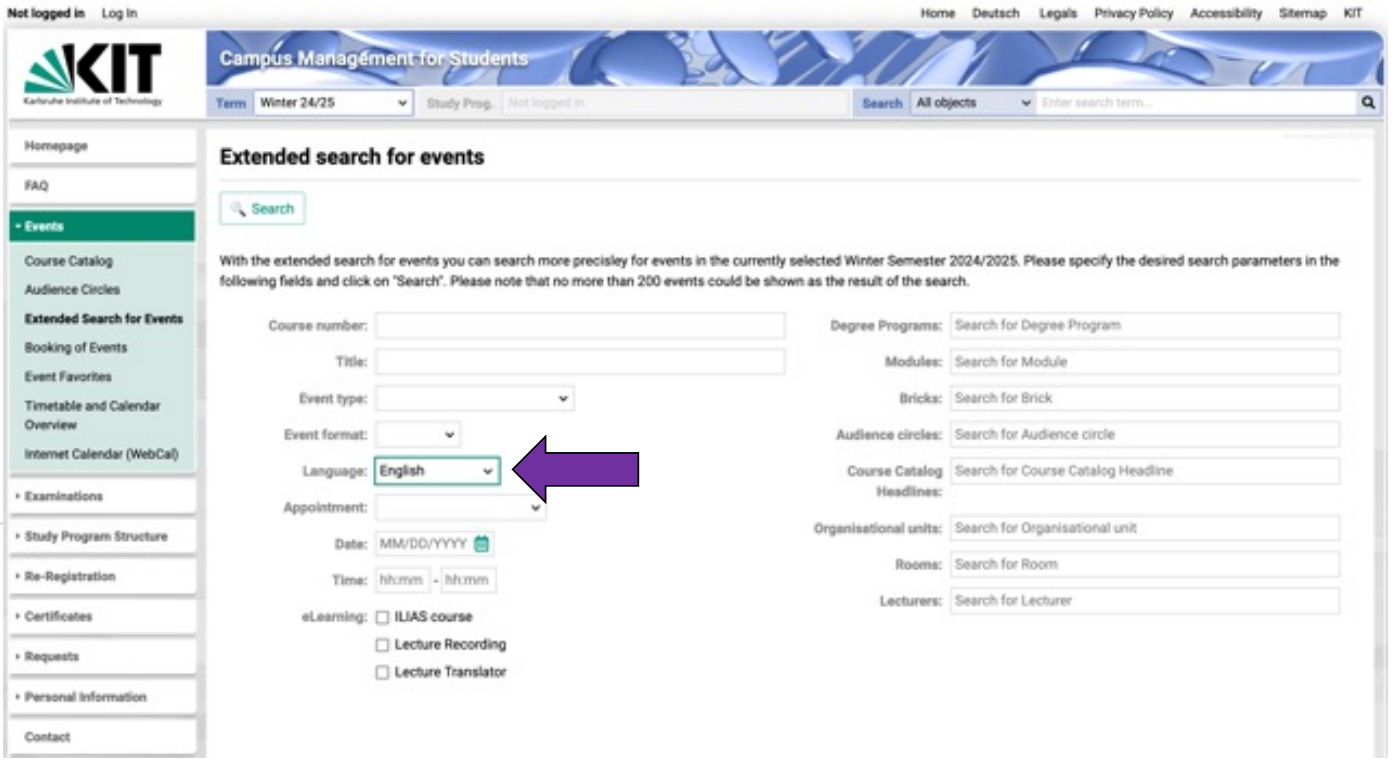
- VVZ (Vorlesungsverzeichnis) Course Catalogue



