
BOOKLET

FOR BEGINNERS





Sie studieren – wir machen den Rest

**Wir regeln Ihre Finanzen.
Unsere erfahrenen Berater
sind gerne für Sie da!**

Alles, was Studierende brauchen:

- giro & cash – kostenloses Girokonto und Startguthaben aufs S-Tagesgeldkonto
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**Kreissparkasse
Esslingen-Nürtingen**

Welcome to NGU!

As rector of Nuertingen-Geislingen University or in German "Hochschule für Wirtschaft und Umwelt" (HfWU for short), I would like to welcome you to NGU!

NGU offers a wide range of opportunities: An excellent practical training, the chance to expand your horizons internationally, support in all the challenges and problems of student life, close contact with professors and a rich student life with lots of opportunities for engagement.

Make use of everything NGU has to offer - you will certainly discover a world of possibilities!

I wish you all the best in your studies, success and – this is also part of studying – a lot of fun!



Prof. Dr. Andreas Frey
Rektor der HfWU

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Accommodation

You haven't found student accommodation yet? Try „Studierendenwerk Tübingen-Hohenheim“. They run several dorms in Nürtingen and Geislingen. You can apply online on the Studierendenwerk website: my-stuwe.de/en/housing
On the NGU platform neo, you will also find a notice board.
Rooms are offered there regularly, but you can also place an ad yourself: neo.hfwu.de

There are, of course, further possibilities on the general housing market. You can find some more helpful ideas and links at: hfwu.com/future-students/accommodation

Advice

For general advice on questions concerning your course, please contact the office for your degree program. You can find office contact details on your degree program's page: hfwu.com/future-students/acad

If you have any questions about studying, the central student advisory service IBIS is there to help you – with learning advice | writing advice | mathematics advice | learning and working techniques | psychosocial counseling – feel free to contact them at: hfwu.de/ibis

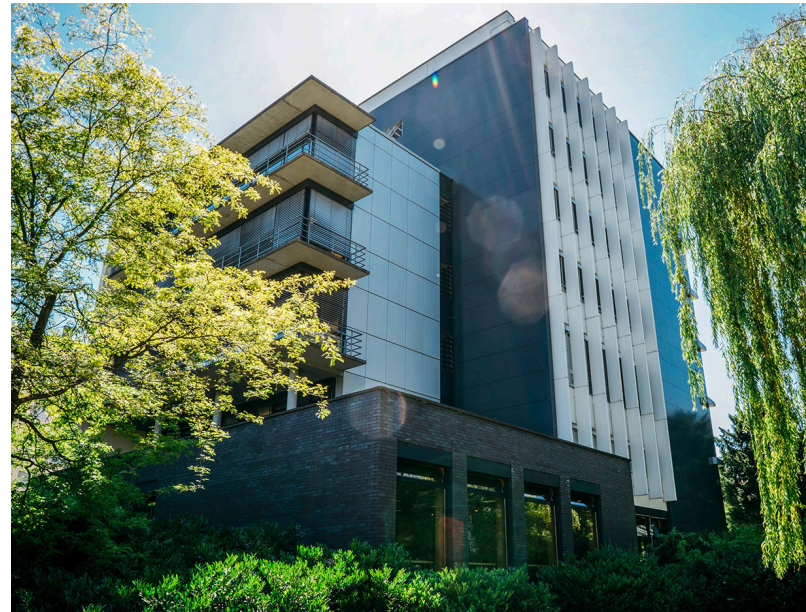
If you need psychological support for a particular situation or in a personal matter, you can find contact persons through NGU.

