Material checklist for the degree starter programme
Applied Artificial Intelligence (experienced captains)
at the Rosenheim campus, winter term 2024/2025

	Material	Amount	Source
	Organisational info		
☐	Mobile phone (for any emergencies)	1	Bring your own
☐	Your own name tag	1	Material handout on the study start day
☐	Personal schedule	1	*) Download Learning Campus
☐	Emergency contacts	1	*) Download Learning Campus
☐	PPT "Erstsemesterbefragung"	1	*) Download Learning Campus

Component "Ice Breaker Session"

	Material	Amount	Source
☐	Sticky labels (as name tags)	Group set	Envelope
☐	Instructions for "Ice Breaker Session"	1	*) Download Learning Campus

Component "Personal responsibility in your studies"

	Material	Amount	Source
☐	Instructions for "Personal responsibility in your studies"	1	*) Download Learning Campus
☐	PPT for "Personal responsibility in your studies"	1	
☐	"Success in your studies" brochure	1	

Component "The practical part of degrees, IT services & the canteen"

	Material	Amount	Source
☐	Laptop incl. power cable	1	Bring your own
☐	If necessary, adaptor to connect to the projector (depending on the laptop)	1	Bring your own

- Subcomponent "IT services"

	Material	Amount	Source
☐	Information sheet on "Information about the IT services at the TH Rosenheim"	Group set	Envelope *) Download Learning Campus

- Subcomponent "The practical part of degrees"

	Material	Amount	Source
☐	PPT presentation "The practical part of degrees"	1	*) Download Learning Campus
☐	Information sheet "The tasks of student representatives"	1	
☐	Information sheet "Canteen introduction"	1	
☐	Specimen copy of the "Study guide" brochure	1	*) Download Learning Campus + 1 in envelope
☐	"Advice network" flyer	Group set	Envelope
☐	"Bavarian Virtual University (vhb)" brochure	1	*) Download Learning Campus

Component "Campus tour"

	Material	Amount	Source
☐	Instructions "Information for each station for the campus tour"	1	*) Download Learning Campus
☐	"Framework info for the campus tour" with background information library	1	*) Download Learning Campus

*) ***Downloads Learning Campus*** for preparation at *"Meine Kurse"* in the course room *"Schulung Studienstart WiSem 2024/2025"*
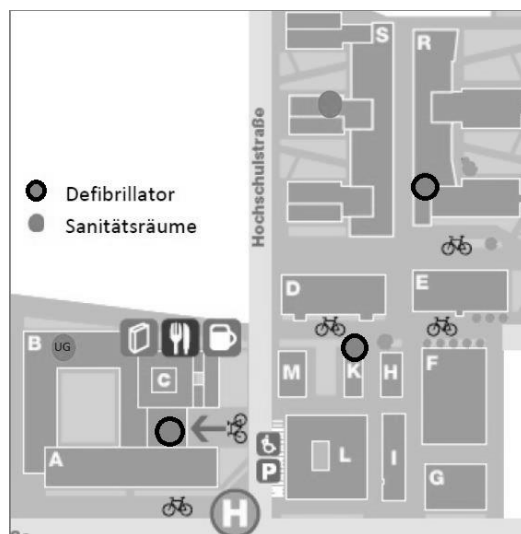
Emergency contacts

In general

- Contact point student advisory center in foyer of main building or phone number 08031 805 2489
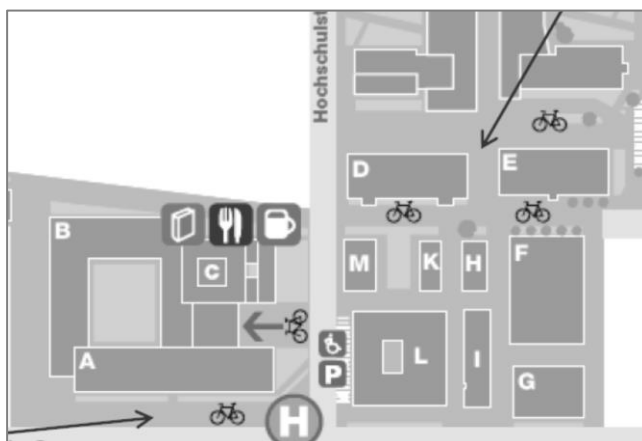
Medical emergencies

- Ambulance service phone number 112
- First aider: Phone number 08031-805-2761 (Susanne Meyer)

Collection points in case of fire

- Buildings A, B and C: Place between building D and E
- Buildings E, R and S: Parking place West (Marienbergerstr.)

