

StaRT your studies – Tips and tricks for IB freshmen – SuSe 2026

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Freshmen checklist

Complete your enrollment: You have received your admission letter? Great! Please make sure to submit your enrollment form together with all required documents. <https://www.reutlingen-university.de/en/studies/application/enrolment>

Pay the administration fee: Check your admission letter for bank details and additional information. If applicable, pay the tuition fee of 1,500 EUR. Check your fee letter issued by the universities' admissions office.

Get your student ID (Campus CaRT): You will receive your student ID by postal mail (for late „enrollees“ via the Student Service Center) once you have submitted all required enrollment documents and have paid the administrative fee.

Activate your university account: You will also receive the Login-data by postal mail (or via the Student Service Center) to register your student email address. This can be done from home also. <https://intranet.reutlingen-university.de/en/service/activating-your-account/>

Print out your enrollment confirmation: You will need this confirmation e.g. for your health insurance, BAFoEg application or semester ticket. Once you are enrolled you can access and download your enrollment confirmation on Campus-PoRTal under menu item My studies - StudentService: <https://hisinone.reutlingen-university.de>

Apply for BAföG or scholarships: There are several options for financial support. <https://www.reutlingen-university.de/en/studies/student-finances>

Buy your semester ticket: For 153.10 EUR per semester, students can use busses and trains in the NALDO area. www.naldo.de

Extra tip: With the special „Jugendticket BW (Studierende)“ for 45€ per month, you may use local public transport and regional trains (Regionalzüge) throughout Germany (replaces the semester ticket) <https://www.naldo.de/tickets/studierende/dticket-jugendbw-studierende/>

Know your semester dates: Check important key dates for the upcoming semester on pages 8 and 9

Find accommodation: Visit our website for a list of all student dorms and private accommodation options („Wohnungsbörse“):

<https://www.reutlingen-university.de/en/studies/student-life/student-accommodation> and <https://www.reutlingen-university.de/en/zimmersuche>

Join the Maths prep and other courses (StaRT Week): <https://www.reutlingen-university.de/en/services-support/start-weeks> (please note that not all courses are suitable due to IB's early semester starting date)

Join your welcome event: All IB freshmen will be welcomed on March 2nd, 2026. Details about time and venue will be announced to freshmen by email.

Check your timetable online /access email account /learning platform etc. <https://www.reutlingen-university.de/en/information-for-all-user-groups/for-students>



Download the Campus App: my HSRT



Campus- CaRT



The CampusCaRT is the multifunctional chip card at Reutlingen University. It contains various functions:

- Student ID
- Library card
- Payment function in the Mensa and Learning Center
- Payment function at food and beverage vending machines
- Access function for certain areas
- Payment function at copy machines and printers
- Discounted tickets for local public transport (Naldo)

Once enrolment has been completed and the semester fee has been received, you will receive your CampusCaRT by postal mail. To load a cashless credit onto your card, use the loading stations in the entrance area of the Mensa and in the Learning Center as well as in the passageway of building 3.

If you have any questions about the CampusCaRT, please contact the Student Service Center. If you lose your CampusCaRT, please contact the ServiceDesk in the Learning Center.

Campus map and directions

<https://www.reutlingen-university.de/en/university/contact-directions>

You can reach the university at Alteburgstraße 150 by bus lines 4 , 8 and N3 (Bus stop "Hochschulen")



Useful links at a glance

Reutlingen University

<https://www.reutlingen-university.de/en>



Hochschule Reutlingen
Reutlingen University
my campus

Schools

[ESB Business School](#)

[Informatics](#)

[Life Sciences](#)

[Sustainability and Technology](#)

[Engineering](#)

[Texoversum](#)

Social Media

www.instagram.com/hochschule.reutlingen

www.tiktok.com/@reutlingen.university

www.youtube.com/hochschulereutlingen

www.twitch.tv/hsrt_campuslounge

www.instagram.com/esb.business.school

www.tiktok.com/@esb.business.school

www.youtube.com/c/ESBBusinessSchoolIRT

www.linkedin.com/school/esb-business-school/

www.instagram.com/esb_ib



Getting started

[Information for Freshmen](#)

[Finances](#)

[Learning centre](#)

[Campus life:](#)

[Intranet](#)

[E-Learning portal RELAX](#)

[Campus PoRTal](#)

[Registration for exams](#)

[Cafeteria/Mensa](#)

[Studierendenparlament \(STuPa\)](#)



Business Mathematics: Requirements & recommendations

In the BSC International Business programme the module Business Mathematics requires an **attestation for participation** in the module examination. This attestation will be obtained in the course of the first semester. Detailed information about dates and time will be provided during the first lecture.

- There is a voluntary **fresh-up basic course available before the start of the IB programm** (in German)*, fee: 25€):

23rd – 26th February 2026, 8.30am – 02.00pm, on campus or online.

