



StartSmart@THB

A project by the
University Student
Support Center

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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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, ist unsere zweite Ebene Ansprechperson ist. Uns ist wichtig, dass die Beratung immer verständlich und hilfreich 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



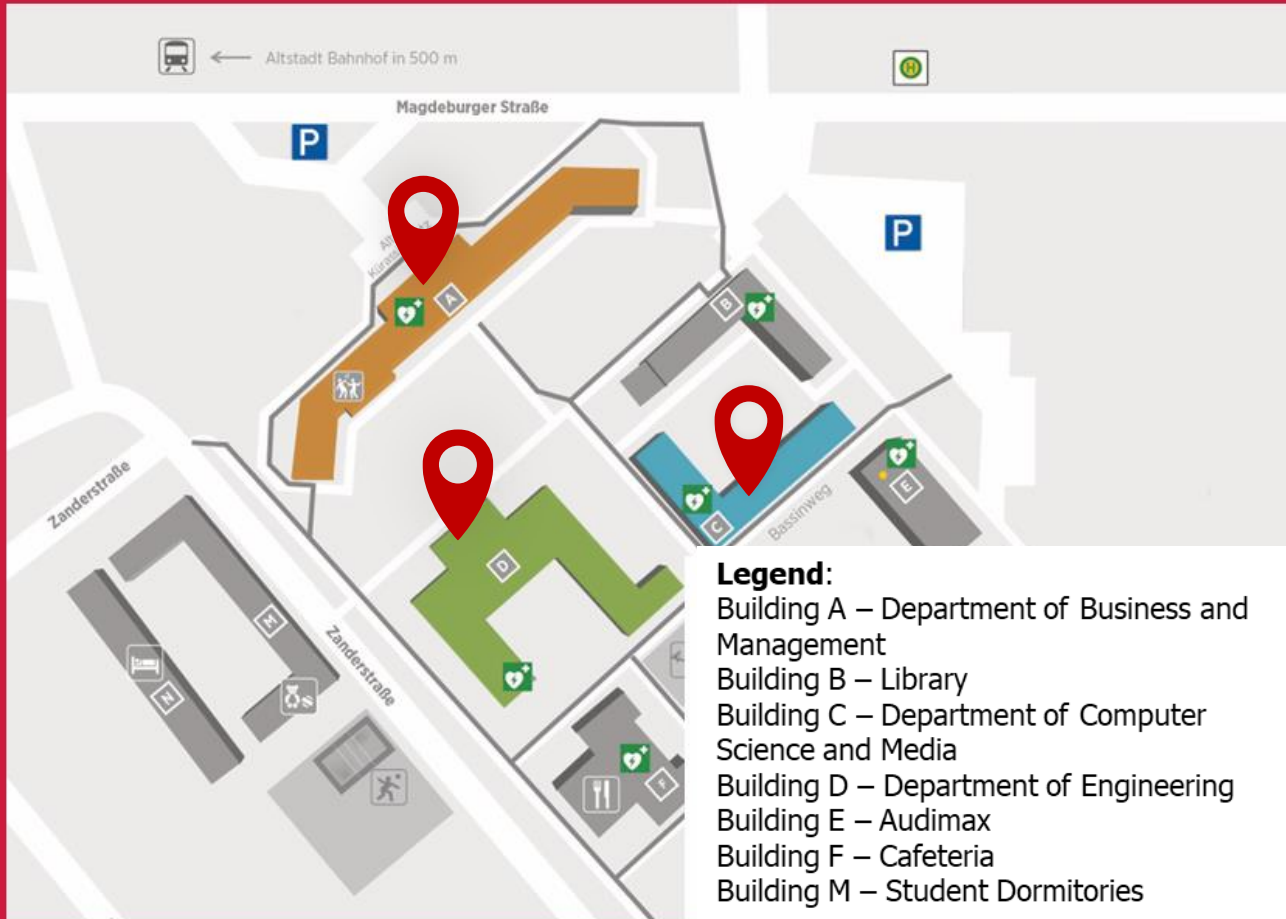
Madita Lange

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

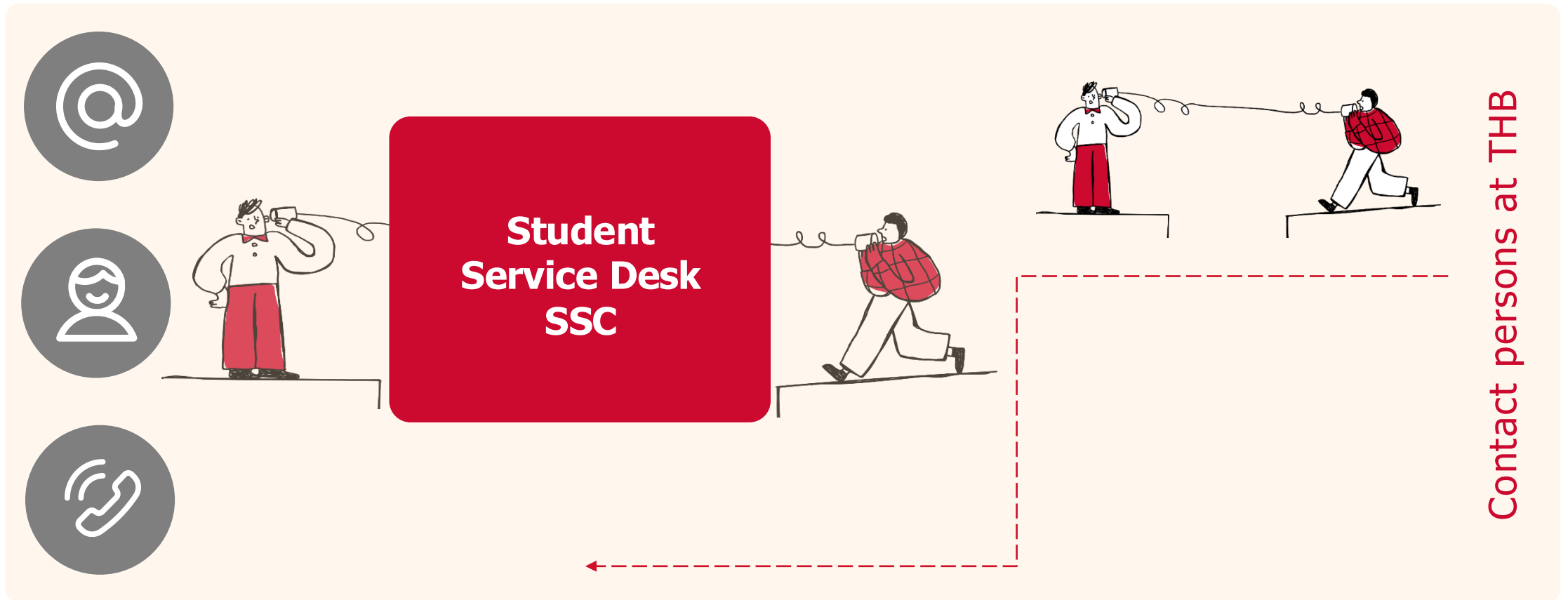


Department of Business and Management



