

A photograph of two young women with long dark hair, smiling and looking towards the camera. They are outdoors, with a blurred background of a building and other people. The woman on the left is wearing a grey t-shirt and sunglasses on her head. The woman on the right is wearing a white t-shirt with a black geometric pattern and a necklace.

FIRST STEPS TO STUDYING AT THE UNIVERSITY OF POTSDAM

International Office

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Welcome to the University of Potsdam

We are very pleased to welcome you to the University of Potsdam. Without any doubt, this time will be full of new impressions and experiences. You will have to find your way in an unfamiliar environment, and you will live under different conditions. Yet you will also meet new friends and colleagues, and we are sure that you will enjoy your time at the University of Potsdam.

In this brochure we want to provide you with a basic guide on how to organize your studies. Please feel free to also consult our advisory services whenever you have any questions.



Your Student ID Card and the University Account



Potsdam University's Chip Card (PUCK)

After submitting your enrollment documents, you will receive an email with information about the payment of the semester fee. This payment can only be processed by bank transfer. When the semester fee has arrived in the university's bank account, your Potsdam University's Chip Card (PUCK) will be issued and delivered by mail.

The **PUCK** fulfills multiple functions. First and foremost, it is your student ID card. Besides this, it also works as your semester ticket, your library card, and your printer card. The ticket is valid in Berlin and throughout Brandenburg for local public transportation (bus, subway, and S-Bahn) as well as the regional rail system. Moreover, the student ID card can be used to pay cash-less in the canteen and cafeteria.

Please note: The PUCK has to be validated each semester at a validation machine on campus. If you have **lost** your card or if it does not work anymore, please contact the PUCK Service Office at puck@uni-potsdam.de.

University Account

Besides the PUCK, the envelope you will receive after finalizing the payment of the semester fee contains information about the activation of your university account. After logging in for the first time, you can change your password to a personalized one.

After activating your personal account, you can use the university's email service "**MailUP**," and the online platforms "**PULS**" and "**Moodle**."

PULS fulfills various functions. You can use it to

- get access to the course catalog and your timetable
- sign up for courses
- print your certificate of enrollment
- have access to an overview of your credits

For more information on PULS, please also take note of the following video: www.youtube.com/watch?v=dm58uoyyl9A. For English subtitles: Please use the gear on the right-hand side. Click on "Untertitel"/Subtitles and select "English".

To help you draft a lesson plan, you can see all classes in PULS without having to log in! Moodle is an e-learning platform that is used to download course material and organize e-learning projects.

Organizing Your Studies



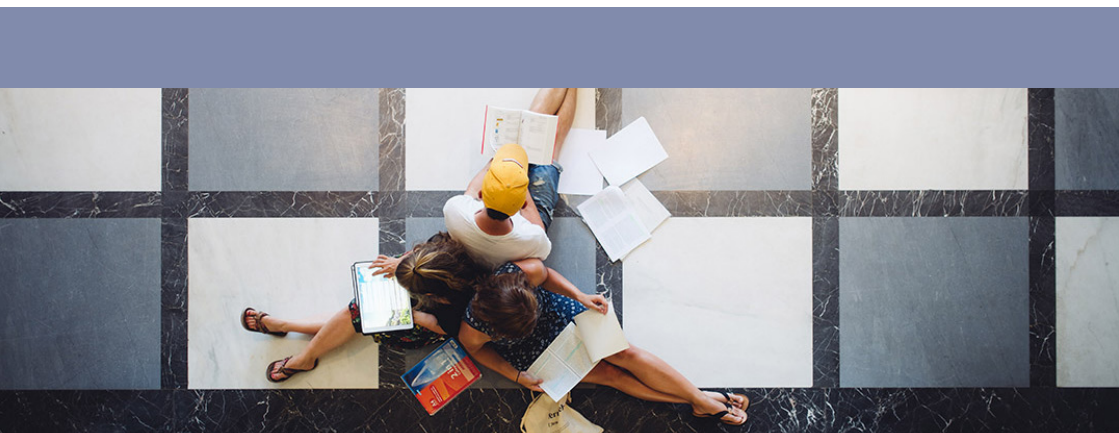
At the University of Potsdam, you can create your own study plan. You can choose which courses you want to take and when you want to take them within a prescribed order of "modules" (see below). Studying in Germany, therefore, requires some self-organization as you will need to create a schedule for yourself for every term and make sure that it adheres to the relevant regulations for your degree program.

Study and Examination Regulations

Each degree program has its own [study and examination regulations](#). It is very important that you start by reading them before you begin your studies. These regulations explain what path (order of "modules") you need to follow in order to finish your degree. This provides you with a structure – the "modules" – that you fill in with your individual choice of courses and exams allowed for each module. Every module is accompanied by a "Modulbeschreibung," which comprises a short overview of the content and the regulations for each module as well as the so called "Leistungspunkte," the credits that you will receive for passing a course successfully.

Types of Classes

While reading through the study and examination regulations, you will encounter the terms **lectures, courses, seminars, and tutorials**. Basically, they are all 3 different types of course formats. Lectures rely on teacher-centered input (a professor lecturing) while courses, seminars and tutorials are more interactive, requiring discussion, projects, and group work by participants. The format of the **exams** can be either an essay, a student paper ("Modularbeit"), a presentation, or a project.



