

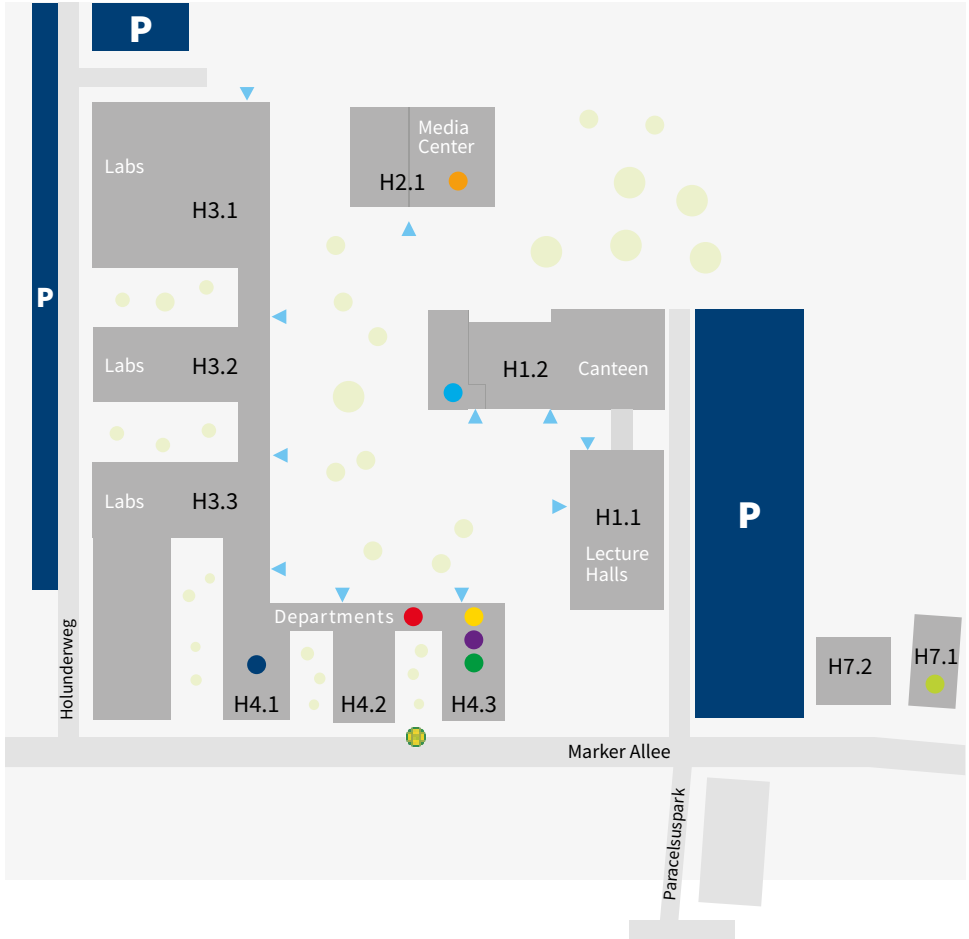
YOUR FIRST DAYS

AT HSHL

Addresses | Useful information | Tips

Hi!

