



**StartSmart@THB**  
Ein Projekt vom  
Hochschulzentrum  
Studierendenservice

# How-to-StartSmart@THB

Just enrolled at the last minute? No problem!  
Answers to open questions about starting your  
studies



Kofinanziert von der  
Europäischen Union



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HOCHSCHULE

STUDIUM

FORSCHUNG UND KOOPERATION

LEBEN

KARRIERE

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# 1. Information for First-Year Students

Wir sind die zentrale Anlaufstelle für alle Studieninteressierten und Studierenden und bieten bedarfsgerechte und serviceorientierte Informationen, sowie Unterstützung zu allen studentischen Belangen. Sollten wir im First-Level-Support mal nicht weiterkommen, werden wir Sie an die richtige Ansprechperson ist. Uns ist wichtig, dass die Beratung immer zuverlässig und rasch zu erreichen ist.

Neu hier und Ihr kennt Euch noch nicht so wirklich aus? Dann schaut doch mal auf unserer StartSmart@THB Seite → Tipps und Tricks für Studenten vorbei! Dort haben wir Euch einen bunten Mix aus Erstinfos und Tipps zusammengestellt, der Euch Euer Studileben erleichtern soll.

## Unterstützende Angebote für Studierende

Aktuelle Angebote

Externe Angebote

StartSmart@THB

Geplante Angebote

Nachhilfe-Tauschbörse

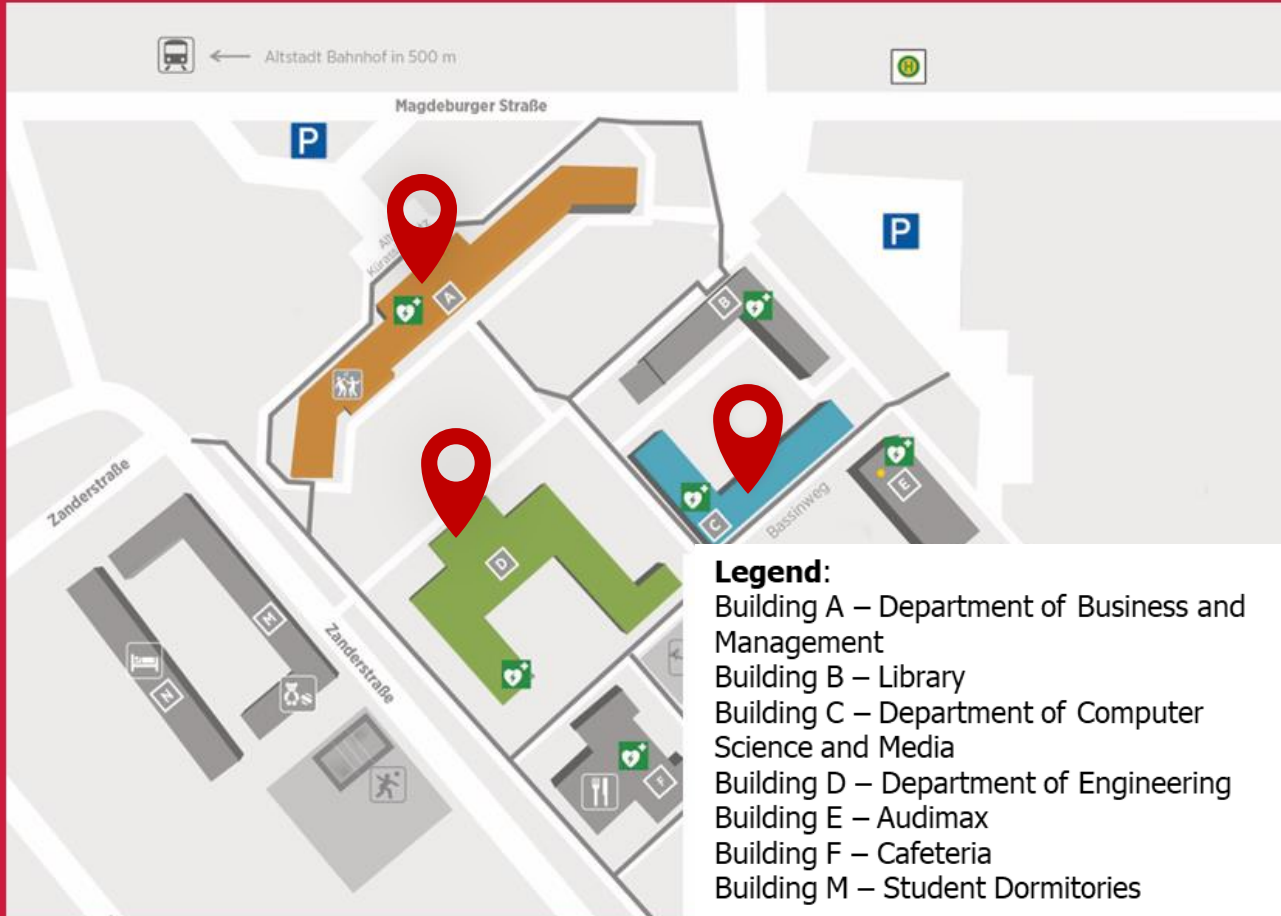
Langer Nachmittag der Hausarbeiten



**Madita Lange**  
Akademische Mitarbeiterin im  
Hochschulzentrum  
Studierendenservice

T +49 3381 355-286  
ssc@th-brandenburg.de

# Information for First-Year Students



**Department  
of Computer  
Science and  
Media**



**Department  
of  
Engineering**

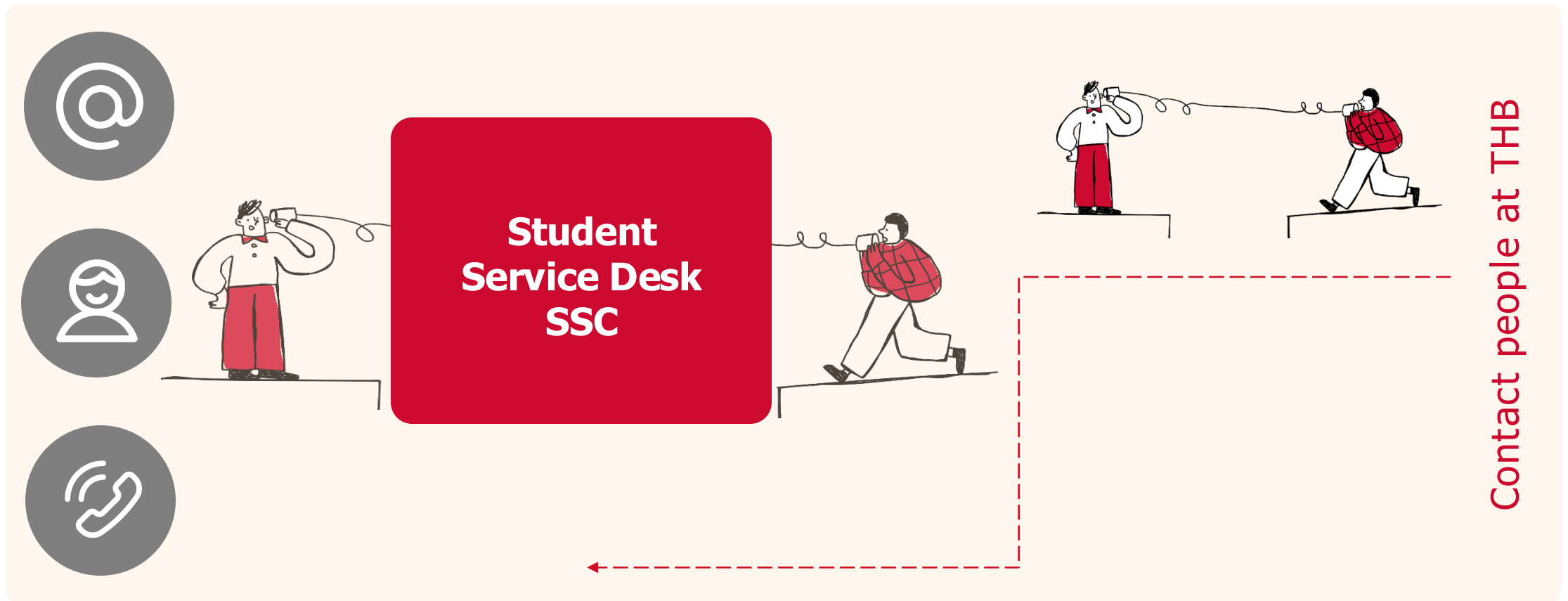


**Department  
of Business  
and  
Management**



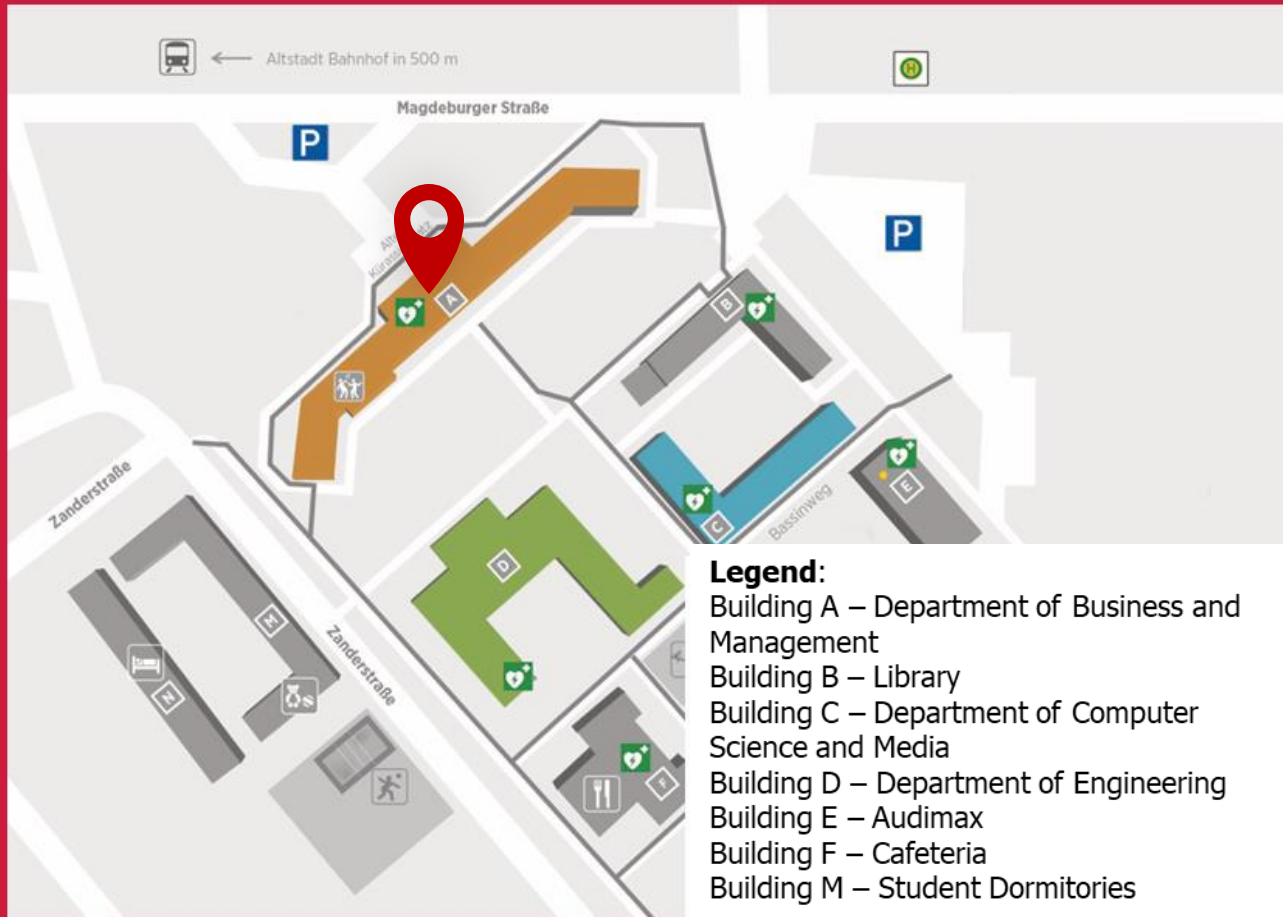


# Communication and Support for Your Questions





# Student Service Desk (SSC)



## Service Hours

Mon – Fri  
8:00 a.m.–2:00 p.m.