Instructions for study captains

Component "Ice Breaker Session" ("Getting to know you")

Duration: 30 min

<u>Aim</u>: Breaking the ice, starting conversations and making contacts, mixing up the groups, providing starting points for further exchange

<u>Method</u>: **Stand up in the room**. The participants spread themselves around the room according to certain criteria. The movement activates them. They need to decide among themselves on who sits where, so they have to get talking to each other. A quick look around can provide quite a bit of information in a short time about others, who you have things in common with or those who could be a good match for you.

<u>Materials</u>:
Self-adhesive name tags for each participant, own guidelines for hosting the stand-up sessions

<u>Procedure</u>:

- The study captain briefly **introduces** himself/herself
- The study captain passes round the materials and asks everyone to write their names on the **name tags** and stick them on their chests
- Brief **info about this part of the programme** (what will we do, how long will it take?)
- Study captain asks participants to stand up around the room …

  - Line up in alphabetical order according to your **first name**
  - Line up according to **age** (youngest to oldest)
  - Place yourself on an imaginary map according to **where you come from** (say where North, South, etc. is)
  - Afterwards, **where you live now** (on an imaginary geographical/city map, specify: compass directions, differentiate according to distance) → perhaps you might find someone who shares your routes…
  - Divide into groups according to **what you did before starting studies**. Student assistants are welcome to suggest categories (grammar school, vocational school, jobs, time spent abroad, vocational training, ...)
  - Divide into groups according to **who you came here with**/who you already know → shows who is looking to meet people
  - Divide into groups according to **which form of transport** you used to get here. Student assistants are welcome to suggest categories (on foot, by bike, bus, train, car, moped, share driving, ...)
  - Divide into groups according to **types of sport** you enjoy Student assistants are welcome to suggest categories
  - According to **pets** (yes/no, type, number)
  - According to the number of **people you live with** / family members you live with
  - According to **music you like**
  - According to **instruments** you can play

  - … (ask the participants what they would like to know about the others)

<u>Tips and info about the procedure:</u>

- You are welcome to **choose or adapt your own categories** as you see fit, we have provided a collection of ideas. It is best to combine informative and funny categories, start with simple ones and it is better to select fewer than end up rushing.

- Once the groups have organized themselves, a brief **round for individual topics** can be made in which the study captain asks some or all people from the groups to say why they are standing where they are. This can be particularly interesting with categories which offer further conversation topics or which could encourage joint activities in the future (e.g. where do you come from, where do you live now, hobbies, ...)

- The aim of introducing yourself is to **build up a positive relationship to the group**, and provide them with trust and safety. The message should be: "I am someone who knows how you feel, I've been there myself — and I survived. I know my way around and am here for you today, to welcome you personally and to accompany you on your first steps at the university. You don't need to feel nervous, but you should look forward to the next few years together."

- **The group should get to know each other**. It is often the case that the people you meet in the starter programme are the friends who stay with you throughout your studies and beyond. This is why the study captain should provide everyone with the **motivation** and opportunity to find things out for themselves. This means **providing a safety net at the start** in the form of a bit more orientation as to which group should stand where, but increasingly **allow everyone to work it out for themselves**. If the group struggles to make progress, other suggestions can always be added on.

- If you run short of **time**, simply leave out a few rounds.

- Once all the rounds have been completed, the **study captain thanks everyone for taking part** and moves on to the next **item on the programme**, by saying "Now you've all gotten to know each other a little better, let us move on to..."

Personal responsibility in your studies – instructions

Instructions

Show the participants the **presentation "Personal responsibility in your studies"**. The student assistant then lets the participants make their own assessments by going slowly through the slides, one by one. Each participant decides whether they agree with the statements or not, and makes a note of their answers. Afterwards there is a group evaluation and discussion.