You will find the right contact person for you at: hfwu.de/psychologische-beratung

Do you have problems with your landlord or your employer? The Studierendenwerk will help you free of charge if you have any legal questions. All information is available at: my-stuwe.de/en/advice/legal-advice

Cafeteria

No matter where your lecture at NGU takes place - the nearest cafeteria is only a 5-minute walk away! The three cafeterias you can use as a student at NGU can be found online: hfwu.de/mensa

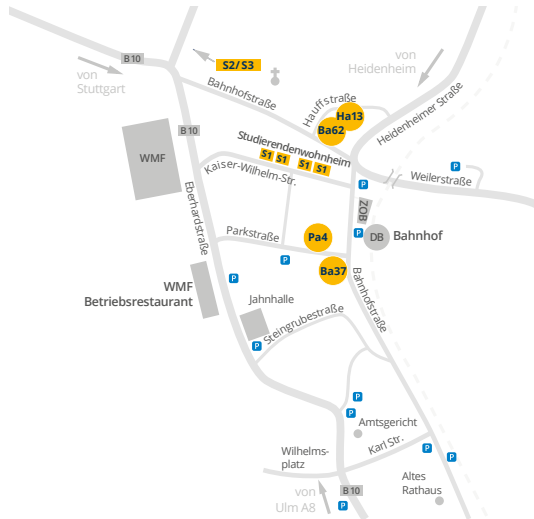


Campus

A campus is defined as the entire complex of a university. At NGU, the campus consists of 23 different buildings – so here is an overview:

Campus buildings in Geislingen:

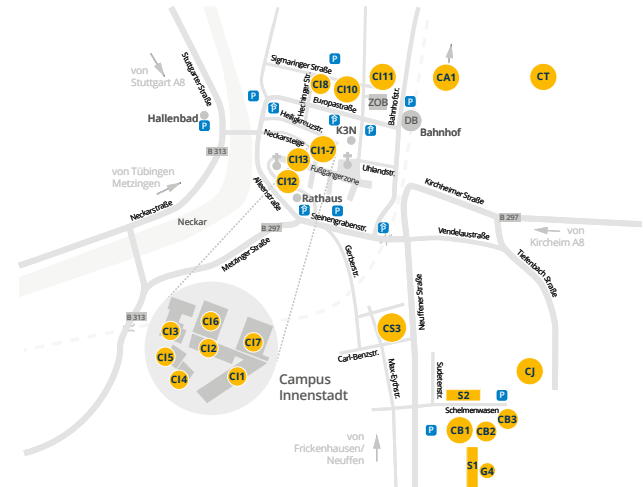
- Ba37, Bahnhofstraße 37
- Ha13, Hauffstraße 13
- Ba62, Bahnhofstraße 62
- Pa4, Parkstraße 4



You can find an overview of the site plans, addresses, building plans and photographs, copy spots and tips for getting there online: hfwu.de/lageplan

Campus buildings in Nürtingen:

- Campus Au: CA1
- Campus Jungborn: CJ1-4
- Campus Braike: CB1-4
- Campus Steinach: CS3
- Campus Innenstadt: CI1-13
- Campus Tachenhausen: CT1-10



Class schedule

Unfortunately, you cannot view your lecture plan prior to the start of the semester. You can find out when lectures start on the NGU platform neo. You will receive your access data for this portal and a briefing during your first week at NGU: neo.hfwu.de

EDUROAM

The WI-Fi on the NGU campus is called EDUROAM. You will get access with your NGU account.

Username: NGU email address
Password: Your email password

Detailed instructions are available on the „ZO IZ IT-Dienste“ page in neo: neo.hfwu.de

By the way: With your data you can log into EDUROAM at a wide range of educational and research institutions worldwide.

Email

After enrolling at NGU you will receive a university email address ending in @stud.hfwu.de.

Since email is the official means of communication at the university, you are obliged to use it to stay up to date and to avoid missing out on important information. With our webmail interface you can retrieve and manage your emails or forward them, e.g. to your private email address: outlook.hfwu.de

Engagement

NGU always consults the students when making decisions. You can get involved in various committees and actively participate in decision-making! The elections, in which you can secure a place on one of the committees, take place in May every year.