Campus Management for Students

Module Handbooks | **Campus Management for Students** | Wiwi-portal

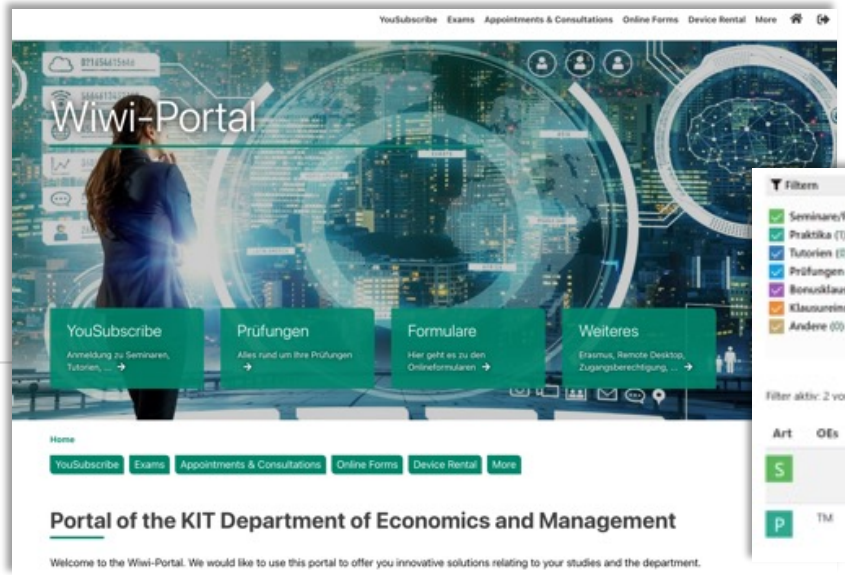
- VVZ (Vorlesungsverzeichnis) Course Catalogue
  - You can use the "Extended search for events" tool to search specifically for events/courses in English

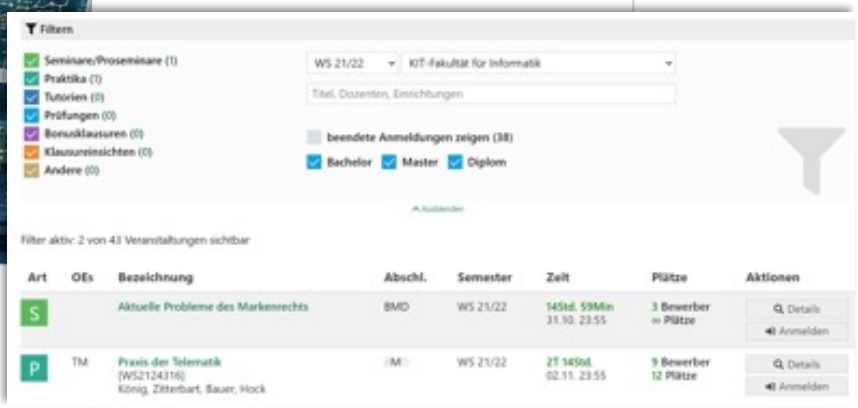


Wiwi-portal

Module Handbooks | Campus Management for Students | **Wiwi-portal**

- Registration for Tutorials, Seminars and Practical Courses, advising appointments (some), etc…
- Sometimes information about exams as well (for example: timeslots, seat, etc.)





Language courses at KIT I

- One free course per semester:
  - **German classes** at KIT ***Studienkolleg***
  - **Foreign language** classes in 14 different languages at KIT ***Sprachenzentrum***
  - **Teletandem for cooperative language learning at KIT** Sprachenzentrum
- ***Remember to register early for next semester!***

Living and Studying in Karlsruhe

Living and Studying in Karlsruhe

- Karlsruhe
- Campus
- Cost of Living

Living and Studying in Karlsruhe

- Karlsruhe

Image credits: KIT & Wikipedia

Living expenses

- This a general description
- Particially depends on your habits!

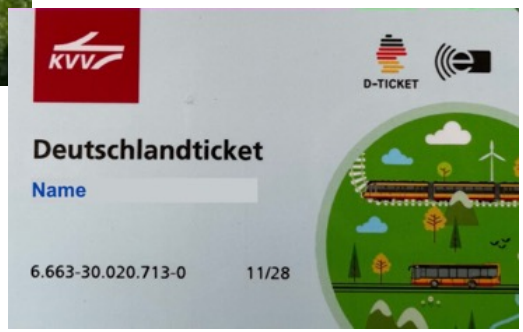
per semester		
Semester expenses	200,70	
per month		
Rent (kalt VS warm)	400,00	approx 350-600
Transport (Deutschlandticket)	40,00	
Internet + Telefon	20,00	10-60
House keeping	20,00	10-30
per week		
Food	30,00	15-50
Mensa	20,00	20 -30
	713,45	**per month**
Insurance (Krankenversicherung)?		