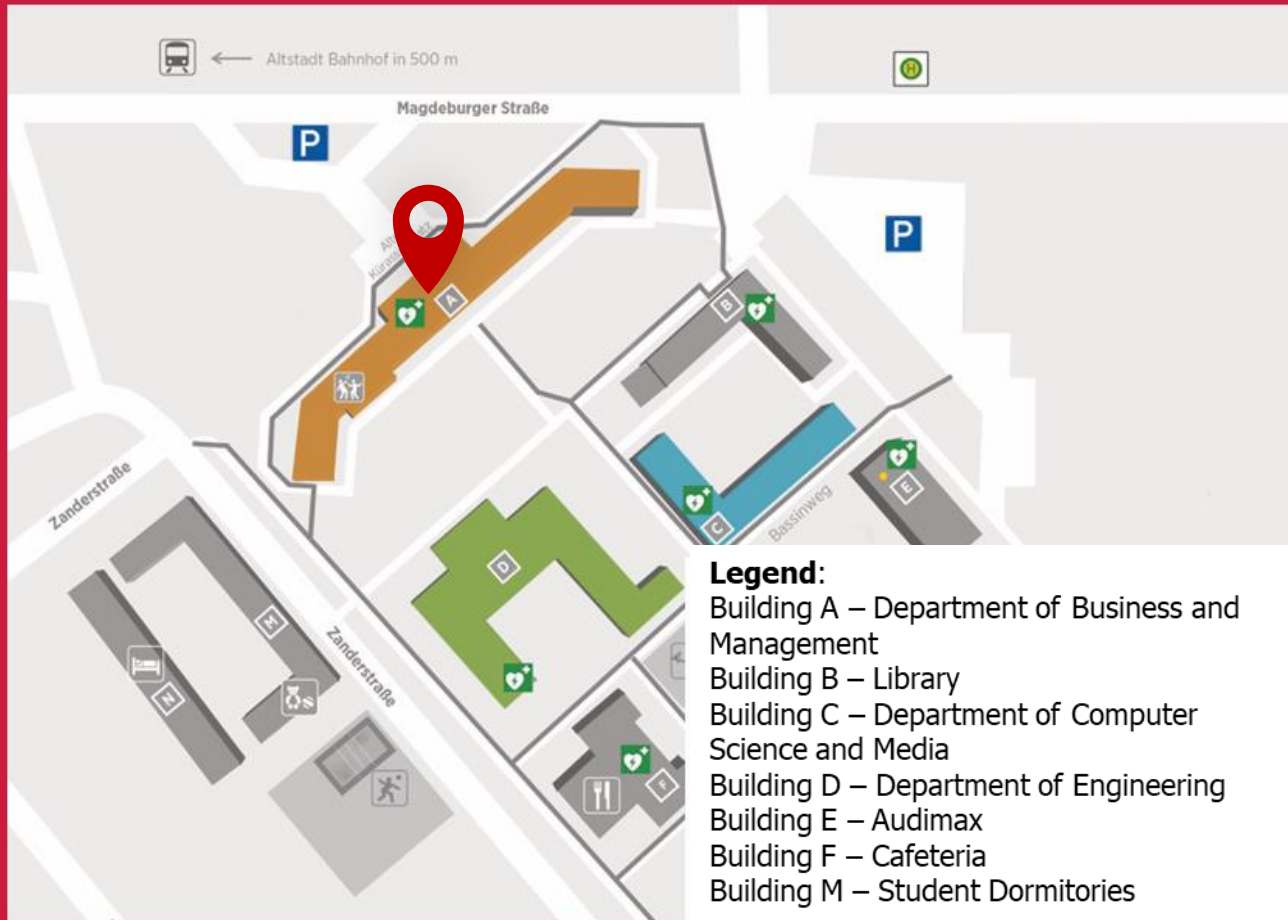


Communication and Support for Your Questions





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

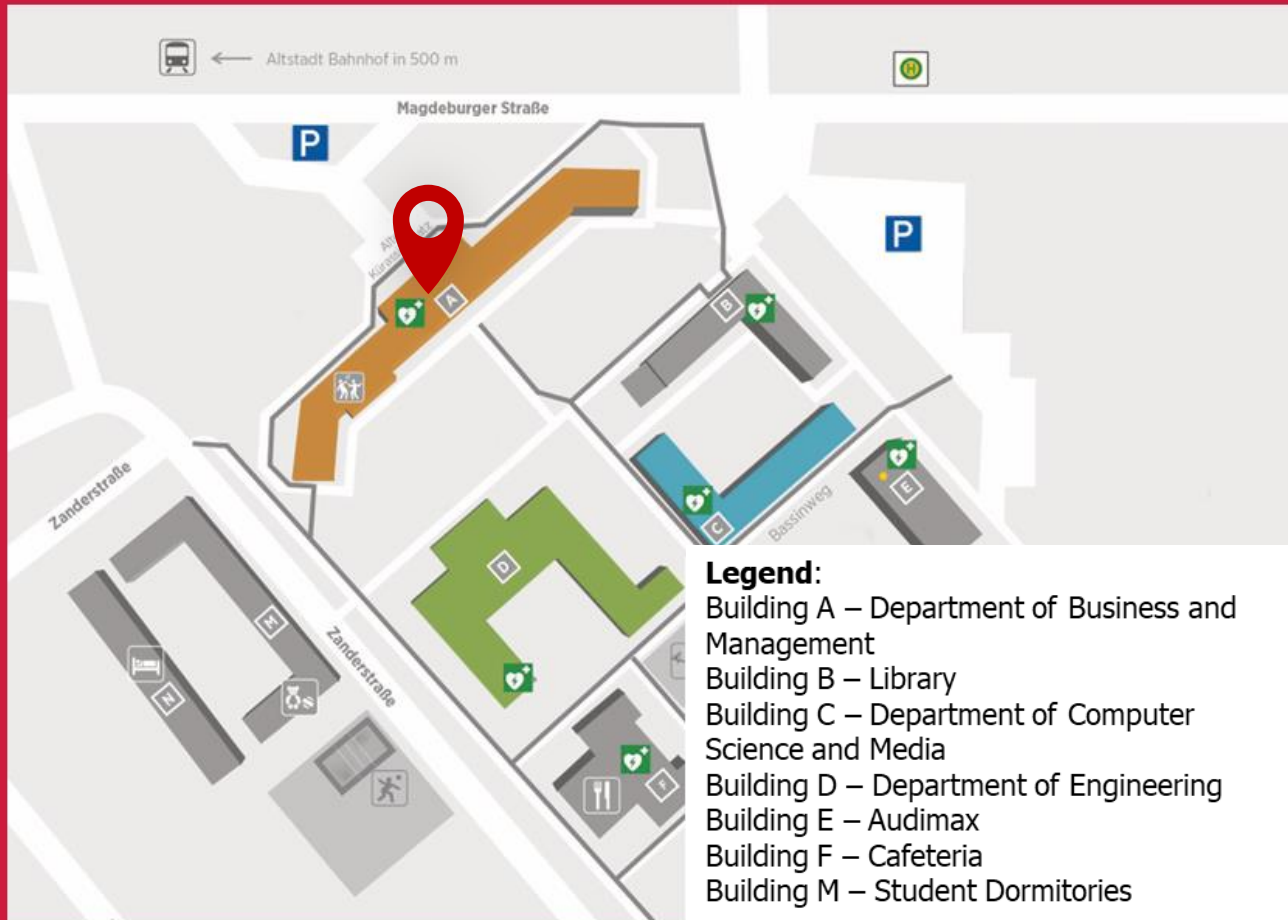
+49 3381 355-286

Mail

ssc@th-brandenburg.de



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.

