FIRST SEMESTER STUDENT BOOK
WINTER SEMESTER 2025/26
UNIVERSITY POTSDAM

This book provides information both bachelor and master programs in biology, chemistry, nutrition science, and similar fields like bioinformatics as well as teaching programs (Lehramt).

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FIRST AND FOREMOST

WELCOME AT THE UNIVERSITY POTSDAM!

This document can appear very overwhelming, but the entire process around studying is sometimes more easy-going as it seems.

Note that this document is unofficial. It was made by the Student Council for the Institute of Biochemistry and Biology.

1. GENERAL

This guide is designed for both bachelor and master students. The first semester guide is very comprehensive—because there is a lot to know about studying. However, not all of it is immediately relevant. Sections marked in **RED** are the most important for the first weeks and months, in other words, for YOUR FIRST SEMESTER!

1.1. Maps (Golm)

Here you'll find a brief overview of the university buildings on the Golm campus. A detailed overview of the various locations can be found on the UP website (at https://www.uni-potsdam.de/en/adressen/overview).

FSR-BCE

House Nr.	Building
1	Institute for Earth and Environmental Sciences - Geoecology (Hydrology, Climatology, Landscape Ecology, Soil Science)
2	Potsdam Research Institute for Multilingualism
4	Cafeteria – Mensa
5	Lecture Hall, Seminar Rooms, ZIM - Center for Information Technology and Media Management
6	Department of Teacher Education - Music and Music Education, Department of Elementary School Education / Art
7	Potsdam Student Services: Student Dormitory
8	University Building Management (HGP) - University of Potsdam Sector, ZIM - Center for Information Technology and Media Management
9	Institute of Mathematics
10	Exchange, Project, and Innovation Center - EPI-Center, University Building Management (HGP) - University of Potsdam Sector - Vehicle Fleet
11	Old Sports Hall, Unit for Business-Work-Technology Education (House 11b)
12	Lecture Hall / Institute for Environmental Science and Geography
13	Educational Workshop
14	(14a): Reading Café, Department of Educational Science / Department of Linguistics / Department of Psychology, Mailroom, Center for Languages and Key Competences (Zessko)
16	Educational Sciences, Faculty of Health Sciences
17	Potsdam Student Services: Student Dormitory
18	University Library (IKMZ)
19	Sports Hall
20	Institute of Biochemistry and Biology
24	Department of Teacher Education - Primary School Division / Department of Linguistics / General Linguistics / Department of Psychology, Institute for Environmental Science and Geography, Center for Teacher Education and Educational Research
25	Institute of Biochemistry and Biology / Institute of Chemistry
26	Institute of Biochemistry and Biology / Institute of Chemistry, Student Council for Biology, Chemistry, and Nutritional Science (Room 0.58), AC-Practical Rooms, General Botany and Zoology Practice Rooms
27	Institute for Earth and Environmental Sciences – Geosciences, Large Lecture Hall, Physics Lecture Hall
28	Dekanat of the Faculty of Science, Institute of Physics and Astronomy
29	Institute of Biochemistry and Biology, Institute of Chemistry, Institute of Geosciences, Potsdam Transfer - Central Scientific Facility for Startups, Innovation, Knowledge, and Technology Transfer, Structural Area of Cognitive Sciences, UP TRANSFER GmbH
30	Faculty of Science, Greenhouse
31	Teacher Education with a Focus on Inclusive Education
32	Faculty of Science / „Earth & Environment Centre (EEC) Potsdam" and „Natural Product Genomics (NSG)"
35	Dekanat of the Faculty of Human Sciences

1.2. Room number system

General rule:

Rooms are coded like: a.bb.c.dd

a   : Location
b   : House number
c   : Floor
d   : Room Number

Neues Palais is location 1 (a = 1), Golm is location 2 (a = 2), Griebnitzsee is location 3 (c = 3).

Example:

2.25.F.0.01 ← Golm, House 25, Area F (in house 25), Floor 0, Room 0.01

Remember that the Institute für Nutrition Science is located at Rehbrücke in the South of Potsdam. The botanical garden belongs to the university as well and is located at Maulbeerallee. These university campuses are separately treated.

1.3. Public transportation

How to reach Golm from the Potsdam Hbf (Potsdam Main Station):

1) Train (approx. 12min)

You can take

RB21 towards „S+U Gesundbrunnen Hbf"
RB22 towards „Flughafen BER – Terminal 1-2"
RB23 towardss „Golm Hbf"

Those trains also ride through Berlin and you can enter them for instance an Berlin main station, Zoologischer Garten or Charlottenburg.

2) Bus (approx. 30min)

605 towards „Science Park West"
695 towards „Alt Golm / Science Park West"
X5 towards „Golm Bhf"

More information available here: https://www.vbb.de/en/

Semester ticket for students
In recent years, the student card was proof of your semester ticket and you were able to only show your card („PUCK", see under 4.1) in order to pass the controls. Since last semester, you always need a mobile phone or other device with a QR-Code, which is provided to you by the AStA. More information will be available on PULS.
Currently, there is no option for an analog version, however, the AStA is working on it.

