

# INFO BOOKLET

summer semester 23

AStA

Committees

University

Campus Life

This and That



Allgemeiner Studierendenausschuss  
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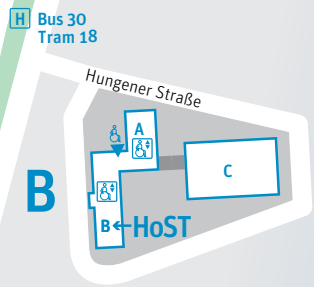
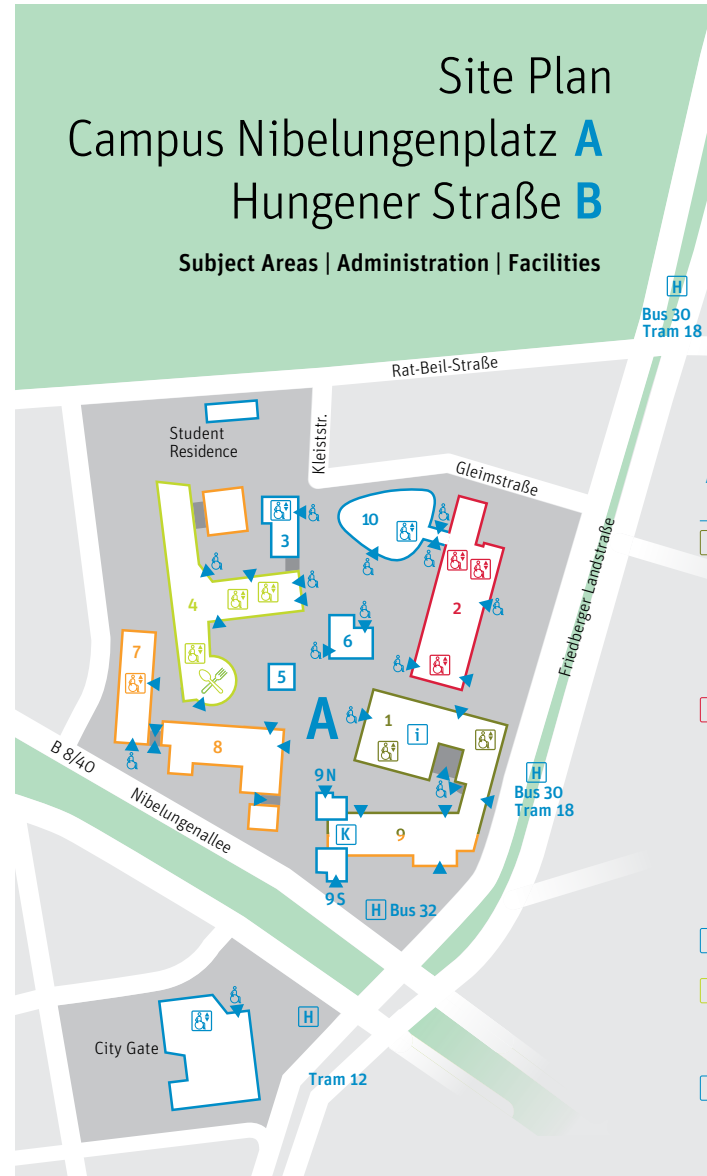
Disclaimer: The aim of the publishers is to provide up-to-date and accurate information on the subject of student debt management and Frankfurt UAS in general. Nevertheless, the publishers accept no liability for the correctness, completeness and up-to-dateness of the information provided.

# Site Plan

## Campus Nibelungenplatz A

## Hungener Straße B

Subject Areas | Administration | Facilities



### Journey

#### Transportation

**Bus**  
from/to Lokalbahnhof (direction Unfallklinik-Bad Vilbel): line 30, bus stop Nibelungenplatz/  
Frankfurt University of Applied Sciences  
(Nibelungenplatz) | Münzenbergerstraße or  
Wasserpark (Hungener Straße)

from/to Main Station/East Station: Line 32, bus  
stop: Nibelungenplatz/Frankfurt University of  
Applied Sciences

**Train**  
from/to Konstablerwache: transfer to bus line  
30 (direction Unfallklinik-Bad Vilbel): bus stop  
Nibelungenplatz/Frankfurt University of Applied  
Sciences

**Tram**  
from/to Main Station (direction Hugo-Junkers-  
Straße): line 12, bus stop: Friedberger Land-str./  
Rohrbachstraße (3 minutes by foot)

from/to Local Station/Konstablerwache  
(direction Friedberger Warte-Gravensteiner  
Platz): line 18, bus stop: Nibelungenplatz/  
Frankfurt University of Applied Sciences  
(Nibelungenplatz) | Münzenbergerstraße or  
Wasserpark (Hungener Straße)

#### Car

**From North/East**  
A661, exit Friedberger Landstraße towards the  
city center; after approx. 3 km turn right

**From South/West**  
A5, A66, exit Nordwestkreuz, follow the  
Adickes-/Miquelallee; turn right towards the  
A661 and into the Richard-Wagner-Str./Rat-Beil-  
Str.

Visitor parking spaces are available (but limited)  
in the underground garages of Building 1  
(entrance: Friedberger Landstr.) and Building 8  
(entrance: Nibelungenallee).

The parking space around the Frankfurt  
University of Applied Sciences is limited; please  
use public transport if possible.

### A Campus Nibelungenplatz

**1 Faculty 1: Architecture • Civil Engineering • Geomatics**  
| Deanship

**Central Services**  
International Office | Student Office

**Facilities**  
Info-Center **i** | Employee Committee | Café 1 | College  
Publisher

**2 Faculty 4: Social Work and Health**  
| Deanship

**Central Services**  
Presidium | Presidential Department | Controlling |  
Finances | Legal Department | Communication |  
Web Team | Marketing | Advice and Strategy  
for Study and Teaching

**3 Facilities**  
Library | Coordination Center | Security Service

**4 Faculty 3: Business and Law**  
| Deanship

**Facilities**  
Audimax | Cafeteria | Prayer Room

**5 Student House**  
ASTA | ASTA-Shop | Café Kurzschluss

**6 Children's Daycare**  
Campus Kids (KiTa) | Family Office | Department for Equal  
Opportunities and Gender Equality

**7 Faculty 2: Computer Science and Engineering**  
| Deanship

**8 Faculty 2: Computer Science and Engineering**  
**Central Services**  
Facility Management (Security and Environment)

**9 Faculty 2: Computer Science and Engineering**  
**Central Services**  
Construction Department | Facility Management  
(Object Service | Object Management | ) (Southern  
House; 9 S) | Donor Relations Office (Northern House; 9  
N) |

**Facilities**  
RICOH Printcenter (Northern House; 9 N) **K** |  
Technology and Maintenance | Workshops

**10 BCN Seminars | Events | Sports**

**City Gate**  
**Central Services**  
Campus IT | CampusSport |  
Marketing | HR Department | Organizational  
Development | Quality Management | Student Advice

**Facilities**  
Learning Center | Café Kostbar

### B Hungener Straße

Hungener Str. 6 | 60389 Frankfurt

**A** | Research Institutes  
**B** **House of Science and Transfer (HoST)**  
| Research Institutes

**Central Services**  
Research Innovation Transfer (FIT) |  
KompetenzCampus – Further education  
and lifelong learning (WeLL)

### Legend

- Entrances
- Entrances (barrier-free)
- Elevator (barrier-free)
- Info
- Bus Stop
- RICOH Printcenter
- Cafeteria



Wissen durch Praxis stärkt

Source: <https://www.frankfurt-university.de/>



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# THE GENERAL STUDENT COMMITTEE (ASTA)

We are a committee of the student body, which as an executive is responsible for the current business and implements the decisions of the student parliament (StuPa).

The ASTa is elected by the students' parliament and consists of four executive committees and a number of advisors, who are appointed by the executive committees for various areas of responsibility. The Hessian Higher Education Act stipulates that we support you in higher education policy, social and cultural matters. We represent the students' interests towards the university and the public. In addition to the representation of interests, the consultation and support of students is our main field of activity. For this purpose, we offer consultation hours on social issues (financing studies, studying with a child, housing, etc.) or on questions of mobility (semester ticket), examination and study regulations and many other topics, which we present in detail on the following pages. In addition, we organize cultural events such as the semester opening parties, the summer party and cultural encounters, which are planned and accompanied by the speakers.

## YOU CAN ALSO BE PART OF THE ASTA!

Everyone, who studies at Frankfurt UAS, can become a member of the ASTa and thus actively participate socially and creatively in shaping student life at the university. You will find us centrally located in the middle of the campus (building 5, red house, Floor 1), between building 1 and the cafeteria. There you will find our offices and the



ASTa Shop on the upper floors. Our PR team also provides you with event tips and news via our homepage and Facebook. We are open for your suggestions and ideas on how to make campus life more colourful and look forward to your visit.

## THE ASTA SERVICE-POINT

Our ASTa Service-Point Team is our „control center“ and therefore one of the most important contact points. Our team can help you directly with small questions or refer you to one of our experts, i.e. speakers. Quick answers without long waiting times are the challenges the team masters every day anew. The ASTa Service-Point is also indispensable for the internal organization, e.g. in the case of events involving several presentations, the coordination is carried out by the team. Our mail and e-mail communication also converges here. The ASTa Service-Point is open for you regularly. You can find the times on our homepage.

We are always happy if you come directly to us, otherwise the team can also be reached via e-mail.

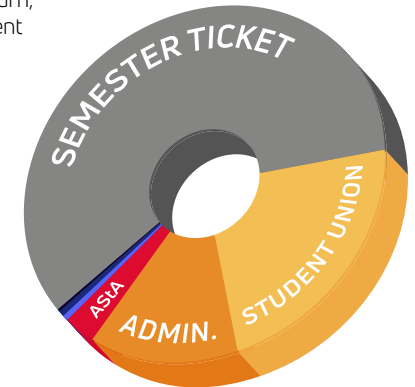
## ACCESSIBILITY

As the premises of the ASTa are currently not barrier-free, we offer general consultation/contact or consultation within the framework of the lectures in alternative barrier-free rooms on request.

## SEMESTER FEE SUMMER SEMESTER 23

The semester fee this semester is 396.47 euros for first-year students and 386.47 euros for students in the higher semesters. The amount is made up of 7 items, with the semester ticket making up the majority.

All students automatically pay an amount for the RMV semester ticket with their semester fee. In return, the electronic student ID (study chip) is valid as a ticket for an entire semester.



■ Semesterticket	233,59 Euro	60, %
■ Student Union	86,50 Euro	22, %
■ Administrative costs	50,00 Euro	12,9%
■ ASTa	11,00 Euro	2,8%
■ Legal expenses ins.	2,00 Euro*	0,5%
■ Call a Bike	2,38 Euro*	0,6%
■ Culture Ticket	1,00 Euro	0,3%

\* The contribution to the legal protection insurance as well as the contribution for the bicycle rental system Call a Bike will be covered by the ASTa for all students in the winter semester 2022/23.

**ASTa Service-Point**  
Building 5 | Floor 1

☎ +49 69 1533-3262  
✉ [info@asta-fra-uas.de](mailto:info@asta-fra-uas.de)  
🏠 [asta-fra-uas.de](http://asta-fra-uas.de)

**University Politics**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [hopo@asta-fra-uas.de](mailto:hopo@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/hep/](http://asta-fra-uas.de/en/hep/)**HIGHER EDUCATION POLICY**

Improve your studies and stay in contact with other students? The Department of Higher Education Policy deals with all tasks related to internal higher education policy (on campus), as well as external higher education policy (off campus). This includes advising the Board of Directors, initiating and implementing projects and processes, drawing up bylaws and regulations, planning and implementing events, and participating in other departments.

In principle, four areas can be distinguished: as already described, internal and external university policy, which is further subdivided internally into academic (university) and student self-administration. Externally, there are also own projects and initiatives beyond the campus borders apart from the institutional work with associations, federations and other student organizations. The e.g. most extensive cross-linking in Hessen on the part of the student body exists between ASten, the so-called „LandesASten conference“ (LAK).

Further information receives you in the chapter committees, starting from page 29.

**POLITICAL EDUCATION****Political Education**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [anti-ra@asta-fra-uas.de](mailto:anti-ra@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/political-education/](http://asta-fra-uas.de/en/political-education/)

The Department for Political Education serves the purpose of expanding the (political) educational offerings of the Frankfurt UAS. The department plans and organizes lectures, panel discussions, workshops and similar content-related events on socio-political and daily current topics, which are intended to strengthen the political awareness of students and to educate them in many areas of politics, thus promoting a critical view of society and one's own role in it and evoking a sense of civic responsibility. In particular, topics that directly affect the students and their studies are dealt with.

You can inform yourself about events taking place during the semester at any time on our homepage, Facebook or through print media.

**ANTI-DISCRIMINATION**

If you have experienced discrimination in any form, you can come to us. We also organize lectures and workshops on the topic of (anti) discrimination for all university members and want to create spaces for networking and empowerment.

**WHAT IS OUR OFFER?**

We want to offer you peer consulting, i.e. from students for students. You can come to us without obligation and simply talk to us about your experiences. You can also consider concrete steps that we can take together with you. Examples are finding ways to get together with other people concerned, writing letters of complaint or accompanying you to lawyers.

If necessary, we search together for further (Consulting) agencies. You decide what we do and what we do not do. The perspective of those affected is our priority.

**Anti-Discrimination**

City Gate  
Nibelungenplatz 3  
Entrance Nordendstraße  
Floor 8, Room 817

☎ +49 69 1533-3262

✉ [antidisk@asta-fra-uas.de](mailto:antidisk@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/anti-discrimination/](http://asta-fra-uas.de/en/anti-discrimination/)

**Sports**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [sport@asta-fra-uas.de](mailto:sport@asta-fra-uas.de)🏠 [asta-fra-uas.de/sport](http://asta-fra-uas.de/sport)**SPORT AND HEALTH**

The sports department is your lobby and your contact in all sports matters. To this end, it organizes various sports events and workshops and is committed to increasing sports opportunities on the campus.

Are you missing something? You have wishes or ideas? No problem, come up to us and we will try to implement them.

Our biggest project at the moment: The construction of a sports park. In the future, all students should be able to train, exercise and enjoy everyday life there.

We bring sport to the campus for you!

**QUEER****Queer**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [queer@asta-fra-uas.de](mailto:queer@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/queer/](http://asta-fra-uas.de/en/queer/)

For us, queer means standing up for sexual and social diversity, because all people have the right to live out their sexual identity and sexuality freely. Normative ideas, which often do not correspond to the diverse realities of students' lives, are often reproduced unreflected by society and lead to discrimination and exclusion.

Queer is a collective term for a variety of alternative identities and life plans, for solidarity and action against discrimination. The important thing is: Queer is a self-designation!

The Department aims to counteract social discrimination by providing visibility and education through various actions and events. In addition, it carries out networking with local groups and departments at other universities that work on this topic.

**INCLUSION**

The aim of the department is not only to raise awareness for people with disabilities, but also to support and assert the interests of students with disabilities, chronic and/or psychological impairments at the university, as well as to network and exchange with initiatives and organizations with the same objectives.

**OUR OFFER TO YOU**

The department would like to offer all students with disabilities, chronic or psychological impairments support in the organization of their studies.

Maybe you have questions that you don't dare to ask the lecturers directly? Maybe you would like to know which support services the university offers or how to apply for assistance or compensation for disadvantages in examinations?

We offer you support and advice before and during your studies. We will be happy to refer you to the important contact persons at the university and outside the university.

**TOGETHER FOR MORE INKLUSION**

In 2009, the UN Convention on the Rights of Persons with Disabilities (BRK) came into force with the aim of enabling people with disabilities to participate fully in society, and thus also in higher education (Art. 24). However, fears of contact and reservations often stand in the way of non-discriminatory and equal study. It is therefore important to show that inclusion and togetherness enrich everyday life - because diversity is normal.

The department is anxious to put through your wishes and needs in terms of higher education policy, so an active participation on your part is highly desirable. What barriers do you encounter in everyday life at the university? Together with you, the department would like to develop solutions for these barriers and invites you to participate in a barrier-free and inclusive university.

**Inclusion**

City Gate  
Nibelungenplatz 3  
Entrance Nordendstraße  
Floor 8, Room 817

Access for wheelchair users  
is barrier-free via the main  
entrance.