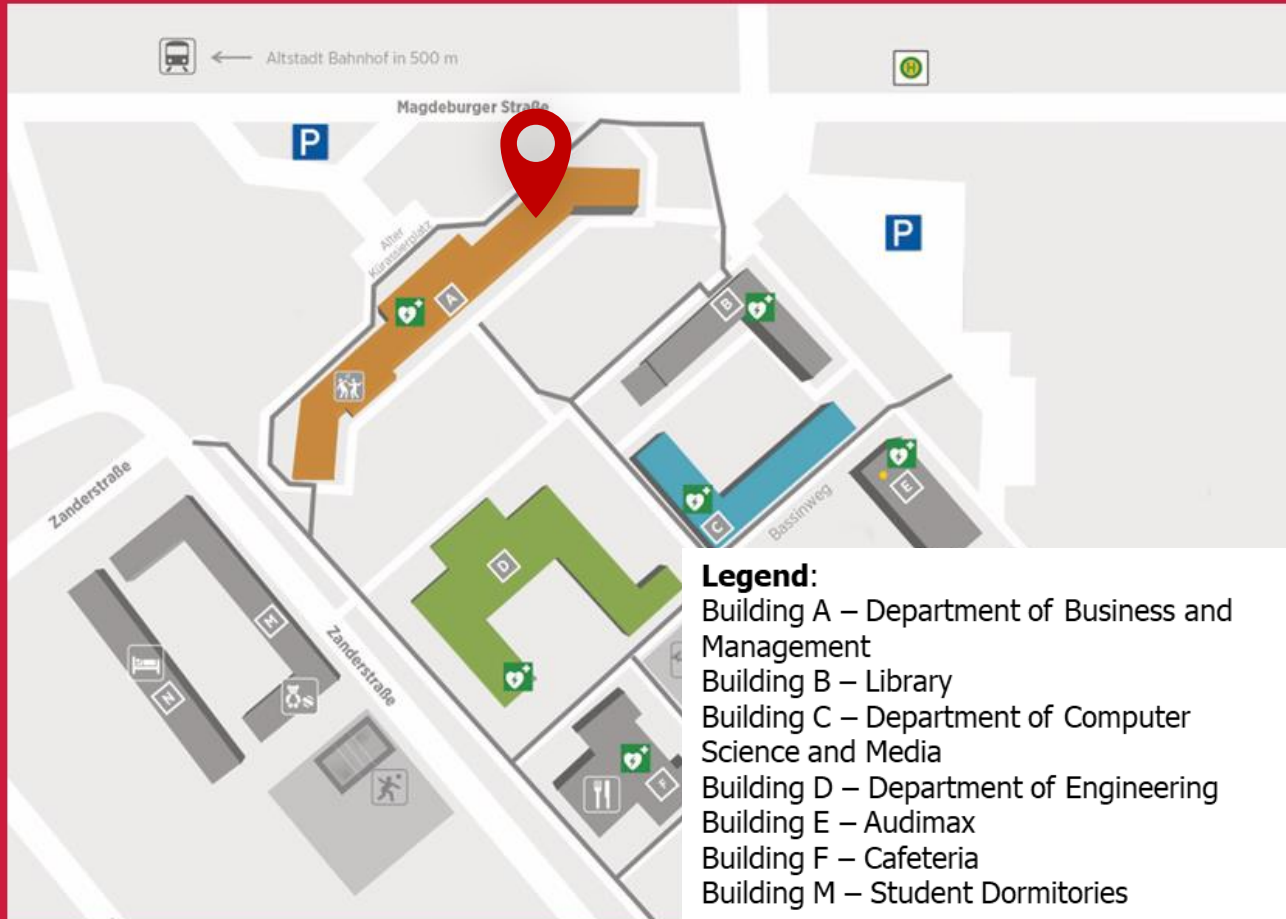
+49 3381 355-129

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: A.1.14

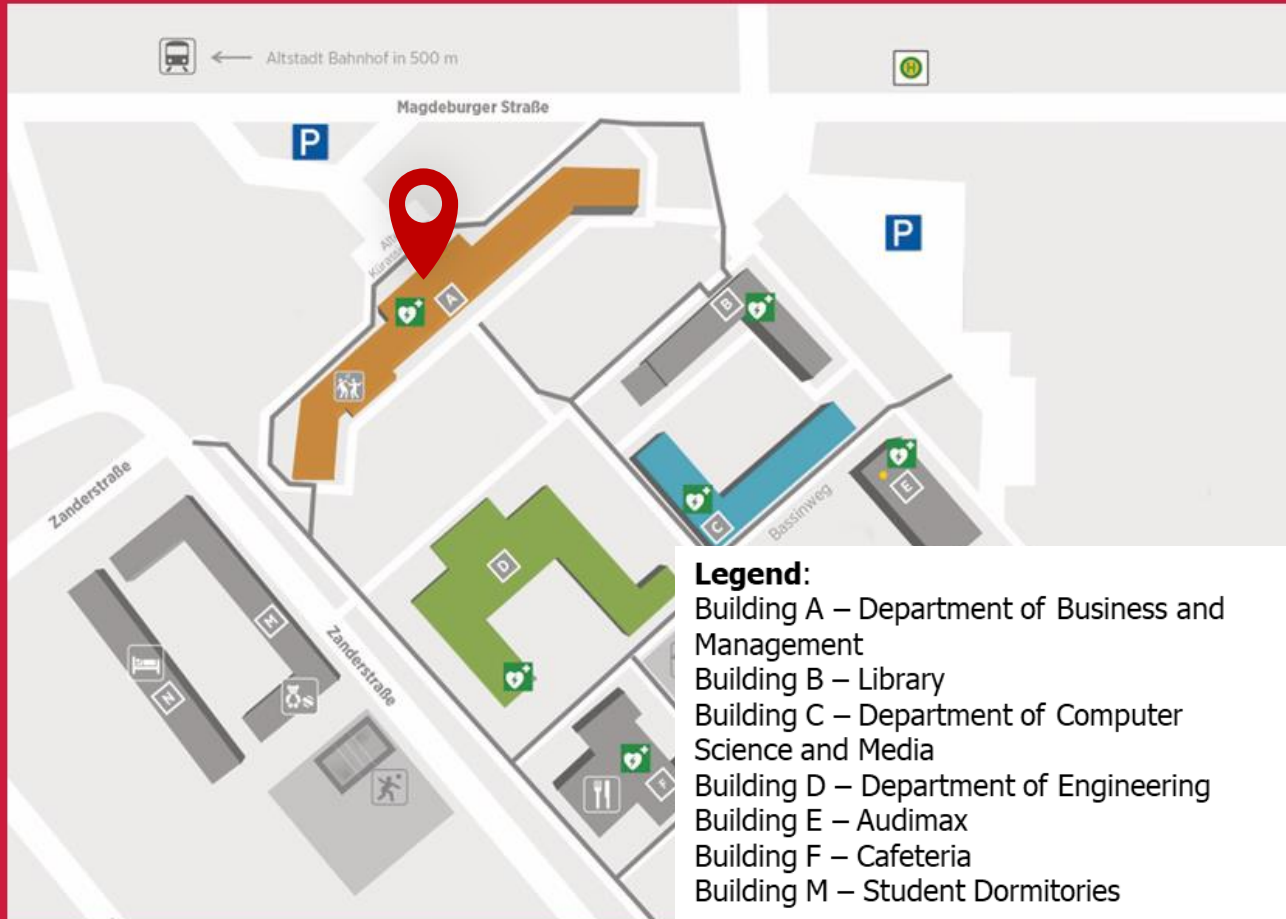
Service Hours

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



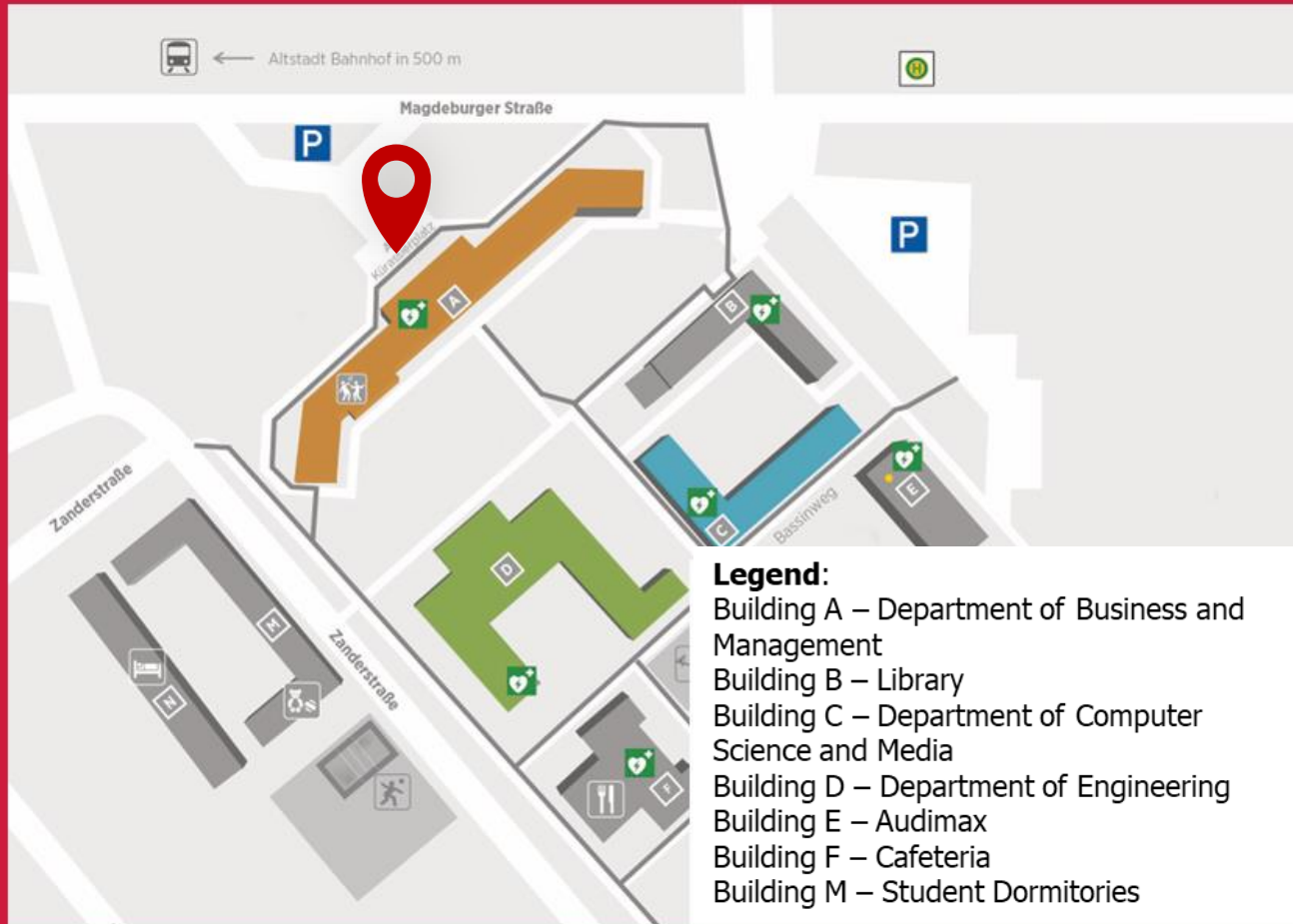
Academic International Office

Intercultural Certificate





Important Contacts at THB



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

Entrepreneurship Campus

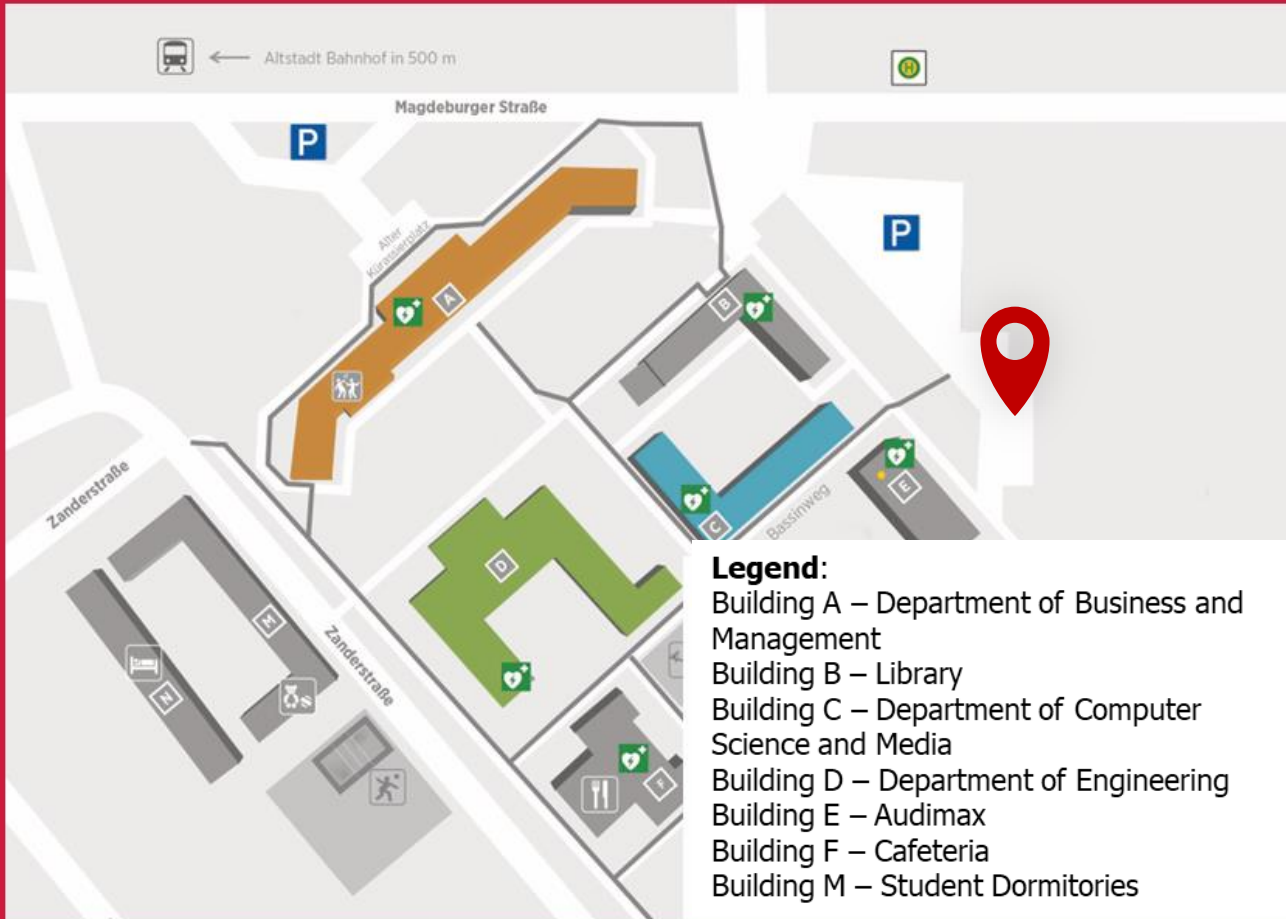
Transfer Service

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, Photography competition



ESF Project: „Brandenburg Connect“





Brandenburg Connect

Possibilities for Social & Regional integration in Brandenburg

- **German courses** (English Taught programs): for students in Beginners or intermediate Levels
- **Café Brandenburg Connect:** platform for people in BRB & all students at THB to come together & connect regularly (DE/EN). Stay tuned... interesting events are lined up!
- Workshops for **Academic Orientation** (English Taught programs)
- Support & Roadmap for **Apartment Hunting** (English Taught programs)
- **Cultural events, sport & passtime activities, intercultural encounters** (all intl. Students are warmly welcomed)
- **Language Tandem (DE/EN)**