## In Person

Building A, Room A.1.17

## By Phone

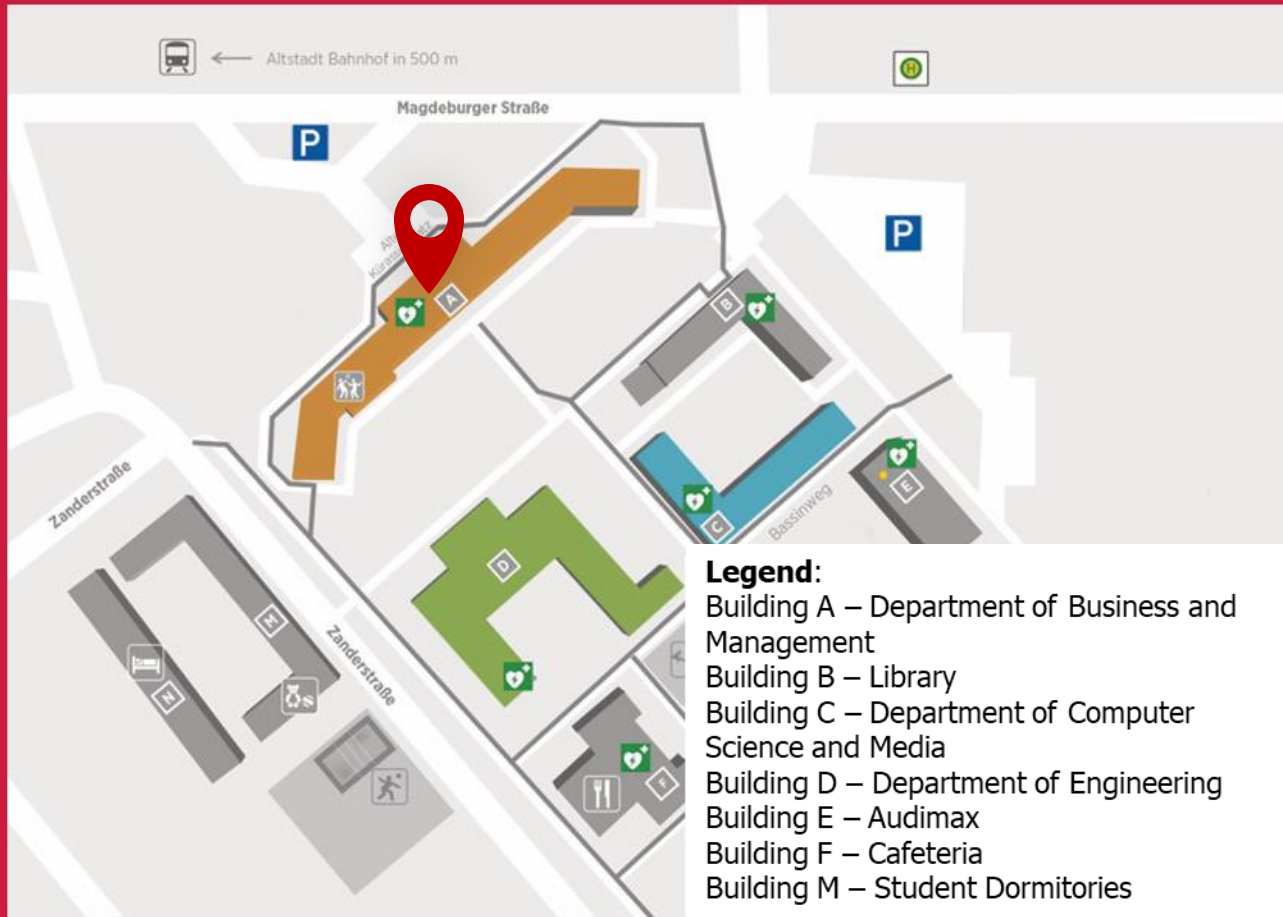
+49 3381 355-286

## Mail

[ssc@th-brandenburg.de](mailto:ssc@th-brandenburg.de)



# Important Contacts at THB



**1** Student Administration Office  
Building A, Room A 1.40

Service Hours

Mon:

10:00 a.m.–12:30 p.m.

Tue:

1:30 p.m.–2:30 p.m.

Thu:

10:00 a.m.–12:30 p.m.

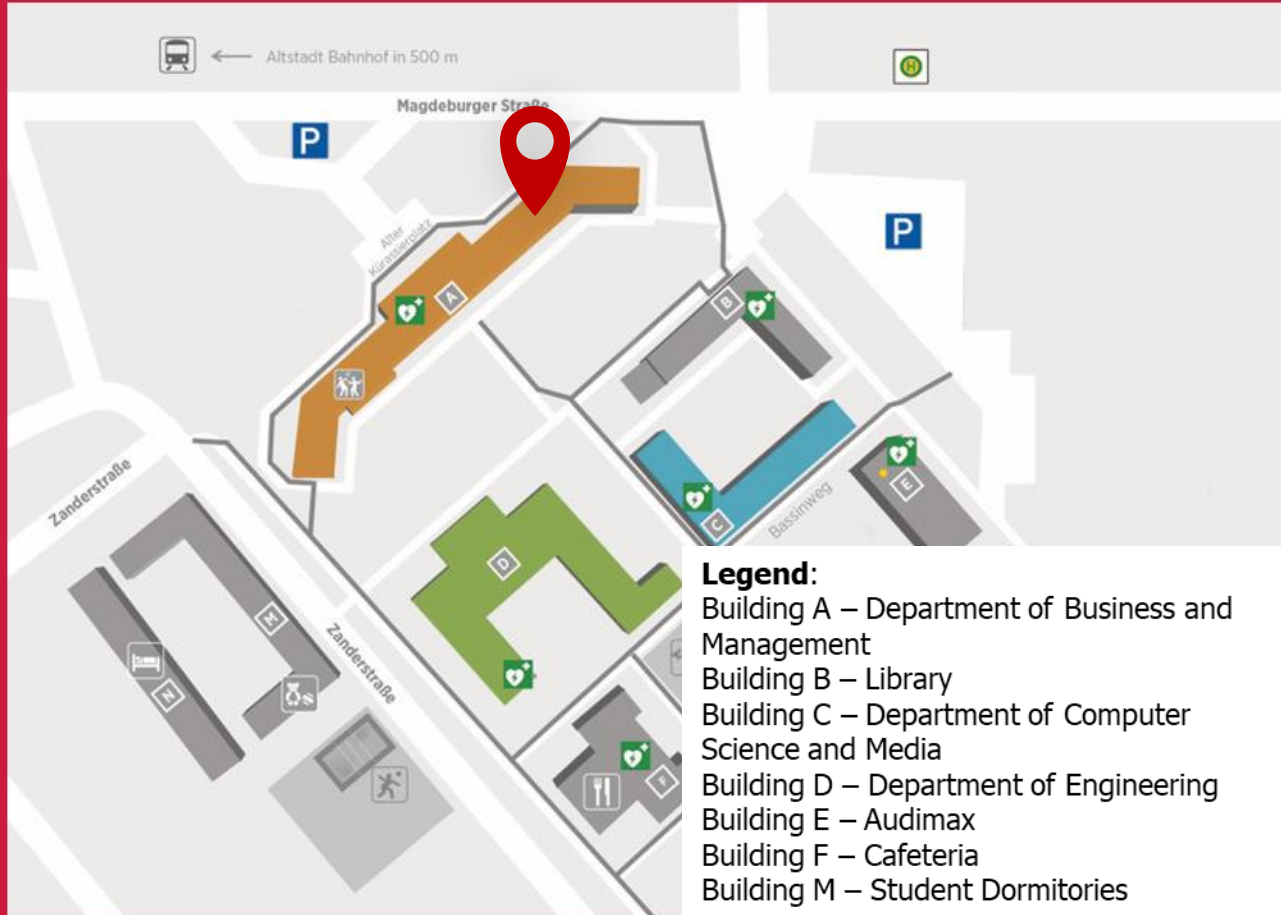
+49 3381 355-129

studierendensekretariat  
@th-brandenburg.de





# Important Contacts at THB



## 2 Examination Offices, Building A

Computer Science and Media: A.1.41  
Engineering: A.1.39  
Business and Management: A.1.14