Checklist for <u>prior</u> and start of the semester

- □ Plan your finances

Getting arround

- **Walk**
- **Bike**
  - owned
  - Nextbike
- **Train** (KVV network, …)
  - Deutschland Ticket (for students)
  - Public transport ticket (KVV Bescheinigung) (for free, from university) for evenings & weekends



Checklist for <u>prior</u> and start of the semester

- ☐ Public transport ticket for evenings & weekends: CMS : Bescheinigungen – Studienbescheinigungen -> [current semester], KVV Bescheinigung)

Campus Map

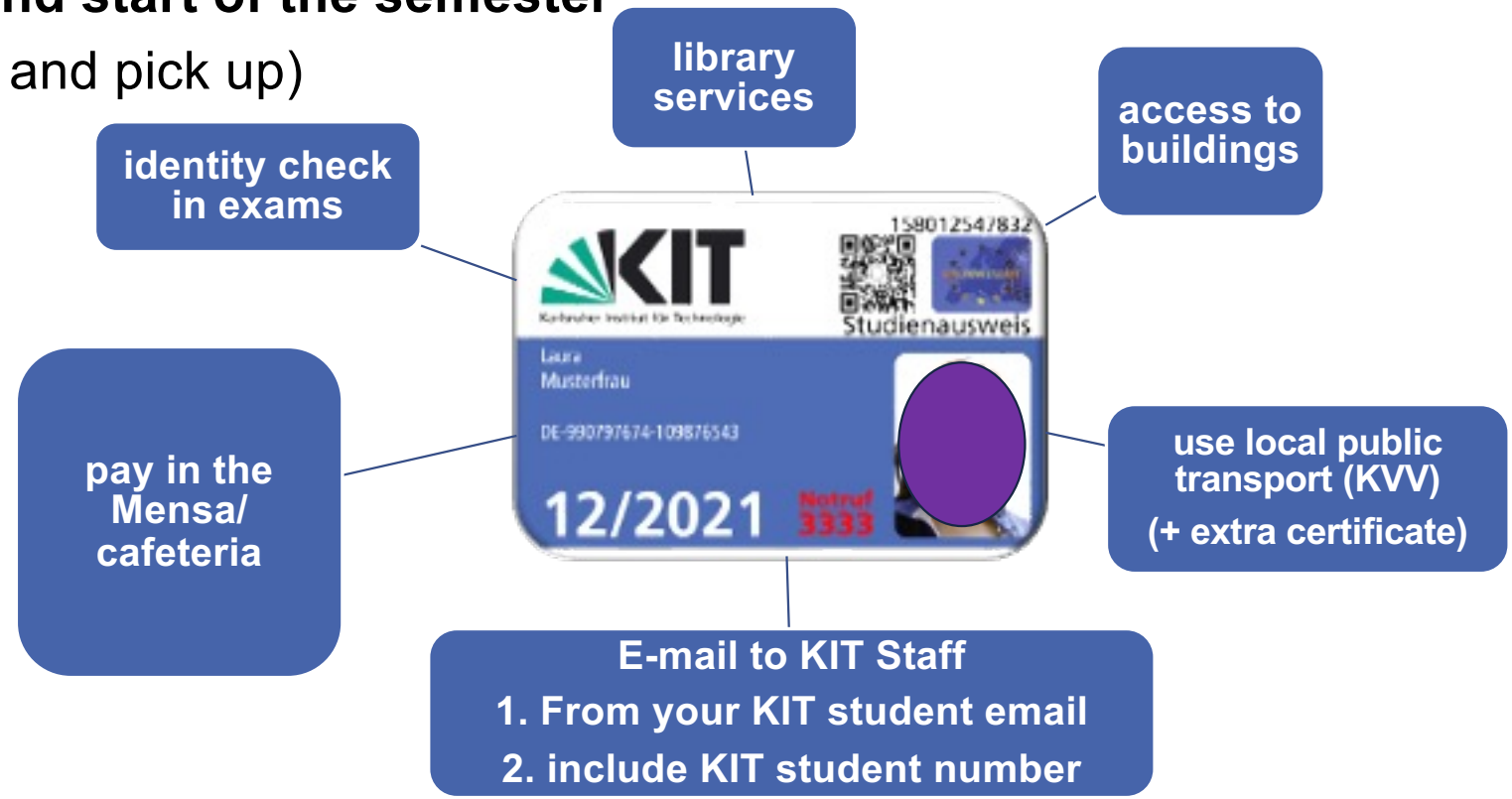
Checklist for prior and start of the semester