1.4. Appointments throughout the winter semester 2025 / 26

Registration, enrollment, and withdrawal period for courses*	October 1, 2025 – November 10, 2025 (except October 9)
Start of the admission (no enrollment possible)	October 9, 2025
Orientation Days	October 1, 2025 – October 10, 2025
Instructional Period	October 13, 2025 – February 6, 2026
Re-registration Period for the Summer Semester 2025**	January 15, 2026 – February 15, 2026
Exam and Internship Period	February 9, 2026 – March 31, 2026
Days without Instruction during the Instructional Period	
Reformation Day	October 31, 2025 (Friday)
Christmas break	December 22, 2025 – January 2, 2026

For programs that require course registration via PULS, all registrations that are completed until the day of the first admission are treated equally, i.e., acceptance into the desired course is not related to the time of your registration. Students in their first semester of study are advised to register only after the orientation meeting. If you study in a program that does not manage registration via PULS, please contact the applicable institute / program. Further information is available on the PULS page, please see enrollment and registration deadlines. All dates and deadlines can also be found on the pages that provide information on the beginning of your studies.

** The operative date is the date when to fees are booked to the account of the University of Potsdam and not the date of payment. If the deadline date falls on a Sunday, a public holiday or a Saturday, such deadline will not be extended until the first following working day (§ 1(1) Administrative Procedures Act for the federal state of Brandenburg - VwVfGBbg i.V.m. § 31 - VwVfG).*

More infos here.

1.5. Modules and Examination

Modules

A module consists of several courses (lectures, exercises, seminars, practical works) focused on a specific area of study and is taught by various instructors. You register for the individual courses at the beginning of the lecture period through **PULS.** Once you have completed all required courses and any necessary assessments, you must also register for the module exam and thus for the module completion through **PULS** at the end of the lecture period (mind the deadline for registration!!! This is communicated by the instructor). This is important because you can only complete most modules by passing an exam! Additionally, some advanced modules can only be taken and completed if you have met certain prerequisites. You can find this information in your study regulations.

Module Coordinator

Since almost all modules consist of several courses conducted by different instructors, there is always a module coordinator. Their tasks include coordinating the various courses, ensuring the smooth running of the module, and setting exam dates. They are also responsible for recording your exam-related achievements in PULS, approving you for exams, and entering your exam grades in PULS.

If you encounter organizational or content-related issues with a module, you can discuss them with the respective module coordinator. They can answer module-specific questions. We've compiled the relevant module coordinators for your first semester at the end of this chapter.

Studying and Books

The IKMZ in Golm is the largest library of the University of Potsdam and includes the scientific departments. Here, you'll find study spaces and a large collection of academic literature. Many books, including the standard works introduced in the introductory lectures, can be borrowed, so you don't need to purchase them yourself. You also have access to a wide range of e-book PDFs and publications through the libraries or via VPN access.

Module Final Exam

Most modules must be completed with a final module exam. The module coordinator will inform you about the structure of the exam, any partial exams, and prerequisites. Registration for the exam is always done separately through PULS. Generally, you can only register for an exam up to 8 days before the exam date and deregister for 3 days before the exam. If you do not attend the exam and have not deregistered within the deadline, it will be counted as „failed." The exception is if you have a medical certificate (see next section).

A passed module exam is graded from 4.0 (regularly 50%) up to a maximum of 1.0. A failed exam is recorded with a grade of 5.0 or as 'n.b.' If you do not pass the exam on the first attempt, you have two more attempts, for which you must register again via PULS. Often, two exam dates are offered during the semester of the module's courses, with a third exam date offered in the following semester or year.

In case of sickness:

If you are ill on the day of the exam and can no longer withdraw from the exam due to deadlines, you must provide medical certification of your inability to take the exam, including a sick note that covers the exam day, and submit it to the examination office (formula required). The examination office does not respond to emails that are covered by the FAQ section. If you submit a sick note, FSR-BCE

your registration for the exam will be canceled. Individuals with permanent physical, mental, or specific (chronic, long-term, or severe) health-related impairments may take advantage of special arrangements for exams and studies.

In general, you do not need a medical certificate if you are ill during the lecture period. You do not need to inform the lecturers of lectures or seminars, nor the module coordinators. Only in the case of practical courses or exercises (where "attendance is required") should you inform the respective instructors. They may request a medical certificate to arrange special accommodations. For practical courses, there are often only one or two alternative dates on which you can make up missed course days. If you are unable to meet the requirements on those dates as well or have too many absences, you will not be able to complete the course in that semester.

First-Attempt Waivers and Third Attempts

If you fail an exam in your first semester, this initial failure is automatically considered a „first-semester waiver" and does not count against your three allowed attempts. You are given an extra attempt to help you adjust, **but this only applies to your first semester!**

Additionally, within the standard period of study, you can use two waiver attempts. These can be requested at the examination office and used either to improve a passed exam or to cancel a failed exam attempt (as per the regulations in BAMA-O). A waiver attempt must be requested within 10 working days of the grade announcement in PULS, and in the case of grade improvement, it can only be used for the next scheduled exam date. A new registration for the exam date is required (otherwise, the waiver attempt is forfeited).

It is recommended to use waiver attempts to cancel failed exams only after failing the third exam attempt. In this case, a retake should ideally occur in the next semester when the module is offered again. If you fail the last exam attempt, the entire module is considered definitively failed, and you will be deregistered if it is a compulsory module. Feel free to contact us for advice if you are approaching a third attempt. Please only put as much stress or pressure on yourself in your studies and learning as is beneficial to your ambition and motivation to achieve your degree! Anything beyond that will only make you unfocused and forgetful, hindering your goal. It says nothing about you as a person if you need to take an exam 2 or 3 times.