Inhalt/Content: Rechnen mit Brüchen (Fractions), Potenzen und Logarithmen (powers and logarithms), Gleichungen und Gleichungssysteme (equation and systems of equation), Elementare Funktionen (elementary functions), Differenzialrechnung (differential calculus).

Registration: <https://www.reutlingen-university.de/anmeldung-vorkurse>

*Please get back to us in case you would be interested in attending the course in English. We can't promise but would see if a course in English could be offered.

There are also options for those who are in need of „**Maths support**“ during the semester:

- **Tutorials within the study program:** Details will be given in the first lecture by your respective professor.
- **Maths Workshop (Mathewerkstatt)**

The maths workshop is an open consultation for students from all semesters and study programs during the semester regarding all questions about mathematics, ranging from explaining course content, computing exercises or preparing for an exam. Just pass by with your question(s) as often as needed.

It takes place every Monday, Wednesday and Thursday during the semester from 12.30 to 2.30 pm in the lounge of the Learning Center. The offer is multilingual and supported by tutors. You may also book individual appointments on Tuesdays (online consultation).

<https://relax.reutlingen-university.de/enrol/index.php?id=10278>



Services and events during the semester

There is a variety of advisory services to support all students of the university throughout their studies.

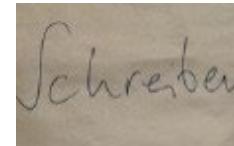
Have you already taken a look at the offered services?

Here you will find the central counselling and service facilities of the university:

Guided tour Learning Centre: You will be shown the learning and working facilities and explained how you can search the library catalog and why you need your library account. During the tour you will get to know the printing, copying and scanning facilities as well as the Service Desk, where you can get help with IT and research questions. Meeting point: ServiceDesk Learning Centre, Building 3

Dates: 24.02 (03:30pm); 26.02 (05:15pm) and 03.03 (03:30pm)

Registration: <https://www.reutlingen-university.de/anmeldung-vorkurse>



Academic Writing Consultation

The writing consultation service provides you with individual support for the papers you need to write during your studies.

Further details can be found here: <https://www.reutlingen-university.de/en/international/languages-and-intercultural-offers>

Research consultation

When you get stuck looking for reliable literature for a paper or presentation, we can help! Staff from the Learning Centre can give you personalised advice on your topic and show you which databases and research tools you can use to get the best results. Tuesday 1.00-2.30pm at Learning Centre or make individual appointments here:

<https://www.reutlingen-university.de/en/research-consultations>



Studierenplus

This programme at Reutlingen University enables students to acquire interdisciplinary skills in numerous courses, workshops and seminars. Course registration takes place online using the RELAX learning platform and is open from the start of lectures in March.

<https://www.reutlingen-university.de/en/services-support/studierenplus>



What? Terms and abbreviations

MOST important departments on university level:

- **SSC**–Student Service Center, building 3, room 3-004: Email: Info.studium@reutlingen-university.de
<https://www.reutlingen-university.de/en/services-support/studyservicecenter>
- **Service Desk**: IT support and Lost&Found at the Library (Lernzentrum) <https://www.reutlingen-university.de/en/services-support>
- **IT and Media services**: <https://wiki.reutlingen-university.de/pages/viewpage.action?pageId=35817586>

Glossary

CampusCaRT – student card

CampusPoRTal (hisinone): Download transcripts and certificates of enrollment, re-register for each semester, view grades and register for exams

ECTS – European Credit Transfer System: Credit points

Exmatrikulation: De-registration

Immatrikulation: enrollment

Immatrikulationsbescheinigung/Studienbescheinigung: Certificate of enrollment

Matrikelnummer: student ID number

Relax: E-learning portal

Rückmeldung: Re-registration (has to be done every semester)

StuPro – Studien- und Prüfungsordnung: Study and examination regulations

Urlaubssemester: Leave of absence (justified absence from university, upon application only)

Webuntis: Timetables and room search



When? Dates and deadlines

!! Academic Calendar:

The IB schedule differs from the regular academic calendar, i.e. classes start and end earlier, as do exams and holidays.

Summer semester 2026	
Start of courses	02 March 2026 2 nd Business language courses: 16 March 2026
End of courses	12 June 2026
Examination period	2nd Business Language (Zentralsprachen): 12 June 2026 15 – 26 June 2026
Block seminars	13- 17 April 2026 (participation compulsory)
Holidays	03 – 10 April 2026 (Easter break including public holidays) 01 May 2026 (public holiday) 14 May 2026 (public holiday) 25 May 2026 (public holiday) 04 June 2026 (public holiday)
IBF Career Fair	24 March 2026 - attendance compulsory (details to follow)
Re-registration for WS 2026-27	13 – 31 July 2026
Start of winter semester 2026-27	16 September 2026 (Wednesday!)