- □ Use Campus Map to find builds, lecture halls, facilities, …

Kit card

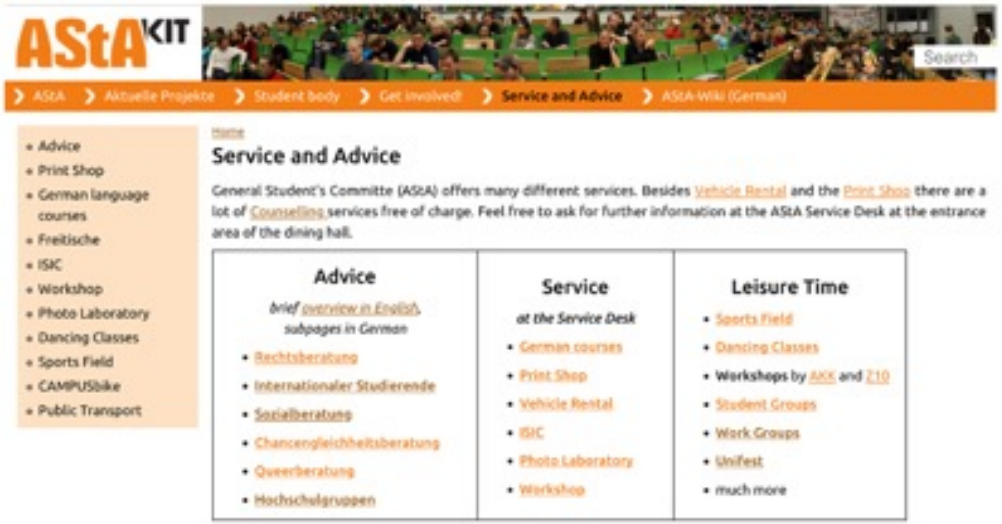
Checklist for <u>prior</u> and start of the semester

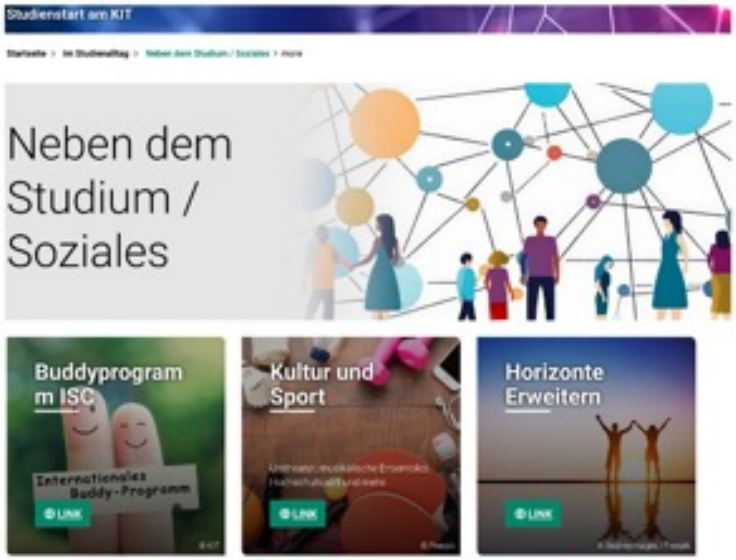
- ☐ **Kit card** (register and pick up)



