



StaRT your studies: Tips and tricks for IB freshmen – WS 2026-27

Winter semester 2026/27

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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.
 - ☐ **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.
 - ☐ **Print out your enrollment confirmation:** You will need this confirmation e.g. for your health insurance, BAföG 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:
 - ☐ **Apply for BAföG or scholarships:** There are several options for financial support.
 - ☐ **Buy your semester ticket:** For 161.10 EUR per semester, students can use busses and trains in the NALDO area.
- 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)
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- ☐ **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“):
 - ☐ **Join the Maths prep and other courses (StaRT Week):** 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 16th, 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 map and directions

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



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

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

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. In case of loss of your CampusCaRT, please contact the ServiceDesk in the Learning Center.

Useful links at a glance



Hochschule Reutlingen
Reutlingen University
my campus

Reutlingen University

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

Schools

[ESB Business School](#)

[Informatics](#)

[Life Sciences](#)

[Sustainability and Technology](#)

[Engineering](#)

[Texoversum](#)

Follow us on 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/ESBBusinessSchoolRT

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

www.instagram.com/esb_ib



LinkedIn



Getting started

[Information for Freshmen](#)

[Finances](#)

[Learning centre](#)

[Campus life:](#)

[Intranet](#) and [Web E-Mail](#)

[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 to participate** in the final 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.

Reutlingen University offers a voluntary **fresh-up basic course available before the start of the IB programm** (in German and English)*, fee: 25€):

7th – 11th September 2026, 8:30am – 2:00pm, 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 here: Please note that unfortunately the registration link is only in German, if you have difficulties, please get back to us.

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.
- **Online services: „Mint Factory“ and „Hart & Trocken“**: Exercises, video tutorials and interactive teaching
- **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 12:30pm 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).



Services and events during the semester



Hochschule Reutlingen
Reutlingen University
my campus

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:

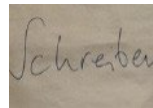
Guided tour Learning Centre: You will be shown the learning and working facilities and explained how you can search the library catalog and why you need your library account. During the tour you will get to know the printing, copying and scanning facilities as well as the Service Desk, where you can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

Dates: 16.09 (02:30pm); 21.09 (02:30) and 24.09 (03:30pm)

Registration as of 15th of July [here](#).



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](#).

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](#).



Studieren^{plus}

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 September.



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
- **Service Desk**: IT support and Lost&Found at the Library (Lernzentrum)
- **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 2026-27
Start of courses	16 September 2026 2 nd Business language courses: 2 October 2026
End of courses	12 June 2026
Examination period	2nd Business Language (Zentralsprachen): 14 December 2026 11 – 23 January 2027
Block seminars	9- 13 November 2026 (participation compulsory)
Holidays	3 October 2026 (public holiday) 21 December 2026 – 6 January 2027 (Christmas break)
FiFo Career Fair	20 & 21 October 2026 - attendance compulsory (details to follow)
Re-registration for SuSe 2027	11 – 29 January 2027
Start of summer semester 2027	1 March 2027 (Monday!!)

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

- **Exam registration** announced by examinations office
- **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)	16 – 23 November 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	11 – 23 January 2027 (2 nd Business language exam 14 December 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. Exemptions apply to language courses and courses with continuous assessment (details provided in class)
Re-registration period (Rückmeldung)	11 – 29 January 2027	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
FiFo Career Fair	20 & 21 October 2027	Career fair; details will be announced in good time	Attendance is compulsory
Block seminars	09 -13 November 2026	Check your timetable; 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
<u>Stipendien</u> InfoAbend / Scholarship Info Session	13 October 2026, 7:00pm, Aula (building 6)
Career Night by <u>Center of Entrepreneurship</u>	14 October 2026
Start-up Night	28 October 2026
Corporate Innovation Challenge	6 – 7 November 2026, start 5:00pm, Aula
Start Up Talk Female Entrepreneurship	December 2026
Move Your Idea	1 December 2026



Where? Finding your way around campus



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

.. 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



Student life



Where should I go when...

... I want to join in sports classes? -> You can join **sports classes** for free; register via the online registrations system

.. I want to join **University Orchestra** / Big Band The Reutlingen University Orchestra? New members are always welcome!

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

.. I want to join the **Student Parliament (StuPa)** and /or **Allgemeiner Studierendenausschuss (AstA)**

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

.. I help with **Bafög etc.**? -> **Studentenwerk Tübingen Hohenheim** is your point of contact for questions regarding BAföG; it also offers legal counseling and psychotherapy. In addition, it serves as the point of contact for the cafeteria and the dormitories.



Support and Counseling Centers

Where should I go when...

... I need advice in terms of **equality**? -> See the Equality Team and the Equality Commission

.. I'm studying with a **disability or chronic illness**? -> Confidentially contact the Coordinator for Students with Health Impairments (Benjamin Himpel). The counseling services include: • Support with academic planning and organizing your studies • Assistance with submitting applications (application for accommodation) • Help in arranging for personal assistants, technical aids, etc. • Provision of additional informational materials

...I have questions about **studying while balancing family responsibilities**. -> The Family Services Office addresses issues related to balancing family responsibilities (including caring for relatives) with professional demands or academic studies. We provide guidance on matters such as childcare options and financial assistance. Appointments by arrangement.

.. I need advice in terms of **discrimination or sexual harassment**. Everyone at Reutlingen University has the right to be treated with respect. If you are affected by discrimination, harassment, and/or violence, you will find contact persons here whom you can turn to.

.. I find myself in a **difficult personal situation**: HÜTTE – Students' Hut of the ekhg / University Chaplaincy The HÜTTE of the ekhg (Evangelical and Catholic University Community) is a space run by students for students. Here you can meet up, get to know new people, contribute your own ideas, and organize events. The University Pastoral Care service, which is integrated into the HÜTTE, is a point of contact for all students and staff at Reutlingen University, regardless of denomination, religion, or worldview. Conversations are subject to confidentiality. Qualified pastoral counselors provide support during conflicts, crises, and difficult decisions. Pestalozzistr. 52, 72762 Reutlingen

... I have questions that have been **not covered here or I'm unsure where to go**? -> Contact your **Academic Coordinators** Ms Küster (group A) and/or Ms Walker (group B) in building 5, room 123. We are here for you!



Tips from your Academic Coordinators



1. Check your student e-mail address regularly for information, updates, cancellations etc.
2. Check your timetable on a daily basis for changes (it may save you from an early rise☺)
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.