Coronavirus Update

Due to the coronavirus crisis we cannot predict with certainty which on-site introductory events and office hours will take place during winter semester 2021/22. Please consult www.uni-potsdam.de/en/studium/studying/corona and www.uni-potsdam.de/en/studium/studying/information-on-starting-your-studies for updates.

If you are not sure how to plan your studies or if you feel overwhelmed with the degree structure, don't hesitate to contact one of the many support services at the university.

First of all, there are a variety of **introductory and information events** throughout the semester, some of which are:

- the **introductory events of the faculties and degree programs**
- the orientation tutorials for first-year students offered by the student representative committees (**Fachschaftsräte**)
- the "Explaining Days" offered by the International Office and the tutors of the faculties

More information about introductory events, required courses and orientation tutorials can be found here: www.uni-potsdam.de/en/studium/studying/information-on-starting-your-studies

Secondly, there are the **departmental advisors** (**Studienfachberatung**) of your subject. Departmental advising is offered by professors, lecturers, or the academic staff of the institutes and departments. Please consult the website of your department to find out about phone consultation hours or send your advisor an email. You can contact your advisor with the following concerns:

- content and structure of the degree
- areas of specialization in your program
- course requirements
- organization of your studies

Finally, there are the **student tutors of the faculties**. They are students in higher semesters and are familiar with the university's support services as well as the organization of your studies within your degree programs. These **tutors for international students** support you and answer your questions regarding

- the overall structure of your studies
- the creation of your timetable
- tips on study-related questions

Signing Up for Courses



Again, please make sure to read the study and examination regulations for your subject(s) before you search for any courses. If you have further questions about the structure of your studies or if you need assistance in creating your timetable, please ask your Departmental Advisor ("Studienfachberater*in") or your tutors for international students

In most degree programs, you sign up for courses via the online portal PULS. It is the University of Potsdam's online platform for planning and organizing your studies. The course catalog can be searched by faculty, department, and course, and presents you with a short description of each course, a time, and a place. While you have access to the [Course Catalog](#) without being logged in (Courses-> Course Catalog), you will need the log in data from your university account as well as your iTAN list for course registration.

Do not choose too many courses in your first semester. Students are supposed to do 30 ECTS each semester, but we highly recommend that you get used to the German study system first and foremost. Therefore, it is recommended to do less than 30 ECTS in the first semester.



If you have any technical issues with your account, you can get in touch with the PULS team: puls-team@uni-potsdam.de; Tel.: 0331-977 4140



Coronavirus update

Due to the coronavirus crisis most personal office hours have been canceled (current situation in September 2021). Most service providers offer phone or email consultations. Please consult the websites of the specific services for more information.

Mental Health Counseling (Psychologische Beratungsstelle)

When studying becomes a burden, the Mental Health Counseling Services at the University of Potsdam can help. You can approach them with concerns affecting your studies as well as difficulties and worries that have an indirect impact on your academic performance or happiness. Please contact psychologische-beratung@uni-potsdam.de.

Nightline Potsdam

Do you have problems or issues you would like to discuss with someone anonymously? The Nightline Potsdam is the local telephone hotline run by students for students in Potsdam. You can reach them from Sunday to Thursday between 9 pm and midnight at 0331 – 977 1834.

Presentation Coaching

Presentation coaching offers you an opportunity to receive advice on the preparation and presentation of your seminar papers, oral examinations, or dissertation defense. Find out more at www.uni-potsdam.de/en/zessko/independent-study/presentation-coaching.

Service for Families

The Service for Families advises, informs, and supports students with children and those who have to act as caregivers for a family member. Please write to service-familien@uni-potsdam.de.

Writing Assistance

A writing assistant will work with you on a text of your choice in German or English. Please go to <https://www.uni-potsdam.de/en/zessko/independent-study/writing-assistance/individualwritingassistance.html>.

Campus Facilities

You will find the university libraries at

- Campus Neues Palais: Building 9, Building 10, and Building 11
- Campus Golm: Building 18
- Campus Griebnitzsee: Building 5

In some library buildings, students can also copy, scan, and print (chip card and coins):

- Campus Neues Palais: Building 10
- Campus Golm: Building 18
- Campus Griebnitzsee: Building 5

Computer pools and printers can be found at

- Campus Neues Palais: Building 8; rooms 0.66, 0.67 and 0.70
- Campus Golm: Building 8; Room 0.10 and Building 5; Room 1.01
- Campus Griebnitzsee: Building 1, Room 1.50, 1.65 and Building 6, Room 1.14

Coronavirus update



Due to the coronavirus crisis the university libraries and computer pools currently have limited opening hours (current situation in September 2021). For updated information, please go to <https://www.uni-potsdam.de/en/studium/studying/corona>.



Your Advisors at the International Office

We advise you on matters of enrollment and registration, administrative queries regarding visa and residence status, financial questions as well as on all extracurricular and personal matters relating to your stay at the University. For more information, please go to

www.uni-potsdam.de/en/international/incoming/international-students/degree.

Your Advisors

Ms. Nadja Romanova

Admitted and enrolled students


Email: incoming-degree@uni-potsdam.de

Mr. Fabian Wähler

Prospective students and applicants

Email: incoming-degree@uni-potsdam.de





Alle Informationen für diese Broschüre wurden sorgfältig zusammengestellt. Jedoch kann keine Garantie dafür übernommen werden, dass alle Angaben zu jeder Zeit richtig und in letzter Aktualität dargestellt sind.

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All information for this brochure has been carefully compiled. Nonetheless, there is no guarantee that all details are always up-to-date.

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