

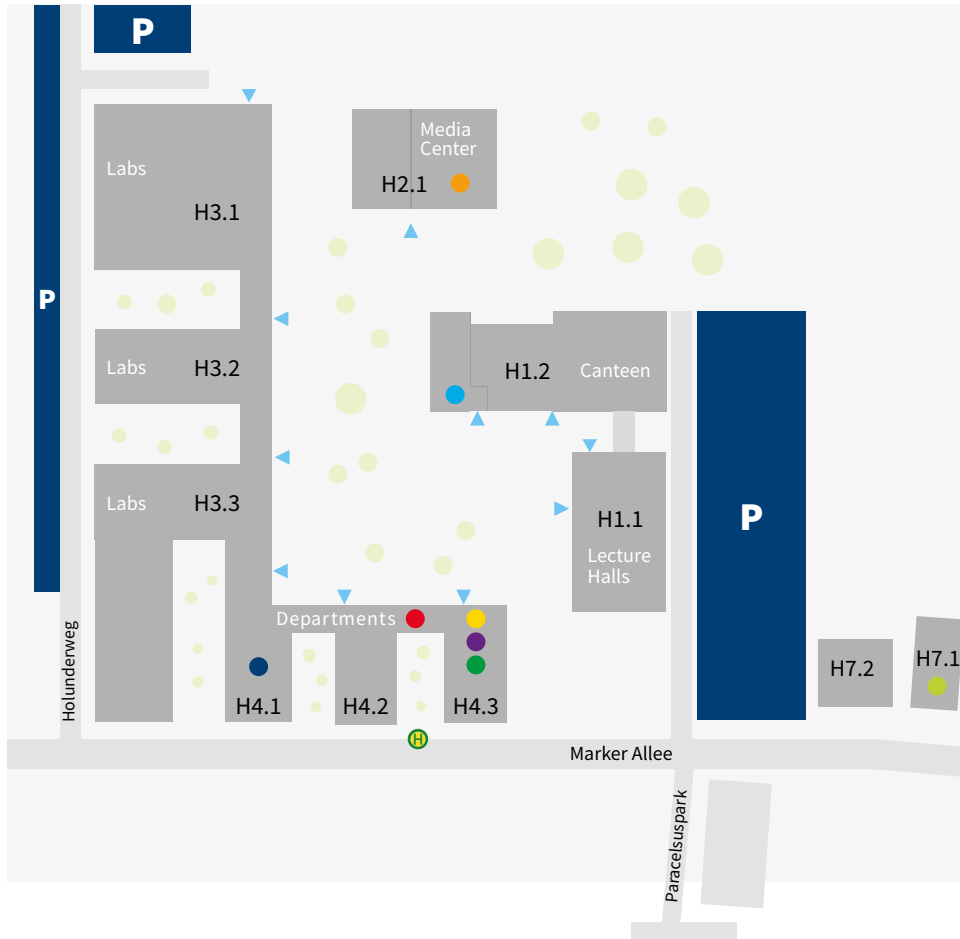
YOUR FIRST DAYS

AT HSHL

Addresses | Useful information | Tips

Hi!