☎ +49 69 1533-3262

✉ [inklusion@asta-fra-uas.de](mailto:inklusion@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/inclusion/](http://asta-fra-uas.de/en/inclusion/)



## PSYCHOSOCIAL COACHING

### Psychosocial Coaching

City Gate  
Nibelungenplatz 3  
Nordendstraße entrance  
Floor 8 | Room 817

Access for wheelchair users  
is barrier-free via the main  
entrance.

✉ [coaching@asta-fra.uas.de](mailto:coaching@asta-fra.uas.de)  
🏠 [asta-fra-uas.de/en/social-coaching/](https://asta-fra-uas.de/en/social-coaching/)

Are you facing a difficult decision and don't know how to proceed? Is the stress growing over your head and you feel overwhelmed? Are there conflicts or crises in or with your environment where you just don't know what to do? Get in touch and make an appointment for social coaching!

Coaching in everyday life at university and in life questions means to reflect on one's own problem, to increasingly understand it, to find a solution and to recognize how the longed-for state should look like. Knowing one's own strengths and being able to use resources are decisive steps in this process. Together we can recognize, plan and follow the path to a solution.

### COOPERATION

Social coaching also cooperates with other institutions and can be used as a contact point for information and further mediation. In addition, workshops on current topics are organized at irregular intervals in cooperation with specialists (announcement via Internet, notices, etc.). The first step in a new direction can be to find a Counselling center.

## CORE AREAS OF CONSULTING

### DECISION-MAKING PROCESSES

Together we try to look at your problem from different perspectives in order to broaden the scope of thought and action.

### STRESS MANAGEMENT, SELF MANAGEMENT AND ORGANIZATION

Examination phase = difficult phase, we look for individual approaches to structuring and develop first aid tips for you in case of acute motivation lows.

### INTERPERSONAL CONFLICTS

We change the perspective and together we examine the conflict. Anyone who wants to study successfully and cope with everyday life has to face many challenges and show stamina.

The multi-dimensional loads cause many students to suffer under severe pressure. At the beginning of their studies it is not easy to understand the structures, later on, partly caused by stress and fears, seemingly insurmountable study demands arise. Financial hardships, mobbing or other life tasks also cause and increase

the pressure and burdens. The life satisfaction and the well-being are strongly reduced, the self-esteem often highly shaken. If you are looking for advice on these or other topics, the social aspect could be the right place for you.

## SOCIAL COUNSELLING

Have you got into serious difficulties for reasons such as personal conflicts, psychological problems, financial difficulties, health problems or loss of accommodation and/or job? difficulties?

Is your situation getting too much for you?

The AStA's social counselling service can support you and help you to help you to improve the general conditions of your studies as much as possible and to relieve some of the pressure on you.

**The social counselling service can help you with questions about:**

- Financing options
- Finding a place to live and being without a place to live
- semesters off
- Compensation for disadvantages
- Referral to other counselling institutions

Feel free to contact us by e-mail. We are also happy to help if you are you are not sure who to contact with your questions.

**Social counselling**  
Building 5 | Floor 1

☎ +49 69 1533-3262  
✉ [sozialberatung@asta-fra-uas.de](mailto:sozialberatung@asta-fra-uas.de)

**Refugee Buddies**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [international@asta-fra-uas.de](mailto:international@asta-fra-uas.de)🏠 [Refugeebuddies.de](http://Refugeebuddies.de)**REFUGEE BUDDIES**

Refugee Buddies e.V. offers mainly refugees a contact point with the help of which they can make contact with German speaking citizens and inform themselves about their rights and obligations in the Federal Republic of Germany. The heart of the association is the learning of the German language and interpersonal contact, which strongly promotes self-confidence and motivation. In recent years, more than 150 refugees have been supported and accompanied on their way both with learning materials and through educational work, for example about the educational system.

The association does not set any conditions for volunteers or for people who need support. Children and young people who have difficulties at school are also welcome to contact us. Refugee Buddies e.V. is committed to educational justice for all, which is why the projects are open to all Frankfurt citizens.

**CULTURE**

How cool would it be to bring more action and fun to our campus, not only in the form of parties, but also with a variety of cultural offerings? We at the Cultural Affairs Office have taken on this task and would like to offer you a great time on campus throughout the semester with lots of events, workshops and interactive challenges.

**How can you help us to make the campus more active?**

You have an idea how to revitalize the campus even more and how to get people out of learning?

Even if we already have a variety of different actions in planning or execution, there is always an idea that we have not yet considered.

So if you have a great idea for an event, please let us know. Just send us an e-mail with the idea and we will do our best to realize it.

**Culture**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [kultur@asta-fra-uas.de](mailto:kultur@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/culture/](http://asta-fra-uas.de/en/culture/)**REFUGEE BUDDIES**

EDUCATIONAL JUSTICE



## EXCURSIONS

### Excursion

Building 5 | Floor 1

+49 69 1533-3262

[exkursion@asta-fra-uas.de](mailto:exkursion@asta-fra-uas.de)

[asta-fra-uas.de/en/excursions/](http://asta-fra-uas.de/en/excursions/)

The Excursion Office offers students of all faculties the opportunity to spend a day getting to know a company that matches your study program profile or a company that covers several study programs. First contacts can be made with contact persons in the respective companies in order to possibly obtain an internship or working student position. The excursion destinations will be announced in good time on our homepage, our Facebook page and on notices in the departments.

## PUBLIC RELATIONS

### Public Relations

Building 5 | Floor 1

+49 69 1533-3262

[pr@asta-fra-uas.de](mailto:pr@asta-fra-uas.de)

The PR department is responsible for building a relationship of trust between the AStA and the students of the Frankfurt UAS. This relationship is established through public communication. Communication means dialogue. In addition to the identity, goals, interests and activities of the AStA, your expectations, views and wishes always determine the content of this dialogue.

One of the tasks is to make public any news that affects you and other students, such as resolutions of the student parliament or important deadlines that must be met. The transfer of information takes place through various means of communication such as website, events, social media, brochures, posters etc. PR is also used to reach target groups, form opinions and focus attention on a specific topic. The PR department presents the AStA to the outside world by carrying out network and interface work, which includes arranging contact persons\* and managing and updating the AStA's homepage and Facebook page. In addition, the targeted information work aims to build and maintain the image of the AStA.

You want to organize, change or make a difference at the Frankfurt UAS, but don't know how to reach the appropriate target group? Talk to us and we will make the contact.

## CULTURE TICKET

The Study-Chip is also your admission ticket to 19 Frankfurt museums (shown in red in the list).

Simply show your student ID at the museum ticket office and study and enjoy history, architecture, old, modern and applied art - that's how easy the Study-Chip becomes a cultural ticket. It is valid for all permanent and special exhibitions of the participating museums.

### Culture ticket

+49 69 1533-3262

[info@asta-fra-uas.de](mailto:info@asta-fra-uas.de)

[museumsufer-frankfurt.de/kulturticket](http://museumsufer-frankfurt.de/kulturticket)



- |  |  |  |
|--|--|--|
| 1. Archäologisches Museum Frankfurt        | 14. Haus der Stadtgeschichte             | 27. Museum MMK für Moderne Kunst - Zollamt |
| 2. Bibelhaus Erlebnis Museum               | 15. Hindemith Kabinett im Kuhhirtenturm  | 28. Museum Giersch der Goethe Universität  |
| 3. Caricatura Museum Frankfurt             | 16. Historisches Museum Frankfurt        | 29. Museum Judengasse                      |
| 4. Deutsches Architekturmuseum (DAM)       | 17. Ikonenmuseum Frankfurt               | 30. Museum Sinclair-Haus                   |
| 5. Deutsches Ledermuseum Offenbach am Main | 18. Institut für Stadtgeschichte         | 31. Portikus                               |
| 6. Deutsches Romantik-Museum               | 19. Jüdisches Museum Frankfurt           | 32. Porzellan Museum Frankfurt             |
| 7. Deutsches Filminstitut & Film-museum    | 20. Junges Museum Frankfurt              | 33. Schirn Kunsthalle                      |
| 8. Dommuseum Frankfurt                     | 21. Klingspor Museum                     | 34. Senckenberg Naturmuseum                |
| 9. Eintracht Frankfurt Museum              | 22. Lieblingshaus Skulpturen-sammlung    | 35. Städel Museum                          |
| 10. Fotografie Forum Frankfurt             | 23. Museum Angewandte Kunst              | 36. Stoltze-Museum                         |
| 11. Frankfurter Goethe Haus                | 24. Museum für Kommunikation             | 37. Struwwelpeter Museum                   |
| 12. Frankfurter Kunstverein                | 25. Museum MMK für Moderne Kunst         | 38. Weltkulturen Museum                    |
| 13. Geldmuseum der Deutschen Bundesbank    | 26. Museum MMK für Moderne Kunst - Tower |  |



Call a Bike

✉ [info@callabike.de](mailto:info@callabike.de)  
 🏠 [callabike.de](https://www.callabike.de)

## CALL A BIKE

Call a Bike is **Deutsche Bahn's nationwide bikesharing service** with over 13,000 rental bikes in 80 cities and communities.

### ALL ADVANTAGES FOR YOU AT A GLANCE:

- **60 Minutes** of each ride for free.
- You can borrow up to **three bikes at a time**.
- With the Student Flat, you can use all DB bikesharing systems throughout Germany.

**Especially attractive for commuters:** You can also find our Call a Bike offer in Eschborn, Darmstadt and Offenbach.

**1 HOUR  
CYCLING FOR  
FREE!!**



# TO UNI WITH CALL A BIKE

## IT'S THAT EASY:

### 1. REGISTER

- Register via the Call a Bike app.
- Use your student email, student number, private payment details and the individual promotion code **UAS\_FFM\_WiSe2022**

### 2. DISCLOSURE

- Open the Call a Bike app.
- Scan the bike with the QR code scanner in the app.
- The lock will open by itself.

### 1. RETURN

- Return the Call a Bike to a station and close the lock.
- When returning the bike to any street corner in the business area, a flex fee of 1 € will apply.



Get the  
App!

[db.de/  
cab-down-  
load](https://db.de/cab-down-load)

**International**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [international@asta-fra-uas.de](mailto:international@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/international/](http://asta-fra-uas.de/en/international/)**INTERNATIONAL**

The International Office supports incoming students and students with an international background in general with questions concerning their studies. Furthermore, it is responsible for the networking of all students with the aim of strengthening community and explicitly living diversity at the university.

The department critically examines problems and possible improvements of study conditions for students with international backgrounds and participates in internal university processes for development. Furthermore, it is responsible for the organization of events and get-togethers.

**Environment**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [umwelt@asta-fra-uas.de](mailto:umwelt@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/environment/](http://asta-fra-uas.de/en/environment/)**ENVIRONMENT**

Since the beginning of 2020, the AStA's Environmental Department has been involved in the conception and implementation of various topics in the area of the environment and sustainability around the university and its students. So far, projects such as the greening of the campus or the greening of the new sports facility in cooperation with CampusSport have already been implemented. Further projects, especially in the direction of sustainability, are being planned. The sustainability of the university and campus, as well as environmental policy, are the focal points of the Environmental Department's work. The officers not only contribute their own ideas for implementation, but also help to shape the sustainability strategy of Frankfurt UAS, work out joint concepts with university departments and get involved in environmental policy. The aim is to make the university a pioneer in sustainability and environmental friendliness and thus become a role model in the environmental and sustainability policy context.

**INTERNATIONAL STUDENT IDENTITY CARD [ISIC]****Who is entitled to acquire the ISIC and what does it cost to issue the card?**

All students of Frankfurt UAS who have a valid student certificate are entitled to acquire the ISIC card. The ISIC costs 15 euros and is valid for one year from the date of issue.

**The following documents are required to issue your ISIC:**

- A valid proof of your student status
- A valid identity card
- A coloured passport photo

**WHERE CAN YOU APPLY FOR ISIC?**

<https://kartenantrag.isic.de/ordering/card-type-selection?>

**ID function** - The ISIC is recognized by UNESCO as the only international student card.

**Flexibility** - The ISIC accompanies you at home and on the road, in everyday life and when travelling.

**Discounts** - The ISIC offers you worldwide access to more than 42,000 exclusive offers from renowned parties such as:

- Foreign travel insurance
- Car rental at home & abroad
- SIM cards for abroad
- Discounted flight offers
- Microsoft DreamSpark

... and many other offers in the fields of education, culture, mobility, sports, leisure and entertainment.

**International Student Identity Card**

☎ +49 69 1533-3262

✉ [info@asta-fra-uas.de](mailto:info@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/isic/](http://asta-fra-uas.de/en/isic/)🏠 [de-online.liveplatform.com?partnerId=749](http://de-online.liveplatform.com?partnerId=749)

**Legal expenses insurance**

Building 5 | Floor 1

☎ +49 69 1533-3262

🏠 [asta-fra-uas.de/rechts-schutzversicherung](https://asta-fra-uas.de/rechts-schutzversicherung)

KS/AUXILIA Versicherung  
Bezirksdirektion Mainz  
Rheinallee 109  
55118 Mainz

☎ +49 89 5398-1333

**LEGAL PROTECTION INSURANCE**

All students are insured for legal expenses with € 2.00 per semester (already included in the semester fee).

Should you ever need it, please contact the Auxilia Insurance at +49 89 53981-333 and ask for a confirmation of coverage.

When calling the hotline, please give our **membership number 9001052100** or our name (student body of the Frankfurt University of Applied Sciences).

**FIELDS OF LAW COVERED**

Employment law, tenancy law and traffic law are part of our Insurance.

In case you have completed your bachelor's degree and do not get your master's degree, a one-time consultation is included to determine whether a lawsuit has a chance of success. A subsequent lawsuit is not included.

**LOAN**

The AStA offers the possibility to get a loan. The primary purpose of the loan is to re-register for the next semester. Therefore the loan is a one-time payment and is limited to the amount of the semester fee.

**What needs to be considered?**

- Term 6 months, interest free
- Proof of the last matriculation
- Name a guarantor

**Loan**

Building 5 | Floor 1

☎ +49 69 1533-3263

✉ [finanzen@asta-fra-uas.de](mailto:finanzen@asta-fra-uas.de)🏠 [asta-fra-uas.de/download/asta-darlehensvertrag](https://asta-fra-uas.de/download/asta-darlehensvertrag)**BAFÖG AND SOCIAL COUNSELLING**

The BAföG counselling supports you with general questions about Bafög and helps you to fill out the application forms.

The BAföG advice offers assistance, especially in the case of a change of specialization, parent-independent BAföG, extension of the period of support and the planned period for the, presentation of proof of performance and any objections.

The social counselling service helps with questions about housing benefit, studying with a child, finding accommodation and other issues.

At this point, it should be noted that the focus of the department is on BAföG counselling and that we regularly refer the above-mentioned areas to other counselling centres specialising in the respective subject area and help in the search for possible solutions and ways of solving problems.

**ASTA SHOP**

Pen runs out of ink in the lecture?  
The last sheet of paper is full?

With the motto: **FROM STUDENTS FOR STUDENTS**, the AStA shop has a wide range of different articles that are oriented towards the daily needs of students and are unbeatable in price.

From „A“ for „architectural supplies“ to „Z“ for „zum Glück gibt es den AStA-Shop“ (luckily there's the AStA shop), we have everything you need for your studies, from pens of all kinds to pads and materials for building models.

For example, you'll find Finn/grey and brown cardboard, sketching paper, calculators and model figures in various sizes.