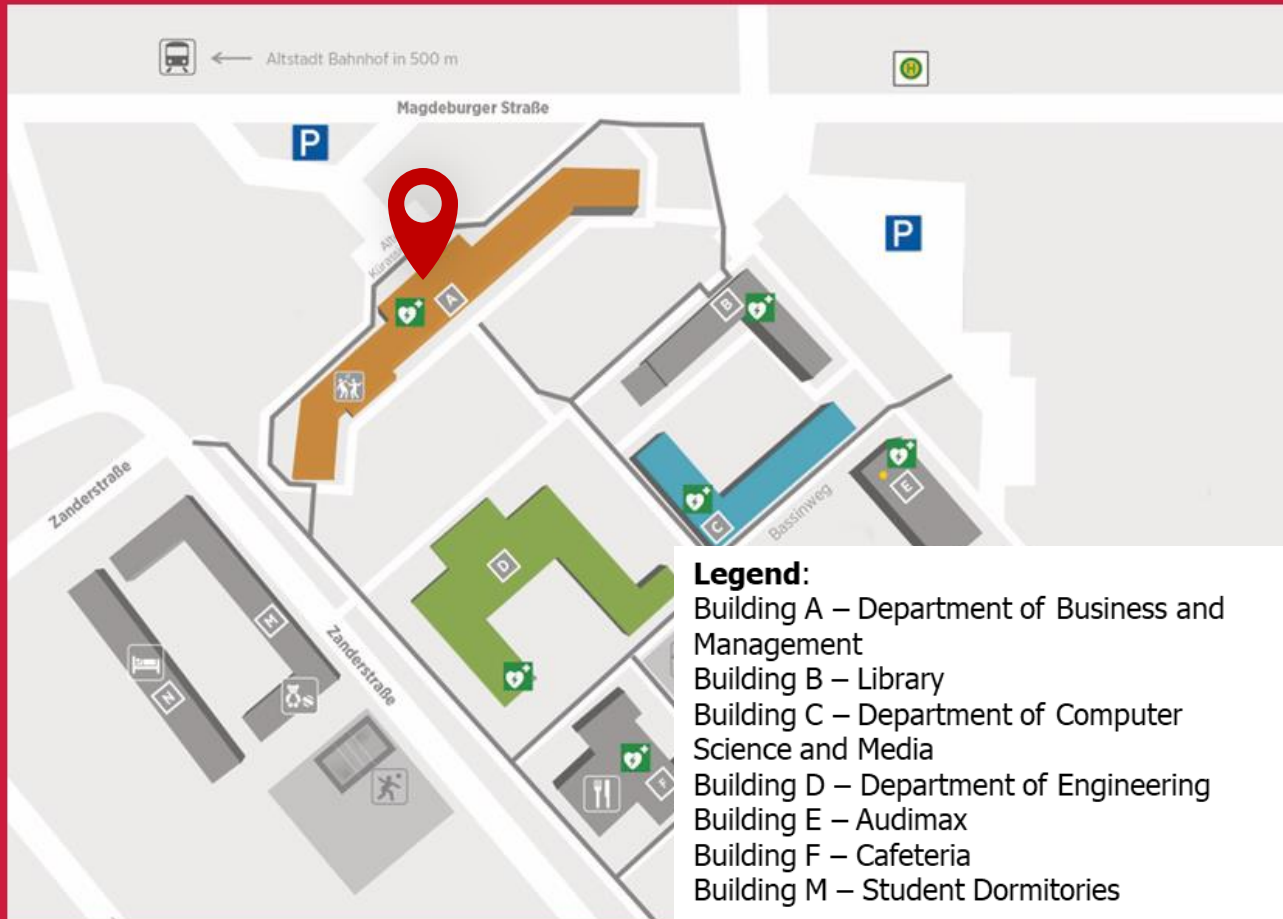
### Service Hours

Mon: 10:00 a.m.–12:30 p.m.  
Tue: 1:30 p.m.–2:30 p.m.  
Thu: 10:00 a.m.–12:30 p.m.