Student Life and Organizations

Connect with other students and be social





Fachschaft Mathematik Informatik
Karlsruher Institut für Technologie (KIT)

ESN KARLSRUHE

Student Groups and organizations

FSMI is the representative student body for all students majoring in of Mathematics and Informatics

- they offer assistance with queries, provide advice and various services
- sells copies of old exams, Discord, offer free breakfast weekly during the semester, O-Phase, etc…
- E-Mail: nfo@fsmi.org
- Location: Building 50.34, Room -124 (Keller/Cellar)

- If you are in a different department the check out Information to your **Fachschaft on the AStA at KIT** website!

Student Groups and organizations

Erasmus Student Network (ESN)

- For In-& Outgoing Students
- Buddy Programm, Language Café, Outings, O-Phase (for exchange), ….

Newsletter of International Students Office (IStO)

- Receive regular updates on relevant news (support for international students, financial and legal issues, workshops, etc.)

Anmeldung WS24/25 geöffnet!

Ciao Party WS24/25

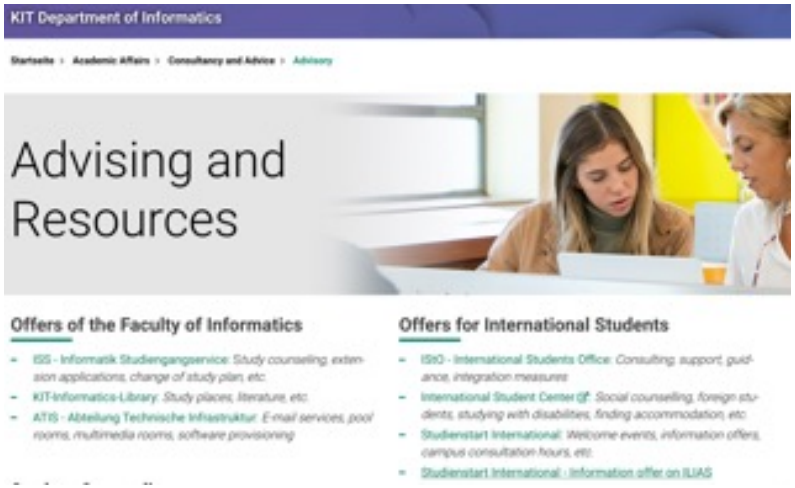
International Café

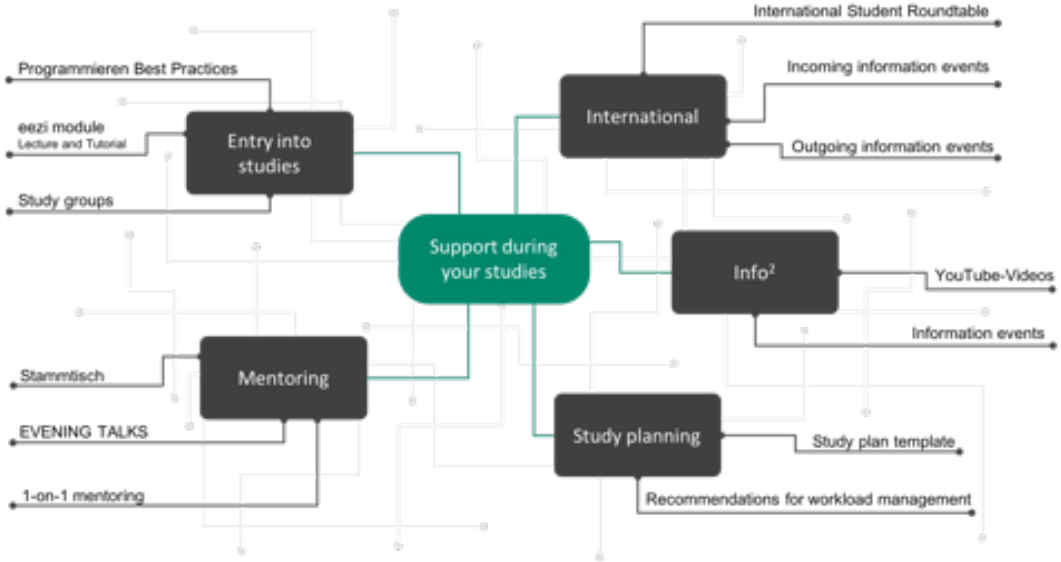
International Buddy Program (IStO)