**BAföG**

Building 5 | Floor 1

☎ +49 69 1533-3262

✉ [bafog@asta-fra-uas.de](mailto:bafog@asta-fra-uas.de)🏠 [asta-fra-uas.de/bafog-beratung/](https://asta-fra-uas.de/bafog-beratung/)**AStA Shop**

Building 5 | Floor 1

☎ +49 69 1533-3266

✉ [shop@asta-fra-uas.de](mailto:shop@asta-fra-uas.de)🏠 [asta-fra-uas.de/en/shop/](https://asta-fra-uas.de/en/shop/)

**Semester ticket office**

Building 5 | Floor 1

+49 69 1533-3262

semtic@asta-fra-uas.de

asta-fra-uas.de/en/semester-ticket-office/

**SEMESTER TICKET OFFICE****AREA OF VALIDITY**

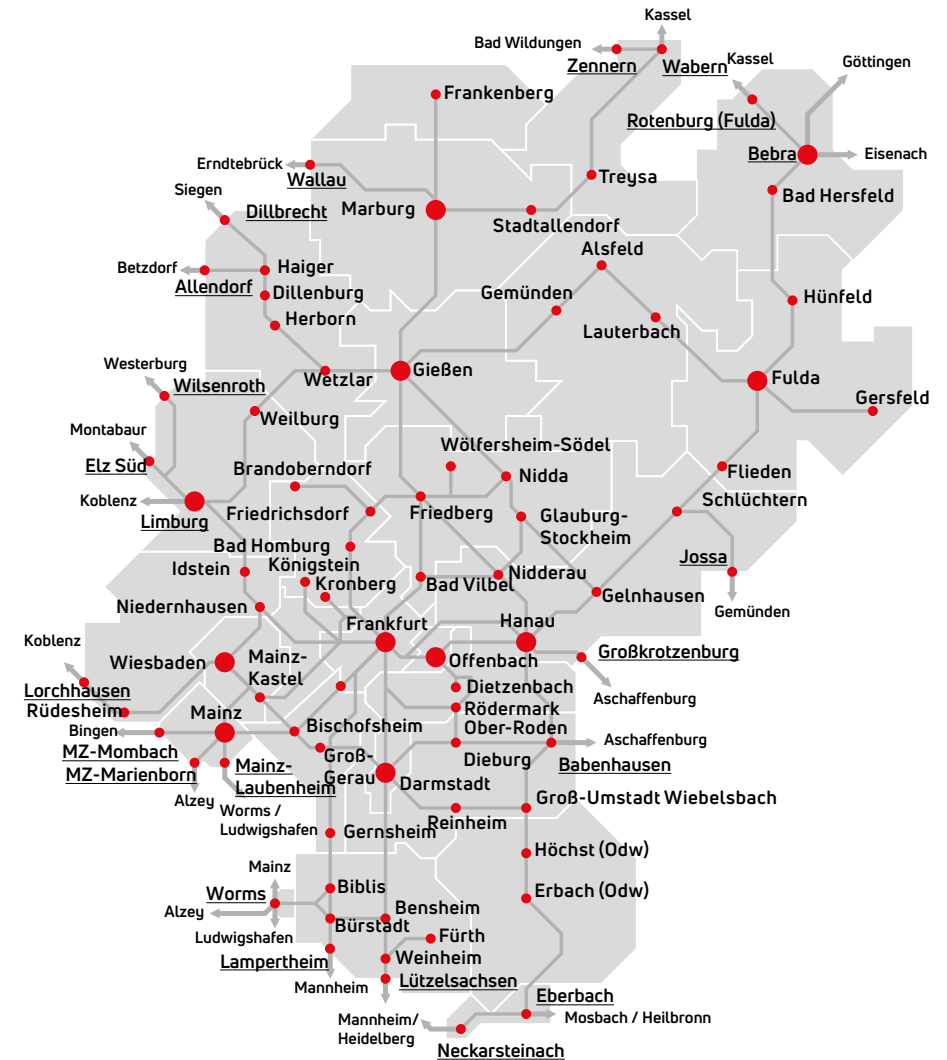
The semester ticket is valid for the entire semester and can be already printed and used one month before the start of the semester.

**REFUND OF THE SEMESTER TICKET FEE**

The semester ticket is a solidarity ticket. This means that the price can only be so low because all students have to pay it. In the following cases you can get the contribution:

- **Study-related stay abroad** of at least 3 months per semester
- **Entitlement to transport in accordance with the Severely Disabled Persons Act** (Schwerbehindertengesetz) and possession of the supplementary sheet to the Severely Disabled Persons Card (Schwerbehindertenausweis), as well as the associated token
- **Internship outside the RMV area** of at least 3 months per semester
- **Semester off**
- **Simultaneous enrolment at two universities** with RMV semester ticket (the cheaper ticket can be refunded)
- **Use of RMV transport is not possible** for at least 3 months in the semester for health reasons
- **Online degree programme Online study program** (economic engineering online and mechanical engineering online)
- Holders of a **Hessen state ticket**
- Students who, after confirmation by the examination office, have **fulfilled the requirements for registering for the final examination** and whose **place of residence and actual place of residence is outside the RMV area**

For a refund of the semester ticket, an application must be submitted in the Semesterticket Office. You can find this application on the AstA homepage, under the section Semesterticket Office. The application as well as all necessary proof must be submitted within the deadline for the semester (four weeks after the start of lectures). In the case of reimbursement for health reasons, the application for the valid deadline can be submitted no later than four weeks after the beginning of the following semester.

**AREA OF VALIDITY OF THE SEMESTER TICKET**

underlined = border station reached

# COMMITTEES

## Student Parliament

+49 69 1533-3262

✉ praesidium@stupa-fra-uas.de

## Committees are the self-governing bodies of the university.

A public university is not organized „from the higher ups“! With a few exceptions, all decisions are made in the committees that represent the groups involved. In principle, four areas can be distinguished:

### STUDENT SELF-GOVERNMENT

Committees consisting only of students (StuPa, AStA & Student councils).

### ACADEMIC SELF-GOVERNMENT

Committees consisting of: students, professors and staff members (Presidium, Senate, Dean's office, department councils and exam committees)

There are **committees at department levels**.

For example:

- Study contents and organization
- Hiring of professors
- Creation and updating of degree programs

And **committees at university level**.

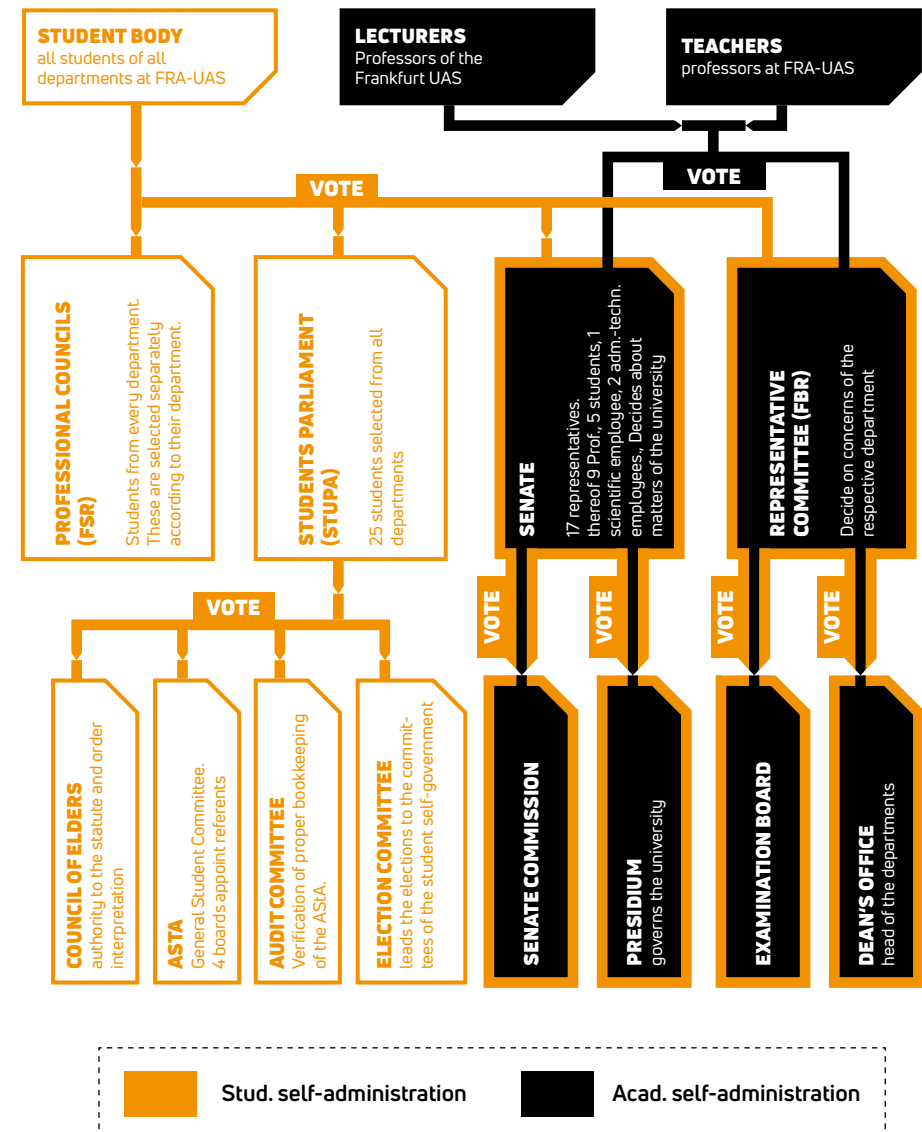
For example:

- decisions which concern all degree programs and faculties (legal, financial, personnel, etc.)
- Strategic orientation of the university
- Framework for the faculties

## COMMITTEES OF STUDENT SELF-GOVERNMENT

The students are the numerically largest group of the university. The student self-determination is in the Hessian Higher Education Act (HHG) - this allows us in many ways to help shape the university and enforce our interests.

## BASIC STRUCTURE OF THE COMMITTEES





**Student parliament**

+49 69 1533-3262

✉ praesidium@stupa-fra-uas.de

**STUDENT PARLIAMENT (STUPA)**

The Student Parliament (StuPa) is the highest decision-making body of all registered students at our university (i.e. the constituted student body). There are 25 seats for student parliamentarians, who are elected by the students.

The elections take place in the winter semester together with the elections for the university committees (Senate, Departmental Council, Student Council). In the StuPa, university policy and other topics relevant to the students are discussed and democratically negotiated. However, the StuPa also elects, for example, the board of the General Students' Committee (AStA), advises and approves the budget and appoints other committees such as the Hardship Committee and the Audit Committee. In addition, the StuPa elects a presidium from the ranks of the female parliamentarians, which is responsible for ensuring that the meetings are conducted properly and that the parliament fulfills the tasks set forth in the StuPa's statutes.

The StuPa sessions usually take place monthly during the lecture period and are open to the university, so you are all welcome to attend! The invitations as well as the minutes are posted on the StuPa boards in the different buildings. You can also keep up to date on dates and agenda items on the Facebook page of the student parliament.

**If you would like to help shape your university, just drop by and find out if the student parliament is the right place for you to become active!**

We look forward to seeing you,  
Your StuPa Presidium



**Niclas Benken  
(Behnken)**  
President



**Robert Lorenz**  
Vice President



**Franziska Ehrhardt**  
Scribe

**GENERAL STUDENT COMMITTEE (ASTA)**

The General Student Committee conducts the business of the of the student body. It represents student interests vis-à-vis the university and the public. It also implements the decisions of the student parliament.

Among other things, it organises cultural events (e.g. the summer festival), conducts negotiations with contractual partners (e.g. RMV) and actively promotes the interests of students in internal and external university politics. All students who are interested in the work of the AStA can contact the staff in the Red House office at any time.

**Student Representative Councils**

The student councils represent the interests of the students in their departments. They are primarily concerned with the content and organisation of the degree programmes. They are the interface to the administration (deaneries and departmental councils). They bring together students' problems, propose solutions and try to mediate in cases of conflict.

**STUDENT REPRESENTATIVE COUNCILS**

Each department has its own student council. Students from the respective department organise themselves in these student councils and volunteer their time to improve the conditions of study, e.g. with regard to the organisation of the courses offered. They also organise information events, such as the first-year introductions and general assemblies, and organise parties, social evenings and much more.

**STUDENT COUNCILS**

Each department has its own student council. Students from the respective department organise themselves in these student councils and volunteer their time to improve the conditions of study, e.g. with regard to the organisation of the courses offered. They also organise information events, such as the first-year introductions and general assemblies, and organise parties, social evenings and much more.

Some members of the student council also work in committees such as the AStA, StuPa, Senate, Student Council, Examination Board and other committees and commissions, where they represent the interests of the students. More information on the individual student representatives will follow on the next pages.

**The student representatives are always happy to welcome new people. So if you would like to get involved and help shape your studies, get in touch with your student council.**

## COMMITTEES OF ACADEMIC SELF-GOVERNMENT

The university is largely self-governing. Important decisions on research, teaching and studies are made in the central and decentralized committees of the university. This is limited by the Hessian Higher Education Act (HHG) and the Higher Education Framework Act (HRG). Of course, students are also represented here!

### SENATE

The Senate is the highest body of the university. It advises in matters of research, teaching and studies that affect the entire university or are of fundamental importance and is composed of 17 university members, 5 of whom are students:

- 9 professors
- 5 students
- 1 academic staff
- 2 administrative-technical staff

The members of the Presidential Board, the Women's and Equal Opportunities Representative, the Representative for Severely Disabled Persons, and the Chairperson of the General Students' Committee and the Staff Council are members of the Senate of Frankfurt University of Applied Sciences in an advisory capacity. The Senate is chaired by the President.

### PRESIDIUM

The Presidium is responsible for all matters that are not assigned by law to another body. It directs the university, promotes its timely internal and external development with the participation of the university council together with the other organs, the departments, the members and relatives. It consists of the President, the Vice-President for Studies and Teaching, the Vice-President for Scientific Infrastructure, Research and the Chancellor.

### DEANERIES AND FACULTY COUNCILS

The departmental councils are the elected committees in the departments. They decide on courses of study, teaching content, professors and other personnel issues. The Dean's offices consist of the Dean, the Vice Dean and the Dean of Studies. The dean is the chairman of the faculty council.

## EXAMINATION BOARDS

The examination committees organize the implementation of the examinations, take care of spatial planning, set the examination dates and ensure that the legal framework is observed.

## FACULTY 1

Architecture | Civil Engineering | Geomatics

### We for you...

We, the Faculty 1, are the honorary representatives of the faculty of architecture, civil engineering, real estate and geomatics. Our task is to represent the students in the official committees. Furthermore we help you with all questions and problems.

### Come by...

We always have an open ear for all your concerns. You are always welcome to come by and get involved. We hold regular student council meetings.

The best thing is to contact us during our opening hours and find out about our meeting dates. In addition, we are also regularly at the student council for you outside of the meetings. You can see our opening hours in front of our student council room (building 9 room 10). We would be happy to help you with your concerns. We, as a student council, take care of the printing of old exams or the annual allocation of lockers and their administration during our opening hours. Furthermore, we are the contact person for problems that might arise in the course of your studies. Due to our good networking within the department and beyond, we hope to be able to solve any problem and deal with any concerns of students in department 1.

### Write us...

If you have other questions or concerns you can also write us a mail.



### Faculty 1

Building 9 | Room10

+49 69 1533-2327

info@fachschafft1-fra-uas.de

frankfurt-university.de

Fachschafft 1

fachschafft1





### Faculty 2

Building 8 | Room 8

- ☎ +49 69 1533-2023
- ✉ [post@fachschafft2.de](mailto:post@fachschafft2.de)
- 🏠 [fachschafft2.de](http://fachschafft2.de)
- 📷 [fachschafft2](#)
- 📺 [Fachschafft\\_02](#)

## FACULTY 2

Informatics | Electrical engineering | Engineering

### Who are we?

Fachschaft 2 are all students of Faculty 2. With 27 degree programs and almost 5000 students, we are the largest of the four student councils and bring engineers and computer scientists from various disciplines under one roof.

The student council consists of 11 members elected by the student council 2, supported by alumni and other active members. They are in office from April to March and are primarily there to make life easier for the students.

### What we do?

#### We...

- stand up for your interests in committees such as the student council and examination committees to professors
- support you with small and large problems with professors
- give out old exams, learning material and advice
- organize various events, such as the always popular student Christmas party with laser tag, interesting lectures (for example, starting salaries for engineers), Movie night, video game tournaments
- will release our „survival guide“, where newcomers can find important places and information about our department
- organize breakfast for the first semester students
- award lockers
- work with exam regulations and regulation changes
- sell coffee, beer and soda
- and much, much more.

### What do we want from you?

We are happy if you come to us with your problems and concerns. Also suggestions such as degree program or department improvements are always welcome.

### Where do you find us?

The student council is in building 8, room 8c.

We have open consultation during the lecture period during lunch on Mondays to Fridays and meetings on every other Wednesday at 18:00 o'clock.

## FACULTY 3

Economics and Law

Dear students of Faculty 3 - Business and Law, We, your student council, are your first point of contact for all matters concerning your studies. From general questions about exams to disagreements with teachers. We always have an open ear and will work with you to find a tailor-made solution. At the public university meetings in our student council room (Building 4, Room 104), we discuss student and student council matters, vote, decide and work out adequate solutions.

You can get in touch with us personally at any time in our student council room.