CAMPUS HAMM

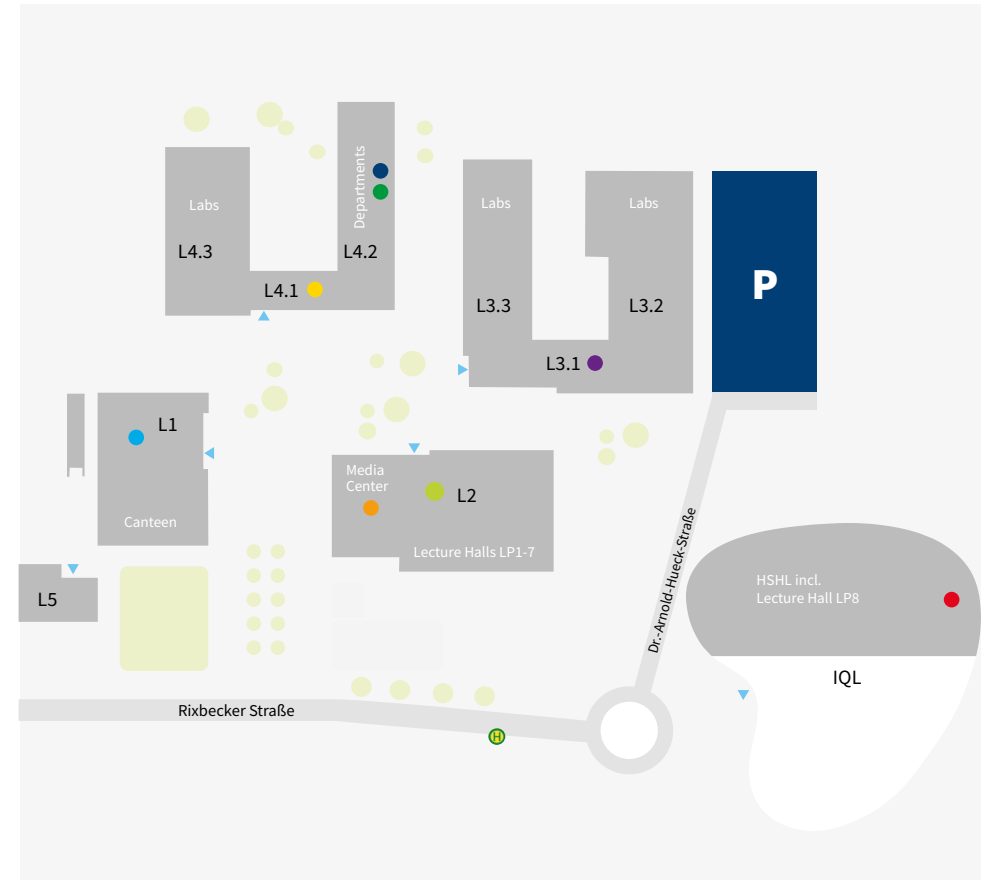


IMPORTANT POINTS OF CONTACT

At both locations you will find all the important service and consulting facilities:

- Student Services & Examination Management
- General Student Counseling
- International Office
- Career Service & Alumni Service
- Language Center
- University Sports
- Offices of Department 1
- Offices of Department 2
- Library
- General Students' Committee

CAMPUS LIPPSTADT



WI-FI FOR HSHL-STUDENTS

Everywhere at HSHL, students can use the free Wi-Fi: **hshl-stud**

You can log in using your HSHL access data:

HSHL e-mail address (firstname.familyname@stud.hshl.de) and password.



YOUR FIRST DAYS AT HSHL

Welcome to your study program | Tips |
To-dos | Contact points | Dates

Information on your study program

For every study program, there will be a welcome event.

You should participate in the welcome event, because your Head of Studies will provide you with important information about the start of your studies. In addition, the so-called safety briefings will take place right at the start of your studies.

Safety briefings are mandatory for all first-year students!

If you fail to attend the safety briefings, you may be excluded from practical courses and seminars. You will receive information about the safety briefings during the welcome event for your study program or during the first weeks of lectures via the learning platform.

IMPORTANT!



All information about “YOUR FIRST DAYS” at HSHL are also available at:
hshl.de/en/information-for-your-first-semester-at-hshl

Important to-dos and useful tips



Enroll



Attend the welcome event for your study program and participate in the safety briefing!

All first-year students from Hamm and Lippstadt will be informed about the dates during the welcome event of their study program or in the course of the first weeks via the learning platform.



Download your curriculum from the learning platform

In the courses “Scheduling Hamm” or “Scheduling Lippstadt” you can download your curriculum at my.HSHL.de via the learning platform.



Register in tutorial groups

About two weeks prior to the start of the semester, the group assignments will gradually be activated in the communication course of your study program on the learning platform. There you can also see the respective start time from when you can exactly register in the groups.