- **Buddy Support**
- **Consultations**

At **Brandenburg Connect**

- We enable a **bonding culture** in the region
- We promote towards **(social) skill development** of international students

If you would like to know more please feel free to reach out to the Team (Debraj, Roxana & Dagmar) WWZ
A.0.20

We mostly support English Study Programs, but guess what? Many of our resources are available to the entire intl. student community!



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



Prof. Dr. Jessica **Broscheit**
(Interactive Media)

T +49 3381 355-438

jessica.broscheit@th-brandenburg.de

Please also
choose
specializations,
elective courses,
and projects



Department of Engineering

For Master Students:

Registration with your Academic Advisors:



Dr.-Ing. Martin **Kraska**
(Master Mechanical Engineering
(M.Eng.))

T +49 3381 355-356
martin.kraska@th-brandenburg.de



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

+ 49 3381 355 328
juliane.schneeweiss@th-brandenburg.de

Please also
choose
specializations,
elective courses,
and projects



Department of Engineering

Program Coordination – Department of Engineering:



Andrea Steinicke

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

+49 3381 355-153

andrea.steinicke@th-brandenburg.de



Luise Arndt

(Optometry / Optical Device Technology)

+49 3381 355-106

luise.arndt@th-brandenburg.de

Please also
choose
specializations,
elective courses,
and projects



Department of Business

For Master Students:

Registration with your Academic Advisors:



Marlene Neubig
**(Technology and Innovation
Management and
Entrepreneurship (TIME))**

+49 3381 355-874
marlene.neubig@th-brandenburg.de



Prof. Dr. Daniel Guterding
(Business Administration)

+49 3381 355-254
daniel.guterding@th-brandenburg.de

Please also
choose
specializations,
elective courses,
and projects



Department of Business

For Master Students:

Registration with your Academic Advisors:



Claudius **Strehlau**
(Digitalization and
Management (part-time,
work-integrated))

+49 3381 355-788
strehlau@th-brandenburg.de



Carmen **Reber** und
Claudius **Strehlau**
(Business Administration
(part-time))

+48 3381 355-880
bbwl@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
- Guest student
- Part-time
- Documentation of additional voluntary work





My Timetable and Login Credentials

Timetable Checklist

- ✓ I know my timetable.

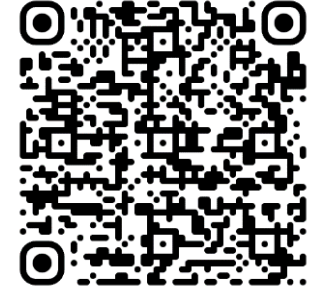


IdM – Identity Management Checklist

- ✓ 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)