CAMPUS HAMM



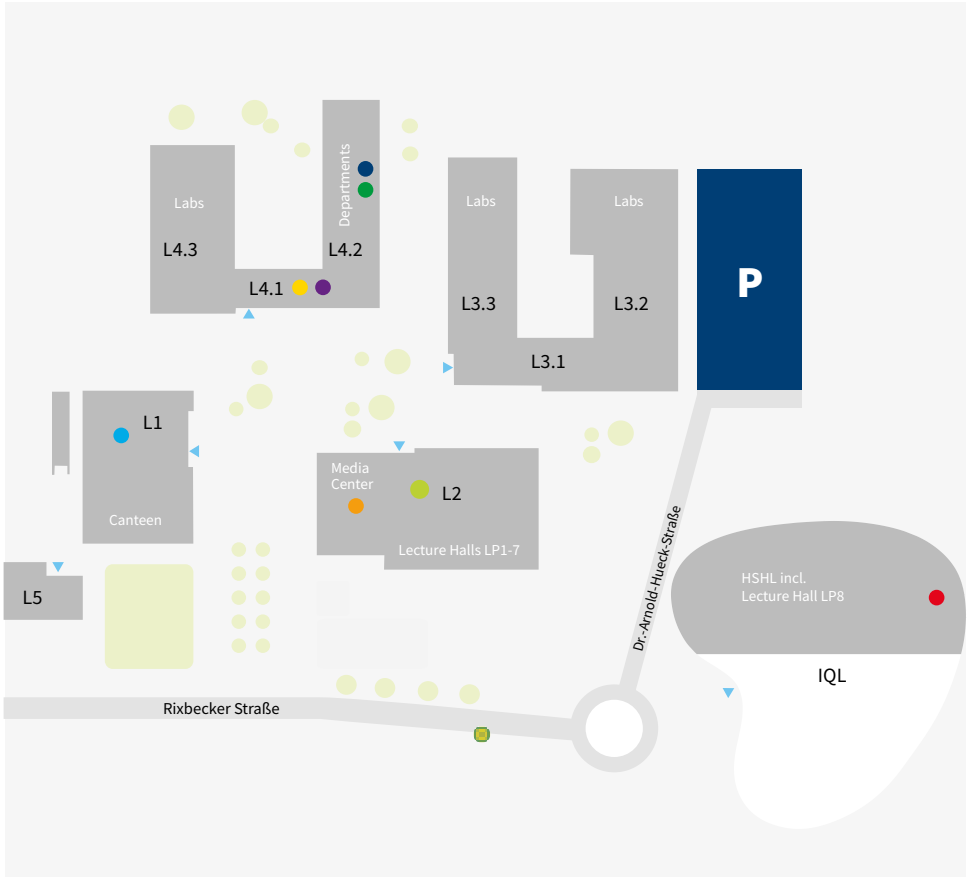
IMPORTANT POINTS OF CONTACT

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

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



CAMPUS LIPPSTADT



WI-FI FOR HSHL-STUDENTS

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

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

IMPORTANT!

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.



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 examinations of the respective semester. If you are enrolling after the registration period, please contact the Examination and Study Organization by e-mail. The registration times are published on the website: hshl.de/termine-fristen

You can register for examinations online in your student account, which you can access via my.HSHL.de (via the "Campus Office Online" tile). You can find instructions on how to create a password for your student account and how to register and deregister for modules here: studyassist.hshl.de/start-ins-studium

Download your semester ticket from the website



You can configure and download your "Deutschlandsemesterticket" online yourself. 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
- Language Center 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) and the Center for Knowledge Management (ZfW) 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.

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**

Suze / Photocase.de

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 und E00-150

CAMPUS LIPPSTADT

Building L4.1

Room E01-250 and E01-290

Open consultation hours during the lecture period

Hamm Campus: Tuesdays 10–12 a.m.

Lippstadt Campus: Wednesdays 10–12 a.m.

Information around studying and living in Germany

For international students, starting their studies at a new university is a special challenge.

We have put together handouts with information relevant for international students.

We recommend that you read the Checklist

for international students – there you will find important first steps for students!

You can find the handouts in the download area here:

hshl.de/en/international-students

Orientation events for international students in their first semester

In September, the International Office offers special orientation and networking opportunities: at HSHL, in the region and also between students. Here are some examples:

- Welcome Webinars (*online, in May, August and October*): First information and contact with the university before your arrival in Germany.
- 2-days-Workshop „Study Successfully“: Comprehensive preparation for studying at HSHL for international students – first contacts, tips on organising your studies and dealing with bureaucracy, HSHL services
- City tour in Lippstadt and Hamm: Get to know your new study destination!
- Collective appointment at the city registration office and foreigner’s office (Hamm and Lippstadt)
- Intercultural training, etc.

The events are free of charge and are held in English. It is usually required to register.

You will find more information early enough in the Calendar of Events:

hshl.de/en/calendar-of-events or on the website of the International Office:

hshl.de/en/international-office

International Buddy Program for new international students

International Buddy Program connects HSHL-students from higher semesters with new-coming international students. It is peer-to-peer help to orient in the beginning of life in Germany and on campus of HSHL. And who knows, maybe it leads to a

long-term friendship with your new buddy?

Registration for the buddy Program:

hshl.de/en/international-buddy-program

Hint: Register before you arrive in Germany so that you can be matched with a buddy soon!



Michael Berlin / photocase.de

STUDY SERVICES AND

EXAMINATION & STUDY ORGANIZATION

Students' Office | Examination Office | Enrollment

Student organization and administration

Student Services is your point of contact for all matters relating to application, enrollment and general questions.

The tasks of the examination and study organization include the administration of examination results, the issuance of certificates and transcripts, the registration and deregistration of module examinations and advising on formal questions

about practical semesters, examination recognition and the necessary measures in the course of studies. For this purpose, HSHL provides a student account in which many services are offered online.

Central services in the study account:

Online registration for module exams, certificates and transcripts of records, notification of grades.