Register for exams

If your enrollment at HSHL is complete and you have already received your certificate of enrollment, you can register for the exams of the winter semester. If you wish to register after the registration period has expired, please contact the Campus Office by e-mail. Registration deadlines are published on the website: hshl.de/en/all-semester-dates. You can register for exams online in your student account, which can be found in Campus Office Online and accessed via my.HSHL.de. There you will also find instructions.



Download your semester ticket from the website

You can issue your semester ticket/NRW ticket yourself online. More information: hshl.de/en/information-about-your-studies



Get your DeliCard in the dining hall

You can purchase your DeliCard at any time at the cash desk in the dining hall in Hamm or Lippstadt for a deposit of €5. Please present a photo ID and a certificate of study.

PROGRAM ACCOMPANYING THE WELCOME EVENT

Info events for all students

First semester & welcome café: info and tips

If you would like to get more information, exchange ideas and network with others besides the introductory events and away from the excitement of the first day, the First semester café is the right place to go.

Here you will find many important contact persons who will offer you advice. Among others, there will be representatives from:

- General Student Counseling
- International Office
- University Sports and many more

FREE
COFFEE

* This event is held in German, but counseling is also available in English



STUDENTS WHO HAVE NOT PARTICIPATED IN THE PRE-COURSES SHOULD DEFINITELY ATTEND THE FOLLOWING INFO SESSIONS FOR USEFUL TIPS AND INFORMATION.



Info events

During the first weeks of lectures various information events and introductory lectures take place. The Central Student Advisory Counseling (ZSB), the Center for Knowledge Management (ZfW) and the Language Center offer a joint introductory event, where you will get an insight into "myHSHL" and other media services as well as information about the consulting services of the ZSB. The library also offers guided tours.

At the day of the first semester café, the ZSB will hold its lecture for new students again.

Dates for latecomers:

If you did not take part in the preliminary courses, you can take part in a live introductory lesson of the HSHL-systems during the ZfW consultation hour for latecomers.

For more information please visit: hshl.de/en/calendar-of-events





WELCOME INTERNATIONAL STUDENTS

Services of the International Office

Information and Events

The International Office supports all students coming to HSHL from abroad with getting started in their studies.

If you need help with taking your first steps in Germany, e.g., when visiting the Registration Office or the foreigners' office, please contact the International Office!

Individual appointments at both campuses

Tel.: +49 (0)2381 8789-140

E-mail: internationaloffice@hshl.de

CAMPUS HAMM

Building H4.3

Room E00-170

CAMPUS LIPPSTADT

Building L4.1

Room E01-250 and E01-290

Information for international students

Studying in Germany is an exciting challenge for international students. In order to make international students from all over the world feel welcome at Hamm-Lippstadt University of Applied Sciences, the International Office offers them a variety of services to facilitate their entry and

integration into university life and support until graduation. The International Office is your point of contact throughout your studies.

hshl.de/en/studying/international-students

Guided city tour in Lippstadt

All international students at HSHL are welcome to participate in a free city tour in English. Please register by e-mail to: internationaloffice@hshl.de

Please include your full name, nationality and study program in the registration e-mail.

Further information about the guided city tour is available in the HSHL event calendar: hshl.de/en/calendar-of-events

Intercultural training for international students

Those who come to study in Germany may encounter a completely new culture with different values, communication and general manners. Such differences can lead to misunderstandings or even to frustration. However, experiences have shown, that familiarizing yourself with the peculiarities of German culture and becoming aware of the differences at an early stage makes it easier to adapt to everyday life situations at the university.

and learn more about the teaching and learning culture in Germany. You will also be able to develop individual strategies for dealing with cultural confusion and understand the stages of a culture shock. You will receive a certificate of attendance.

Registration by e-mail to: internationaloffice@hshl.de

The date and location for the intercultural training for international students can be found in the HSHL event calendar: hshl.de/en/calendar-of-events

For this reason, the International Office invites you to take part in the Intercultural Training for international students. Here you will reflect on cultural characteristics

STUDY SERVICES AND

EXAMINATION MANAGEMENT

Students' Office | Examination
Office | Enrollment

Study organization and administration

The Student Service is your contact around the topics application, enrollment and general questions.