Student Council (StuRa):

The StuRa consists exclusively of students who represent the interests of their fellow students at NGU. Among other things, it administers a part of your semester fee and makes sure that the money is used for meaningful projects and for the benefit of the students. You can find out more about this at: hfwu.de/vs

Faculty Council:

The Faculty Council makes important decisions for that respective faculty, e.g. concerning study and examination regulations, the further development of that faculty or which professors may be teaching courses in future.

Senate:

The Senate is an important supervisory authority of the Rectorate and is involved in deciding the fundamental direction of the university. As a member of the Senate, you can elect the members of the Rectorate, participate in decisions on which degree programs and institutions should be established at NGU in the future, discuss examination regulations and much more. You can find out more about the Faculty Council and the Senate at: hfwu.de/gremien

Exam period

There are two examination periods per year. In the winter semester, the examination period runs from about the end of January to mid-February and in the summer semester from the beginning to the end of July.

Exams

At the end of each semester, you will all have exams coming up. How many and which exams or written tests you take depends entirely on your program and the examinations you have registered for. You can find the exact exam dates in neo: neo.hfwu.de

Family friendliness

The HfWU would like to strengthen the compatibility of studies and family. At hfwu.de/familienfreundlichkeit you will find all the information you need on counseling options and questions about pregnancy, maternity leave, parental leave and childcare, as well as the organization of studies with a child. You can also contact the IBIS Student Advisory Service and the Equal Opportunity and Family Friendliness Officer with any questions you may have. Further information on „Studying with a child“ can be found at kids.my-stuwe.de

Financing

Bafög:

One of the most important grants available for students habitually resident in Germany is the so-called BAföG (German Federal Training Assistance Act). Each case is decided individually, so it is well worth applying for. You can fill out your BAföG application online on Studierendenwerk Tübingen-Hohenheim's web page: my-stuwe.de/en/bafoeg

Housing benefit

Housing benefit is intended to help all those whose income is not enough to cover the costs of adequate housing. Under certain conditions, students can also receive housing benefit. More about housing assistance at: my-stuwe.de/en/bafoeg/funding-loans/housing-support

Scholarships

A scholarship is financial support which is awarded according to certain criteria and which does not have to be paid back. A scholarship is not only for highly gifted students. Although excellent grades are often a prerequisite for obtaining a scholarship, there are also many other criteria. An important scholarship at NGU is the "Deutschlandstipendium". The application period is from July 15th to September 5th each year for the upcoming winter semester and summer semester. You can find more information at: hfwu.de/finanzierung

Student jobs

Besides studying, you have various possibilities to work:

- Marginal employment, also called mini-job or 520-euro job,
- Employment as a “working student”,
- Semester vacation job or other short-term employment,
- Midi job.

You can find more information about this at:

study-in-germany.de/en/germany/everyday-life/work

Looking for a job? Offers for jobs, internships, or career entry jobs for NGU students and alumni are available on the career portal of the Hochschulbund: hfwu.jobteaser.com

Student loan

There are different student loans available:

- The KfW Student Loan is provided by the KfW bank and supports students in Germany who are within a certain age bracket: my-stuwe.de/en/bafoeg/funding-loans/kfw-student-loan
- Students who are in an advanced stage of their education may apply for the Federal Government's education loan: my-stuwe.de/en/bafoeg/funding-loans/student-loan
- Students who are temporarily in financial difficulties through no fault of their own can apply for a short-term loan from Studierendenwerk Tübingen-Hohenheim: my-stuwe.de/en/bafoeg/funding-loans/loans

Foreign languages

See paragraph „Further education“.

Further education

Owing to the wide range of further education programs offered at NGU, you can expand your knowledge beyond your degree program. How about one of the free lectures within the Studium Generale or a workshop of the IBIS student advisory service, where you can learn how to better cope with the challenges of your studies? You can also take courses at NGU's Further Education Academy (WAF): e.g. language and IT courses, project management seminars and much more.