# Important Contacts at THB



## 3 Centre for International Relations and Languages (ZIS), Building A

Language Center  
Courses,  
Tandem Program,  
Language Tests



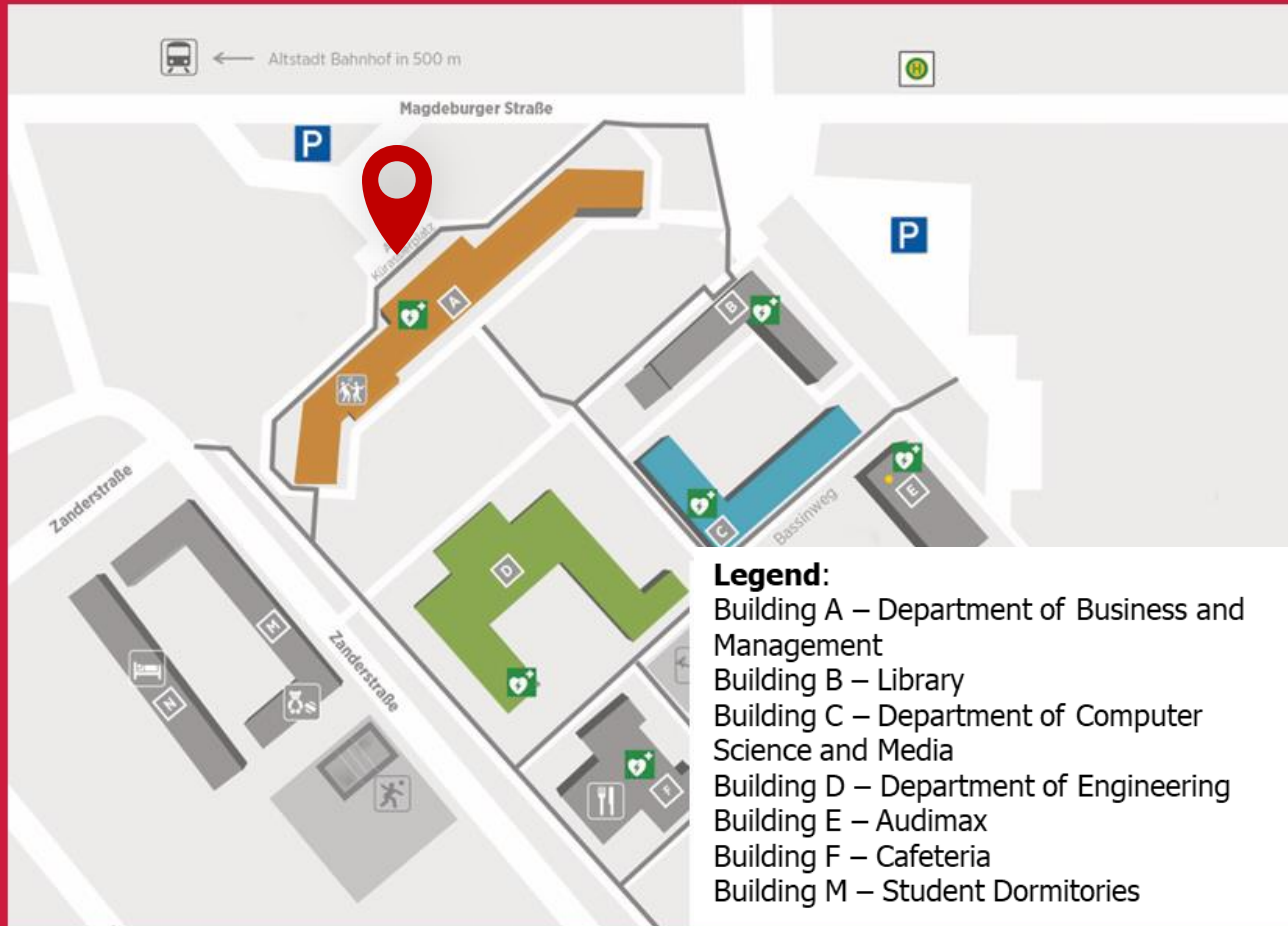
Academic International Office

Intercultural Certificate





# Important Contacts at THB



## 4 Center for Entrepreneurship and Transfer (ZGT), Building A

Entrepreneurship Campus

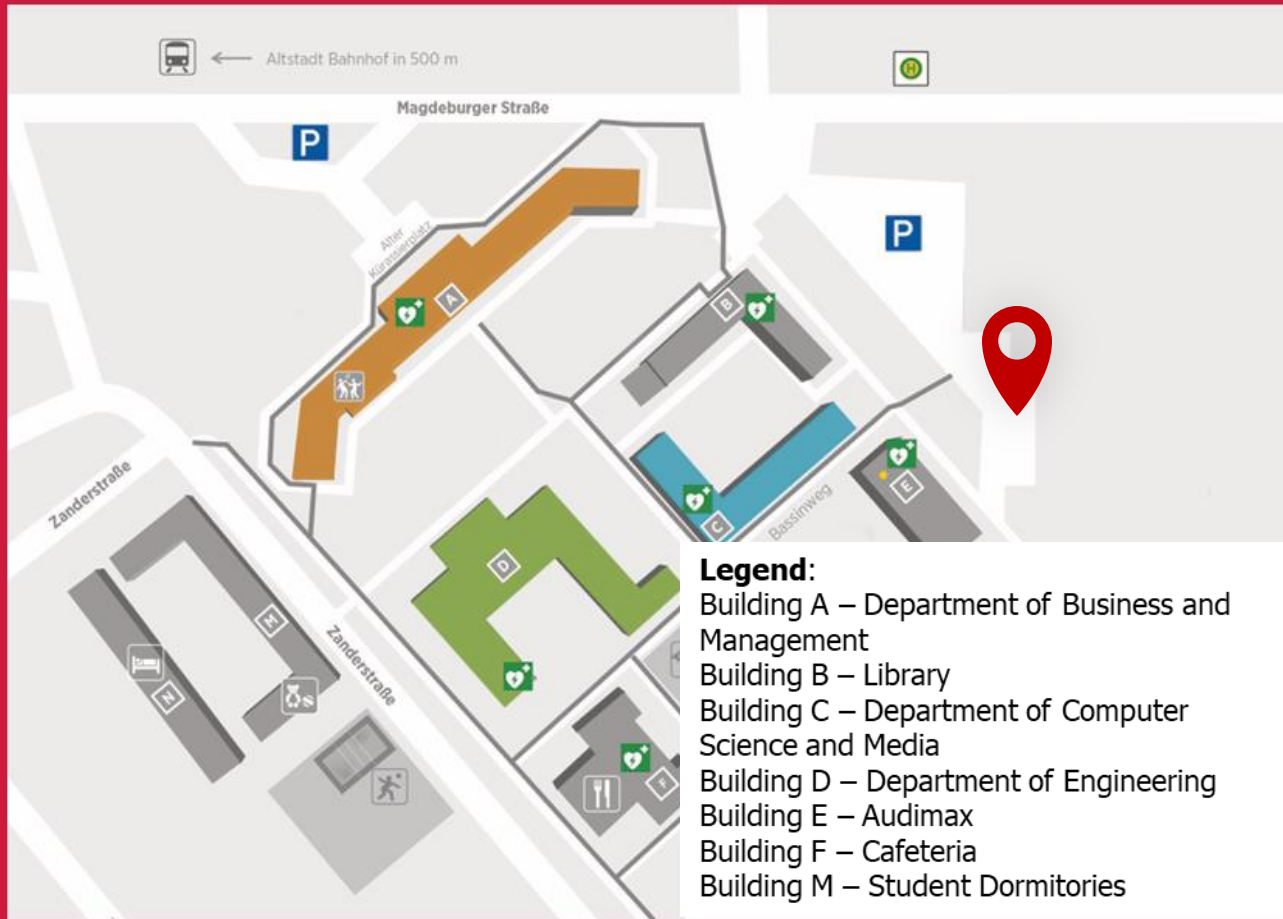
Transfer Service

On-Site Office





# Important Contacts at THB



## 5 University Center – Student Services (HZS), Laboratory Building II

Student Service Desk,  
General Academic  
Advising,  
Credit Transfer and  
Recognition,  
Career Service, etc.