1.6. Credit points

Credit Points (CP) indicate the time commitment required for a module. CP includes not only the time spent in lectures or labs but also preparation, follow-up, study time, etc. One CP represents approximately 30 hours of work. The CPs can therefore be used to estimate the overall workload of the entire program, based on the CPs assigned to the individual courses or modules. A regular Master's degree program consists of 120 CPs. Credit Points, also known internationally as ECTS credits, aim to facilitate the comparability of modules and degree programs across Europe.

2. Study-program relevant information

2.1. Biowissenschaften (Bachelor, German only)

See the German version of the first semester book for this!

2.2. Chemie (German only)

See the German version of the first semester book for this!

2.3. Ernährungswissenschaft (German only)

See the German version of the first semester book for this!

2.4. Lehramt Biologie / Chemie (German only)

See the German version of the first semester book for this!

2.5. Bioinformatics

Dear new students of the Bioinformatics Master's program.

The University Potsdam is unique with its master's program as it is also open to people with a bachelor's degree in i.e. biology, biochemistry, etc.

This program has a strong focus on systems biology, i.e. some mandatory modules like Analysis of Cellular Networks of Constraint-based modelling of cellular networks are fully systems-biology focused. Nonetheless, you have the option to focus on a broad range of subjects within bioinformatics.

If you did a bioinformatics bachelor, you will not do any bridge modules. You must take 6 of the 8 electives.

If you did an information science bachelor, you have to take State of Art in Biochemistry and Molecular Biology and Molecular, structural and evolutionary biology for informaticians.

If you did a biology related bachelor, you need to take Introduction to databases and practical programming and Programming expertise.

The program website gives a great overview: https://www.uni-potsdam.de/en/studium/what-to-study/master/masters-courses-from-a-to-z/bioinformatics

Note to biology and information science students: Usually, many people struggle at the beginning with the bridge modules. Especially people with a bachelor in a biological sciences (which make up the huge majority of the program) sometimes struggle with Introduction to databases in the first semester and Programming expertises in the second. However, it does get easier! Do not let is discourage you, as the huge majority eventually gets the grasp of it!

If you have any questions regarding this program, do not hesitate to contact us! Bioinformaticians have their own WhatsApp Group with valuable information! The program coordinator Dr. Detlef Groth usually gives a nice introduction to new students 😊.

<mark>Contact - Coordinator</mark>
Institute of Biochemistry and Biology
Dr. Detlef Groth
 +49 331 977-2706
msbioinf@uni-potsdam.de
Campus Golm
Building 14, Room 3.36

2.6. Master Ecology, Evolution and Conservation (EEC)

Work in progress! Apologies!

2.7. Master Biochemistry and Molecular Biology (BAM)

Work in progress! Apologies!

2.8. Master Chemistry of Functional Molecules and Materials (CFM)

Dear new chemistry students,

Welcome to the University of Potsdam! You are part of the very new study program CFM, how exiting! While this means innovative teaching, it may also come with a bit of experimentation regarding teaching and organization. As we all know quite well, this may work out well or it won't. Therefore, you should make sure to attend the introductory meeting to avoid any confusion, since it may seem a bit chaotic otherwise. The meeting is hybrid, so you can attend online if you can't make it in person.

You are very welcome to reach out to the student council, especially if you have any questions about technicalities. We are here to support you to the best of our abilities!

Be aware that there are two specializations: Materials & Interfaces and Molecular & Biomolecular Chemistry! If you choose enough modules from one specialization, the specialization will automatically appear on your Master certificate!! It is possible to finish the Master without a specialization if you want that, you just have to watch out that you are below the threshold for the credit points for both specializations. You can speak to Sascha Eidner, the departmental advisor, if you are unsure about which modules to choose.

All this important and official stuff is in the study and examinations regulations, which you can find here: https://www.uni-potsdam.de/en/studium/studying/legalfoundations/studyregulations/chemistry

<mark>You will need your own lab coat and safety goggles for the mandatory lab courses!!!!!</mark> The student council has an official sale at the beginning of each winter semester; you can check that out for information on what kind of lab coat to get. More information is on our website :)

There is a WhatsApp group chat for all CFM students where you can ask any questions and also get connected to your fellow students. Ask the student council or fellow students for access!

The student council has a collection of old examinations. Since CFM is brand new, there aren't many old examinations yet, so it would be great if you could write some memory protocols and send them to the student council. The collection is on Moodle, password: Europium.

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Institute of Chemistry
Dr. Sascha Eidner
+49 331 977-5632
sascha.eidner@uni-potsdam.de
Campus Golm
Building 29, Room 0.51

2.9. Master Toxicology

Work in progress! Apologies!

3. Contact persons

3.1. FSR ("Fachschaftsrat", i.e. Student Council)

Who we are

We are the Student Council (FSR) for Biology, Chemistry, and Nutritional Science (BCE) students, and we represent your interests. The FSR currently consists of elected members plus a few associates. We are your first point of contact for any questions or issues related to your studies.

The FSR work is a voluntary position that we do alongside our studies in the BCE subjects. Therefore, we also experience the challenges and stressful exam periods firsthand. This is why your concerns are in good hands with us, but please understand that we are not available all around the clock.