You can find all our offers at:

hfwu.de/weiterbildung/angebot-fuer-studierende/

Grades

Your grades are available in the grade management system Flex-Now. Here you also log in with your NGU access data, which you will receive in your first week: fn2.hfwu.de

Library

Nürtingen:

CI7, Ground floor and basement: Main library at campus Nürtingen
CB1, Room 309: Faculty library FUGT

Geislingen:

Ba62, Room 203: Main library at campus Geislingen

Up-to-date information and the library catalog can be found here: hfwu.com/current-students/library

Locations

Nürtingen:

More than 40,000 people live in the 5 districts of Nürtingen. The town is located in the district of Esslingen, just outside Stuttgart. You can reach Stuttgart or Tübingen within 30 minutes by train.

Geislingen:

Just over 28,000 people live in Geislingen an der Steige, which is in the district of Göppingen county. The nearest big cities are not that far away: Stuttgart can be reached by train in 40 minutes and Ulm within 30 minutes.

You want to know more about your location? Then join a guided city tour! You can find out when and where the next guided tour takes place on the website of the respective town: nuertingen.de and geislingen.de



Mentoring

The peer-mentoring program offered by our IBIS student advisory service will be available to you during your first week of studies. You will be able to get to know your mentor, who will help you settle in and start your program at NGU.

MS Office

Since May 2017 students of NGU can download the MS Office 365 Pro Plus software for 3.99 EUR per year, install it on 5 PCs, Macs and additionally 5 mobile devices and use it for 365 days. You can avail of this offer as soon as you have your access data from the university. You can find detailed instructions on the NGU platform neo in the area of „ZO IZ IT-Dienste“: neo.hfwu.de

Music

You love making music and want to live out your passion at your new place of study?

There are two ensembles at NGU which rehearse in Nürtingen: University Choir and Concert Band+. You can have a look at both ensembles on the following website: hfwu.de/studium-musicale

There are also other ensembles and societies in town. Just look on the website: nuertingen.de and geislingen.de

Opening hours

Like everywhere else, there are opening hours at NGU. When and how long all our buildings are open can be found at: hfwu.de/oeffnungszeiten

Parking

Campus Innenstadt: In Nürtingen you can park directly across the building CI10 (access via Sigmaringer Straße). As a member of the Hochschulbund (free of charge for students) you can also park your car at the parking lot behind Nürtingen train station. hfwu.de/hochschulbund

Further parking facilities are available, for example, at Schlachthof (Mühlstraße) and at Wörthstraße.

Campus Braike: You will find free parking directly in front of building CB1. You can also use all public parking spaces around the campus.

Campus Geislingen: In Geislingen, you can use the public parking facilities on Parkstraße. Alternatively, you can travel to all HfWU locations by public transport.

Print/Copy

Most printers are located in the PC rooms of the university, but some are also in the libraries.

For printing, but also for copying you need your charged Studi-Card: <https://printing.hfwu.de:9192/user>

Instructions and further information can be found on neo: <https://t1p.de/hrji>

You will find the nearest PC room on the site plan of your building: hfwu.de/lageplan

Religion

At both locations you will find representatives of various religious communities. Have a look at the websites of both towns: nuertingen.de and geislingen.de

In addition, people of all faiths can turn to the ecumenical student community of Nürtingen. It has set itself the goal of giving everyone the space and the opportunity to become part of a community, to live and celebrate their faith together in a contemporary way, and to reflect and discuss all the topics that affect them in their everyday life. More about this: oekhg.de

There is also the SMD, a christian student group that meets regularly to spend time together and with God. They deliberately take on the intellectual challenge of reconciling thinking and faith and invite you to join us in thought, questioning, and experiencing. More information can be found at: hochschul-smd.org/nuertingen

Setting up a business

NGU also offers support to those who would like to set up or take over a business during or after their degree program.