The tasks of the examination management include the administration of the administration of examinations, the issuance of certificates and transcripts, the registration and deregistration of module examinations and advising on formal questions concerning practical semesters,

examination recognition and the necessary measures in the course of studies.

For this purpose, HSHL provides a study account, in which many services are offered online.

Central services in the study account:

Online registration for module exams, enrollment certifications and proofs of achievement, notification of grades.

Contact

Tel. +49 (0) 2381 8789-234

E-Mail: campusoffice@hshl.de

my.HSHL.de (Campus Office Online)

CAMPUS HAMM

Building H1.2

Service hours

Tuesday & Thursday

10:00 a.m. – 12:00 p.m.

CAMPUS LIPPSTADT

Building L1

Service hours

Monday & Wednesday

10:00 a.m. – 12:00 p.m.

Studierendenwerk Paderborn

Housing, BAföG, meals and more

Studierendenwerk Paderborn AöR (student services) is responsible for the two campuses in Hamm and Lippstadt. It operates the dining hall, offers

accommodation and an online platform for housing offers. It is also responsible for advising on and processing BAföG (study grants) applications.

BAföG → BE SMART, DON'T LOSE ANY MONEY!

Have you submitted your application yet?

→ Don't waste any time, BAföG is not paid retroactively but only from the date of application onwards.

- Half of the grant is a free gift!
- Further benefits from as little as €10 BAföG!
- Interest-free!
- Digital is faster: bafoeg-digital.de

All information, telephone contact details and application forms are available on the website of Studierendenwerk Paderborn: studierendenwerk-pb.de/en

Housing offers

You can find the application form for the allocation of accommodation and the Studierendenwerk's housing exchange at:

www.studierendenwerk-pb.de/en/housing

You can find further flat offers on the notice boards at the university. These are located in Hamm in the student dining hall and in Lippstadt on the ground floor of Building L2.



CENTER FOR TEACHING MANAGEMENT

General Student Counseling |
International Office | Career Service

marquis / photocase.de

General Student Counseling

The General Student Counseling (ZSB) is the first point of contact for all questions regarding your studies and their organization. The ZSB advises you on all study programs at both campuses and on all queries and problems related to your studies. Personal conversations are often the easiest way to resolve issues.

Information about the ZSB counseling services for students is available here: hshl.de/en/general-student-counseling

Brief telephone counseling

Tel.: +49 (0)2381 8789-130

Individual appointments

studienberatung@hshl.de

Events and workshops

During the semester, the ZSB offers information events and workshops on topics such as stress management, time and self-management, and learning. Detailed information can be found at: hshl.de/en/calendar-of-events or via the [learning platform](#).

CAMPUS HAMM

Building H4.3-E00

CAMPUS LIPPSTADT

Building L4.1-E01

Kick-off consultation

No appointment – Just drop in!

At the start of the semester, the General Student Counseling Service offers consultations, so that you can clarify any unresolved questions you may have about starting your studies.



Further information is available at: hshl.de/en/calendar-of-events

International Office

Are you interested in a semester abroad or an internship in a foreign country? The International Office advises you on all questions concerning stays abroad. Are you an international student at HSHL? Then the International Office is your central point of contact and will gladly help you solve all of your queries and problems.

Individual appointments

Tel.: +49 (0)2381 8789-140

E-mail: internationaloffice@hshl.de

CAMPUS HAMM

Building H4.3 | Room E00-170

CAMPUS LIPPSTADT

Building L4.1 | Room E01-250 and E01-290

Career Service

The Career Service offers individual advice and supports you when it comes to finding a place for the internship semester and mastering the application process. The Career Service makes time for your concerns and advises you at both campuses or online.

In addition, the Career Service operates the job portal, where you can find interesting internships, project work and part-time jobs to finance your studies.