Potential approaches for the evaluations/discussions: The participants are asked to raise their hands to show how many agreed or disagreed with Statement 1.

Then Statement 1 is discussed with the participants: "What do you think?", "Why did you agree or disagree?", "Why do you think this could be important?", etc.

Possible topics are specified to help the student assistant go into more detail within the context. Personal experiences are also welcome.

Afterwards evaluate Statement 2, then Statement 3, and so on.

Task:

Decide for yourself and spontaneously whether you agree or disagree to each of the following statements.

Note your answers.

Statement 1: I always need to take notes in lectures.

- o Agree
- o Disagree

Possible topics for discussion: There are different learning types; a degree requires you to organise yourself; provided documents

Statement 2: I only go to events I am interested in.

- o Agree
- o Disagree

Possible topics for discussion: Timetables/provisions in the study and examination regulations (SPO), choices in the degree programmes, compulsory attendance

Statement 3: Building up a social network is important when studying.

- o Agree
- o Disagree

Possible topics for discussion: Information and exchange, fun/motivation

Statement 4: If I don't pass an exam I'm not bothered, I'll just take it again next time.

- o Agree
- o Disagree

Possible topics for discussion: SPO/ max. number of resit attempts, using the opportunity to view exam papers afterwards, learning from mistakes

Statement 5: I should always do my homework.

- o Agree
- o Disagree

Possible topics for discussion: Homework is quite rare → exercise tasks, assignments, responsible for organising your studies

Statement 6: I have lots of free time now that I am a student.

- o Agree
- o Disagree

Possible topics for discussion: Time management is important, plan in time for preparation before and afterwards; semester breaks are "lecture-free periods", but there are also work experience placements and assignments

Statement 7: I study best throughout the semester and not right before the exams.

- o Agree
- o Disagree

Possible topics for discussion:
Constant learning is important, learning strategies

Statement 8: I am completely on my own if my (online) studies are not going well or I have problems organizing my studies

- o Agree
- o Disagree

Possible topics for discussion: Central Student Advisory Office (orientation, organising your studies, difficult study situations: also possible online/by phone), Academic Advising (subject-specific and content questions about your degree), advice network, finding a study group (also possible online)

Statement 9: I should be as well dressed for an online lecture as I would be for a lecture in person.

- o Agree
- o Disagree

Possible topics for discussion: Visibility in web conferences (clothing, background), forms of online teaching, daily structure at home

Statement 10: Online teaching gives me more free time.

- o Agree
- o Disagree

Possible topics for discussion: Forms of online teaching, time management, daily structure at home

INFORMATION ABOUT THE IT SERVICES AT TH ROSENHEIM

Dashboard ☞ dashboard.th-rosenheim.de

- Central platform with links to Learning Campus, timetable and job market
- Important current information from the university in "Announcements", daily collected e-mail with links to new posts
- Login with university admission data (information letter from the Student Administration Office)
- Select general compulsory elective subjects (AWPM) and compulsory elective subjects (FWPM)

Dashboard

TH Rosenheim Dashboard App

- For Android or iOS
- Always up-to-date via push notifications from the dashboard about news and posts
- New from WS 2024: choose AWPM and FWPM
- Personal timetable
- Canteen plan

Learning-Campus ☞ learning-campus.th-rosenheim.de

This is where you log in for your lectures and associated documents
- Dashboard of the Learning Campus as a personal overview page: all courses you are enrolled in are listed here
- Enrol in courses yourself (search for courses e.g. by lecturer name or course name) or already enrolled in a course by the lecturer
- For self-enrolment, ask the lecturer for the enrolment key (=password) if necessary

Learning-Campus

Timetable ☞ splan.th-rosenheim.de

- View timetables
- Configure personal timetables
- Search for free rooms

Stundenplan

Online-Service-Center (OSC) ☞ osc.th-rosenheim.de

- Registration for exams
- Viewing grades
- Re-registration for the next semester
- Printout of study certificates
- Change of address

OSC

Intranet ☞ intranet.th-rosenheim.de

Here you will find all the information about the departments and facilities of the TH Rosenheim that are important to you
- First steps for accessing the IT services of the TH Rosenheim under "Facilities/Computing Center"
- Information on the library's IT services under "Facilities/Library"

Intranet

E-mail inbox

Attention: Important communication medium!