Student Support Services and Departments : Who and What

KIT Department of Informatics

- Informatics Study Program Services (ISS)
  - ISS Office & and advisors
  - Incoming - Exchange Programs
  - Support during your Studies
  - Advising and Resources





Who and What: Overview to Points of Contact

Department	Services & Resources	Student type
KIT Department of Informatics **ISS** *(Informatics Study Program Services)*	Accademic Advising (degree seeking)	all
KIT Department of Informatics Incoming & Outgoing International Exchange	Learning Agreements, advising for exchange students regarding studies,	exchange
FSMI (Departmental Student Council)	Informatics O-Phase, student to student advising, exam preparation resources, free hot beverage, represent student interests at university and departmental level, etc…	all

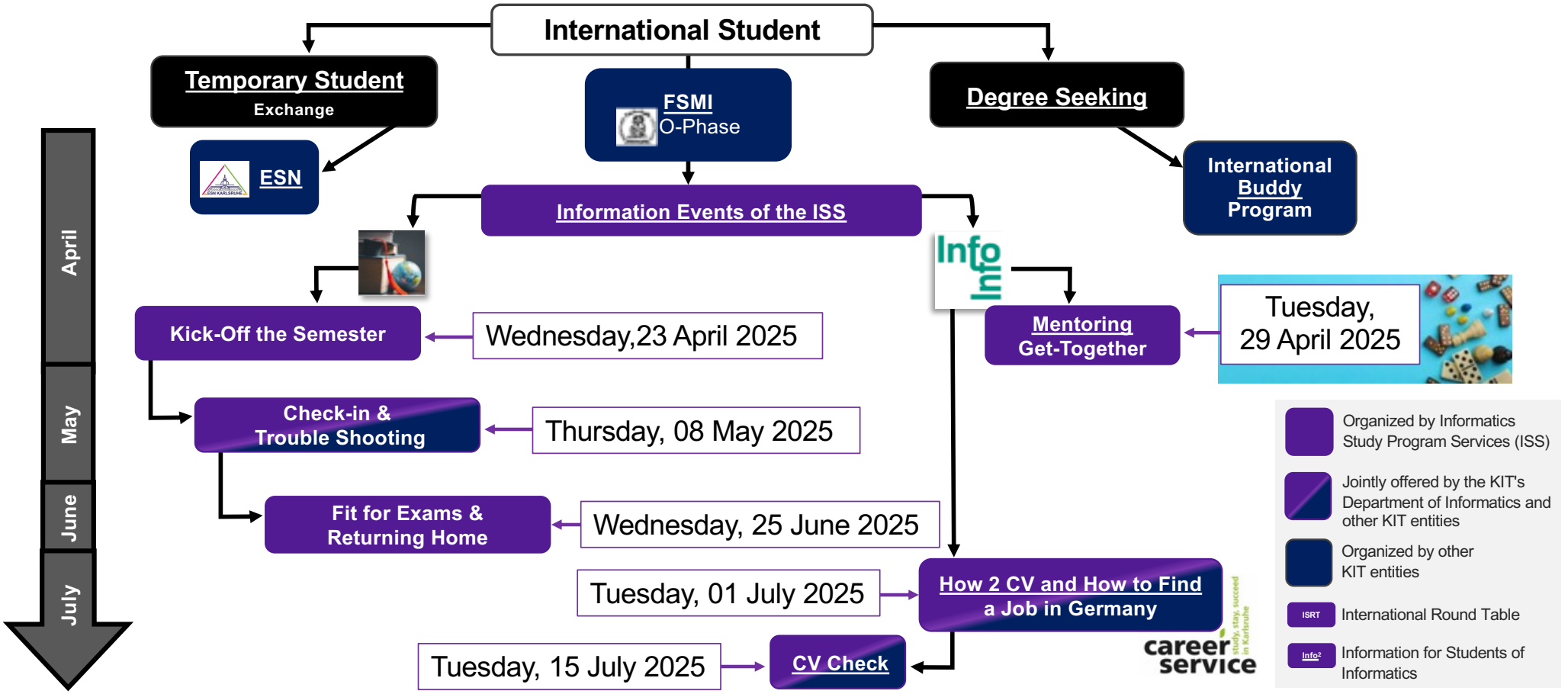
Who and What: Overview to Points of Contact