Just click to find out more: hshl.de/jobportal

Individual appointments

Tel.: +49 (0)2381 8789-123

E-mail: career@hshl.de

CAMPUS HAMM

Building H4.3-E00

CAMPUS LIPPSTADT

Building L3.1-E02



CENTER FOR KNOWLEDGE MANAGEMENT (ZfW)

myHSHL | eLearning | Libraries | Digital and print media | Instructional videos on information and media literacy | Attractive learning space and much more

ZfW Libraries

Regardless of whether you are in your first semester or writing your bachelor's thesis, the ZfW can advise you on everything that has to do with information and media, e.g., on research, correct citation, and much more.

Opening hours during the semester

can currently be found on the library catalog homepage. Books can be returned around the clock. A return box is located in front of each library building (H2.1 and L2.1).

Link to the library catalog

hshl.bsz-bw.de

ZfW consultation

Student assistants will support you with all queries regarding the myHSHL portal. Current consultation hours can be found

More information:

hshl.de/en/libraries

E-mail: bib@hshl.de

Service hours and contact

CAMPUS HAMM

Building H2.1-E00

Monday– Friday | 08:30 – 19:30

Tel.: +49 (0)2381 8789-166

CAMPUS LIPPSTADT

Building L2.1-E01

Monday– Friday | 08:30 – 19:30

Tel.: +49 (0)2381 8789-177

on the website, on the notice boards and on study-assist:

studyassist.hshl.de/contacts

HSHL HelpDesk Hotline

Contact

Tel.: +49 (0)2381 8789-199

E-mail: help@hshl.de

hshl.de/zfw-myhshl

myHSHL: my.hshl.de

Additional, general information can be found here: studyassist.stud.hshl.de

Language Center

Whether you want to acquire language skills for your future career or you are simply curious about a certain language, at the Language Center you can pursue your interests and goals in a pleasant learning atmosphere. In addition to practical foreign language skills, you will also learn interesting facts

about the country and its people. This will add an interesting and valuable additional qualification to your CV.

You can attend the Language Service courses free of charge and regardless of campus. All you need to do is register.

For more information and the current language program, please visit the Language Center website at:

hshl.de/en/en-language-center and at studyassist.stud.hshl.de

Contact

Tel.: +49 (0)2381 8789-190

E-mail: languageservice@hshl.de

Selection of current language courses

- Cambridge exam preparation courses
- Cambridge certificate exams on site at HSHL
- English
- German as a foreign language
- Russian
- Spanish
- Italian
- DAAD test
- DUO Deutsch-Uni Online
- Workshop Finnland@HSHL
- Workshop Scientific English
- and many more ...

UNIVERSITY SPORTS

Courses | Fitness | Sports groups

Keeping fit

University sports is a good way to keep fit and also get to know your fellow students (better).

Participation is free of charge in most courses and sports offers, all that is required is a short registration. If you would like to offer a sports course

Contact

Sven Müller
University Sports Representative
Tel.: +49 (0)2381 8789-6607
E-mail: hochschulsport@hshl.de

yourself, please contact the University Sports Office.

For the current course program, free sports offers and cooperations as well as information on registration, please visit the HSHL website at: hshl.de/en/en-university-sports

Current information about events and offers of the university sports can be found on the university's social media channels.



← TAKE A LOOK

Selection of current sports courses

CAMPUS HAMM

- Team and ball sports
- Fitness courses
- Running group
- and many more

CAMPUS LIPPSTADT

- Team and ball sports
- Sports games
- Running group
- Judo
- and many more

Discounts for students

- aktivita gym in Hamm
- GYM sports studio in Lippstadt
- Maximare Sport- und Erlebnistherme in Hamm
- Outdoor sports in Lippstadt: Jahnplatz
- M4Fitness Lippstadt

← TIP!

Important dates

The registration phase for university sports starts at the beginning of the lecture phase. The individual courses then always start in the second week of lectures.

The courses always go until the end exam period of the respective semester. After that, there is a summer or winter program.

Did you know that non-university members aged 16 and over can also take part in university sports? They can register five weeks after the start of lectures. Further information: hshl.de/en/en-university-sports

Your sport is not listed? Then get in touch with the University Sports representative and become an instructor!