First-Year-Journey

In the first days and weeks of the winter semester, we pay special attention to first-year students and are here to support you with advice and assistance.

In addition to this first-year guide and the official introductory events, we are particularly available during the first weeks for all your questions, concerns, and problems during our office hours. Campus and pub tours, our first-year trip, and other events can be found in the "First-Year Support" section. Additionally, every winter semester, we offer essential equipment (lab coats, dissection sets, safety glasses, mandatory for practicals) for your study start at affordable prices. In our **Moodle course (password: Europium)**, you have access to exam protocols and study aids to help you prepare for exams.

During the semester, we meet every two weeks to discuss various aspects of studying and student interests. Our meetings are open to the public, and we are always happy to see new faces and welcome active participation.

Student members, appointed by us, represent your interests in committees at the institute level, such as in institute councils or examination committees. We also maintain constant communication with the professors and staff of our faculty, all the way up to the dean, and have insight into the evaluation of teaching. We bring forward the issues you share with us or that we experience ourselves as students. We see ourselves as the voice for all Biology, Chemistry, and Nutritional Science students at the University of Potsdam.

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To ensure that the enjoyable sides of life aren't neglected, we regularly organize parties, festivals and our legendary first-year trip whenever possible. If you want to organize study projects during your studies, we can financially support you within our guidelines.

Interested?

As you can see, student council work is very diverse and enriching for us. If you are interested in gaining insight into teaching, research, and university structures, making connections within and outside your institutes, and developing valuable soft skills in event organization, teamwork, and communication, you are always welcome to join our public meetings.

We make decisions by democratic majority, with the votes of elected and associate members being equal. The elected members of the FSR BCE are legitimized by the AStA and are therefore also authorized to manage a small budget.

Where you can find us

You may find us in Golm, House 26 in the basement. After entering the building, directly turn left to 0.58.

How can you reach us?

E-Mail: fsr-bce@fsr.uni-potsdam.de
This is a distribution list that generates an automatic response to every inquiry. We automatically filter out spam and virus emails and then personally respond to your concerns as quickly as possible. Therefore, please avoid sending multiple emails in quick succession.

Website: https://www.uni-potsdam.de/de/fsr-bce (also available in English! Few documents like the student council constitution are still only available in German)

Our website provides information about meetings, events, and first-year student information.

Social Media:
Discord Server: FSR BCE
Instagram: @fsr_bce
Our social media presence mainly provides information about our events. Please do not contact FSR members with your concerns via their private profiles.

3.2. Examination Boards

Every study program at the University has its own examining board. Members include students, professors, scientific assistant, etc. The first contact of an examining board is usually the chairperson.

The examining boards' role is to examine whether the study program is following the study regulation. Furthermore, it covers for instance:

- Decisions regarding proposals by students or teachers regarding the application of these regulations or those of the relevant course of study,

- The allocation of courses to a module, and the distribution of credit points assigned to the module (the basis of evaluation here is the proposal of the respective instructor),

- etc.

Please refer to the website for more detailed information: https://www.uni-potsdam.de/en/mnfakul/the-faculty/boards/examination-boards
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Examination board	Chairperson
BEd/MEd Biologie	Prof. Dr. Helmut Prechtl
MSc Biochemistry and Molecular Biology	Prof. Dr. Salvatore Chiantia
MSc Bioinformatics	Prof. Dr. Zoran Nikoloski
BSc Biowissenschaften	Prof. Dr. Katja Arndt
BSc/MSc Ernährungswissenschaft	Prof. Dr. André Kleinridders
MSc Toxiccology	Prof. Dr. Aswin Mangerich
BEd/MEd Chemie	Prof. Dr. Bernd Schmidt
BSc/MSc Chemie, CFM	Prof. Dr. Pablo Wessig
MSc Ecology, Evolution and Conservation	Prof. Dr. Anja Linstädter

3.3. Departmental Advising

The University Potsdam offers a variety of advice and consultation. For instance, you may refer to the central student advisory service (German: Studienfachberatung) when you have questions, all kinds of questions regarding your studies: https://www.uni-potsdam.de/en/studium/advising-and-services/zsb

Furthermore, you may also refer to other sites:

„Studienfachberater" and „Studienfachberaterinnen" may help you if you have specific questions on the content of a study program as well as specific demands that need to be met for completion of a course, as well as:

- Content, structure, and focal points of the degree program
- Performance requirements and records of achievement
- Preliminary information on the recognition of previously earned academic credits
- Individual study planning and organization

Usually, the lecturer is the first person for these kinds of questions. Here is a list of current „Studienfachberater*Innen" for selected programs (table also includes german bachelor programs, for completion).