You are also welcome to drop by for a relaxed small talk over an aromatic coffee, a cool beer or a fruity soft drink. Of course, we also actively contribute to campus culture, e.g. through beer pong tournaments and cocktail happenings. Here you will always have the opportunity to get to know fellow students from our and other departments or to help shape the event through your involvement.

You can always stay up to date on exams, events and anything else that concerns you via our TikTok and Instagram account. You can also contact us by email at [info@fachschafft3.de](mailto:info@fachschafft3.de) at any time.

### Would you like to get involved in the student council?

Your ideas are very welcome!

Your involvement in the student council is, of course, compatible with your studies, as you decide for yourself how much time you want to invest.

We look forward to meeting you!



FACHSCHAFT 3 WIRTSCHAFT UND RECHT

### Faculty 3

Building 4 | Room 104

- ☎ +49 69 1533-2945
- ✉ [info@fachschafft3.de](mailto:info@fachschafft3.de)
- 🏠 [fawion.de](http://fawion.de)
- 📺 [fawion.de](#)
- 📷 [fachschafft\\_fb3](#)





## FACULTY 4

Student council 4: Social Work and Health

- Do you want to make new friends, watch films together and/or have a barbecue?
- Do you want to get actively involved in student interests and university politics?
- Would you like answers to your questions about studying?
- Would you like help with problems and support with exams?

### Welcome to student council 4!

Here you will find competent contact persons who can advise you on all matters concerning your studies as your first point of contact. We will accompany you and offer help with problems concerning your studies. In addition, we mediate between students and lecturers in cases of conflict. Furthermore, we represent student interests in various university committees and are committed to ensuring the quality of teaching. In addition, we cover various internal and cross-departmental projects and topics in various working groups and organize events such as lectures or workshops.

### Congratulations to you!

as a student of Faculty 4, you are also a member of this student body! Where can I find the student body? Our student body room 4 in building 2 is open to all students of the faculty and you are all welcome to drop by at any time!

### We look forward to meeting you and hearing your opinion!

It doesn't matter if you have a concrete idea or a suggestion for improvement or if you just want to have a look. Come by, drop in, have a coffee or tea with us and be a part of the big picture. You are very welcome!

Besides the daily opening hours from 12 to 14 o'clock you can also reach us by mail ([post@fachschaft-4.de](mailto:post@fachschaft-4.de)), via the mailbox in front of our door and our Moodle classroom.

See you soon!

## FACHSCHAFTSWOCHENENDE (FAWO)

Student council weekend

**You want to get to know people from other courses and departments? Then you'll love the FaWo!**

Once a semester, the student representatives spend a long weekend together. We spend the weekend planning the semester and learning the basics of committee work.

In addition to the professional exchange, the focus is of course also on getting to know each other and having fun. With students from all departments, the weekend is always varied, fun and the best place to network with people from all over the university. Want to be part of it? Then get in touch with your Fachschaft. Prophezeiung quickly. Nothing will change if you don't change anything.

But maybe you also believe that „it doesn't affect you anyway“, „you don't care anyway“. Even if it doesn't interest you, you are still part of this society. The fact that you are apolitical does not mean that politics does not determine the conditions under which you study, work and live. In other words, everything changes if you don't change anything.

If the events of the last months and years haven't completely passed you by, you can see where it can lead to regard democracy as a matter of course.

### Get involved in your student council!

### Come to the AStA!

### Start an initiative!

### Stand for the university elections!

### Visit the meetings of the of the student parliament and the senate!

#### Fachschaft 4

Building 2 | Room 4

- ☎ +49 69 1533-2818
- ✉ [post@fachschaft-4.de](mailto:post@fachschaft-4.de)
- 📷 [fachschaft4](https://www.instagram.com/fachschaft4)

Letterbox in front of the door

#### Opening hours:

during the week  
12:00 - 14:00

### The Info Center

+49 69 1533-0  
[info-Center@fra-uas.de](mailto:info-Center@fra-uas.de)  
[frankfurt-university.de/en/studies/info-Center/](http://frankfurt-university.de/en/studies/info-Center/)

**Mon. to Thurs.:**  
**09:00 to 16:00**  
**Fri.:**  
**09:00 to 14:00**

## THE INFO CENTER

### The first point of contact at the university for information and initial information.

The Frankfurt UAS Info Center is the first point of contact for prospective students, university members and visitors.

Our student assistants will answer your questions by phone, email or live chat, provide you with information for orientation at the university or refer you to the right contact person if necessary.

You can use the links on the Info Center website to find helpful links and suitable contact persons for frequently asked questions about the university.



- [Guide for prospective students](#)
- [Guide for students](#)
- [Guide for other interested parties](#)

# UNIVERSITY

## STUDENT SERVICES CENTER

The Student Services Center is your contact point for all organisational matters concerning your studies. The core tasks of the Student Affairs Office include the following areas:

- Information and requests for application, admission and enrolment
- Leave of absence
- Exmatriculation
- Guest students  
Matriculation/ Enrolment
- Re-registration
- Semester fees
- Certificates of enrolment
- Certificates (pension insurance, tax office, no objection, foreigners authority)
- Information for students changing degree programmes and places of study
- Information for prospective students about the programmes offered by the university
- Information on admission and enrolment requirements
- Repayment of fees and fees
- Issue of the study chip and all questions about the Study-Chip
- Certificate check

### APPLICATIONS AND FORMS

You can obtain applications and forms online at [frankfurt-university.de/en/studies/student-services-Center](http://frankfurt-university.de/en/studies/student-services-Center)

**Student Services Center**  
 Building 1, ground floor  
 Rooms 23 to 26

+49 69 1533-3666  
[studienbuero@fra-uas.de](mailto:studienbuero@fra-uas.de)  
[frankfurt-university.de/en/studies/student-services-Center/](http://frankfurt-university.de/en/studies/student-services-Center/)

#### Opening hours:

The current opening hours are published on the homepage.

#### Availability by telephone

Mon to Thurs: 09:00 - 16:00  
 Fr: 09:00 - 14:00 hrs

**Student Advisory Service**

In the City Gate/BCN or on site in the faculty

Franziska Lixenfeld (Fb1 & Fb4)

✉ [franziska.lixenfeld@stuport.fra-uas.de](mailto:franziska.lixenfeld@stuport.fra-uas.de)

Gerladine Hallein-Benze (Fb1)

✉ [geraldine.hallein-benze@stuport.fra-uas.de](mailto:geraldine.hallein-benze@stuport.fra-uas.de)

Anja Ruhland (Fb2)

✉ [ruhland@fb2.fra-uas.de](mailto:ruhland@fb2.fra-uas.de)

Rieke Jürgensen (Fb2)

✉ [rieke.juergensen@stuport.fra-uas.de](mailto:rieke.juergensen@stuport.fra-uas.de)

Gülsüm Keskin (Fb3)

✉ [guelsuem.keskin@stuport.fra-uas.de](mailto:guelsuem.keskin@stuport.fra-uas.de)

Elena Rohloff (Fb3)

✉ [elena.rohloff@stuport.fra-uas.de](mailto:elena.rohloff@stuport.fra-uas.de)

Christina Gras (Fb4)

✉ [guelsuem.keskin@stuport.fra-uas.de](mailto:guelsuem.keskin@stuport.fra-uas.de)

🏠 [frankfurt-university.de/en/studies/student-advisory-service/student-advisory-center/](http://frankfurt-university.de/en/studies/student-advisory-service/student-advisory-center/)

**Psychosocial counselling**

City Gate

Room 808 and 810

Rihab Dubau

☎ +49 69 1533-3251

✉ [rihab.dubau@stuport.fra-uas.de](mailto:rihab.dubau@stuport.fra-uas.de)

Jannika Hummel

☎ +49 69 1533-3218

✉ [jannika.hummel@stuport.fra-uas.de](mailto:jannika.hummel@stuport.fra-uas.de)

🏠 [frankfurt-university.de/en/studies/student-advisory-service/student-advisory-center/students/psychosocial-counseling](http://frankfurt-university.de/en/studies/student-advisory-service/student-advisory-center/students/psychosocial-counseling)

Appointments by arrangement  
German and English  
In person, online, or by telephone.

**STUDENT ADVISORY SERVICE****CENTRAL STUDENT ADVISORY SERVICE**

The Central Student Advisory Service supports and advises students throughout their studies. Frequent reasons for advising include:

- Doubts about the course of study or the subject of study
- Support with the organization of studies (time management, exam preparation, etc.)
- difficulties in the course of studies (motivation crises, blockades, conflicts, exams, stress ...)
- questions about changing study programs or universities
- need for support in reorientation as well as on the way into professional life

**PSYCHOSOCIAL COUNSELLING**

You are a student and need professional help at short notice to cope with emotional stress situations? You are not alone! The time of your studies is also a phase of personal development in which difficulties or crises can occur.

- frequent reasons for counselling are, for example:
- motivation problems, blockades
- fears (e.g. fear of failure, speech anxiety, exam anxiety)
- dejection
- listlessness
- procrastination
- self-doubt and insecurity
- worries about the future
- conflicts in partnership, family or other social relationships
- loneliness, isolation

The counselling is free of charge for you and is treated strictly confidentially.

**SUPPORT SERVICES AT A GLANCE**

Do you want the best possible start to your studies?

Do you need help with **writing texts, maths, studying, scientific work** or organising your studies?

We have collected all the information you need to provide you with the best possible support and inform you about all the university workshops and events on campus. You can decide individually which offers you want to use.



All offers at a click: [www.frankfurt-university.de/support](http://www.frankfurt-university.de/support)



Always be up to date and subscribe to the STEPS INFO- LETTER with all workshops & events by email: <https://www.frankfurt-university.de/index.php?id=10734>

**STEPS Support**

🏠 [frankfurt-university.de/support](http://frankfurt-university.de/support)

**Support services:**

- Writing term papers or lab reports
- Maths
- Learning to study
- Study-work-life balance
- ...

**ALL SUPPORT SERVICES ARE FREE OF CHARGE FOR YOU!  
FREE OF CHARGE!**

## SUPPORT FOR STUDENTS

### MATHEMATICS SUPPORT

Don't be afraid of math - we're by your side. At our Help Desk: Mathematics you will find a place to learn. There, students from all departments discuss their questions with our tutors on an equal footing. A unique feature is our digital math mailbox, which you can use to request neutral feedback on your math. We support you in finding and closing your gaps in school math (e.g. logarithm, fractions).

Your benefit:

- Finding structure for your own learning.
- Progress with the help of feedback at eye level.
- Gain confidence for the exam.

All offers are free of charge. Check the current opening hours on the homepage. Register without obligation in the campUAS room to receive news.

### SUPPORT FOR SCIENTIFIC WORK

#### TOPIC SPECIALS ON SCIENTIFIC WORK

The topic specials on scientific work deal with the technical challenges of working with Word and Excel. While the Word workshop deals with questions about the table of contents, page numbers and other formatting, the Excel topic specials deal with creating diagrams and working with functions, for example. Just drop by and pick up one or two helpful tips. More information is available on the website.

#### HELP DESK: SCIENTIFIC WORK

The Help Desk: Scientific Work offers the opportunity to ask open questions about scientific work. These can be about homework, lab reports, presentations or similar. Just send me an email.

## REACTING (RESEARCH, ACADEMIC WRITING AND BEYOND)

ReActing supports you in writing your academic paper. In individual consultations or topic-specific workshops, questions about scientific work can be clarified, such as how to formulate a research question, how to cite correctly or how to evaluate literature sources.

### THE WRITING LAB (AT THE FSZ)

The Writing Lab team will solve all the doubts you might have on the topic of academic writing. Here, trained writing tutors offer individual sessions and workshops: by students for students. You can use the sessions to answer all the questions you might have about your own writing project, such as: how do I write a good introduction? How do I structure myself and my work process? The Writing Lab also offers various workshops, online tutorials and coffee lectures.

#### ReActing

City Gate, Room 201

Dr. Verena Demiröz  
 ☎ +49 69 1533-3895  
 ✉ [reacting@fra-uas.de](mailto:reacting@fra-uas.de)

🏠 [frankfurt-university.de/reacting](http://frankfurt-university.de/reacting)

🏠 [Moodle](http://Moodle)

#### Writing Lab

Building 2, Room 380

Dr. Carmen Kuhn

☎ +49 69 1533-3818  
 ✉ [schreibwerkstatt@fsz.fra-uas.de](mailto:schreibwerkstatt@fsz.fra-uas.de)

🏠 [CampUAS](http://CampUAS)

🏠 [frankfurt-university.de/en/about-us/facilities-and-services/language-Center/self-education-offers](http://frankfurt-university.de/en/about-us/facilities-and-services/language-Center/self-education-offers)

**Language Center**

Building 2, Room 371

Secretariat  
Frau Hellmich  
Frau Reitz

+49 69 1533-3106  
+49 69 1533-3878  
[sekretariat@fsz.fra-uas.de](mailto:sekretariat@fsz.fra-uas.de)

[frankfurt-university.de/en/about-us/facilities-and-services/language-center/](http://frankfurt-university.de/en/about-us/facilities-and-services/language-center/)

Opening hours  
Mon - Fri: 10:00 - 12:00 hrs  
Saturday closed

**LANGUAGE CENTER (FSZ)**

The core competence of the FSZ are its language courses. Here you can find specialist, heritage, or general language courses. In addition, the FSZ also offers other services such as EUniTa, the Writing Lab, ReActing, language tests and certificates. And fresh out of the summer semester 2022: the multilingual Café Babel!

**GENERAL FOREIGN LANGUAGE PROGRAMS**

Open to all, some can be recognized as a compulsory optional subject.

**The following languages are currently available:**

English, French, Spanish, Portuguese, Italian, Russian, Turkish, Arabic, Dutch, Japanese, Korean and Chinese.

**PROGRAMS INTEGRATED IN THE COURSES OF STUDY**

These are compulsory specialized language courses which are directly linked to the content of the respective degree programs and are specially designed and intended for their students.

**SCIENTIFIC WORK AND WRITING**

Please contact ReActing and the Writing Lab if you have questions on this topic (see Support for more info).

**DAAD LANGUAGE CERTIFICATE**

This certificate is intended for planned stays abroad and is issued after completing written and oral examinations at the FSZ; price: € 30.

**GERMAN COURSES**

For international and exchange students at Frankfurt UAS and for those who want to level up their language skills to study at Frankfurt UAS.

**HERITAGE LANGUAGE COURSES**

For students who speak Arabic, Chinese, Kurdish, Persian, Polish, Russian, Spanish, Serbian or Turkish with their family and would like to improve their use of the language.

**SPEEXX, EUNITA AND LANGUAGE LAB+ (LL+)**

The FSZ offers a wide range of opportunities to learn a language independently. For example, you can use the SPEEXX app (also available for cell phones) and go to the LL+, where you can participate in many activities and tutors will help you improve. In addition, we also have a language tandem program called EUniTa.

**TECHNICAL LANGUAGE CERTIFICATE**

Advanced students can obtain a technical language certificate in English (C1) and French/Spanish (B2) in various subject areas which can be upgraded to an international certificate.

**THE LEARNING CENTER / SELBSTLERNZENTRUM**

Currently, there are approximately 200 studying spaces available at the Selbstlernzentrum (SLZ), located on the first floor of the City Gate skyscraper. The SLZ offers workspaces in different sizes, including quiet study rooms and group learning rooms. Additionally, there are whiteboards, a printer, and many useful materials that can be borrowed.

**LEARNING COUNSELING, EXAM and PERFORMANCE COACHING**

With the right learning strategies to learning success! The Selbstlernzentrum also houses the offer of learning counseling, training and exam and performance coaching. Appointments can be made by arrangement both online (as online counseling) or in person on site. The offer is managed by Marc Oliver Maier, Learning counselor, exam and performance coach. The target group are students who want to optimize their own study and learning success. Typical topics in the individual coaching are time management, learning strategies, motivation and reflection. The coaching is possible as a single appointment up to an accompaniment over the entire semester with the completion of the exams. Open consultation hours for this learning counseling is on Thursdays from 10 a.m. to 12 p.m. in room 234 in the City Gate.

Appointments are possible by appointment at [lernberatung@fra-uas.de](mailto:lernberatung@fra-uas.de) or [mo.maier@best.fra-uas.de](mailto:mo.maier@best.fra-uas.de).

**WORKSHOPS IN THE SLZ**

Workshops are also offered during the semester, on site at the SLZ on "Mit Lernplan und der richtigen Lernmethode zum Lernerfolg" and "Prokrastination überwinden - Motivation finden". please check the SLZ website for current dates.