Telephone contact

Monday to Thursday: 10:00–12:00 a.m.

Student Services: +49 (0) 2381 8789-6102

Examination & study organization:

+49 (0) 2381 8789-6103

CAMPUS HAMM

Building H1.2

Service hours

Tuesday & Thursday

10:00–12:00 a.m.

CAMPUS LIPPSTADT

Building L1

Service hours

Monday & Wednesday

10:00–12:00 a.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:

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**

margis / 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 studyassist.hshl.de

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 and E00-150

CAMPUS LIPPSTADT

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

Further information is available at: hshl.de/en/international-office

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 and entering the professional world. You can find more information about the Career Service at: studyassist.hshl.de/career-service

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 | Room E00-140

CAMPUS LIPPSTADT

Building L4.1 | Room E01-200



CENTER FOR KNOWLEDGE MANAGEMENT (ZfW)

**myHSHL | eLearning | Libraries |
Digital and printed media | Learning videos |
Academic work | Foreign languages |
attractive learning space and much more**

Sensay / photocase.de

Libraries

Whether you're in your first semester or writing your Bachelor's thesis: The Center for Knowledge Management (ZfW) advises you on all aspects of information and media, e.g.

research, correct citation and much much more. Opening hours during the semester can be found on the catalog homepage. The return of books is possible possible 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

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

ZfW consultation hours

The ZfW supports you with all questions concerning academic work (writing, researching, citing...), software installation, WLAN setup, learning platform and foreign languages.

You can find the current consultation hours here: primo.hshl.de

HSHL HelpDesk Hotline

First level support in the areas of: myHSHL, access data, password reset ...

Contact

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

E-mail: help@hshl.de

hshl.de/zfw-myhshl

myHSHL: my.hshl.de

Further 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 Center 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 on:

studyassist.stud.hshl.de

Contact

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

Email: sprachenzentrum@hshl.de

Selection of current language courses

- Cambridge exam preparation courses
- Cambridge certificate exams on site at HSHL
- DAAD test
- English
- German as a foreign language
- Russian
- Spanish
- Italian
- Japanese
- Swedish
- Sign Language
- French
- Arabic
- Babbel
- and many more ...

UNIVERSITY SPORTS

Courses | Fitness | Sports groups

kaalejpp / photocase.de

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

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

Contact

Sven Müller

University Sports Representative

Tel.: +49 (0)2381 8789-6607

E-mail: hochschulsport@hshl.de

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



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

Svenja Forsmann

Chief Gender Equality Commissioner

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
- hshl.de/en/equal-opportunities



ALLGEMEINER

STUDIARENDAUSSCHUSS

Participation and co-determination in student self-administration

The student self-administration advocates for the interests of all students! The ASTa is your first point of contact for this. The volunteer speakers plan exciting events. The main goal is to make studying a pleasant experience for everyone. The StuPa (Student Parliament) represents all students at the university and is directly elected. The student councils organize course-specific events and support you with your concerns.

You can find us here and even join in:

← TAKE A
LOOK



+49 (0)2381 8789-7770
info@asta.hshl.de

You can also find all other contact details for the StuPa and the student councils on the website: hshl.de/studentische-selbstverwaltung

All members of the student self-administration are always happy to welcome new contributors!!

And wish you a wonderful start to your studies!

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



Student initiatives

For those for whom the application-oriented teaching is not enough for you, you can let off steam creatively at HSHL, do projects, form initiatives, develop products in laboratories or perhaps even even found a company. The possibilities are manifold ...

There are many student projects and initiatives within the individual degree

programs. You can get information about these from your contact person there.

The following student initiatives are active throughout the university and are open to all interested students:

For all first semester students, the AStA has set up study program groups on whatsapp for all first semester students. You can clarify any questions there.

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

Chess club

Whether inexperienced or advanced, everyone is welcome to join the chess club. The chess club meets regularly at the Hamm campus.

Insta: [@chessclub.hshl](#)

workshops, cake bazaars or visiting queer events in the region.

Insta: [@hshl.lgbtq_club](#)

Book club

Read books of various genres together and then discuss them at the meetings of the book club. Come along!

Insta: [bookclub_hshl](#)

Rock-Metal Club

Get to know new music and new people at the Rock-Metal Club. Themed evenings and cozy exchanges are waiting.

Insta: [hshl.rockmetal_club](#)

LGBTQ+ Club

The LGBTQ+ Club meets regularly at both locations and organizes events such as

Entrepreneurclub

The Entrepreneurclub supports you with know-how and access to laboratories and contacts to the economy for the financing of your ideas.

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)