Welcome at Rosenheim University of Applied Sciences!
## Information on IT services – Overview

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<th>Service</th>
<th>Description</th>
<th>URL</th>
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<td><strong>Online Community</strong></td>
<td>Course material / FWPM-courses (subject specific electives) / Career Service Seminars, job and internship postings (job newsletter)</td>
<td><a href="http://www.fh-rosenheim.de/en/login/">http://www.fh-rosenheim.de/en/login/</a></td>
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<td><strong>Online-Service-Center</strong></td>
<td>Certificate of enrollment / contact data / registration for AWPM-courses (general electives e.g. languages)</td>
<td><a href="https://qis.fh-rosenheim.de/">https://qis.fh-rosenheim.de/</a></td>
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<td><a href="https://openxchange.fh-rosenheim.de/appsuite/">https://openxchange.fh-rosenheim.de/appsuite/</a></td>
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<td>Information on activities in and around Rosenheim Rosenheim University of Applied Sciences - International Students</td>
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Computer Center
Computer Center – Services

- Located on the first and second floor of the S-Building
- 114 public PC workstations in six rooms
- Available for all university members, except when class is taking place

- Opening hours
  Mon-Fri: 8:00 am – 9:00 pm
  Sat: 8:00 am – 4:00 pm

- User support: room S1.28 and S1.32
Computer Center – Services

• Printing is possible in every computer room, although there is a fee per page printed
  • Be sure to load money onto your computer center account (student card)
  • Loading money on to your account is possible with the machines next to computer center and S1.28 or S1.32
  • Please use the plotter for full scale prints

• Good and reasonably priced IT literature

• Introductory courses on a variety of computer programs (e.g.: Photoshop, Office, AutoCAD=mostly offered in German)

• Free of charge / reasonably priced software available (e.g.: Sophos-Anti-Virus, Microsoft operating systems)
Computer Center –
VPN-Client & University server

- Some IT services (e.g. access to the university server) are only available within the university network, to use these from home you need a **VPN-Client**

- You can download the VPN-Software from the website of the IT service desk, just follow the given instructions

- You have access to two **servers**
  - Drive S: general drive with public data
  - Drive H: your private drive, only you have access (300 MB)

- You can reach these servers either when you are using a computer in the computer center or from home with a VPN-Client
Computer Center – WiFi

- Free WiFi available in almost every building
- Log in with your IT login details
Computer Center – Android & iPhone CampusApp

- Free download
- Access to your personal timetable
- Search for lectures and add them to your timetable
- Download canteen menu
Access data – Key to all IT services

- Information letter from Students Administration Office contains
  - User identification
  - Password

- Keep your login details confidential and always log off
- Your login details won’t change during your time of studies, even if you change your field of studies
Computer Center – change your password

- Go to www.fh-rosenheim.de (change the language)
  > Rosenheim UAS
  > Facilities
  > Computer Centre
  > First steps

- Click “Change password”
Computer Center – change your password

- User identification
- Password
  - follow the instructions
Online Community – Login

- Go to [www.fh-rosenheim.de](http://www.fh-rosenheim.de) and choose the tab "Intranet"
- Click "Intranet"
Online Community – Login

• Click on **Hochschul-Login** for your login
Online Community – Login

Zentraler Authentifizierungsdienst der Hochschule Rosenheim
Log in to University of Applied Sciences Rosenheim

Username: 

Password: 

Login

• Insert your login details and click on the login button
Online Community – Overview

To get to your Community click your community button / your faculty
Online Community – Overview

The Online Community:

- Up-to-date information regarding your course of study and elective courses
- Course materials
- Announcements concerning your lectures (ex. when courses are cancelled)
Choose "lectures" to get course material for each lecture or seminar.

In order to gain access to the course material you need to add the lecture you want to participate in.