**TALKBAR**

During the lecture period, on Fridays at 10:30 a.m. online, students have the opportunity to discover new perspectives for their own studies. Topics are everything that interests students in their studies and/or teaches key skills for their studies. The sessions in the TalkBar offer all students useful things for their own studies, such as talks on learning tools, internships, Integrating to Germany. We therefore also address international students and offer talks in German and English.

**The Learning Center (SLZ)**

City Gate | 1st floor

+49 69 1533-3131  
[selbstlernzentrum@fra-uas.de](mailto:selbstlernzentrum@fra-uas.de)  
[frankfurt-university.de/en/about-us/facilities-and-services/the-learning-center](http://frankfurt-university.de/en/about-us/facilities-and-services/the-learning-center)  
[frankfurt-university.de/en/about-us/facilities-and-services/the-learning-center/talkbar](http://frankfurt-university.de/en/about-us/facilities-and-services/the-learning-center/talkbar)

**Learning guidance (SLZ)**

City Gate, room 234

Sociologist M.A.  
Marc-Oliver Maier

[lernberatung@fra-uas.de](mailto:lernberatung@fra-uas.de)

**TIP:**

If you don't have time during lectures, the FSZ also offers intensive courses during the semester break.



**Library**

Building 3

+49 69 1533-3300

[bibl@bibl.fra-uas.de](mailto:bibl@bibl.fra-uas.de)

[frankfurt-university.de/en/about-us/the-library](http://frankfurt-university.de/en/about-us/the-library)

**Opening hours:**

You can find the opening hours on the homepage

**LIBRARY**

The library serves as the university's central service facility for providing literature and information to students and staff. It supports studies, teaching and research by providing specialist literature, promoting information literacy and also serves as a place of learning.

**LITERATURE STOCK**

The library offers around 210,000 volumes of printed literature for lending and on-site use. An increasing proportion of media is provided in digital form, currently around 110,000 e-books, e-journals and databases. Off-campus access is possible via the software FortiClient.

**STUDY AND WORK ROOMS**

In the library you will find about 170 individual study spaces for quiet work and a number of rooms for group study.

**SERVICES**

At the information desk you can get help with literature research and the use of e-books, e-journals or databases. For in-depth questions or help you can schedule a meeting via Zoom or on-site.

In addition, the library offers research training for groups of 5 or more. You can use the software Citavi or Zotero for literature management and knowledge organisation when writing your academic term papers and theses. The library regularly offers introductory courses for this. You can also find self-study tutorials on Citavi on the CampUAS platform.

**SCANNING, PRINTING AND INTERNET ACCESS**

The library has a Computer Lab with internet access, a printing, scanning and copy station. In addition there are two large-scale book scanners which can be used free of charge.

**EQUALITY****WOMEN'S AND EQUAL OPPORTUNITIES OFFICE**

The Women's and Equal Opportunities Officers, in cooperation with the Women's Commission, advocate the equal and balanced participation of women and men at the university. Women can contact the Women's and Equal Opportunities Officers at any time with their questions and ideas or concrete conflicts.

The Women's and Equal Opportunities Officers support the university and department heads, the committees and all members of the university in including aspects of gender relations in all decision-making processes in teaching and research. They oppose all forms of discrimination and advocate for family-friendly study and working conditions.

Current information on gender issues, such as events, conferences and publications, the advancement of women in STEM subjects as well as relevant job offers can be obtained via the CampUAS platform.

**ANTI-DISCRIMINATION**

At Frankfurt University of Applied Sciences, fairness and appreciation in dealing with each other should become a matter of principle. Therefore, Frankfurt UAS is committed to taking action against any form of discrimination and boundary crossing.

At the end of 2017, the Frankfurt UAS Anti-Discrimination Policy was adopted. For the first time, the policy establishes a procedure for protecting against and dealing with discrimination, sexual harassment and violence, stalking and bullying.

This procedure includes low-threshold counseling and support for those affected in cases of discrimination by initial counselors at the university, as well as the procedure for a complaint procedure according to the German Anti-Discrimination Act (AGG). Before a formal complaint procedure is initiated, the person concerned should first seek advice from an internal initial counseling center service.

**Women's and Equal Opportunities Officers**  
Building 2, Room 169

+49 69 1533-2424

+49 69 1533-2428

+49 69 1533-3345

[fgb-buero@hsl.fra-uas.de](mailto:fgb-buero@hsl.fra-uas.de)

[frauenbeauftragte@hsl.fra-uas.de](mailto:frauenbeauftragte@hsl.fra-uas.de)

[frankfurt-university.de/fgb](http://frankfurt-university.de/fgb)

<https://bit.ly/2UdGIwe>

**Complaints Office**

Presidium of Frankfurt UAS

**TIP:**

Students of Frankfurt UAS can apply for a library card for the Central Library of Goethe University Bockenheim and the National Library free of charge.

You can find a list of initial counsellors here:

[frankfurt-university.de/antidiskriminierung](http://frankfurt-university.de/antidiskriminierung)

#### Contact § 6 AGG

Verena Broeren

+49 69 1533 – 3061

[verena.broeren@chd.fra-uas.de](mailto:verena.broeren@chd.fra-uas.de)

#### Anti-discrimination Council

[antidiskriminierungsrat@hsl.fra-uas.de](mailto:antidiskriminierungsrat@hsl.fra-uas.de)

### INITIAL COUNSELLING CENTERS

The initial counselling service offered by the Anti-Discrimination Office is addressed to all university members who have experienced or observed discrimination. In principle, those seeking advice (irrespective of the type of discrimination) are free to choose which initial counsellor they contact. The first counsellors are active in different areas and different functions at the university and may provide counselling on different focal points and with diverse backgrounds.

For those affected by and witnessing discrimination, sexual harassment, violence, stalking or bullying, the initial counselling offers low-threshold initial support. The counselling is oriented towards the concerns and perspectives of the person seeking advice. In addition to counselling, initial counsellors can, for example, arrange and/or accompany further talks or initiate a complaint procedure. Initial counselling takes place in a confidential setting and nothing is done against the will of the person seeking counselling.

### ANTI-DISCRIMINATION COUNCIL

The Anti-Discrimination Council is the point of contact for all questions relating to anti-discrimination at the university. The task of the Anti-Discrimination Council is to develop preventive measures and to support the initial counselling Centers with conceptual considerations and evaluations. Other areas of work include advising the Presidential Board, raising awareness among the university public, developing recommendations and evaluating and further developing the anti-discrimination guideline.

Do you see a need for action in the improvement of prevention measures, would you like to participate in the development of measures or do you have ideas for further training and events for protection against discrimination?

Then contact the Anti-Discrimination Council:  
[antidiskriminierungsrat@hsl.fra-uas.de](mailto:antidiskriminierungsrat@hsl.fra-uas.de)

The meetings of the Anti-Discrimination Council are open to all members and members of the university.

## FAMILY OFFICE

### ADVICE

The Family Office is available for questions regarding the compatibility of studies, career and family. It is a contact and counselling point for all university members with children and/or relatives who need care. Counselling topics include maternity leave, parental leave, part-time studies, semesters off, childcare, care leave and much more. In addition, the Family Office supports the departments and faculties in the development and implementation of family-friendly structures.

### CARE

- **"CampusKids"nursery:** In cooperation with BVZ GmbH Frankfurt UAS offers two groups with places for 22 children between the ages of three months and three years. Please contact the Family Office for registration.
- **Back-Up Care:** Studierendenwerk Frankfurt provides a special care option for exceptional situations, for example, when regular care options don't work. Via pme family service you can ask for emergency care for children between the ages of eight weeks and twelve years.
- **holiday care:** In cooperation with Kaleidoskop e.V. we organise holiday care for children aged 6-12 during the overlapping periods of the Hessian school holidays and semester times.

### INFRASTRUKTURE ON CAMPUS

- On the website of the University you can find a map that shows the **places on Campus where you can change diapers** ("[Lageplan und Anfahrt](#)").
- The University offers **two parent-child-rooms for several of your caring needs** like nursing, playing with the child or taking a rest when you are pregnant. You also can use the rooms for self organized care.
- At the Family Office you can **borrow two suitcases with material to entertain your children** while you are busy.



#### Family Office

Building 6, 2nd floor, room 204

Petra Rauber

+49 69 1533-2836

[petra.rauber@chd.fra-uas.de](mailto:petra.rauber@chd.fra-uas.de)

Birgit Widera

+49 69 1533-2866

[birgit.widera@chd.fra-uas.de](mailto:birgit.widera@chd.fra-uas.de)

oder an

[familienbuero@chd.fra-uas.de](mailto:familienbuero@chd.fra-uas.de)

<https://www.frankfurt-university.de/familienbuero>



**Family Office**

Building 6, 2nd floor, room 204

Petra Rauber

+49 69 1533-2836

[petra.rauber@chd.fra-  
uas.de](mailto:petra.rauber@chd.fra-<br/>uas.de)

Birgit Widera

+49 69 1533-2866

[birgit.widera@chd.fra-  
uas.de](mailto:birgit.widera@chd.fra-<br/>uas.de)

or to

[familienbuero@chd.fra-  
uas.de](mailto:familienbuero@chd.fra-<br/>uas.de)

[https://www.frankfurt-  
university.de/  
familienbuero](https://www.frankfurt-<br/>university.de/<br/>familienbuero)

**STEM Coordination**

Kontakt:

Janina Hirth

Building 6, Room 27

+49 69 1533-2861

[janina.hirth@chd.fra-  
uas.de](mailto:janina.hirth@chd.fra-<br/>uas.de)

Current dates and further  
information:

[https://www.frankfurt-  
university.de/frauen-mint](https://www.frankfurt-<br/>university.de/frauen-mint)

**NETWORKING**

- **CampUAS (Familienbüro):** This tool enables you to network with other students and further on the Family Office publishes news and current events there.
- **UNited Parents App:** Via this app you can network with other students with children to organize mutual care and make contact. Please find more information on our website. We offer **meetings for caring students** like a parents café (Eltern-café) where you can exchange experiences, ask questions or just enjoy meeting other parents.

**STEM KOORDINATION**

The university's goal is to significantly increase the proportion of women in STEM subjects and to enable all students to study well while considering their diverse backgrounds. Therefore, the STEM Coordination supports a sensitive and empowering approach to heterogeneity especially in the technical faculties 1 & 2. Regular offers are e.g. a networking meeting for female students at Faculty 1 & 2, movies and discussion rounds, workshops on ethics of technology and exchange of experiences with people from the working world. Stop by or get in touch with ideas for new topics!



©Kinderhaus



Zusätzliche  
Informationen über  
unsere Angebote  
finden Sie auf unserer  
Webseite unter dem  
QR-Code:

**COUNSELING CENTER FOR STUDENTS WITH DISABILITIES, IMPAIRMENTS, CHRONIC-SOMATIC OR MENTAL ILLNESSES**

Counselling and support for students with disabilities/impairments is a service offered by Frankfurt UAS that ensures the implementation of Article 24 (paragraph 5) of the UN Convention on the Rights of Persons with Disabilities. This demands, „that persons with disabilities have access without discrimination and on an equal basis with others to general higher education, vocational training, adult education and lifelong learning.“

Our offer is aimed at prospective students, first-year students and students who need advice and support in the shaping, organization and implementation of their studies. Frankfurt UAS would like to provide you with comprehensive advice and encouragement in this regard.

We advise you on the organisation and implementation of your studies as well as on the topic of compensation for disadvantages. Our guiding principle is **equal opportunities** through the avoidance of disadvantages and discrimination. We are committed to **accessibility** at all levels of the university.

**WE OFFER INFORMATION AND ADVICE**

- when you are interested in studying
- for new students
- during the course of studies
- on assistance entitlements
- on compensating for disadvantages
- questions about study planning/organisation

You can find the open office hours on our [homepage](#).

**Counselling Center**

[www.fra-uas.de/studieren-  
mit-behinderung](http://www.fra-uas.de/studieren-<br/>mit-behinderung)

Contact persons (Building 1,  
room 126)

**Alexandra Hoene-Lindemann**  
Representative for Students  
with Disabilities for Counseling  
and Services

**Céline Kuhn**  
Specialist consultant

**Julia Maienschein**  
**Mika McGee**  
**Marius Oldenschläger**  
Student assistants

Individual consultation  
appointments can be  
made via email:  
[beratungsstelle-  
stube@chd.fra-uas.de](mailto:beratungsstelle-<br/>stube@chd.fra-uas.de)



## EXAM ADMINISTRATION QIS-HIS PORTAL

With the QIS-Portal (QIS = Quality Improvement of University Administration on the Internet, through self-service), students at the Frankfurt UAS have the opportunity to perform functions such as semester re-registration, address changes, printing of certificates and, of course, exam registration and deregistration via the Internet.

### WHERE CAN I FIND THE QIS-HIS PORTAL?

You can log into the QIS-HIS Portal from any computer:

[his.frankfurt-university.de/](https://his.frankfurt-university.de/)

### WHERE DO I GET MY AC- CESS DATA?

To log in to the HIS for the first time, you will need an identifier (matriculation number) and the initialization password, which you will find in the mailbox of the application portal Fran-Ca after enrollment.

### EXAM ADMINISTRATION

In addition to registering for and deregistering from exams, this area also contains the grade list. This function gives you an overview of the examinations you have taken so far. Passes and failures are displayed. In

addition, you have the option of downloading examination certificates and your grade list as a PDF in order to print them out afterwards.

### STUDY ADMINISTRATION

In this section you will find your certificate of enrolment with/without matriculation number, certificate according to § 9 BAföG and the data control sheet.



© E-Learning

## E-LEARNING

For a long time, the university has been committed to expanding its teaching through media-supported teaching and learning concepts. E-learning supplements the traditional lectures with digital teaching offers, such as Moodle or video lectures.

### LEARNING PLATFORM MOODLE

The central learning platform Moodle, accessible via the internet, currently forms the hub of e-learning activities at the activities at Frankfurt UAS. Moodle is used in a variety of ways: Presentation of content (learning content), tools for creating assignments and exercises, evaluation and assessment tools (assessment), administration (of learners, teachers, content, courses, learning progress, deadlines) and as a communication tool.

### SUPPORT AND LEARNING GUIDANCE

Most Moodle courses require an

enrolment key. This can usually be obtained directly from the professors who The key is usually obtained directly from the professors who use Moodle for their lectures (usually at the beginning of the lecture). recordings of complete lectures as well as screencasts with sound are created and used online for students' preparation or follow-up work.

### LECTURE RECORDINGS

Recordings of complete lectures as well as screencasts with sound are created and used online for students' preparation or follow-up work.

### TIP:

You can reach the Moodle page at the following address:  
[moodle.frankfurt-university.de/?lang=en](https://moodle.frankfurt-university.de/?lang=en)

## STUDENTS IN QUALITY MANAGEMENT

### Quality management

[frankfurt-university.de/en/about-us/facilities-and-services/administration-and-central-services/quality-management-strategy-planning](https://www.frankfurt-university.de/en/about-us/facilities-and-services/administration-and-central-services/quality-management-strategy-planning)

For Frankfurt UAS, its students are the Center of interest. We offer practice-oriented academic studies and support all committed and motivated students to the best of our ability in successfully completing them. The quality of our degree programmes is very important to us and you as a student can get involved here in many ways.

- Course evaluation:** During the lecture period, you can evaluate courses using a standardised questionnaire. Your department decides when each course is to be evaluated. The completed questionnaires should be placed in a sealed envelope, preferably by a participating student, and thrown into one of the collection bins provided. Our evaluation service evaluates the survey and sends the results to the teacher within 48 hours. Teachers are obliged to discuss the results with their students.
- Round tables and focus groups on programme development:** At least every three to four semesters, students are systematically asked about the quality of their programme. In some departments, these discussions take place together with the programme directors and the teaching staff; in other departments, the quality management officers (QMB) only talk to students and pass on their feedback to the programme directors and the teaching staff. The results of these rounds flow into the continuous further development of the study programme.
- Graduation survey:** If you are about to graduate, you will be given the opportunity to evaluate your studies and your degree programme with a standardised questionnaire. We look forward to your feedback, for example on the structure, equipment, individual modules and reasons for study delays, as well as your suggestions for improvement!
- Graduates:** About a year after your graduation, we will contact you by e-mail and post to find out about your further career. Please provide us with a private e-mail address when you enrol so that we can contact you. We know from these surveys that our graduates generally have excellent job prospects.