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

4. eduroam

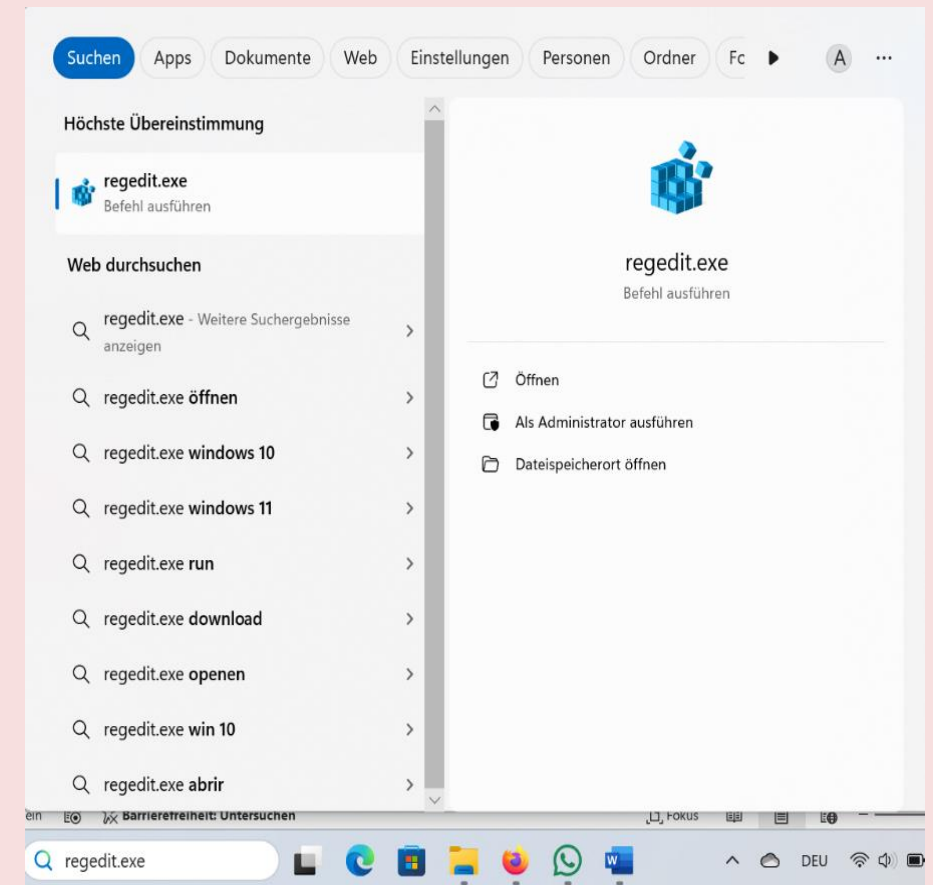


Wi-Fi – „eduroam“

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“

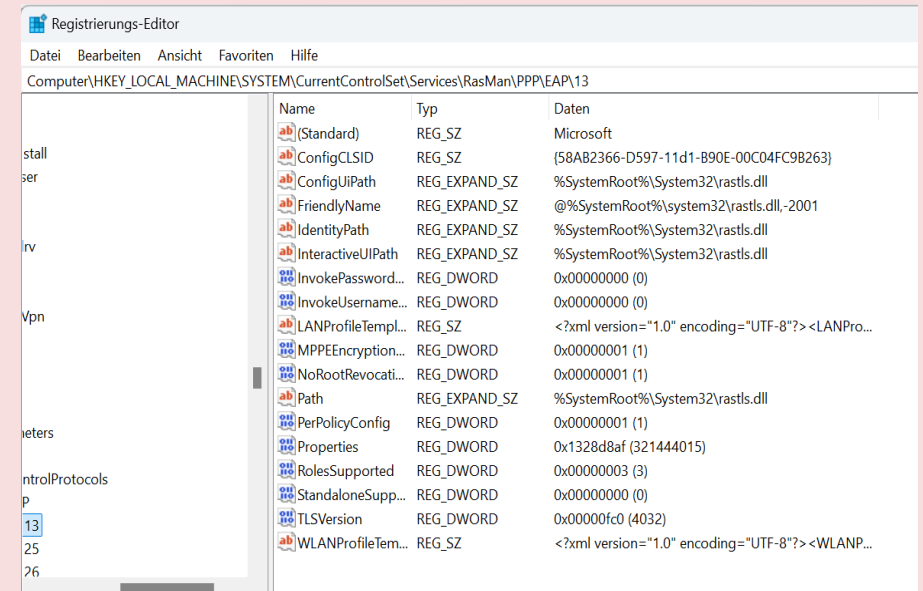
2. Go to
[HKEY_LOCAL_MACHINE\SYSTEM\Current
ControlSet\Services\RasMan\PPP\EAP\13]

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

4. Name it: TLSVersion

5. Value: fc0 (Windows will automatically
convert it to 0x0000fc0)

6. Restart Windows.

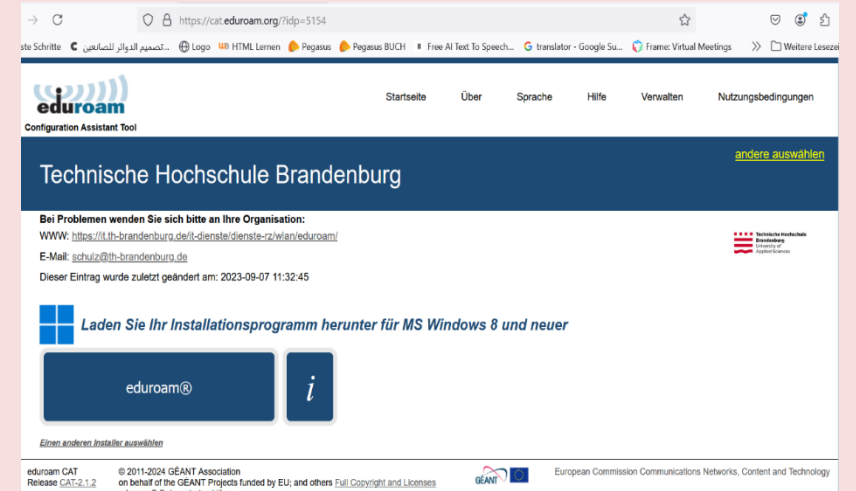




Wi-Fi – „eduroam“

7. Go to the following web page:
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/>

The screenshot shows a window titled "eduroam® Installationsprogramm für Technische Hochschule...". The main content area is titled "Benutzerdaten" and features the eduroam logo in the top right corner. Below the title, there are three input fields: "Benutzername:", "Passwort:", and "Passwort wiederholen:". At the bottom of the window, there is a footer that reads "Nullsoft Install System v3.08-2" and two buttons: "Installieren" and "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