Please be aware that this service only provides course material and is not the course registration!
1. Choose your faculty

2. Insert the semester in which the lecture takes place in order to find it quickly

3. If you found your lecture, press the red cross + to move it to your personal overview

4. If you have added all lectures press save & close otherwise your changes aren’t saved
Online Community – register for workshops

- For some workshops you need to register in the Online Community (e.g. Career Service Seminars, block events)

- If you found your course, click “Details / Register”

- The colors indicate if there are still places available…
Online Community – register for workshops

<table>
<thead>
<tr>
<th>State</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum number of</td>
<td>16</td>
</tr>
<tr>
<td>participants per group</td>
<td></td>
</tr>
<tr>
<td>Minimum number of</td>
<td>6</td>
</tr>
<tr>
<td>participants per group</td>
<td></td>
</tr>
<tr>
<td>Current number of</td>
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</tr>
<tr>
<td>participants</td>
<td></td>
</tr>
<tr>
<td>Waiting list available</td>
<td>Yes</td>
</tr>
<tr>
<td>Admission criteria</td>
<td>By registration</td>
</tr>
<tr>
<td>Authorised semester</td>
<td>Diploma 1, Diploma 2, Diploma 3, Diploma 4, Diploma 5, Diploma 6, Diploma 7, Diploma 8, Bachelor 1, Bachelor 2, Bachelor 3, Bachelor 4, Bachelor 5, Bachelor 6, Bachelor 7, Master 1, Master 2, Master 3</td>
</tr>
<tr>
<td>Timeframe for</td>
<td>from 01.03.2016, 00:00 o clock</td>
</tr>
<tr>
<td>registration</td>
<td>to 01.04.2016, 23:59 o clock</td>
</tr>
<tr>
<td>File attachment</td>
<td>-</td>
</tr>
<tr>
<td>Related registrations</td>
<td>-</td>
</tr>
</tbody>
</table>

Click on the registration link to enrol on the course list:

[Register]

• Important: you are only registered if you click again “Register“
Online Community – FWPM selection

- Click on MF/MV Selection
- It works like the course selection...
- FWPM courses (subject specific electives) NOT AWPM (general electives e.g. languages)
- As the registration period started before the start of the semester you have to check if there are still places available.
- If you are interested in a course (though it’s full): Please go to the first lecture and talk to the professor; explain that you are an international student and clarify if you can still participate in that particular course.
Online Community – Job market

- Click on "Job market"

- You see currently open jobs e.g. internship opportunities (most of the posts are in German!)

I am looking for ...
(Job title, company name, keyword)
Contract type
(Final) Thesis
Search

26.02.2016 Abschlussarbeit Einflussfaktoren auf die Wärmewende (Final) Thesis / Forschungsstelle für Energiewirtschaft Entry date: nach Vereinbarung

26.02.2016 Abschlussarbeit im Bereich Ressourcensicht auf die Energiezukunft (Final) Thesis / Forschungsstelle für Energiewirtschaft Entry date: nach Vereinbarung
Online Community – Job newsletter

You can also apply for the University’s job newsletter:

- Login to the Intranet
- Click on "settings" and then click on "Notification settings"
Online Community – Job newsletter

- Scroll down to the settings of the job newsletter
- Set your notifications and press **save**

**Additional options**

Would you like to receive the weekly job news via email?
Please select desired categories here. If you like to unsubscribe, please deactivate all categories.

- [ ] Abroad internship
- [ ] Internship
- [ ] (Final) Thesis
- [ ] Dual Study
- [ ] Student job
- [ ] Student Employee
- [ ] Career entry and Trainee
- [ ] Student Assistant

**save**
• Go to [www.fh-rosenheim.de](http://www.fh-rosenheim.de) and choose the tab “Intranet”

• Follow the Link for the [Online Service Center (OSC)](http://www.fh-rosenheim.de)

• Do you have questions referring to the Online-Service-Center? [it-support@fh-rosenheim.de](mailto:it-support@fh-rosenheim.de)
Online-Service-Center

- Insert your login details
- Language Settings
Online-Service-Center

• Information and documents such as enrollment certificate, transcript of records, etc.

• Important links to different university IT services
Online-Service-Center

- Your contact details and enrolment certificate
- Information and documents regarding exams e.g. Transcript of Records
Online-Service-Center – Student Service

Please change the semester address to your current address in Rosenheim.
Online-Service-Center – Student Service

You are here: Home ▶ My Studies ▶ Student Service

Student Service

Information

You can download all forms from the Student Administration for your degree, such as applications for leave, for issuing a replacement student card, changing your name, etc., via our website.