Bioinformatics | Master	**Dr. Detlef Groth** Golm, Building 14, Room 3.36 Phone: +49 331 977-2706 E-Mail: msbioinf@uni-potsdam.de **Prof. Dr. Zoran Nikoloski** Golm, Building 14, Room 3.40 Phone: +49 331 977 6305 E-Mail: zniko@uni-potsdam.de
Biochemistry and Molecular Biology | Master	**Dr. Marianne Grafe** E-Mail: tutoribb@uni-potsdam.de
Biologie | Lehramt Sekundarstufen I und II | Bachelor/Master	**Prof. Dr. Helmut Prechtl** Golm, Haus 26, Raum 1.60 Tel.: +49 331 977-2192 E-Mail: prechtl@uni-potsdam.de
Biowissenschaften | Ein-Fach-Bachelor	**Schwerpunkt: Organismische Biologie** **Dr. Volker Kummer** Maulbeerallee 1, Raum 2.06a Telefon: +49 331 977-4888

	E-Mail: biowissOB@uni-potsdam.de **Schwerpunkt:** **Molekularbiologie/Physiologie** **Dr. Arthur Guljamow** Golm, Haus 25, Raum B1.17 Telefon: +49 331 977-6131 E-Mail: biowissMP@uni-potsdam.de **Schwerpunkt: Biochemie** **Dr. Olaf Behrsing** Golm, Haus 25, Raum B.1.08 Telefon: +49 331 977-5246 E-Mail: biowissBC@uni-potsdam.de
Chemie | Ein-Fach-Bachelor oder Master	**Dr. Sascha Eidner** Golm, Haus 29, Raum 0.51 Telefon: +49 331 977-5632 E-Mail: sascha.eidner@uni-potsdam.de
Chemie | Lehramt Sekundarstufen I und II | Bachelor/Master	**Dr. Michele Brott** Golm, Haus 25, Raum D1.21 14476 Potsdam Golm Telefon: +49 331 977 - 256140 Sekretariat: +49 331 977 - 5181 E-Mail: brott@uni-potsdam.de **Dr. Nastja Riemer** Golm, Haus 26, Raum 2.57 Telefon: +49 331 977-5148 E-Mail: nastja.riemer@uni-potsdam.de
Ecology, Evolution and Conservation | Master	**PD Dr. Thilo Heinken** Maulbeerallee 3, Room 1.01 Phone: +49 331 977- 4854 E-Mail: thilo.heinken@uni-potsdam.de
Ernährungswissenschaft | Single-Subject Bachelor or Master/Ph.D.	**Dr. Franziska Ebert** Department of Nutritional Science, Arthur-Scheunert-Allee 114-116, Room 0.130 D-14558 Nuthetal, OT Bergholz-Rehbrücke Phone: +49 33200 88-5262 E-Mail: studienberatung-iew@uni-potsdam.de
Toxicology | Master	**Dr. Franziska Ebert** Department of Nutritional Science Arthur-Scheunert-Allee 114-116, Room 0.130 D-14558 Nuthetal, OT Bergholz-Rehbrücke Phone: +49 33200 88-5262 Office: +49 33200 88-5528 E-Mail: studienberatung-iew@uni-potsdam.de

3.4. Counseling for Students with Disabilities or chronic illnesses

The University Potsdam offers counselling options for students with disabilities or chronic illnesses. Especially at the beginning of your studies, you may check for the compensation for disadvantaged students. More information is available on their website:

https://www.uni-potsdam.de/en/studium/advising-and-services/counseling-for-students-with-health-issuesdisabilities

You may also contact the commissioner for students with a disability directly, in case you have questions in general about accessibility, organization and planning of your studies, etc:

Contact
Robert Meile
Am Neuen Palais, Building 8, Room 0.14
E-Mail: robert.meile@uni-potsdam.de
Office hours: by appointment

4. Administration and Services

4.1. PUCK – Potsdam University Chip Card

You will get a Student Card, the so called PUCK. It serves you as an identification card regarding university related events, for library services, cafeteria and canteen services, as well as other services in the student dorms. Furthermore, you have to show your card additionally with your "Deutschlandsemesterticket" ("German semester ticket" for the public transportation) when travelling with public transportation.

You will be given a PUCK by post after paying the semester fee. You cannot pick up the card on your own, unless there is a specific reason, which includes for instance international students.

Validation

Every semester, you must validate your PUCK. If you do not validate it, you cannot access the services regarding the PUCK. For validation, you simply use one of the validation stations, that are (unfortunately) sparsely spread among the university campuses.

- Campus Neues Palais, house 8, in front of room 0.66 and 0.69
- Golm, House 14a, foyer, directly right to the Lesecafe
- Griebnitzsee House 5, Entrance to library

FSR-BCE

Loss of PUCK

If you lose your PUCk or it gets stolen, you must **immediately** contact the PUCK-Service and request blocking of your card.

<mark>*PUCK-Service contact:*</mark>

Frank Buchholz
[+49 331 977-4100](tel:+493319774100)
puck@uni-potsdam.de

Campus Am Neuen Palais
14469 Potsdam
House 8, Room 0.08

More information here: https://www.uni-potsdam.de/en/studium/advising-and-services/puck

You get a new card only showing your ID card or passport, filling out a formula (see website) and after paying a fee.

4.2. PULS - Potsdam University teaching and study organizational portal

PULS is the portal with which you organize your student duties at the University Potsdam. On PULS, you can:

- Register for courses*
- Create your own study plan
- Check your grades
- Register for exams*
- Change your personal information (such as address or mail)
- Access study certificates, such as transcripts of records
- Etc.

*For these tasks, you will be given a TAN-List. This TAN-list is basically a safety system, which requires you to enter specific numbers from that list in order to execute the task. If you run out of TAN-Numbers (you get 30, and every number can only be used once), you can create a new list directly on PULS, however, you need at least three TAN-numbers for that task. If you lose your list or run out of numbers to create a new one, please contact the Examination Office.