DIVERSITY AND

EQUALITY

Equal Opportunities |
Offers | Info

a_sto / photocase.de

Studying with impairments

Students with health impairments often face special challenges in their everyday life at the university. The representative

for students with disabilities or chronic illnesses supports and advises you with regard to your health-related limitations.

Consultation subjects include for example:

- Issues of individual study organization
- Challenges in the course of studies
- Problems, conflicts and barriers in everyday university life
- Compensation for disadvantages in exams
- Support with applications



Contact and appointments

Laura Wolf

*Representative for students with
disabilities or chronic illnesses*

Tel.: +49 (0)2381 8789-136

E-mail: laura.wolf@hshl.de

Studying with a child or a relative requiring care

Bouncing back and forth between the lecture hall, your desk and the daycare center, or nursing a family member while studying is a challenge!

That's why the Equality Team helps you organize your studies, in addition to the services offered by the General Student Counseling.



Contact

Julia Augat,

Chief Gender Equality Commissioner

Tel.: +49 (0)2381 8789-192

E-mail:

Gleichstellungsbeauftragte@hshl.de

BUK Family Service

Information, advice and placement services regarding childcare.

Parent-Child Rooms

Here we provide a diaper changing table, wash basin, toys and a fully equipped PC workstation so that you can take care of your little one on campus in case of childcare problems at short notice. Upon request, the Digital Lecture Hall can also be used from here.

Equal opportunities for women and men is also one of our central concerns. In order to achieve this, the gender equality office devises various measures, offerings and events in the areas of women's advancement and family friendliness, and provides information on these topics.

You can find more information about the work of the gender equality office and our family-friendly university at:

- studyassist.hshl.de



ALLGEMEINER

STUDIERENDENAUSSCHUSS

Participation and co-determination in student self-administration

Further information and contact persons can be found at:
hshl.de/studentische-selbstverwaltung

Contact

CAMPUS HAMM

Tel.: +49 (0)2381 8789-7770
E-mail: info@asta.hshl.de

CAMPUS LIPPSTADT

Tel.: +49 (0)2381 8789-7770
E-mail: info@asta.hshl.de

Up-to-date information

Upcoming events and information on dates are also posted at [instagram.com/asta.hshl](https://www.instagram.com/asta.hshl) or asta.hshl.de/veranstaltungen

ASTA IS ALWAYS HAPPY TO WELCOME NEW MEMBERS!



← TAKE A
LOOK

For all first-year students, ASTA has set up study program groups on facebook. There you can find answers to open questions.

← **TIP!**

Student initiatives

If the practical orientation of your studies is still not enough for you, you can let off some creative steam at HSHL, do projects, launch initiatives, develop products in laboratories or perhaps even start a business.

The possibilities are manifold... There are numerous student projects and initiatives within the individual study programs. For more information, please get in touch with the relevant contact person.

The following student initiatives are active university-wide and open to all interested students:

Stud.Int

Sports activities, counseling sessions and language interaction are the three pillars of the Stud.Int student initiative at Hamm-Lippstadt University of Applied Sciences.

Launched by the study program "Intercultural Business Psychology", Stud.Int aims

at the promotion of intercultural dialog between students and refugees through concrete measures and offers of support.

Contact

E-mail: stud.int@outlook.de
Facebook: facebook.com/Stud.Int.HSHL

Entrepreneur Club

The Entrepreneur Club is an organization that provides support for students who want to start their own business. In addition to professional know-how, it also offers you access to the university's IT infrastructure, including the Campus Marketing Lab, contacts in the business world to help finance your ideas, and rooms where

you can work, research, and exchange ideas with other prospective founders.

Infos

hshl.de/students-2-business

**WE WISH YOU A GOOD START
AT HSHL AND GREAT SUCCESS
WITH YOUR STUDIES!**

NEVER MISS A THING...

**Follow us on Instagram, Facebook and Twitter and
keep up with the latest news:**

[instagram.com/hshammlippstadt](https://www.instagram.com/hshammlippstadt)

[facebook.com/Hamm.Lippstadt.University](https://www.facebook.com/Hamm.Lippstadt.University)



[hshl.de/en](https://www.hshl.de/en)