You can give constructive feedback at any time to your programme director, the QM (quality management) or within the framework of our central feedback and complaints management:

#### Central QM:

Dr. Christoph Rosenbusch, [quam@fra-uas.de](mailto:quam@fra-uas.de)

#### QM Faculty 1:

Christina Ness, [christina.ness@fb1.fra-uas.de](mailto:christina.ness@fb1.fra-uas.de)

#### QM Faculty 2:

Dr. David Schmidt, [david.schmidt@fb2.fra-uas.de](mailto:david.schmidt@fb2.fra-uas.de)

#### QM Faculty 3:

Marco Rene Susnik, [susnik@fb3.fra-uas.de](mailto:susnik@fb3.fra-uas.de)

#### QM Faculty 4:

Anja Waterkamp, [awaterka@fb4.fra-uas.de](mailto:awaterka@fb4.fra-uas.de)

We also invite you to take part in other quality management surveys, such as the general student survey, the enrolment survey or external rankings (CHE, etc.) We invite you to participate in these surveys via your student e-mail address.

The company suggestion scheme is also looking forward to your suggestions for improvement. The form for submitting suggestions can be found at <https://www.frankfurt-university.de/index.php?id=5935>. If your suggestion is awarded a prize, you can look forward to attractive prizes!

**GIVE US YOUR FEEDBACK AND HELP  
SHAPE YOUR UNIVERSITY!**

**Feedback management**

Rihab Dubau  
Room 808, City Gate

+49 69 1533-3251

[frankfurt-university.de/en/  
studies/international-office/  
international-career-service/](https://frankfurt-university.de/en/studies/international-office/international-career-service/)

## FEEDBACK AND COMPLAINTS MANAGEMENT FOR STUDENTS

The Feedback and Complaints Management is your contact point for complaints, criticism, suggestions for improvement or praise on all topics related to studying and teaching. You can contact the Feedback Management via a contact form on the website, by e-mail, by phone or in person and describe your concerns.

Possible topics for feedback are, for example:

- Infrastructure: buildings, rooms, material, equipment, working materials, etc.
- Courses: content, dealing with students, materials, etc.
- University administration: service, friendliness, information behaviour, etc.
- Conflicts with teachers or administrative staff
- Safety / insecurity on campus
- Concrete suggestions for improvement: for processes, work equipment, etc.
- Satisfaction with a good experience: e.g. with people, processes, service, etc.

Excluded are complaints concerning legally relevant violations, objections under examination or admission law, and violations of the General Equal Treatment Act.

Your feedback will be treated strictly confidentially and your personal data will not be passed on to third parties unless you expressly agree to this beforehand.

**You can find more information and the contact form here.**

[\(https://www.frankfurt-university.de/de/studium/feedbackmanagement/\)](https://www.frankfurt-university.de/de/studium/feedbackmanagement/)

## INTERNATIONAL OFFICE

The aim of the International Office at Frankfurt UAS is to support international and domestic students with a wide range of advisory and support services. Get inspired and become part of the Frankfurt University of Applied Sciences!

### WAYS ABROAD

Plan your semester abroad! The International Office is your contact for your international projects.

You will find all relevant information about our over 200 partner universities, scholarship programs, the application process and the dates of the information events on our website. We will be happy to answer all your questions about studying or doing an internship abroad during the information sessions or our office hours. You can also get all the information you need through our "Campus Course" Preparation for Study Abroad". It is best to plan enough time, as the application phases are sometimes over a year in advance.

### BUDDY PROGRAM

Become a buddy for the students of our partner universities and get to know people from all over the world! You can find information on how to apply on our website.

### SUMMER UNIVERSITY

Get away for a while! A different kind of experience abroad: If you don't have the opportunity to study abroad for a whole semester, you can also gain experience abroad by taking part in a short-term programme. In addition to the academic courses, there is also an interesting cultural programme. You can find more information on our website under „Summer Universities Abroad“.

### Study & Internship in Europe

Stephanie Porter  
Building 1, Room 9  
[europa@io.fra-uas.de](mailto:europa@io.fra-uas.de)

### Study and internship overseas

Ruth Conrads  
Building 1, Room 11  
[overseas@io.fra-uas.de](mailto:overseas@io.fra-uas.de)

### Buddy Programme

Elisa Lange  
Building 1, Room 115  
[incoming.exchange@  
io.fra-uas.de](mailto:incoming.exchange@io.fra-uas.de)

The current office hours and much more information can be found on our website:  
[frankfurt-university.de/en/  
studies/international-office/](https://frankfurt-university.de/en/studies/international-office/)



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Consultant International

Career Service

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✉ **SCHACH-QUIZ@FRA-UAS.DE**  
 📍 **SCHACH-QUIZ@FRA-UAS**

**CHESS AND  
 QUIZ CLUB**

## SPONSORING ASSOCIATION OF THE FRANKFURT UNIVERSITY OF APPLIED SCIENCES E.V.

Dear students,  
 You probably know a sponsoring association from your school days. The Frankfurt University of Applied Sciences also has a sponsoring association that supports projects and events at the university that could not otherwise take place.

One important task is to make the special achievements of graduates and teachers visible. Graduates receive an award for above-average performance combined with social commitment. In practice, this means: good grades and adherence to the standard period of study as well as especially active participation in committees and projects, social or cultural commitment, special commitment to the internationalisation of the university or commitment to disadvantaged groups/minorities.

As a sponsoring association, we also recognise special achievements by teaching staff with a special award.

Dear students, commitment and networks are becoming increasingly important in our society. This time at Frankfurt University of Applied Sciences is an important building block for your personal development and your future network. Use your time at the university, get involved! Get involved in and for the university and maybe even become a member of our support association - our network is at your disposal.

We wish you an exciting and successful time at the university.

Petra Rossbrey  
 Chairwoman

### Sponsoring Association of the Frankfurt University of Applied Sciences e.V.

Nibelungenplatz 1  
 60318 Frankfurt am Main

Management  
 Malika Siegmund  
 Villa Kleistraße 8

☎ +49 69 1533-2132

✉ [foerderverein@fra-uas.de](mailto:foerderverein@fra-uas.de)

🏠 [frankfurt-university.de/de/hochschule/hochschulfoerderung/foerderverein/](http://frankfurt-university.de/de/hochschule/hochschulfoerderung/foerderverein/)





## BICYCLE-FRIENDLINESS AT FRANKFURT UAS

Department of Quality Management Development Planning,

[frankfurt-university.de/en/about-us/map-and-directions/](https://frankfurt-university.de/en/about-us/map-and-directions/)

Back in 2018, Frankfurt UAS was the first German university to receive the „Bicycle-Friendly Employer“ certificate from the ADFC.

This year, the university achieved even more points during recertification! This was made possible, for example, by a freely accessible repair station on campus in front of the children’s house, where everyone can quickly repair their bike if necessary. A second station at the HoST is being planned. The repair collective „Rekoli“, consisting of volunteer „hobby wrenches“, has also been steadily equipped with high-quality tools in recent years. The new location of the Rekoli workshop is now also centrally located on campus in the storage room under the children’s house and usually opens twice a week, on Tuesdays and Thursday afternoons. Anyone can drop by and repair their bike for free or get tips and advice

from the workshop staff. Students who want to repair bikes are always welcome to join the team.

Furthermore, this year the ADFC again offered discounted bike coding as part of the Academic Bicycle Challenge. All useful information about cycling at the university can be found on the internet.

We are happy and proud that we too can make our contribution to getting more university members to switch from car to bike to get to university!

## CAMPUSSPORT

### Hello Sportsfriend,

Welcome to CampusSport at Frankfurt UAS! CampusSport offers you a perfect physical balance with an exceptionally wide variety of sports. You can try out new things, continue to practise the sports you love, take part in organised sports excursions with your friends or simply have fun together and meet new people at a wide variety of sporting events. We also offer all competitive athletes the opportunity to represent our university at German and international university championships.

### Our event formats make it easy to get started:

- Sports courses, workshops and excursions for beginners and advanced athletes by trained instructors.
- Training sessions for individual competitors and competition teams.
- Prevention courses that are certified by health insurance companies and for which the costs can be covered by your health insurance.
- Various events (e.g. health day, family festival, salsa party, etc.) and campus championships in cooperation with the AstA and other university institutions.

### Important dates in SoSe 2023

Booking phase I:	23.04.2023
Booking phase II:	30.04.2023
Course duration:	17.04. - 15.07.2023
Trial week:	17.04. - 22.04.2023

### CampusSport

Sports Office  
Building 10, Room 005

Head: Jérôme Hilper  
☎ +49 69 1533-2694/2695

✉ [campussport@fra-uas.de](mailto:campussport@fra-uas.de)

🏠 [frankfurt-university.de/campusport](https://frankfurt-university.de/campusport)

Office hours:  
Mon. - Fri.  
by prior arrangement.

**CampusSport**  
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✉ [campussport@fra-uas.de](mailto:campussport@fra-uas.de)

🏠 [frankfurt-university.de/  
campussport](http://frankfurt-university.de/campusport)

Office hours:  
Mon. - Fri.  
by prior arrangement.

On our [homepage](#) you will find all the details about our courses as well as general and current information about CampusSport.

- **CampusSport jobs:** Students who would like to support us as exercise instructors or student assistants for a fee should contact the sports office.
- **Championships:** Please note the competition programme of the General German University Sports Association ([www.adh.de/wettkampf/](http://www.adh.de/wettkampf/)). We are always looking for motivated and talented athletes who want to represent our university on the national and international stage.
- **Inclusive sport:** Inclusive sport is more than just the organisational integration of sports enthusiasts with physical or mental disabilities. Everyone gets the chance to discover and develop their own strengths at CampusSport. Please contact us directly!
- **Cooperation:** The sports facilities of Goethe University at Ginnheimer Landstraße 39 can be used by students of Frankfurt University of Applied Sciences on an equal basis. Course registration starts on 17.10.2022 and is usually booked out very quickly. Course bookings can only be made via the homepage of the Hochschulsport of the Goethe University. ([www.uni-frankfurt.de/Hochschulsport](http://www.uni-frankfurt.de/Hochschulsport))

**We offer sports activities outdoors on the ground, at sea, mid-air, free in the sky or indoors in the multifunctional room and the multipurpose hall in building 10. With our wide range of activities, there is something for everyone. If you are not convinced, please contact us and we will help you find the right thing for you.**

We are happy to receive sporting wishes, suggestions, ideas and complaints in person at the sports office, by telephone or by e-mail.

## OVERVIEW REGULAR SPORTS PROGRAMME

### INDOOR AND OUTDOOR SPORTS

#### BALL SPORTS

- Badminton
- Basketball
- Funinho
- Futsal
- Volleyball

#### FITNESS & RELAXATION

- Autogenic Training\*
- Calisthenics/Streetworkout
- CrossFIT
- Faszientraining\*
- Fighting FIT
- FIT for Fun
- Whole body training\*
- Calm and confident under stress\*
- Healthy back - strengthening\*
- High Intensity Interval Training (HIIT)
- Nordic Walking\*
- Pilates
- Starker Rücken
- Total Body Conditioning
- Yoga\*
- Circle Training
- Zumba

#### MARTIAL ARTS & SELF DEFENCE

- Capoeira
- Kung Fu (Kampfkunst)
- Kickboxing

#### CLIMBING

- Bouldering in the bouldering world
- Climbing on the campus wall
- Bouldering meeting
- Rope climbing at the KletterBar or the DAV Climbing Centre

#### AIR SPORTS

- Hang gliding in the south of France (excursion)

#### DANCE

- Bachata Lady Style
- Hip Hop
- Jazz Funk Streetdance
- Kizomba
- Salsa Cubana
- Salsa New York Style
- Standard/Latein
- Tango

#### WATER SPORTS

- Sportbootführerschein

#### WINTER SPORTS

- Ski- & Snowboardcamp (Exkursion)

**CampusSport**  
Sports Office  
Building 10, Room 005

Head: Jérôme Hilper  
☎ +49 69 1533-2694/2695

✉ [campussport@fra-uas.de](mailto:campussport@fra-uas.de)

🏠 [frankfurt-university.de/  
campussport](http://frankfurt-university.de/campusport)

Office hours:  
Mon. - Fri.  
by prior arrangement.

**CampusSport**

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Building 10, Room 005

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[frankfurt-university.de/  
campussport](http://frankfurt-university.de/campussport)

Office hours:

Mon. - Fri.

by prior arrangement.

**COMPETITIVE SPORTS****MESS WITH THE BEST OR DIE LIKE THE REST!**

The adh (Allgemeiner Deutscher Hochschulsportverband) organises over 50 competitive events in more than 30 sports nationwide every year.

There is something for everyone at the respective dhm (German University Sports Championship), the dhp (German University Cup) events and the adh-Open. The adh's canon of sports ranges from the most popular ball sports (e.g. football) to the classic disciplines (e.g. athletics) and the latest trend sports (e.g. Ultimate Frisbee).

For years, our university has taken part in national and international championships in badminton, basketball, archery, boxing, cross-country running, football, handball, judo, kayaking, karate, kickboxing, gymnastics, athletics, orienteering, cycling, rowing, swimming, sailing, alpine

skiing, snowboarding, shooting, squash, taekwondo, tennis, table tennis, trampolining, triathlon, volleyball, etc. However, we need „competitors“ for this.

If you have a proven talent and passion in your sport, we would be happy to welcome you to the university team. If you are more of a lone fighter, take a look at the adh competition page (<http://www.adh.de/wettkampf/>) to search for your sport. If you find your discipline, we would be happy to hear from you.

**SKI- SNOWBOARDCAMP 2023****BE THERE WHEN IT'S TIME TO HIT THE SLOPES AGAIN IN MARCH!**

Our winter highlight will once again take place in the tried and tested skiing paradise of Warth-Schröcken on the Arlberg. 48 perfectly groomed slopes of all levels of difficulty await you. For this, we have booked the most traditional inn in the entire Lechtal, with genuine Tyrolean cosiness and Tyrolean as well as international cuisine.

The guesthouse „Zum Bären“ has a wonderful location in the centre of Holzgau, surrounded by a unique mountain backdrop.

Our touring bus takes us daily after breakfast to the Warth-Schröcken skiing area, 12 kilometres away, and back to the accommodation in the evening. Depending on the weather, skiing ability and interest, short introductions to carving, deep snow, mogul piste and off-piste are planned.

Skiing and snowboarding courses for beginners and advanced skiers (1 week of skiing experience) are possible for a fee.

The guesthouse „zum Bären“ has mainly multi-bed rooms with shower and WC, satellite TV and most with balcony. We are provided with a rich breakfast buffet in the morning, bread rolls/bread to make yourself for the slopes and a 3-course dinner after skiing.

In addition to a lounge, billiards room and table football room, there is also a sauna area of over 100 m<sup>2</sup> with a relaxation area, Finnish sauna, bio-sauna, aroma sauna and a sauna. Finnish sauna, bio sauna, aroma steam bath, infrared cabin, heat bench with Kneipp and a massage room for wellness treatments.

If you are interested in our winter highlight, please register via our [homepage](#). If you have any questions, we will be happy to help you answer them.

**CampusSport**

Sports Office  
Building 10, Room 005

Head: Jérôme Hilper

+49 69 1533-2694/2695

[campussport@fra-uas.de](mailto:campussport@fra-uas.de)

[frankfurt-university.de/  
campussport](http://frankfurt-university.de/campussport)

Office hours:

Mon. - Fri.

by prior arrangement.

We look forward to seeing you,  
**Team** CampusSport.

## CampusKultur

### CampusKultur

Department Marketing  
Nadine Näther  
Building 2, 5th floor, room  
527

+49 69 1533-3335  
campuskultur@mk.fra-  
uas.de

All dates, details and  
changes to

the current programs at:

[frankfurt-university.de/  
campuskultur](http://frankfurt-university.de/campuskultur)

### Culture for every semester - cultural diversity for university members and guests.

CampusKultur supports and organises cultural events such as concerts, guided tours and exhibitions. In addition, we act as an intermediary for all those who want to get involved artistically and culturally or who want to implement projects and ideas.

In the [CampusKultur-events calender](#) you can find out more about projects, events and action days that Campus-Kultur organises or supports. The dates will be successively supplemented with further programme items.