Department	Services & Resources	Student type
International Students Office	Application, admission, enrollment, finances and visa	degree seeking & exchange
IStO *(International Students Office)*	Pre-semester course,,	degree seeking
IStO *–ERASMUS-Eucor, Freemover,….*	Mobility-Online, exchange student Orientation, Pre-semester German course, certificate of arrival and departure documents, finances	exchange
IStO Welcome & Integration	Orientation, Buddy program, volunteering, ISH, Refugee advisory service	degree seeking
International Student Hub	Advising services for international students	all
Studierendenwerk (International Student Center)	Mensa, accommodation advice	all

Who and What: Overview to Points of Contact

Department	Services & Resources	Student type
SLE KIT Studierenden-service ZSB - Zentrale Studienberatung:	Central Office for Student Fees (Gebühren), Certificated, Organization including: KVV – Bescheinigung / Warrant, renewal of matriculation & De-registration / Withdraw, Transcript of Records (ToR), Campus Management Portal (Student portal) General academic advisoring services regarding majors, studies, d*oubts about your program of study/change of major / university, withdrawing, etc*.	all
AStA KIT (Students' Union)	German courses, international student advising and a, equal opportunities, queer counselling, etc..	all
Fachschaften (Student Councils)	O-Phase, student to student advising, exam preparation resources, represent student interests at university and departmental level, etc.	all

Some of the upcoming Information Events of the ISS



Wrap-up …

- **Q & A**

- Are there any topics you would like us to cover in the next presentation?

Thank you for your participation!

- You will on the Info2 Website a link to both the Slides and Youtube Video
- We will add a checklist to the slides

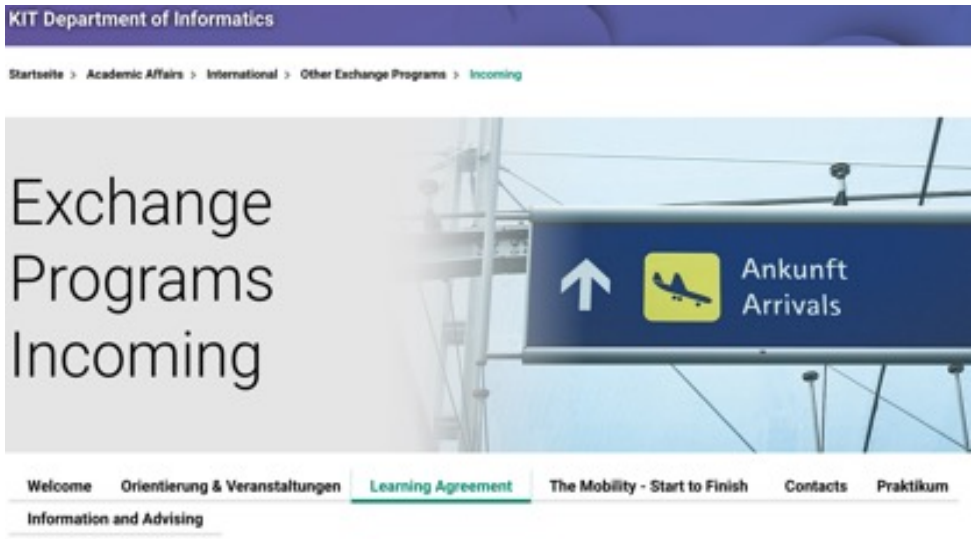
E-Mail: veranstaltungen@informatik.kit.edu

We look forward to meeting you in person at International Student Round Table: **"Kick-Off the Semester"** on 22.04.2025!