StartSmart@THB:  
Workshops,  
Women's Café,  
Mentoring,  
Coaching





# Department of Computer Science and Media

## For Master Students:

Registration with your Academic Advisors:



Prof. Dr. Emanuel **Kitzelmann**  
(Computer Science)

+49 3381 355 – 407

[emanuel.kitzelmann@th-brandenburg.de](mailto:emanuel.kitzelmann@th-brandenburg.de)



Prof. Julia **Schnitzer**  
(Digital Media, Interactive Media)

+49 3381 355 – 443

[julia.schnitzer@th-brandenburg.de](mailto:julia.schnitzer@th-brandenburg.de)

Please also  
choose  
specializations,  
elective courses,  
and projects



# Department of Engineering

## For Bachelor Students:



**Andrea Steinicke**

(Industrial Engineering, Mechanical Engineering, Engineering Sciences, Engineering Informatics / Computational Engineering, E-Mobility)

+49 3381 355-153

[andrea.steinicke@th-brandenburg.de](mailto:andrea.steinicke@th-brandenburg.de)



**Luise Arndt**

(Optometry / Optical Device Technology)

+49 3381 355-106

[luise.amdt@th-brandenburg.de](mailto:luise.amdt@th-brandenburg.de)

Please also  
choose  
specializations,  
elective courses,  
and projects



# Department of Engineering

## For Master Students:

Registration with your Academic Advisors:



Prof. Dr. Andreas  
**Jechow**  
(Photonics (M.Eng.))

+49 3381 355-385

[andreas.jechow@th-brandenburg.de](mailto:andreas.jechow@th-brandenburg.de)



Prof. Dr.-Ing. Peter M.  
**Flassig**  
(Master Mechanical  
Engineering (M.Eng.))

+49 3381 355-301

[peter.flassig@th-brandenburg.de](mailto:peter.flassig@th-brandenburg.de)



Prof. Dr.-Ing. Juliane  
**Schneeweiß**  
(Energy Efficiency of Technical  
Systems (M.Eng.))

+ 49 3381 355 328

[juliane.schneeweiss@th-brandenburg.de](mailto:juliane.schneeweiss@th-brandenburg.de)

Please also  
choose  
specializations,  
elective courses,  
and projects

## 2. Time for Questions and Useful Information



# Collection of frequently asked questions (FAQ)

Here you will find a collection of frequently asked questions (FAQ) on the following topics:

- CampusPortal
- Re-registration
- Leave of absence
- Change of degree program
- Name change
- CampusCard
- Germany semester ticket
- THB degree
- De-registration
- Refunds
- Health insurance
- Visiting students
- Part-time
- Documentation of additional voluntary work



# My Timetable and Login Credentials

## Timetable Checklist

- ✓ I know my timetable.



## IdM – Identity Management Checklist

- ✓ I am familiar with the THB online portals.
- ✓ I use my IdM login credentials (username and password).



- ✓ I change my password regularly.
- ✓ I know where and how to get IT support  
([hotline@th-brandenburg.de](mailto:hotline@th-brandenburg.de))





# My CampusCard

## CampusCard Checklist

- ✓ I have uploaded my photo in the IdM portal.
- ✓ I have received my CampusCard.
- ✓ I have validated my CampusCard.



# 3. Notes on Study Organization



# Study Organization

## Study Financing

- BAföG (Student Grants/Loans)
- Scholarships
- Student Jobs
- Counseling / Advising



## Jobs Alongside Studies

- THB Job Portal
- Career News
- Training & Advising
- Seminar Program



## Studies & Family

- Studying with a Child
- Pregnancy During Studies
- Caring for Relatives





# Study Organization

## Registration and De-registration

- All information about exam registration and de-registration can be found here:



## Exam Preparation

- All information about exam preparation can be found here:



FAQ

## Study Group

- A study group boosts motivation and quickly clarifies questions. You can find more information here:



# 4. eduroam

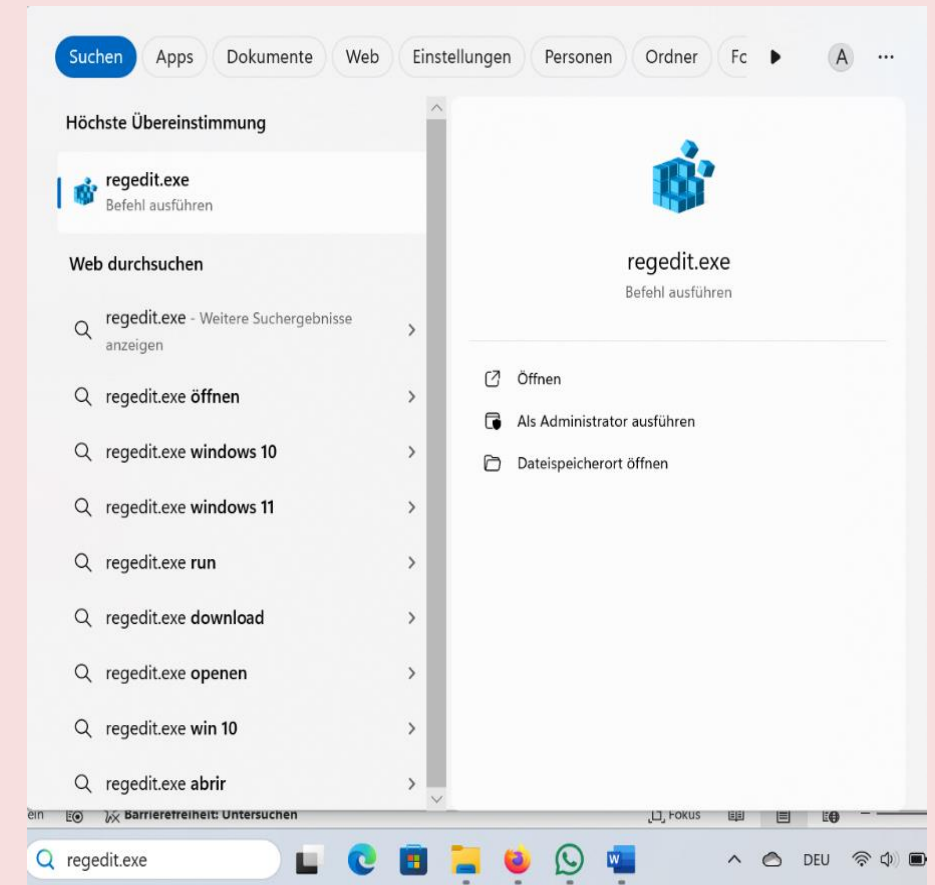


# Wi-Fi – „eduroam“

## Problems with Wi-Fi connection “eduroam”? „eduroam“ ?

You can fix it by following these steps:

**1.** Start “regedit.exe” using the search function.





# Wi-Fi – „eduroam“

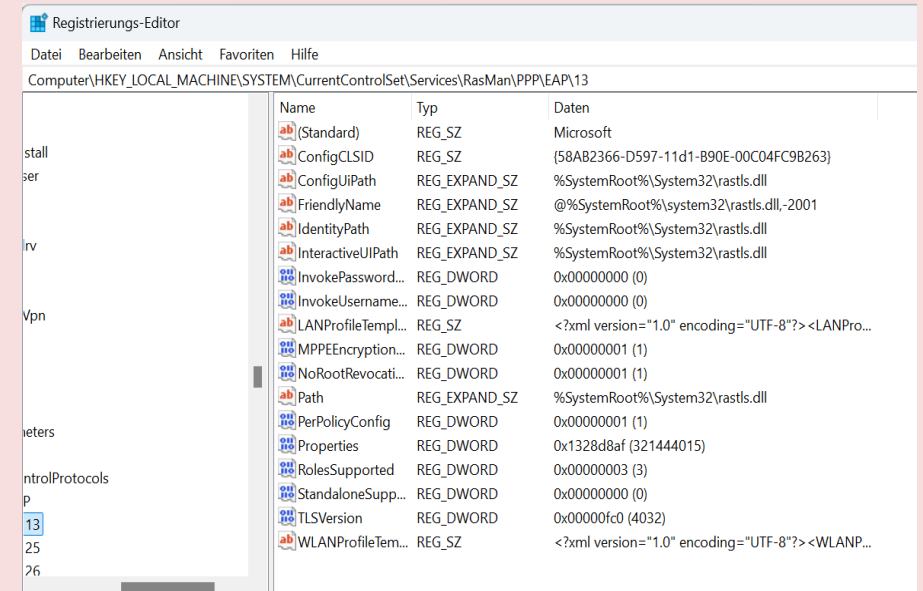
**2.** Go to  
[HKEY\_LOCAL\_MACHINE\SYSTEM\Current  
ControlSet\Services\RasMan\PPP\EAP\13]

**3.** Add a new value of type DWORD (32-bit).

**4.** Name it: TLSVersion

**5.** Value: fc0 (Windows will automatically convert it to 0x00000fc0)

**6. Restart Windows.**

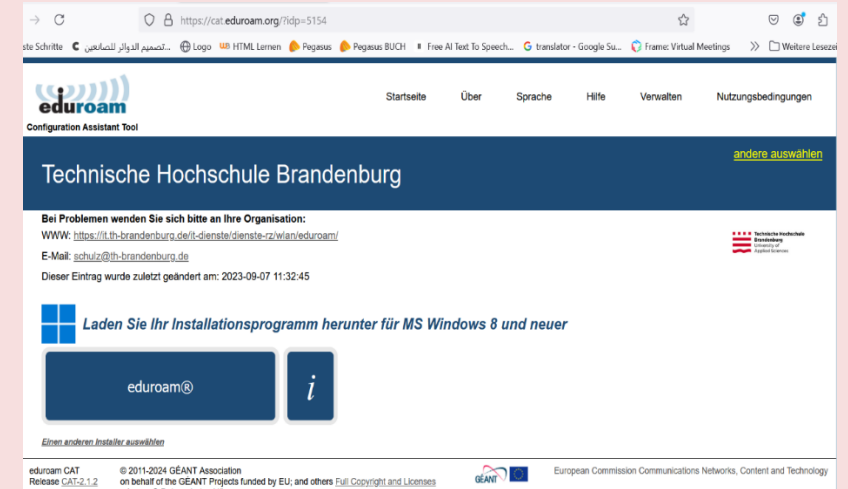




# Wi-Fi – „eduroam“

**7.** Go to the following web page:  
[eduroam.th-brandenburg.de](https://eduroam.th-brandenburg.de)  
(If you don't have mobile data, you can temporarily use the Wi-Fi network "ersties".)

**8.** Click on "Download your eduroam installer"; the correct version should already be selected.





# Wi-Fi – „eduroam“

**9.** Enter your <username>@th-brandenburg.de and your password.

**The Wi-Fi network “eduroam” is now set up and should work.**

**For more information about eduroam, visit:**

<https://it.th-brandenburg.de/it-dienste/dienste-rz/wlan/eduroam/>

eduroam® Installationsprogramm für Technische Hochschule...

Benutzerdaten

eduroam

Benutzername:

Passwort:

Passwort wiederholen:

Nullsoft Install System v3.08-2

Installieren Abbrechen

# 5. VPN





# VPN – „Forticlient“

- This helps you access the university's internal resources even from outside (e.g., from home or other networks).
- To set up the VPN connection, you need a VPN client.
- Currently, the Fortinet VPN client is used, which you need to install on your device.