In the co-working space of Zukunft.Gründen in Nürtingen you will always find a place to network with other motivated students: hfwu.de/zug

Support in the form of advice, events and workshops is also available from “Geislinger Innovations- & Startup Center” (G-INNO): g-inno.de

Sports

Not only can you exercise in the clubs at your location or in the gym, you can also do it directly at NGU - in university sports! The sports courses are organized by students who are members of the General Student Committee (AStA). The current courses can be found at: hfwu.de/vs

Student initiatives

Student initiatives are working groups or associations in which students have come together to work on a specific topic. In the initiatives you can not only pursue your interests, but also get to know many other students from different study programs. All initiatives can be found on the website at: hfwu.de/service

StudiCard/Student-ID card

You have already received your StudiCard by mail. It is your most important identification document at NGU: student ID, proof of eligibility for public transportation, library card, door opener for some buildings, and your wallet for vending machines for drinks and snacks, for the washing machines in the dormitories, and for paying in the cafeteria at Campus Innenstadt.

Studying abroad

During your studies you will have the opportunity to gain international experience. Whether it is a semester abroad at one of our 80 partner universities, an internship abroad or a summer school during the semester break – the International Office will support you in your search, during the application process and with advice on financing. We recommend to start planning early, preferably during your first semester. Further information: hfwu.de/en/hfwu-scout/anlaufstellen/translate-to-english-international-office/

Sustainability

NGU has been committed to sustainability for decades. This does not only apply to research, but is also relevant to you as students: in each degree program, individual modules deal with sustainability, e.g. in business, society or the environment. In addition, various interdisciplinary projects regularly deal with sustainability issues. You can find all topics of sustainability at NGU in the sustainability portal: hfwu-nachhaltigkeit.de

And the operation of HfWU should also be developed sustainably. That's why we work hard to achieve our environmental goals and develop them further on a regular basis. Students from all degree programs can participate in the environmental management system through student projects or final theses. In addition, an „Environmental Round Table“ is held regularly, to which all HfWU students are invited to contribute and discuss their suggestions and ideas. You can find out more about environmental management at HfWU at: hfwu.de/emas

Tutoring

In the tutorials you will get regular tutoring for a certain module. You will be taught by students from higher semesters. You can check on neo if there is a tutorial available for a certain module and register directly: neo.hfwu.de

UniNow App

With UniNow you can organize your studies. In the app you can access your grades, schedule, library account, e-mails, cafeteria schedule and much more. In addition there are regularly current news of the HfWU directly in the app - so you always stay up to date. You can find the app „UniNow“ in the PlayStore (Android) and the App-Store (iOS) or at uninow.de

Wi-Fi

See paragraph „EDUROAM“.

What's what and who's who ...

Dean: Head Professor of a Faculty.

Faculty: A university's organizational unit, which comprises several degree programs. There are four of them at NGU.

IBIS: The Student Advisory Service at NGU. IBIS stands for „Individuelle Betreuung für ein individuelles Studium“.

IO: The International Office (IO for short) takes care of all international matters at NGU. For example, the staff will support you if you would like to spend a semester abroad.

Chancellor: Head of the university administration. Currently the Chancellor of NGU is Claudia Uhrmann.

neo: Organization and communication platform for all students and lecturers - hfwu.de

Rector: Academic head of NGU. Currently this position is held by Prof. Dr. Andreas Frey.

Student portal SELMA: At selma.hfwu.de you will find the online functions and forms of the Student Secretariat, such as enrollment certificate, application for change of address, re-registration, de-registration, semester of leave, etc. These functions will be expanded successively. Current information about the services of the Student Administration Office as well as instructions for the SELMA portal can be found at: hfwu.de/stusek

VS: The student representative body – (Verfasste Studierendenschaft or VS for short) – is all of you! All students are automatically members of VS. VS is represented by the Student Council (StuRa), whose job it is to look after the students' interests.

A glossary with all other important terms and abbreviations can be found at: hfwu.de/service

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Wenn mit den Finanzen alles geregelt ist.

- Kostenloses Girokonto für Studierende
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- Studienkredit: studieren statt jobben
- Versicherungen: Kopf frei für die wichtigen Dinge
- Und vieles mehr!

Mehr Infos unter
[ksk-gp.de/studenten](https://www.ksk-gp.de/studenten)



Kreissparkasse
Göppingen