Usually, you will be given an introduction to PULS. If you find yourself confused, do not hesitate to contact us via mail. For more information, check the website:

https://www.uni-potsdam.de/en/studium/advising-and-services/puls-team
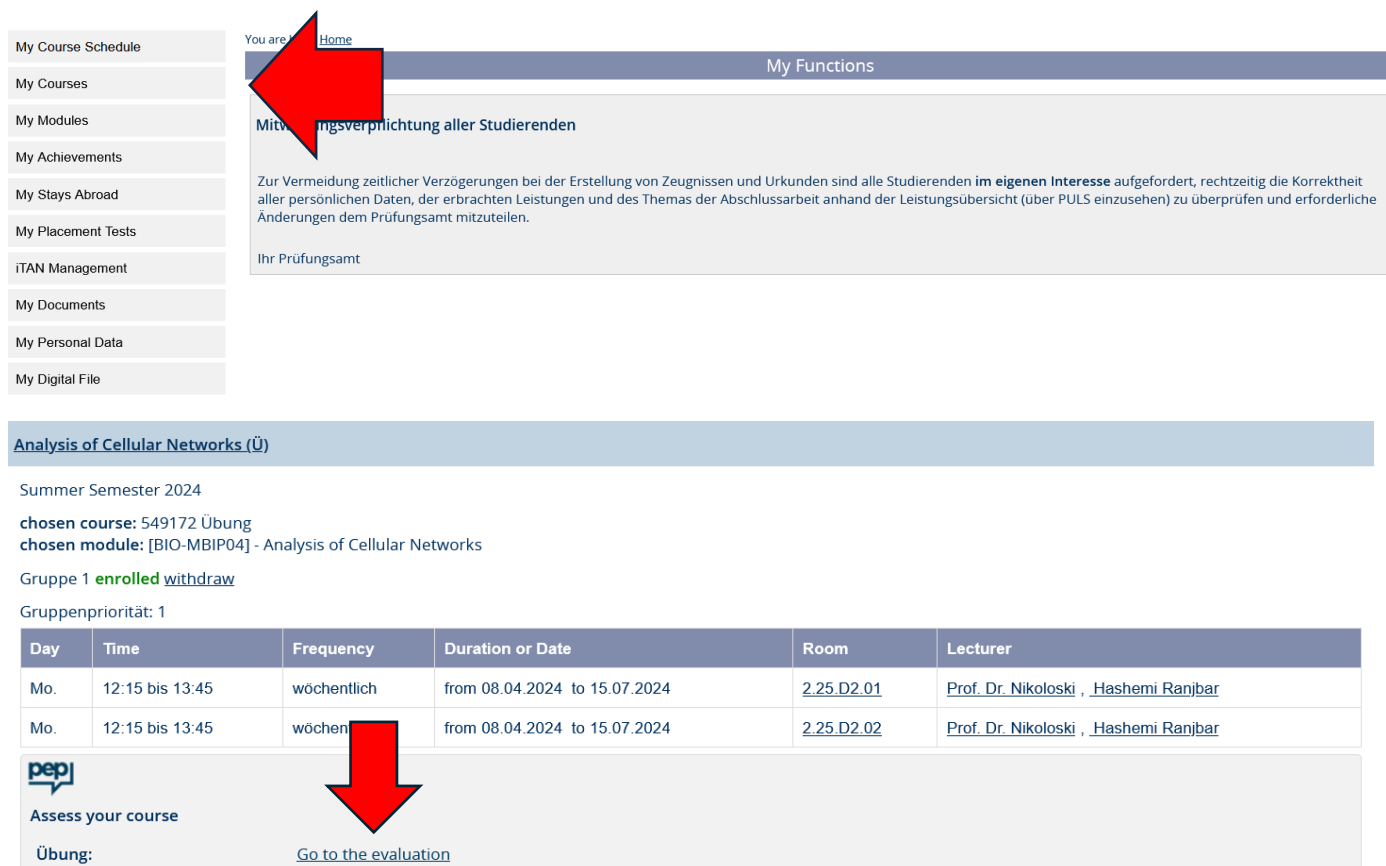
4.3. Course evaluation

Once per semester, you will be able to evaluate courses and exercise to courses (separately). Usually, you will be notified by your lecturer, and you will have 2 weeks' time to complete.

These evaluations give you the possibility to grade several aspects of the course and exercise. These evaluations are anonymous.

You may find the course evaluations on your PULS account.

FSR-BCE

| My Course Schedule |
| My Courses |
| My Modules |
| My Achievements |
| My Stays Abroad |
| My Placement Tests |
| iTAN Management |
| My Documents |
| My Personal Data |
| My Digital File |

You are here Home

My Functions

Mitwirkungsverpflichtung aller Studierenden

Zur Vermeidung zeitlicher Verzögerungen bei der Erstellung von Zeugnissen und Urkunden sind alle Studierenden **im eigenen Interesse** aufgefordert, rechtzeitig die Korrektheit aller persönlichen Daten, der erbrachten Leistungen und des Themas der Abschlussarbeit anhand der Leistungsübersicht (über PULS einzusehen) zu überprüfen und erforderliche Änderungen dem Prüfungsamt mitzuteilen.