### For a fair campus!

Our university is the first university in Hesse to adopt a sustainability strategy at the beginning of 2021. Less than a year later - on January 27, 2022 - Frankfurt UAS was also awarded the title of „Fairtrade University“. CampusKultur regularly offers events and activities related to fair trade in order to raise awareness of the topic in everyday university life. For example, with a „fair“ Christmas market or lectures and information stands on the production and trade of fair trade products. We work together closely with students and other stakeholders at the university and also invite external guests to participate. Students who are interested in preparing and implementing activities and events on the topics of fair trade and sustainability are welcome to join our team. We are happy to work as a university community to promote sustainability and fair trade on campus and in society.

### CampusKultur MeetingClub - a format by university members for university members

CampusKultur has been organising the MeetingClub event series since the winter semester 2021/2022. Students, staff or lecturers have their socially relevant topics such as sustainability, culture or fair trade, or we organise lectures by external experts. The format invites you to get to know each other, exchange ideas and discuss and is open to anyone who would like to learn something new, think outside the box or contribute a topic themselves. Feel free to contact us or simply join us at the next MeetingClub. Current dates can be found in the CampusKultur calender of events.

### BIG BAND

We are music-loving professors, staff and students from all departments of the Frankfurt University Of Applied Sciences. With the Big Band, we want to set another cultural accent at our university. The aim is to enrich the musical programme at official events of the Frankfurt University of Applied Sciences. We play simple „classics“ that everyone knows and catches the ear.

During the semester, we rehearse new pieces and thus constantly expand our repertoire. Anyone who is motivated to interpret big band standards can join. It is possible to join at any time.

### CAMPUS CHOR

Since its foundation in 2009, the Campus Choir has enriched various university events with songs from ethno, pop and jazz, in addition to its own concert activities as part of campus culture.

Since the summer semester 2017, the choir has been presenting itself in a new format: a short programme designed for one semester is rehearsed and then presented - together with students from the Studium Generale.

### ANYTHING BUT PETTY: CHESS AND QUIZZES

Would you like to challenge your grey cells by playing chess and taking quizzes?

You can find information about the meetings as well as digital offers or events in the Moodle course or contact the initiative by e-mail.

### CAMPUSKULTUR LIVES FROM YOUR IDEAS AND YOUR COMMITMENT!

Are you culturally active yourself, would you like to join a group or implement your own project and are looking for support?

Contact the CampusKultur team with your ideas, we will be happy to help you implement them or put you in touch with the relevant contacts.

### Big Band

Director: Viola Engelbrecht

[www.frankfurt-university.de/  
bigband](http://www.frankfurt-university.de/bigband)

Prof. Dr.-Ing. Hitzel

[hitzel@fb1.fra-uas.de](mailto:hitzel@fb1.fra-uas.de)

### Campus Chor

Director: Viola Engelbrecht  
Building 2, Rooms 23 to 26

+49 69 593291

[viola.engelbrecht1@freenet.  
de](mailto:viola.engelbrecht1@freenet.de)

[frankfurt-university.de/chor](http://frankfurt-university.de/chor)

### Chess-Quiz

[schach-quiz@fra-uas.de](mailto:schach-quiz@fra-uas.de)

# CAMPUS LIFE

## STUDENT INITIATIVES

Numerous initiatives and projects organised by students for students invite you to join in and get involved. Anyone who wants to get involved in a topic or subject-related way, or is looking for a change from the stressful everyday life of studying, will find the opportunity to do so at various student initiatives.

### OPEN STUDIO „COURT CIRCUIT“

Four semesters ago, we, the „Court Circuit“ initiative, noticed that the cultural offerings at the Frankfurt University of Applied Sciences were very meagre. Therefore, we have set ourselves the goal of counteracting this! In cooperation with other initiatives, we exhibit our works, e.g. on Artistic Evenings, and leave our artistic fingerprint on campus, e.g. in the redesign of the staircase in the Red House.

We meet in a friendly, relaxed and workable atmosphere on Wednesday evenings from 8pm in the melting pot of departmental cultures Café Kurzschluss (Red House on the ground floor). Here you are cordially invited to chat, exchange ideas, inspire each other and be creative together. We will provide the basic materials. Everyone from beginners to advanced is welcome!



### FRANKFURT FINANCE CLUB e.V.

The lectures offer a lot of general knowledge, but we believe there is more to it! Therefore, the aim of the Frankfurt Finance Club e.V. (FFC) is to deepen your knowledge in the fields of economics and finance and to promote the careers of students at Frankfurt UAS.

As the largest student initiative at Frankfurt UAS with more than 100 members, the FFC offers excellent networking opportunities within the university's many degree programmes. With our diverse events, we also offer unique opportunities to acquire detailed knowledge about various professions and generate valuable content for your CV in certified workshops. To this end, we regularly invite top people from the field to our university for events and lectures. In addition, our members can gain in-depth knowledge of various topics free of charge by subscribing to top-class magazines such as Handelsblatt, Capital or the Financial Times.

As a member of the Frankfurt Finance Club, you are free to get actively involved or simply attend events that interest you. All students and former students of the university can join. Are you interested and would like to know more? Then take a look at our website or our information events at the beginning of each semester or follow us on our social media channels.

### DIVERSITY INITIATIVE

As students of the Frankfurt University of Applied Sciences, we are concerned to see how racism and xenophobia are currently taking root in broader sections of our society: prejudice and exclusion have been gaining a lot of space in the public sphere in recent weeks. This is tangibly demonstrated by the PEGIDA.

These developments threaten the peaceful, democratic climate in our city that is necessary to pursue studies and work. For us as democrats with a sense of social responsibility, this means: We have to become active against it! That is why we founded an „Initiative for Diversity - Against Racism“ at Frankfurt UAS.



Frankfurt Finance Club

✉ [info@frankfurtfinanceclub.de](mailto:info@frankfurtfinanceclub.de)

🏠 [frankfurtfinanceclub.de](http://frankfurtfinanceclub.de)



©Frankfurt Finance Club

## CAMPUS COMMUNITY



Ramadân-iftâr (breaking the fast)



Friday prayer - Salât al-dschuma



## PROTESTANT AND CATHOLIC

### ESG and KHG at your service:

We are the Catholic and Protestant student and university communities. You can find our complete programme at [www.khg-frankfurt.de](http://www.khg-frankfurt.de) / [www.esg-frankfurt.de](http://www.esg-frankfurt.de). Here is an excerpt of what we offer:

### Catholic University Community (KHG)

Contact person:  
Kirstin Maria Röwer  
M.A., Consultant

Consultation hours and appointments by arrangement only

+49 69-78808721  
roewer@khg-frankfurt.de  
[khg-frankfurt.de](http://khg-frankfurt.de)

### Protestant Student Community (ESG)

Contact person:  
Philipp Müller  
Dipl. Social Worker

Friederike Lang  
Kulturanthropologin, M. A.  
lang@esg-frankfurt.de

Lyubov Cherednichenko Social Worker

Consultation hours and appointments by arrangement only

+49 69 1533-2979  
beratung-fh@esg-frankfurt.de  
[esg-frankfurt.de](http://esg-frankfurt.de)

### COUNSELLING, EXAM COACHING AND PASTORAL CARE

- Counselling and pastoral care in crisis situations and conflicts
- Exam coaching: Clarifying strengths and weaknesses, developing learning strategies, dealing with exam anxiety
- Spiritual guidance in questions of meaning and faith
- Counselling and support for international students

### REGULAR EVENTS

- Mahlzeit! A delicious meal for 1,- Euro, every Tuesday in the semester from 12 pm to 2 pm.
- Indian Working Group: Thursdays, every two weeks, 6:00 p.m. (for dates, see programme).

### For further programme see websites!

### WHERE TO FIND US

Building 8, room 24, left side wing, 1st floor

## MUSLIMS

The Muslim Student Community (MSG) is an association of Muslima and Muslims at the Frankfurt University of Applied Sciences, which works independently of other organisations, committees or associations. It primarily cares for Muslim students in their everyday study life and supports them in coping with it successfully. The MSG's motive for supporting and interacting with students is derived from the Islamic foundation of faith, which includes the last Messenger of God who said, among other things, the following:

*„Verily, the believer is to the believer as a masonry one part holds the other.“ And he demonstratively interlocked his fingers.*

Moreover, Allah, the Exalted, says:

*„And the believing men and the believing women are one helper to the other...“*

[Quran 9:71]

The resulting motivation to support students in their daily study routine prompts us - in addition to managing the prayer room and regular Friday addresses - to provide a plethora of services. These include

- Study Orientation Seminar
- Further projects are debates, discussions and lectures for Muslims and non-Muslims
- Tutoring by students for students as well as seminars, workshops and tutorials
- Study orientation seminar for prospective students
- Leisure activities to exchange with each other and get to know each other better.
- Ramadan and Iftar events
- Support with the placement of internships

Are you a Muslim and would you like to make everyday life easier for students together with us? Then get in touch with us! We look forward to your participation within the MSG, because together we can achieve a lot! True to the motto: „Coming together is a beginning, staying together is progress, working together is success.“

Islamic greetings and good luck in your studies!  
Your Muslim Student Community

**The prayer room for Muslims is located in building 4, room 16a.**



### Muslim Student Community (MSG)

Chairman: Samir Acchaoui  
Deputy Chairman:  
Levent Klemm

Women's contact person:  
Amna Saleem  
Deputy Hamide Ünal

+49 163-2421478  
info@msgfrankfurt.de  
[www.msgfrankfurt.de](http://www.msgfrankfurt.de)  
facebook.com/MSGFrankfurt

### Prayer room: Building 4, Room 16a



Semester introduction



Seminar Educational Method in Islam

## CAFÉ 1

Welcome to our café! As a student initiative, we have been accompanying the university for over 30 years now. Just like our university, we also have a varied history. A merger of two initiatives into one and a change of location have led us to our current location in Building 1.

As an initiative, we make an important contribution to campus culture with a varied programme. We offer parties and concerts, as well as theme evenings and literary events such as the poetry slam. During the day, we accompany you with breakfast, snacks and vegan lunch.

The 30-member team of our initiative is looking forward to welcoming you.

### Contact:

Ground floor Building 1

+49 69 1533-2712

das\_cafe1@web.de

[fb.com/Café1-319835064322](https://www.facebook.com/Café1-319835064322)



## PROFITRATTE

Born out of a student initiative, the Profitratte has been providing the faculty with coffee, food and culture for over 30 years.

The oldest café on campus is still far from walking with a cane, but in addition to readings, jam sessions and cosy concerts, it offers you space for your ideas and projects.

Come by, talk to us, drink more coffee!

Your rats

### Contact:

Ground floor Building 2  
Fachbereich 4

profitratte@yahoo.de

[fb.com/profitratte](https://www.facebook.com/profitratte)

Opening hours:

Mon-Thu: 08:00 - 16:30

Friday: 08:00 - 14.30



## CAFÉ KURZSCHLUSZ

For over thirty years, we have been offering students at Frankfurt UAS (formally known as FH Frankfurt) the opportunity to live a life far away from credit points and performance pressure and to get involved culturally and politically. We are the „Student Initiative Café Kurzschluss“ (SICK). In addition to the regular café service (Mon, Tue, Wed, Fri 8 a.m. - 8 p.m. with fresh pastries and good coffee & tea), we organise our pub night every Thursday with a changing theme (until midnight). At irregular intervals we offer cultural and political events, but also a variety of parties and concerts.

At the end of each semester, we also open on weekends so that the ceiling doesn't fall on your head while you're studying at home. When the sun is shining and the temperatures are pleasant, the square in front of the Kurzschluss is the perfect place to hang out on campus. But even in the darker months of the year, a game of billiards or darts is the perfect place to take a break between seminars, lectures, exams and papers.

In our rooms, it is important to us that respectful and appreciative behaviour is cultivated. Racism, anti-Semitism, sexism, homophobia, i.e. any condescending and insulting behaviour towards other people is out of place here. Furthermore, we understand Café Kurzschluss as a counter-programme to the omnipresent academic demand for performance. Subjected to economic constraints, studying at Frankfurt UAS is characterised by the pressure of meeting deadlines for future bachelorettes. There is neither time nor space to critically engage with studies and everyday life. We want to counteract this and offer you and us a space to participate. We are always open to suggestions, criticism, love letters or new ideas.

### Contact:

Ground floor Building 5

+49 69 1533-2274

[cafekurzschluss](https://www.facebook.com/cafekurzschluss)





### EUROPEAN DEAF STUDENTS UNION (EDSU)

#### What is EDSU?

EDSU represents deaf and hard of hearing students across Europe and was founded in 2015. There are many different difficulties in Europe for deaf students, such as funding and recognition of sign language interpreters in local universities. Our mission is to advocate for the rights of deaf students at national and European level, such as equal access to universities.

#### Activities of the EDSU

The EDSU creates a sign language space for students, in the form of seminars and workshops that take place every two years in many different countries. At these, students can share experiences and information with each other on the topic of everyday life as a deaf person at university and interact across studies. This can be seen as a peer group. Students also have the opportunity to exchange tips and tricks on matters relevant to their studies, such as homework, final papers or even doctoral theses.

#### Curious now?

If you would like to know more or would like to support us, please contact us: [edsu.edsu@gmail.com](mailto:edsu.edsu@gmail.com).



**If you witness or are a victim of any instances of discrimination contact:**

**+49 69 1533 -2424. -2428  
+49 69 1533 -2266**

**Women's and equal opportunity representative  
Confidant for people with disabilities**

**Do not hesitate.  
Call in case of emergency:  
EMERGENCY CALL 110**



# THIS & THAT

## STUDY-CHIP

The Study-Chip is your Student ID, that also has some other features such as:

- Legitimation for reduced entrance fees in many areas such as cinemas, swimming pools & museums
- RMV-semester ticket
- Library card
- Means of payment in the cafeteria  
You can **charge the study-chip at the terminal in front of the cafeteria.**

If you lose your study chip, you will have to pay € 35 for a replacement. Students report the loss to the Student Office (Building 1, ground floor). If the study chip is no longer readable or defective, the student will receive a replacement for € 1.

## EXAM REGULATIONS

The Prüfungsordnung (exam regulations, PO for short) is the most important document for your degree programme.

It contains the content and organisational details of the degree programmes - and is binding. In addition to the PO, there are the „Allgemeine Bestimmungen“ (General Regulations), which regulate fundamental matters that apply to the entire university.

## FINDING ACCOMMODATION

An affordable roof over your head is an important prerequisite for successful studies. In Frankfurt, however, suitable living space for students is scarce. It is more difficult than in many other German university cities to find a suitable room or flat.

### Looking for a flat-share

[www.wg-gesucht.de](http://www.wg-gesucht.de)

### Housing campaign

[www.wohnraum-gesucht.de](http://www.wohnraum-gesucht.de)

### Student Union Frankfurt a.M.

[www.studentenwerkfrankfurt.de](http://www.studentenwerkfrankfurt.de)

### Housing Initiative Frankfurt e.V.

info@wif-ev.de  
Unterweg 12  
60318 Frankfurt/M  
+49 69 955297 76



The old AstA board at the official opening of the student dormitory Hansaallee. A total of 406 apartments are available in 4 buildings - a good approach. Nevertheless, there are still too few places in Frankfurt - we continue to campaign for more affordable student housing!

## SCHOLARSHIPS

A scholarship offers financial support for studies. In contrast to the Bafög, scholarships do not usually have to be paid back. There are a large number of associations, foundations and companies that award grants for different areas (over 2000 in total in Germany).

### Federal Ministry for Education and Research

[www.stipendienlotse.de](http://www.stipendienlotse.de)

### Studienstiftung des Deutschen Volkes

[www.studienstiftung.de](http://www.studienstiftung.de)

### MyStipendium

[www.mystipendium.de](http://www.mystipendium.de)

## SOFTWARE FOR STUDENTS

Software for students can often be obtained free of charge (or at a reduced price). In addition to the offers from the respective software manufacturers, our university has also concluded some licence agreements.

These include, among others:

- Adobe Suit
- Autodesk Student
- Microsoft Office
- Mindjet
- SPSS
- TechSmith
- and much more

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- 43 Zeilsheim

## NEW IN FRANKFURT? POINTS OF INTEREST FOR „EINGEPLACKTE“-STUDENTS

A collection of various points of interest for „Eingeplackte“ (Hessian for people who have moved in). Guaranteed subjective, unordered and something for everyone. We hope you have fun exploring your new home!

## DIRECTLY AT THE CAMPUS



### AL TERRAZZINO

Very good pizzeria directly opposite the university.

### ASIA COM BUI

Asian imbiss with an inexpensive lunch menu opposite the campus.