Each semester, you will have the following „**To Do's**“ on your agenda (see next page):

- **Exam registration** from 04 –11 May, 2026
- **Re-registration** with the university
- **Block seminars** (attendance compulsory)
- **Career Fair attendance**



Detailed overview: Dates and deadlines

What?	When?	Where/How?	Remarks
Examination registration (Prüfungsanmeldung)	04 – 11 May 2026 Please pay attention to email by universities administration!	Register online through HisInOne-EXA	Forgot to register? See the examinations office / Student Service Center in building 3 and pay 25 EUR for late registration. You are not allowed to sit any exam if you have not registered for it in due time!
Examination period	15 – 26 June 2026 (2 nd Business language exam 12 June 2026)	Detailed exam schedule will be provided in good time prior to exam registration	No shows do NOT count as attempt, even if you have registered for the exam.
Re-registration period (Rückmeldung)	13 – 31 July 2026	Get the payment details in CampusPoRTal and make your semester fee payment. SSC sends out 1 e-mail reminder	Forgot to make the payment? You'll be automatically de-registered from Reutlingen Univ. -> Contact SSC
IBF Career Fair	24 March 2026	Career fair; details will be announced in good time	Attendance is compulsory
Block seminars	13 - 17 April 2026	Check your timetable on webunis; details given by lecturer	During the block week, all other classes pause including the classes in the 2 nd business language (German/French/Spanish/Chinese).



Dates for events @ university level

What	When/Where
Start-Up Night	17 March 2026, 6:00pm, Aula by Center for Entrepreneurship
Corporate Innovation Challenge	24 – 25 April 2026, start 05:00pm, Aula
Various events by Center for Entrepreneurship	https://center-for-entrepreneurship.reutlingen-university.de/events-2/
Stipendien InfoAbend / Scholarship Info Session	24 March 2026, 07:00pm Aula (Building 6) https://www.reutlingen-university.de/en/studies/student-finances/scholarships



Where? Finding your way around campus (1/2):

Where should I go when...

... I forgot to register for exams? -> **Examinations office** (Prüfungsamt) via Student Service Center, building 3, room 001

... I need to change my address? -> Login on **CampusPoRtal** and update your personal details.

... I need to get a validation, need help with my student ID -> **Student Service Center** (SSC), building 3, room 004

... I have lost something in building 5, hand in seminar papers to professors etc.? **IB Student Services**, building 5, room 121

... I have IT problems, lost something on campus or need books? -> **Study center (library)**, **Service desk**, building 3

... I need to talk about my study progress, personal problems, financial issues etc? Your **Academic Coordinator** (and Central Advisory Service)

... I have issues with maths class? -> **Maths workshop (Mathewerkstatt)**, Library, building 3

.. I have career-related questions? -> **ESB Career Center**, building 17-021

...I am interested in getting a language tandem, attending additional language courses etc.? **IfI / Reutlingen International Office**, building 3, 2nd floor



Where? Finding your way around campus (2/2):

Where should I go when...

... I want to join in sports classes? -> see offer of **Sports classes**

... I'm interested in Start-ups and entrepreneurial activities? -> **Center for Entrepreneurship**, building 5, ground floor,

... I have to get something printed/bound etc? -> **Xerox Print Center**, building 5- U04

... I have a health impairment and need special support? [**https://www.reutlingen-university.de/services/beratung-fuer-studierende-mit-gesundheitlicher-beeintraechtigung**](https://www.reutlingen-university.de/services/beratung-fuer-studierende-mit-gesundheitlicher-beeintraechtigung) or **Central study advisory service**

...I have questions about child care and being a student-parent? -> **Family services**

.. I want to engage in **extra-curricular activities**, student clubs etc. -> Watch out for offerings sent by IB Vision, StuCo and various student clubs at the beginning of the semester

... I have questions that have been not covered here? -> Your **Academic Coordinators** Ms Küster (group A)/Ms Walker (group B)



Tips from your Academic Coordinators

1. Check your student e-mail address regularly for information, updates, cancellations etc.
2. Check your timetable on webuntis on a daily basis for changes.
3. Get acquainted with your StuPro (study and examinations regulations) so you know what is expected of you each semester.
4. Read through the documents and information given to you on the first day!
5. Be active in class and ask questions if there's something you don't understand. Also approach your profs!
6. Get to know your classmates.
7. Elect a student representative for each group A and B before the summer semester ends.
8. Get engaged in students initiatives and projects such as IB Vision. You will be given more details upon the start of the semester.
9. If you find yourself in a difficult situation (illness, family matters, study progress), don't hesitate to ask us for help and advice. We are here for you!!
10. Last but not least: Enjoy your time at ESB Business School and the IB program.