## FortiClient





# VPN – „Forticlient“

1. Download and install FortiClient on your device

**Windows**

**MacOS**

**Linux**

**Android & IOS**

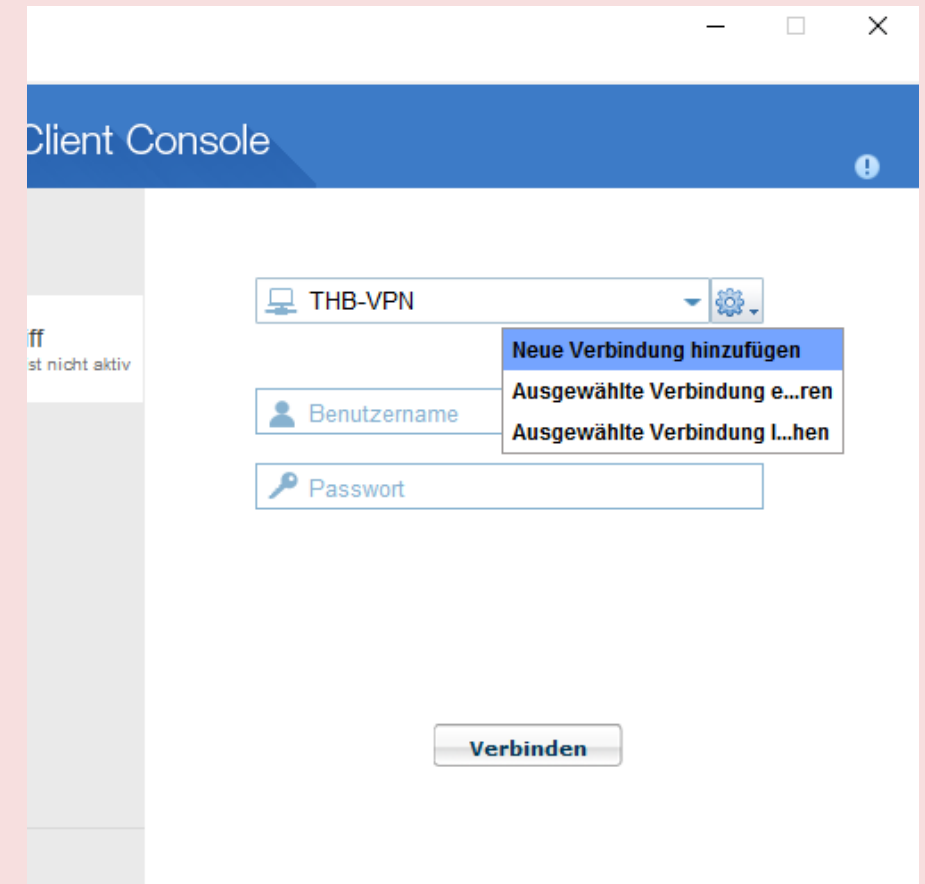
## FortiClient





# VPN – „Forticlient“

2. After installation, start FortiClient and set up a new profile with the following information:





# VPN – „Forticlient“

1. Select: SSL-VPN
2. Connection Name: THB-VPN
3. Remote Gateway: fgo.th-brandenburg.de
4. Select: Customize Port
5. Port: 10443
6. Authentication: Choose “Save Login”
7. Username: <your username>
8. Save and Close

VPN-Verbindung bearbeiten

SSL-VPN IPsec VPN

Verbindungsname  
THB-VPN x

Beschreibung

Remote Gateway  
fgo.th-brandenburg.de ☒ Port anpassen 10443

Authentifizierung  
☐ Nachfragen beim ... ☒ Login speichern

Benutzername  
ABC

☐ Benutzerzertifikat

☐ Bei falschen Server Zertifikat nicht warnen

Anwenden Schliessen



# VPN – „Forticlient“

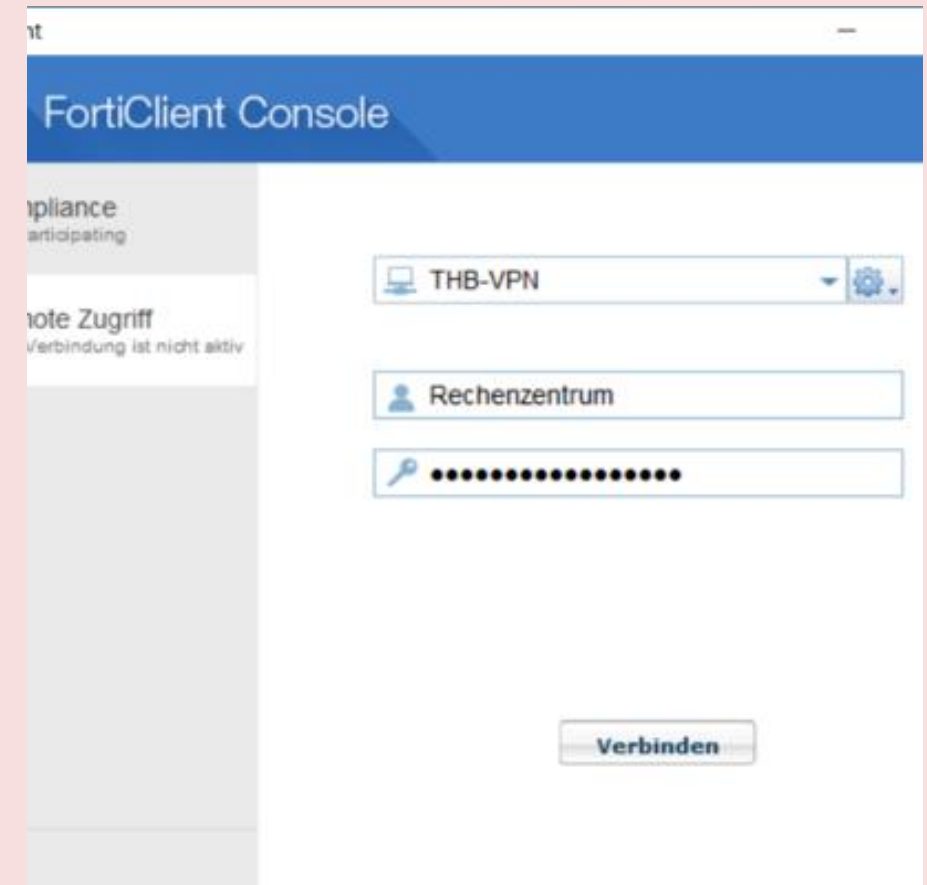
9. Enter your password
10. Click Connect

**The VPN is now activated!**



**For more information about VPN, visit:**

<https://it.th-brandenburg.de/it-dienste/dienste-rz/virtual-private-network-vpn/>



# 6. Hints for Students by Students





# Hints

- ✓ Regularly check **webmail.th-brandenburg.de** so you can receive important information in time and respond appropriately.
- ✓ Observe the re-registration deadlines. These are the periods in which students must register for the next semester (by paying the semester fee):
  - June 1 to July 25 (re-registration for the winter semester)
  - January 1 to January 22 (re-registration for the summer semester)
- ✓ Joining a study group is the best way to get started.
- ✓ Mental preparation: Take advantage of the sports offerings at THB: <https://www.th-brandenburg.de/leben/sport/>)



# Hints

- ✓ Plan ahead and manage your time.
- ✓ Take advantage of support services if you are not feeling well (e.g., the Psychosocial Counseling Service for students who are in a new phase of life and studying far from their families). The counseling is free of charge. More information can be found at the following links: <https://www.stwwb.de/beratung-soziales/psychosoziale-beratung>.



# Other Useful Links

- **Department of Business and Management – useful information in a compact form:** <https://fbwstart.th-brandenburg.de/>
- **Contact persons and responsibilities of the University Student Service Center (HZS):** <https://hzs.th-brandenburg.de/kontakt/>
- **Forms & documents:** <https://www.th-brandenburg.de/studium/information-und-beratung/studierendensekretariat/formulare/>
- **Recognition & credit transfer:** [Anerkennung & Anrechnung>Technische Hochschule Brandenburg \(th-brandenburg.de\)](#)



# Glossary

## **HZS – University Student Service Center**

The HZS serves as the central point of contact for students regarding organizational and administrative matters throughout their studies (Laboratory Building 2).

## **SSC – Student Service Center**

Provides information and support for all student-related matters, refers students to the right contacts if needed, and offers helpful tips for first-semester students (Main Building, House A).

**Room A.1.17** means House A, 1st floor, Room 1.17.



# Have a great start and much success!