### BIG CHICK FRANKFURT

New chicken restaurant right next to the eastern campus entrance near the tram stop.

### COFFEE GALLERY

Coffee and food right next to Building 1 at the tram stop. Unfortunately a bit expensive.

### FEINSTAUB

Whether Britpop or reggae, the music at Feinstaub is loud from the speakers, ready to dance to. The feel-good bar for all alter-

native enthusiasts within walking distance of the campus.

### REWE - CITY GATE

Delicious and good sushi, right around the corner from our university.

### UMI SUSHI

Delicious and good sushi, just around the corner from our university.

## ALTSTADT

### CAFE & BAR CELONA

Always a busy bar with a successful concept.

### EISERNER STEG

Beautiful Bridge with great history. I was financed and built by the citizens of Frankfurt to avoid the customs fees at other crossings over the Main.

### IIMORI PATISSERIE

Cafe and bakery that combines Japanese and French cuisines. They got everything from croissant to melonpan to mochi - super delicious.

### VELVET CLUB

Free admission for students on Wednesdays.

### KLEINMARKTHALLE

Monday to Saturday a large selection of different food. Definitely worth a visit.

### SCHIRN KUNSTHALLE

World-renowned art exhibition with renowned artists from all over the world. Changing exhibitions, definitely worth a visit. Reduced admission prices for students.

### „KAISERDOM ST. BARTHOLOMÄUS“

There is far too much to tell about this cathedral to describe it briefly here. The 99 years of construction alone, with the end due to lack of money, might remind you of our „new“ Berlin airport today.

### PAULSKIRCHE

Frankfurt's main Protestant church until 1944. From 1848 to 1849, the delegates of the country's first freely elected parliament met here. In other words, the cradle of parliamentary democracy in Germany.

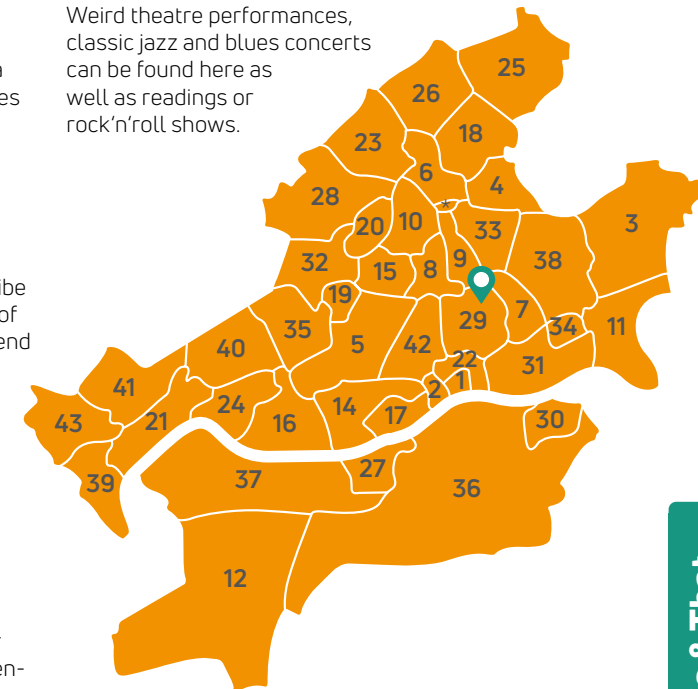
### RÖMERBERG

Square in front of Frankfurt's town hall (called „Römer“), landmark and also called „Gudd Stubb“ („Gute Stube“ = living room).

## BAHNHOFSVIERTEL

### ORANGE PEEL

The Orange Peel in Frankfurt's Bahnhofsviertel offers sophisticated entertainment far removed from the so-called „mainstream“. Weird theatre performances, classic jazz and blues concerts can be found here as well as readings or rock'n'roll shows.



## NOTICE:

Due to the pandemic, some venues, especially clubs, are unfortunately temporarily closed.

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### CHICAGO MEATPACKERS

This imaginatively decorated American-style restaurant serves steaks, burgers, spare ribs and the like. The ribs are said to be the best in Hesse. The official American restaurant of the Frankfurt Galaxy offers American specialities as well as first-class cocktails.

### SALSA DISCO CHANGO

The Chango is the concentrate of the Latin American attitude to life. On the 1st floor, you'll find the sounds of Salsa, Merengue and Bachata. On the 2nd floor, it gets hot with black beats and reggaeton.

## BOCKENHEIM

### STATTCAFÉ

One of the student cafés in Frankfurt. Freshly baked cakes and, in winter, a cosy living room atmosphere like at grandma's. Highly recommended.

### KISH RESTAURANT

Persian cuisine looks back on a long tradition and is considered the French cuisine of the Orient.

### PIZZERIA DA CIMINO

One of the best pizzerias.

### EXZESS

An uncommercial centre that helps to realise interests and ideas, to develop group structures or to use existing ones. Today, a wide variety of initiatives take place here, such as pub evenings, political events, theatre performances, info shop with lending library & archive, concerts, readings, Volx kitchen and meetings of various left-wing groups.

## BORNHEIM

### APFELWEIN SOLZER

The „Apfelwein Solzer“ is one of the few Bornheim cider taverns that have preserved their old times cosiness. The Solzer family has been running this traditional cider tavern since it was acquired in 1893, now in its fifth generation.

### BERGER STRASSE

Cosy street mile in Frankfurt Bornheim. Here you will find local cosiness and international food as well as nice shopping opportunities.

## INNENSTADT

### BÖRSE FRANKFURT

Here you will find not only the

stock exchange landmarks „Bull and Bear“ but also the „trading floor“, which you always see on TV during stock exchange news. Just sign up for a guided tour and marvel.

### CLUB VOLTAIRE

The Club Voltaire has existed as one of the best clubs in Frankfurt am Main since 1962. Tremendous changes have taken place in this period of time: From the Cold War to the 1968 and women's movements, to anti-colonialism, peace and environmental movements, to the dissolution of the blocs, German war involvement and now the current systemic crisis that has led to the intensified confrontation between democracy and economic power. Despite these fundamental changes, Club Voltaire has remained committed to its original intentions and offers many opportunities to engage in political conversations.

### COOKY'S

One of the oldest clubs in Germany, updated, re-designed & reloaded. For over 30 years now, we have been celebrating great and excessive parties in the heart of Frankfurt, in the centre of downtown Frankfurt. A living legend where guests like Snoop Dogg, the Rolling Stones, Jan Delay and many more have been private guests and let it rip. Admission € 5-10.

### DIALOGMUSEUM

A special museum experience for the 4 other human senses. Here you can experience the world of visually impaired people as part of a guided tour, e.g. in total darkness and with a blind man's stick. Highly recommended!

### EI PACIFICO

Since 1983 you can enjoy the fascinating cuisine and the original colourful and lively attitude to life of the country of the Mayas and Aztecs in your Mexican restaurant with charm and that „certain something“ in a family atmosphere.

### GIBSON CLUB

The club, located in the middle of the city, is the baby of M. Djamegari and the „Söhne Mannheims“. It now belongs to the exclusive circle of „Worlds Finest Clubs“. It has been open again since mid-2021.

### GOETHEHAUS

Birthplace of the poet Goethe. Rebuilt after the war, the rooms have been furnished true to the original. A guided tour is definitely the best option since you get to hear many interesting stories about the place.

### LE PANTHER

Stylish club in an old villa with bars and DJs as well as a summer lounge with a view of the

### TIPP:

Many activities are discounted or free with the **Frankfurt Pass**.

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garden.

### MAIN-TOWER

Highest public viewing platform in Frankfurt. Easily recognisable by the white and red „candy cane“ on the roof. Admission costs about € 4.50 for students. Well worth seeing in good weather with visitors from home. Information boards on the platform make it easy to find your way around.

### NACHTLEBEN

Directly at Konstablerwache (Konsti), this basement club offers a direct, intimate experience of all live performances and otherwise very cool music. The central night bus station is directly in front of the door.

### NIZZAGÄRTEN

Walkers experience a touch of the Mediterranean with palm trees, fig trees, lemon trees and Mediterranean plants on the northern bank of the Main, between the Friedensbrücke and Untermainbrücke bridges. Thanks to the southern exposure, the breeze of the quay walls and the sunlight reflected by the river, exotic plants can also thrive in a Mediterranean microclimate in the „Nice“. Free of charge and open to the public.

### OPER FRANKFURT „NEUE OPER“

(New Opera) 50 % discount on

tickets for Studies. In addition, directly at the box office, free seats are still on display for € 11 shortly before the performance.

### AV-FRANKFURT

8€ for performances at the Schauspielhaus, Kammerspiele, Bockenheimer Depot and Box, 10€ for guest performances and premieres.

### SILBERGOLD

Small cosy dance club. Admission 0-8 €, depending on the event.

### STADTBÜCHEREI (CITY LIBRARY)

Borrow books cheaply (no specialist literature for studies, you can get that in other libraries). There are several branches all over Frankfurt, just look for yours on the internet. Annual library card costs 16 €.

### THE CAVE

The Cave near Frankfurt's Konstablerwache has been a fixed institution in Frankfurt's nightlife since 1998. Guitar sounds rule in the cellar vault in Brönner Straße. Rock, metal, alternative and related music. If you want to dance to good music, far away from the jacket constraints and „see and be seen“, you're in good hands. Every Thursday, Friday and Saturday from 10 pm.

### ZEIL

One of the most visited shopping miles in Germany - right in the middle of Frankfurt.

## NORDEND

### AROMA VEGETARIAN & MORE

Very good food (Persian, Arabic, etc.).

### BETHMANNPARK

In the middle of the city lies Bethmannpark, a green gem for people who love gardens. Walls, fences and rhododendrons shield the park, which covers a good 3 hectares, from the through traffic of Friedberger Landstraße and the Anlagenring. The park promises relaxation when you relax on the meadows surrounded by large old trees, stroll along the colourful flowerbeds or play outdoor chess. Hidden behind white walls is the Chinese Garden, an oasis of peace.

### FRIEDBERGER PLATZ

Shop at the market every Friday and enjoy tasty drinks and food. In good weather, the square turns into the perfect starter for the rest of the evening. One of

Frankfurt's top singles markets!

### GUDES

The traditional Frankfurt water house reinterpreted. Open and cordial, urban and colourful. Coffee, beer, non-alcoholic refreshments, tobacco products, sweets and much more. Here you can find „Gudes“ (good stuff).

### GÜNTHERSBURGPARK

Boule is played on an avenue of plane trees, and there is a park café in the northern part.

### HEROES PREMIUM BURGERS

All burgers 100% homemade, from the bun to the sauce.

### HOLZHAUSENPARK

An avenue of majestic old chestnut trees lines the path into Holzhausen Park and leads directly to the baroque moated castle. It is surrounded by an idyllic pond. Behind it, the park entices the residents of Frankfurt's Nordend to linger in this green oasis with a lawn for sunbathing, park benches all around and magnificent old trees, between which the little castle peeps out a little enchanted.

### TIPP:

The Schauspiel Frankfurt offers reduced admission for students.

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### ROBERT JOHNSON CLUB

Well-known club, popular with techno fans, just beyond Frankfurt's borders.

### TIEFENGRUND

A dance bar in the Nordend, where on request private events can also on request.

What kind of music is played there? Punk rock, rock, indie & alternative. But the music can vary depending on the live event.

## OFFENBACH

### BISON FOODSTORE

Burgers made from real bison by an American-born family. For special meat lovers.

### HAFEN 2

A wild mixture of exhibition space, petting zoo, concert venue, café, art-house cinema, recreation area, studio and house club. Often even more: theatre, fashion, discussions, readings. There is no term that names it sensibly.

### MTWCLUB

Very young crowd, many Abi parties are held here, is right next to the Robert Johnson.

## OSTEND

### CAFE BOHNE

Every Sunday into the evening all you can eat breakfast for € 5.90.

### EUROPÄISCHE ZENTRALBANK EZB

The blue € sign in front of the old ECB Tower was always visible in TV reports. We remember the Blockupy camps that besieged the old ECB. The new ECB has since opened in Ostend and is one of Frankfurt's new landmarks.

### KÜNSTLERHAUS MOUSONTURM

The programme shows current works by independent artists and collectives from the fields of dance, theatre and performance as well as selected positions in the visual arts and music.

### OSTPARK

Walk, run, jog, barbecue, kick, play or simply do nothing at all: The more than 32-hectare facility in Frankfurt's Ostend offers countless opportunities for leisure activities.

### SANDBAR

A divine bar near Berger Strasse.

### SOMMERWERFT FESTIVAL

Open-air theatre festival - superb!

### ZOO FRANKFURT

True to its motto „Experience animals - preserve nature“, Frankfurt Zoo offers its visitors an authentic animal experience and is committed to the protection of nature and species. With over 850,000 visitors, it is one of the most visited zoos in Germany.

## RÖDELHEIM

### FREIBAD BRENTANO

Europe's largest open-air swimming pool is in Frankfurt! Admission for students is € 3 per day. Shady as well as very sunny places available. A good place to spend a summer day.

### GRAFF CONFISERIE KONDITOREI

Confectionery One of the best bakeries and confectioners in Frankfurt. Pralines, tartlets, biscuits - confectionery craftsmanship at its best. Everybody will be thrilled.

### RAUMSTATION RÖDELHEIM

Various offers in the left-wing alternative spectrum. The homepage informs about current events and activities.

### SAVORY

Vegan restaurant with inexpensive burgers, cupcakes and much more.

## SACHSENHAUSEN

### ALT-SACHSENHAUSEN „ALT-SACHS“

Frankfurt's classic street mile with many Ebbelwoi pubs.

### APFELWEIN WAGNER

Typical Frankfurt food & cider in a rustic atmosphere.

### APFELWEINWIRTSCHAFT DAUTH-SCHNEIDER

Traditional Frankfurt cider tavern with down-to-earth, hearty cuisine.

### ELFER MUSIC CLUB

Various concerts and performances.

### KONDITOREI HOLLHORST

A pastry shop with tradition. They say they have the best Bethmännchen in Frankfurt.

### MAINUFER MUSEUMSUFER

The Main promenades invite you to do sports and chill out in summer. In the autumn, the

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- 24 Nied
- 25 Nieder-Erlenbach
- 26 Nieder-Eschbach
- 27 Niederrad
- 28 Niederursel
- 29 **Nordend**
- 30 Oberrad
- 31 **Ostend**
- 32 Praunheim
- 33 Preungesheim
- 34 Riederwald
- 35 **Rödelheim**
- 36 **Sachsenhausen**
- 37 Schwanheim
- 38 **Seckbach**
- 39 Sindlingen
- 40 Sossenheim
- 41 Unterliederbach
- 42 **Westend**
- 43 Zeilsheim

Museumsuferfest gives the summer a brilliant send-off before winter takes over.

### PONYHOF CLUB

The Ponyhof in Klappergasse is a cosy little venue in the middle of Alt-Sachs. While next door Schlager dominate the musical landscape, the Ponyhof behaves like the famous Gallic village and tries to present an alternative with singer songwriters, indie but also electronic concerts and theatre performances. At weekends, there are mainly parties, which are just as colourful as the concerts.

### SECKBACH

### BATSCHKAPP

Great location and the occasional 90s parties are really to be recommended!

## WESTEND

### GRÜNEBURGPARK

Great for relaxing and walking. Lots of green space and enough room for lots of people. In summer a popular spot for picnics. Unfortunately barbecues are not allowed.

### PALMENGARTEN

The world of plants in one place! An oasis to marvel and relax in the middle of Frankfurt. Admission for students € 3.

## KEY SEMESTER DATES

### CURRENT SEMESTER: SUMMER SEMESTER 2023

Start of semester	01.04.2023
End of semester	30.09.2023
Start of lectures	<b>11.04.2023</b>
End of lectures	14.07.2023
Public holidays	Public holidays

Confirmations, Holiday applications, Guest auditors

End of January until 01.03.2023

Deadline for re-registration for the next semester (WS23/24)

01.09.2023

### FOLLOWING SEMESTER: WINTER SEMESTER 2023/24

Start of semester	01.10.2023
End of semester	31.03.2024
Start of lectures	<b>16.10.2023</b>
End of lectures	09.02.2024
Public holidays	23.12.2023-05.01.2024

Confirmations, Holiday applications, Guest auditors

Mid-July until 01.09.2023

Deadline for re-registration for the next semester (SS24)

01.03.2024

## ATTENTION:

You will not be informed in writing at the beginning of the semester that you have to pay the semester fee.