

# StaRT your studies – Tips and tricks for IB freshmen – WS 2025-26



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# Freshmen checklist



Hochschule Reutlingen  
Reutlingen University  
*my campus*

**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 BAfoeG 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](http://www.naldo.de)

**Extra tip:** With the special „Jugendticket BW (Studierende)“ for 236.52€ per semester, 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 September 15th, 2025. 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 map and directions

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

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



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.

# Useful links at a glance



Hochschule Reutlingen  
Reutlingen University  
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## Reutlingen University

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



## Schools

ESB Business School: <https://www.esb-business-school.de/en>

Informatics: [www.inf.reutlingen-university.de](http://www.inf.reutlingen-university.de)

Life Sciences/Applied Chemistry: [www.ls.reutlingen-university.de](http://www.ls.reutlingen-university.de)

Sustainability and Technology: [www.nxt.reutlingen-university.de](http://www.nxt.reutlingen-university.de)

Engineering: [www.tec.reutlingen-university.de](http://www.tec.reutlingen-university.de)

Texoversum: [www.tex.reutlingen-university.de](http://www.tex.reutlingen-university.de)

## Social Media

[www.instagram.com/hochschule.reutlingen](https://www.instagram.com/hochschule.reutlingen)

[www.tiktok.com/@reutlingen.university](https://www.tiktok.com/@reutlingen.university)

[www.youtube.com/hochschulereutlingen](https://www.youtube.com/hochschulereutlingen)

[www.twitch.tv/hsrt\\_campuslounge](https://www.twitch.tv/hsrt_campuslounge)

[www.instagram.com/esb.business.school](https://www.instagram.com/esb.business.school)

[www.tiktok.com/@esb.business.school](https://www.tiktok.com/@esb.business.school)

[www.youtube.com/c/ESBBusinessSchoolRT](https://www.youtube.com/c/ESBBusinessSchoolRT)

[www.linkedin.com/school/esb-business-school/](https://www.linkedin.com/school/esb-business-school/)

[www.instagram.com/esb\\_ib](https://www.instagram.com/esb_ib)



LinkedIn



## Getting started

**Information for Freshmen** <https://www.reutlingen-university.de/en/information-for-all-user-groups/for-students>

**Finances:** <https://www.reutlingen-university.de/en/studies/student-finances>

**Learning centre:** <https://www.reutlingen-university.de/en/university/organisation-facilities/learning-centre>

**Campus life:** <https://www.reutlingen-university.de/en/studies/student-life>

**Intranet:** [https://intranet.reutlingen-university.de/login?redirect\\_url=/intranet/home/](https://intranet.reutlingen-university.de/login?redirect_url=/intranet/home/)

**E-Learning portal:** <https://relax.reutlingen-university.de/login/index.php>

**Campus PoRTal:** <https://hisinone.reutlingen-university.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

**Registration for exams:** <https://hisinone.reutlingen-university.de/qisserver/pages/cs/sys/portal/hisinoneStartPage.faces>

**Cafeteria:** [www.my-stuwe.de/mensa/mensa-reutlingen](http://www.my-stuwe.de/mensa/mensa-reutlingen)



# 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 and English, fee: 25€):

**08. – 12.09. 2025**, 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 (differentail calculus).

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

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?

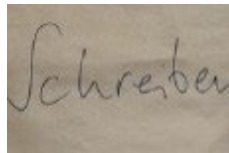
Here you will find the central counselling and service facilities of the university:

**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: 17.09 (03:30 – 04:15); 22.09 (02:30-05.15) and 25.09 (03:30 – 04:15),.



## Academic Writing Consultation



The writing consultation service provides you with individual support

for the papers you need to write during your studies.

Further details kann 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>



## Studieren<sup>plus</sup>

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 October.

<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](mailto: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.

	Winter semester 2025-26
<b>Start of courses</b>	15 September 2025 2 <sup>nd</sup> Business language courses: 6 October 2025
<b>End of courses</b>	09 January 2026
<b>Examination period</b>	2nd Business Language (Zentralsprachen): 12 December 2025 12 – 23 January 2026
<b>Block seminars</b>	10- 14 November 2025 (participation compulsory)
<b>Holidays</b>	03 October 2025 (Public Holiday) 22 December – 06 January 2026 (Christmas break)
<b>FiFo Career Fair</b>	21 & 22 October 2025 - attendance compulsory (details to follow)
<b>Re-registration for SuSe 2026</b>	12 – 30 January 2026
<b>Start of summer semester 2026</b>	2 March 2026

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

- **Exam registration** (registration date tba)
- **Re-registration** with the university
- **Block seminars** (attendance compulsory)
- **Career Fair attendance**





# Detailed overview: Dates and deadlines



What?	When?	Where/How?	Remarks
<b>Examination registration (Prüfungsanmeldung)</b>	17 – 24 November 2025  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!
<b>Examination period</b>	12 – 23 January 2026 (2 <sup>nd</sup> Business language exam 12 December 2025)	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.
<b>Re-registration period (Rückmeldung)</b>	12 – 30 January 2026	Get the payment details in CampusPoRTal and make your semester fee payment. SSC sends out <b>1 e-mail reminder</b>	Forgot to make the payment? You'll be automatically de-registered from Reutlingen Univ. -> Contact SSC
<b>FiFo Career Fair</b>	21 & 22 October 2025	Career fair; details will be announced in good time	Attendance is compulsory
<b>Block seminars</b>	10 - 14 November 2025	Check your timetable on webuntis; details given by lecturer	During the block week, all other classes pause including the classes in the 2 <sup>nd</sup> business language (German/French/Spanish/Chinese).
<b>International Week</b>	1 5 December 2025	On campus with various events available for students; details given in good time.	

# Dates for events @ university level



What	When/Where
Start-Up Night	15 October 2025, Center for Entrepreneurship
Campusfest Extrial	17./18. October 2025 <a href="https://stupa.reutlingen.university/extrial">https://stupa.reutlingen.university/extrial</a>
Stipendien InfoAbend / Scholarship Info Session	28 October 2025, 07:00pm Aula (Building 6) <a href="https://www.reutlingen-university.de/en/studies/student-finances/scholarships">https://www.reutlingen-university.de/en/studies/student-finances/scholarships</a>
InnoNight	6 November 2025
Corporate Innovation Challenge	21-22 November 2025
Start Up Talk Female Entrepreneurship	26 November 2025
Move Your Idea	10 December 2025



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



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## *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

<https://www.reutlingen-university.de/en/university/teaching-learning/study-advice>

.. 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** on <https://www.reutlingen-university.de/en/information-for-all-user-groups/for-first-semester-students>

... I'm interested in Start-ups and entrepreneurial activities? -> **Center for Entrepreneurship**, building 5, ground floor, <https://center-for-entrepreneurship.reutlingen-university.de/>

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

... I have a health impairment and need special support? -> **Central study advisory service**: <https://www.reutlingen-university.de/en/services-support/counselling-for-students-with-health-impairment>

...I have questions about child care and being a student-parent? - > **Family services**, <https://www.reutlingen-university.de/en/services-support/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**



# 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 winter 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.