Learning Agreements

Learning Agreements (LA)

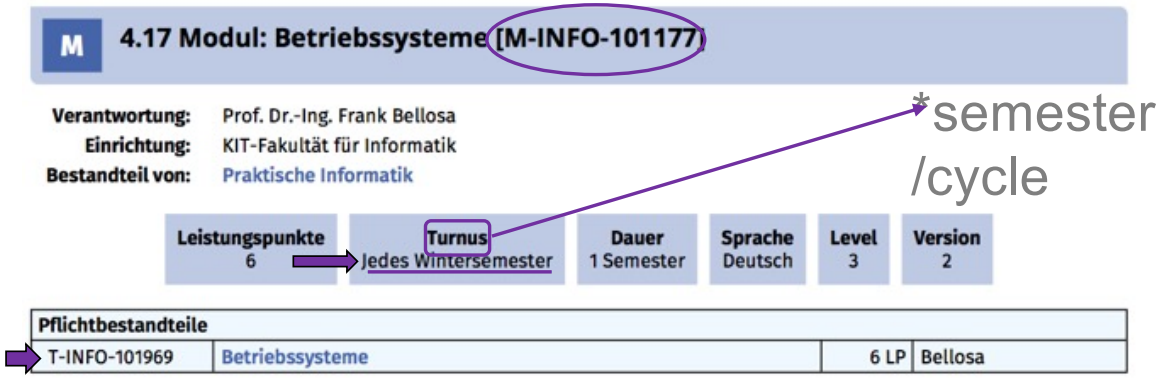
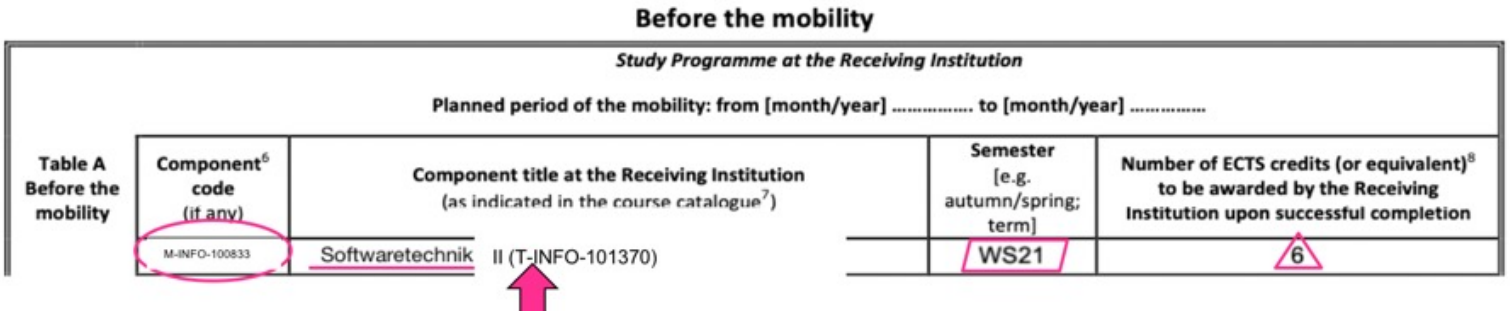
- The LA is a contract between you, your home university and host university regarding your studies. It is important to comply with your LA.
- Please upload your LA on Mobility Online
- Please ensure that you enroll at least **70-80%** Informatic Modules/course(s)
- Please ensure that you enroll and complete at least the minimum of required ECTS required by your home university.



- Changes to the LA “during the mobility“ :Please be plan sufficient turn around time for you LA to be processed and signed (it may take up to 14 days)

Modulnummer / Module number
Teilleistungen / Number

- Modulnummer / Module number = M-INFO-101175
- Teilleistungen / Number = T-INFO-1011968 & T-INFO-101995



- "Teilleistungen" (TL): A Module may have one or more Teilleistungen (assessment component) which c[illegible]
- The student's know[illegible]
- Some of the TL are [illegible] order to receive cre[illegible] handbook carefully