You can check your personal data using the control sheet:

Print Data Control Sheet (only for your documents)

Reports

You can print out your certificates for the following semesters: Sommersemester 2018

- Enrolment certificates and certificates of student status (German)
- Enrolment certificates and certificates of student status (English)

- Download your enrolment certificate here
Example of a Certificate of Enrolment

→ please print
Online-Service-Center

- Information and documents regarding exams e.g. Transcript of Records
Online-Service-Center – Administration of exams

• Follow this link to download your examination results / Transcript of Records (ToR)
Online-Service-Center – Administration of exams

- Here you will find your Transcript of Records at the end of the semester.
Online-Service-Center – AWPM courses

Language Centre / Faculty Office ANG
Room A 2.13
http://www.fh-rosenheim.de/awpm/uebersicht-und-beschreibung/
http://www.fhrosenheim.de/Registration_for_AWPF_and_FWPF.pdf

Registration for AWPM (e.g. languages)

• Possible at the beginning of the semester
• Language courses start about 3 weeks after the start of the semester
• Registration for AWPM / General electives has to be done online via the Online-Service-Center (OSC) except German.

Opening hours
Mon – Thu: 7:45 am – 12 pm & 1 pm – 4 pm
Fri: 7:45 am – 1 pm
Online-Service-Center – AWPM courses

Registration for AWPM (e.g. languages except German)

Phase 1 Application

- Administration of Exams > registration (AN=anmelden/apply) for elective courses (AWPM)

- You may apply for as many classes as desired. However, your spot in the class will be confirmed only after the application deadline.

- The order in which you select courses determines priority. For example, the first course you select is given first priority.

- If the number of applicants for a course exceeds the number of available spots, participants are chosen at random.

- You can check your registration status in the Online Service Center (OSC). If your registration status says “ZU” for “zugelassen” (i.e. registered), you have been successfully registered for the course. “AN” for “angemeldet” (i.e. applied) does not mean you’re successfully registered.
Online-Service-Center – AWPM courses

Registration for AWPM (e.g. languages except German)

Phase 2 Admission to other / additional AWPM / General electives

- If you have received a spot in an AWPM ("ZU" – registered) and want to take part in the course, you do not need to take any further action. You only have to register for the examination during the period for exam registration.

- If your application for an AWPM was not successful or if you wish to change or add additional courses, you may apply again during this period.

- Again, if your registration status says “ZU” for “zugelassen”, you have been successfully registered for the course.
Online-Service-Center – AWPM courses

Course Overview (SS 2018)

1 Vorlesungsverzeichnis
2 Fakultät für angewandte Natur- und Geisteswissenschaften
3 Allgemeinwissenschaftliche Wahlpflichtfächer (AWPF) und Wahlfächer (WF)
   1 Soziale Kompetenz / social competences
   2 Fremdsprachen / foreign languages
   3 Unternehmertum / entrepreneurship
   4 Allgemeinbildung / general education
Online-Service-Center – AWPM courses

You are here: Home ➔ Administration of exams ➔ The registration (ANmelde/register) for elective courses (AWPFs)

- Administration of exams
  - Internship
  - Hide menu

Course Overview (SS 2018)

Vorlesungsverzeichnis

Fakultät für angewandte Natur- und Geisteswissenschaften

- Allgemeinwissenschaftliche Wahlpflichtfächer (AWPF) und Wahlfächer (WF)
- 2 Fremdsprachen / foreign languages

<table>
<thead>
<tr>
<th>Lect.-No.</th>
<th>Lecture</th>
<th>Type</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANG505</td>
<td>Russisch für Anfänger</td>
<td>Seminaristischer Unterricht</td>
<td>apply / cancel application</td>
</tr>
<tr>
<td>ANG516</td>
<td>Business English</td>
<td>Seminaristischer Unterricht</td>
<td>apply / cancel application</td>
</tr>
<tr>
<td>ANG521</td>
<td>Französisch Anfänger 1A</td>
<td>Seminaristischer Unterricht</td>
<td>apply / cancel application</td>
</tr>
<tr>
<td>ANG531.1</td>
<td>Spanisch Anfänger 1A</td>
<td>Seminaristischer Unterricht</td>
<td>apply / cancel application</td>
</tr>
</tbody>
</table>

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Online-Service-Center – AWPM courses

- Registration for AWPM / General electives has to be done online via the Online-Service-Center (OSC) except German. The registration for the German Courses is carried out manually by the lecturer (please do not register via the OSC).