Ihr Prüfungsamt

Analysis of Cellular Networks (Ü)

Summer Semester 2024

chosen course: 549172 Übung
chosen module: [BIO-MBIP04] - Analysis of Cellular Networks

Gruppe 1 **enrolled** withdraw

Gruppenpriorität: 1

Day	Time	Frequency	Duration or Date	Room	Lecturer
Mo.	12:15 bis 13:45	wöchentlich	from 08.04.2024 to 15.07.2024	2.25.D2.01	Prof. Dr. Nikoloski , Hashemi Ranjbar
Mo.	12:15 bis 13:45	wöchen	from 08.04.2024 to 15.07.2024	2.25.D2.02	Prof. Dr. Nikoloski , Hashemi Ranjbar

pep¡

Assess your course

Übung: Go to the evaluation

4.4. Student Administration Center / Examination Office

There is an office called "Prüfungsamt" or in English: Examination Office. Additionally, there is a "Studierendensekratariat" (Student Administration Center). Those two are crucial for every student studying at the University Potsdam.

You will be dealing with the Examination Office when you have any issue regarding exams. The Student Administration Office deals with all administrative tasks, for instance enrollment, exmatriculation, change of university, etc.

Student Administration Office:

visiting address

Campus Am Neuen Palais
Am Neuen Palais 10, House 08

postal address

Universität Potsdam
Dezernat für Studienangelegenheiten
Studienbüro/Studierendensekretariat
Am Neuen Palais 10
14469 Potsdam

https://www.uni-potsdam.de/en/studium/advising-and-services/office-of-student-affairs/contact-us

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Examination Office:

visiting address

There are different locations, depending on degree, office hour, etc. Please check the website for more information.

postal address

Universität Potsdam
Dezernat für Studienangelegenheiten
Studienbüro/ Prüfungsamt
Am Neuen Palais 10
14469 Potsdam

https://www.uni-potsdam.de/en/studium/advising-and-services/examinationoffice/contactus

4.5. Technology & Media: ZIM

ZIM is short for "Zentrum for Informationstechnologie und Medienmanagement" (center for information technology and management of media). The ZIM offers the IT Infrastructure at the University of Potsdam, including Hardware, Software, WiFi, etc.

Furthermore, the ZIM offers computer pools that are available for every student to use. For instance, you may use the computers at the library to use the printers (instructions on how to do so are found locally. You need a PUCK in order to do so).

ZIM Service
Phone: +49 331 977-4444
E-Mail: zim-service@uni-potsdam.de
Website: https://www.uni-potsdam.de/en/zim/

You may also find instructions for MS Office programs here:

https://www.uni-potsdam.de/en/zim/angebote-loesungen/software-campuslizenzen/campuslizenz-microsoft

The ZIM also offers courses in information technology. You may find these on their website.

Campus-WiFi

The University of Potsdam is part of the EDUROAM Network. This is an international WiFi service for higher education. Instructions on how to install and use it on your devices, please refer to the website: https://www.uni-potsdam.de/en/zim/angebote-loesungen/wlan/eduroam

4.6. Libraries

As a student at the Institute of Biochemistry and Biology, you will most likely use the Library Golm (IKMZ Golm). That library is likely also the most interesting for you, as the science literature is situated the the IKMZ Golm.

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IKMZ Golm from outside

Next to a variety of books and magazines, you may also find papers, journals, and other publications both in physical form and online.

https://www.ub.uni-potsdam.de/en/

Address:
Karl-Liebknecht-Str. 24-25
14476 Potsdam (Golm)
House 18

Opening Hours*:**
Monday - Thursday: 9-19 Uhr
Friday: 9-18 Uhr
Saturday: 10-18 Uhr

*** these may change again. Please check their website for any update.

Further contact:
Information → Tel.: 0331/977-2594
Borrowing of Books → Tel.: 0331/977-2294

4.7. Student Union Potsdam / Studierendenwerk

The Student Union Potsdam ("Studierendenwerk Potsdam", https://www.stwwb.de/) is **not** part of the University. It is an independent public institution and is funded by the revenue from the dining halls, cafeterias, and dormitories, by grants from the state of Brandenburg, as well as by contributions from the students. These contributions by the students is included in the semester fee which you have to pay every semester. The exact amount varies.

The Studentenwerk covers several functionalities, that include:

- Space of living for students
- Childcare
- Job finding help
- Psychological and social counselling
- Affordable meals in the cafeterias and canteens

Check out their website for more information

Head Office Studentenwerk Potsdam
Babelsberger Straße 2 (Entrance: Lange Brücke)
D-14473 Potsdam
Phone: +49 331 3706-0
E-Mail: post@studentenwerk-potsdam.de

4.8. General Students' Committee ("AStA")

AStA stands for "Allgemeiner Studierendenausschuss" and can roughly be translated to General Students' Committee. The main function of the ASta is to represent the students' interests at the University. This committee is organized on their own and consists of students in different sections, for instance Campus policy, finances, gender policies, semester ticket, etc. The ASta also offers a variety of services (including BAföG-, job as well as legal advice. You may find more information on their website:

Webseite: https://astaup.de/
Neues Palais, Haus 6, Raum 0.16

E-Mail: info@astaup.de
Note that their website is mostly in German. However, some entries are also covered in English.

4.9. Center for Languages and Key Competencies – ZESSKO

The **ZESSKO** is the Center for Languages and key competencies at the University Potsdam. You may find courses to a variety of skills and languages. **ZESSKO** also offers German as a foreign language (**DaF**). More information here:

https://www.uni-potsdam.de/en/zessko/languages/german
https://www.uni-potsdam.de/de/zessko/

4.10. Academic Sports Center University Potsdam

The University Potsdam offers a variety of sports for students and their staff. These courses may help reducing stress and facilitate the every-day students' life.