- University e-mail address in the letter from the Student Administration Office with the access data
- E-mails from the university are only sent to the TH e-mail address, never to the private one!
- Access to the personal e-mail account is possible via browser, PC/laptop or smartphone
- Registration possible under the following link: ☞ https://owa.th-rosenheim.de/owa

Registration

Server drives

Two central server drives are available to you:

- Homepage directory: your private server drive (300 MB), only you have access to it
- Drive Z:\01_Filetransfer\: university-wide server drive with public data;
  - Verzeichnis 01_oeffentlich: everyone can write, everyone can see everything! Files are deleted every Sunday at 0:00
  - Verzeichnis 04_Lehre: large exercise and sample files for individual lectures

WLAN

- Is available in all areas of teaching
- Via eduroam you can also access the Internet via WLAN in Rosenheim city center, for example
- Please follow the instructions on the intranet

IMPORTANT INNOVATION from 1 November 2024:

Login to important systems (e.g. VPN) with additional security code

☞ **https://intranet.th-rosenheim.de/einrichtungen/rechenzentrum/ systemzugang**

Registration

Help/Support

☞ **https://www.th-rosenheim.de/die-hochschule/ueber-uns/organisation/ verwaltung/rechenzentrum**

Here you will find important information on support, email, web conferencing, university cloud, WLAN, VPN, software, printing and plotting and much more.

IT

Campus tour at the Rosenheim campus: Information for each station

Place	Contents
Start Foyer Building A	• **Gate/ Central Office** • **Mailboxes** of the service offices, professors and staff members From the main entrance keep to the right in the foyer > staircase building C to the Mensa entrance:
Mensa/ canteen Building C	Refer to Mensa and explain [document „Mensa-Einführung"]
Library Building C	Continue via the staircase to the library. [document "Framework info for the campus tour"] Note: There are two possible spots to stop if two groups are there at the same time: The research workstations or the red sofas.
Advice we offer Building A 3rd floor 4th floor	Enter building A via the gallery: **Central Student Advisory Office:** in front of offices **A 3.00, A3.00a** and **A 3.01**: • They offer students information, orientation and advice on all study-related subjects • Responsible for study program see room sign: Birgit Schuppert + Ferdinand Bär + Florian Heinrich + Silke Kroneck Briefly point out **BAföG application office** + **student accommodation**, room **A 3.03**. Point out the **general and social advisory services** of the **Student Union** + **psycho-social advisory service (Caritas):** room **A 4.11** [see the network flyer]
Student Services Building B 1st floor	Down the back staircase to the 1st floor, transition to building B: • **Internship Office (B 1.28a)**: The experts for internships, practical semesters and work experience abroad, contracts for dual degrees. • **Examinations Office (B 1.35)**: Everything related to exams, recognizing achievements, etc. • **Student Administration (B 1.24)**: Everyone has already had contact to this office: applications, admission and enrolment. In future: re-registration and questions about student status. Go down the stairs to the ground floor and then into the foyer to the exit.
ÜVA (experimental and testing facilities) Buildings F - M	On the way to R and S building, over the zebra crossing, then along the left side of the pavement, point out the ÜVA grounds (do not enter the grounds of the buildings): Labs and workshops for technical degree programmes and for interior/architecture
Computer Centre (Rechenzentrum, RZ) Building S	Stop between R and S building level with the middle entrance • Explain that the computer rooms for all students are available here • Where you can plot and print (S building, middle, 2nd floor) • Literature on IT can be obtained from Ms Kahl (1st floor, S 1.28): inexpensive; programmes for downloading are on the RZ's website
International Office Building R	Same location between R and S building, quickly point out office **R 2.22**: Assistance with work experience or semesters abroad and for incoming students
StuPa Building R	Point to StuPa office (**R 0.05**). [document "The tasks of student representatives"] Issuance of "Erstitaschen" and ribbons for the "Erstimesse"

Please incorporate the visit to the secretariat where specified in the schedule!

Place	Contents
Secretariat	• The secretaries have been informed, simply knock on the door and ask them to come to the door to introduce themselves quickly. Do not go into the secretariat.