- Click here for your course registration for all other language classes
Openxchange – email

- Information letter from Students Administration Office contains information on your email address / account
Openxchange – email

- [https://openxchange.fh-rosenheim.de/appsuite/](https://openxchange.fh-rosenheim.de/appsuite/)
- Fill in your login data (same as your login data for the Community and OSC)
- You can switch the language to English
- All important information will be sent to your student email address. It’s very important that you check your emails on a regular basis.
Openxchange – email

- Forwarding all emails to your private email address
- Select the “Menu Button“ and afterwards select “Settings“
Openxchange – email

- Forwarding all e-mails to your private e-mail address

- You can insert your private email address. All incoming emails will be then forwarded to this address.

- It only works if you tick “Enabled”
Go to [www.fh-rosenheim.de](http://www.fh-rosenheim.de)

Follow the link to “StarPlan”

From August (winter semester) and from February (summer semester) on you can check the timetable for the upcoming semester in order to avoid overlaps between lecture times.

An overview for the abbreviations used for the courses of study and the faculties is published at our website as “ABBREVIATIONS StarPlan”
StarPlan – Timetable

StarPlan: https://splan.fh-rosenheim.de/

- Timetable
- Room search
- Configure personal timetable
- Mobile view possible
StarPlan – Timetable

- Language settings
- classic view / mobile view → change to mobile view

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00</td>
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<td>11:00</td>
<td>12:00</td>
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<tr>
<td>13:00</td>
<td>14:00</td>
<td>15:00</td>
<td>16:00</td>
<td>17:00</td>
</tr>
</tbody>
</table>

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• Choose the current “semester“: WS (winter semester) / SS (summer semester)

• Tick the box “with date“

• Choose as study the course of study
  o e.g. **BW-B** = Betriebswirtschaft Bachelor (→ engl. Business Administration Bachelor) or **BW-M** = Betriebswirtschaft Master (→ engl. Business Administration Master)
  o There will be also one category “Exchange Students“ especially for English-taught courses.

• Choose your “Group“ = the semester the course is offered
StarPlan – stay informed

- Login

- Chose “stay informed” and follow the instructions to be updated about room changes, date changes, etc. → you will receive the info via email (in German)
StarPlan – personal Timetable

- Configure your timetable
- Choose the current semester
- To insert your courses, choose your faculty or the category “Exchange students”
StarPlan – personal Timetable

- Configure your timetable
- Select your course and they will pop up in the timetable
- You can remove courses with the x
INSPIRE - International Study Programme in Rosenheim

List of all courses taught in English - for exchange students

• You can look up the abbreviations used for the courses in the Overview

• Exchange students need to know about these courses to use StarPlan

• Go to www.fh-rosenheim.de
  > International
  > Incoming Students
  > Information for exchange students
  > Studying in Rosenheim
  Scroll down to the Overview

• Here you will find a guide on how to use the StarPlan and an overview of the abbreviations used.

Courses taught in English

Courses for bachelor’s degree programmes in Rosenheim are primarily conducted in German. However, a number of courses is offered in English for international exchange students.

Here you will find information about the English-taught courses on offer for exchange students in Rosenheim:

- Overview "INSPIRE - International Study Programme in Rosenheim"

Detailed module descriptions:

- Faculty of Business Administration (BW)
- Faculty of Applied Health and Social Sciences (GSW)
- Faculty of Wood Technology and Construction (HTB)
- Faculty of Computer Science (INF)
- Faculty of Engineering (ING)
- Faculty of Interior Architecture (INN)
- Faculty of Business Administration and Engineering (WI)
- Language Centre (ANG)

Additional offers / Block seminars during WS 2016-17:
- Cross Cultural Management / Faculty of Business Administration (BW)

Timetable / StarPlan

- Instructions StarPlan
- Abbreviations StarPlan
Facebook – page for international students

Click “like“ and keep updated about all activities in and around Rosenheim!