Usually, the courses can be booked four times a year (first time for the time during the semester, second time for the first semester break, third time for the 2nd semester and fourth time for the semester break). The Academics Sports Center offers a variety of sports, ranging from Health-oriented courses to competitive single sports. You may inform yourself about the specific dates and courses offered on the official website:

https://www.uni-potsdam.de/en/hochschulsport?klid=45591c99ce690cb48001ac48f76989945655b269&mode=iCal&cHash=123b725166a1d9b74d57cbbff241088d (Yes, this is the link to the English website)

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German-Website: https://www.uni-potsdam.de/de/hochschulsport/

Note, that not every course is offered four times per year. For instance, water sports is usually not offered during the winter semester. Also keep in mind that you have to pay for the courses. The prices are usually student-friendly, and much cheaper than doing the same sports externally, however it may vary from year to year and sports.

4.11. International Office

Are you planning to do a semester abroad? Or an internship? All kinds of questions surrounding these matters can be addressed at the international office.

They are also the experts in any issues and concerns that international students may face when they come to Potsdam. They have all kinds of super helpful information collected on their website.

https://www.uni-potsdam.de/en/international/contact/overview

4.12. Psychological Help

When your studies become a burden – the Mental Health Counseling Service of the University of Potsdam can help you.

Students can sometimes lose their mental equilibrium, too: pressure in Bachelor's and Master's degree programs is increasing through frequent tests and exams, funding your studies independently can become more and more burdensome due to the limited time resources, and job prospects are often lacking.

You may find more information on the official website:

https://www.uni-potsdam.de/en/studium/advising-and-services/mental-health-counseling

4.13. STEM-Room ("MINT-Raum")

MINT is German for STEM. The MINT-Room is a place to help STEM-students. Here, students may organize self-study sessions. The room provides the necessary equipment and atmosphere. You may find it in House 26 (Room 0.76). The MINT Room is NOT available during the semester break.

Here is the moodle-link where you may find more information and can address problems and wishes. You may also contact other students over the moodle course:

https://moodle2.uni-potsdam.de/course/view.php?id=16851

4.14. Nightline Potsdam

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WHO WE ARE

The Nightline Potsdam is a free and anonymous listening service run by students for students. We work on a voluntary basis to provide a point of contact during the night for anyone facing problems.

WHAT WE DO

We offer a listening ear and help structure thoughts and explore possible solutions. No topic is too small, trivial, or inappropriate. Issues related to your studies can be discussed just as much as conflicts in shared housing, relationship worries, or fears about the future.

WHAT IS IMPORTANT TO US

Accessibility: The Nightline Potsdam sees itself as a peer support line that does not claim to be professional.

WHEN ARE WE AVAILABLE?

We are available every Tuesday, Wednesday, Thursday and Sunday from 9pm to 12am under following number: **0331 977 1834** (only during the semester!!!)

5. First Semester Students Care

Please note that many of the following offers may be subject to changes due to several reasons. These changes will be announced on the website or via the mailing list.

5.1. General information

Please visit the official website of the student council (https://www.uni-potsdam.de/en/fsr-bce) for current and accurate information, as this guide merely serves as a prototype. We assist, for example, with laboratory equipment, with building your schedule, and organize trips for first-semester students. We strive to include everyone. However, this guide serves more as a general information platform.

5.2. Office Hours

We have weekly consultation hours during the lecture period, which we will announce at the beginning of the lecture period. Our office (Karl-Liebknecht-Str. 24/25, House 26, Room 0.58 in Golm) is often, but irregularly, occupied by members of the FSR outside the official hours. We are always approachable in this case, as long as the door of the room is open ('Open-Door Policy').

Outside of these times, you can contact us at any time via email (fsr-bce@fsr.uni-potsdam.de). The individual email addresses of the FSR members are linked on our website, so you can also reach individual members if your email is not intended for all FSR members.

5.3. FSR Homepage and distribution list

The Home page of the FSR is unfortunately only available in German (https://www.uni-potsdam.de/en/fsr-bce) . You may find more information for your questions. You may also get in touch with the mail distribution list which is available under https://www.fsr-bce.de/verteiler/ .

5.4. Discord

There is a Discord Server dedicated to students in the field of Biology, chemistry, nutrition science, bioinformatics, etc.
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There is also a Bioinformatics Discord Channel. Please ask a student of bioinformatics to invite you to it.

5.5. Protection of minors

In order to protect any kind of conflicts with the German "Jugenschutzgesetz" (Protection of minor law), everybody who participates in FSR-BCE events that occur outside of the university area must be at least of age 18. This must be verified by a suitable document. We do not accept "Mother paper" or any other kind of unofficial "My parent's allowed me to join"-note.

6. Legal Disclosure

IMPRESSUM

FACHSCHAFTSRAT BIO-, CHEMIE UND ERNÄHRUNGSWISSENSCHAFT

UNIVERSITÄT POTSDAM

2025

Fachschaftsrat BCE   Karl-Liebknecht-Straße 24/25   fsr-bce@fsr.uni-potsdam.de
House 25, Room 0.58
14476 Golm
https://www.uni-potsdam.de/en/fsr-bce

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