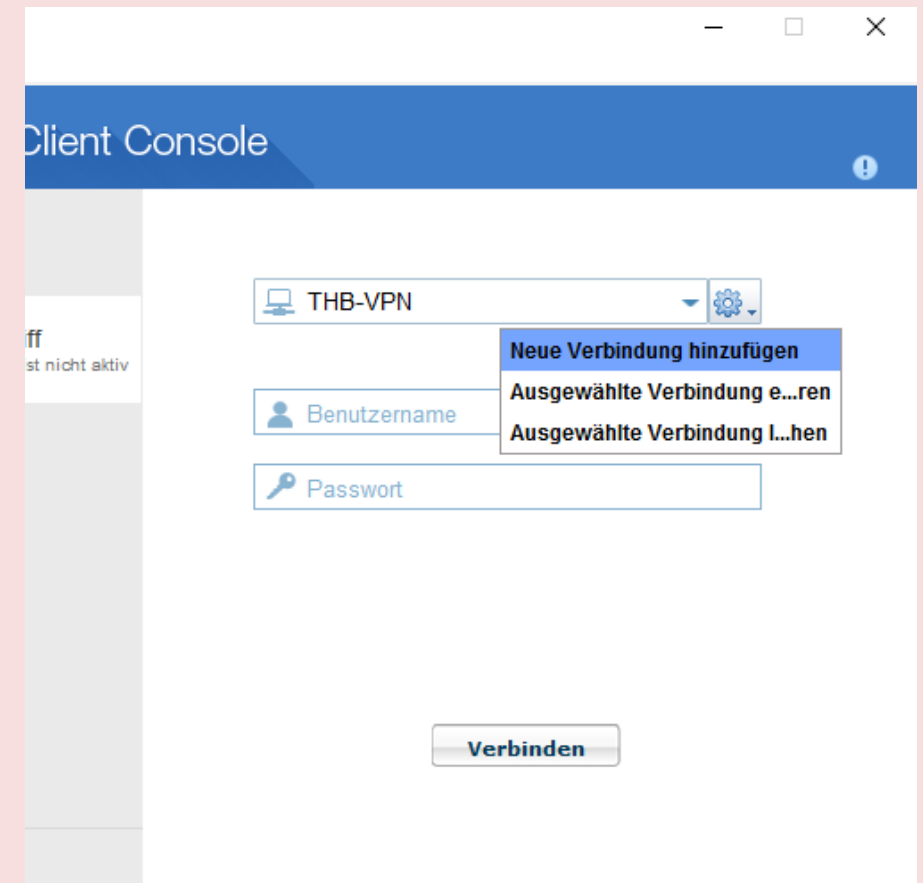
FortiClient





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
[Empty text box]

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“

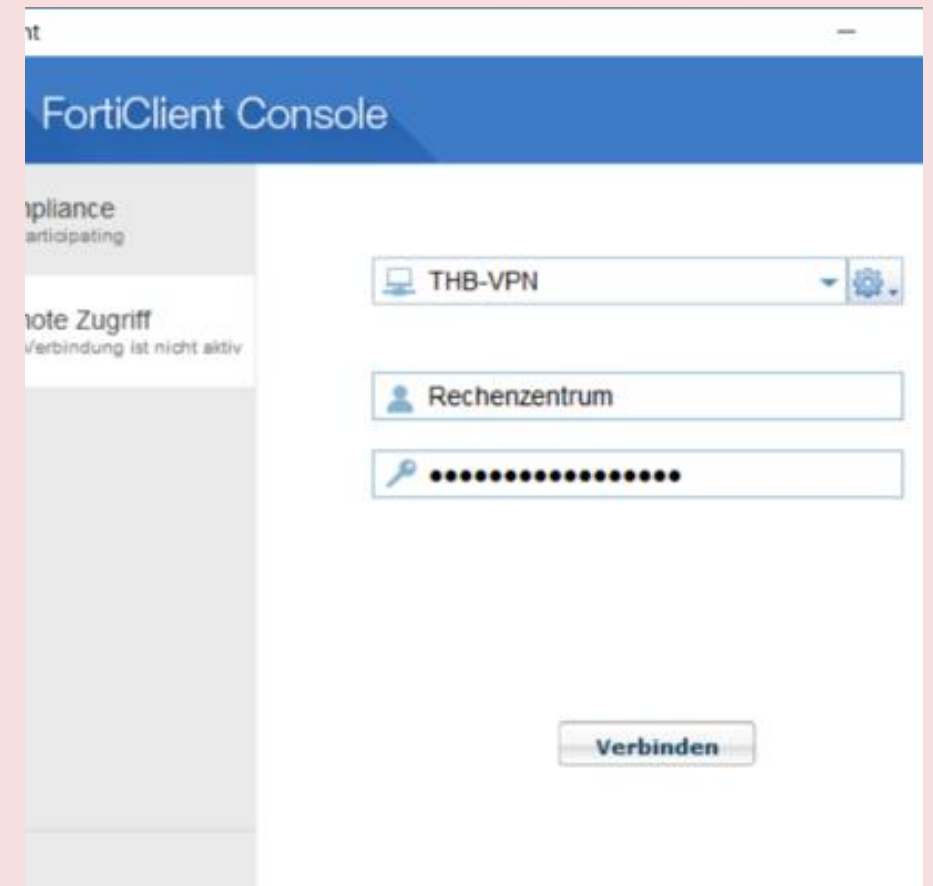
9. Enter your password
10. Click Connect

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. Tips for Students by Students





Tips

- ✓ 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/>



Tips

- ✓ Plan ahead and manage your time.
- ✓ Use the Milestone coaching service: <https://hzs.th-brandenburg.de/projekte/startsmart-thb/meilenstein-coaching/>
- ✓ 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](https://www.th-brandenburg.de/studium/information-und-beratung/studierendensekretariat/formulare/) Technische Hochschule Brandenburg ([th-brandenburg.de](https://www.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!





Nice to Know:

Technische Hochschule Brandenburg
University of Applied Sciences

café brandenburg
connect

**FANCY SOME COFFEE,
CAKE, AND A
SPIRITED DEBATE?**

Join us in the Rittersaal for:

- Great Coffee & Inspiring Chats – In English and German.
- Local Meetups – Connect with locals, newcomers, and the THB community.
- The Vibe – Live music, special guests, and intense debates.
- New Connections – Build friendships that transcend language barriers.

Theme of the Week: My neighbour. Friend or Enemy?

No perfection required! Whether you're a language pro or just starting out, everyone is welcome. Translators will be on-site to keep the conversation flowing. No registration needed—just drop by!

📍 Location: Rittersaal at TH Brandenburg – Located at the rear of Building B (Library)

🕒 When: From 4:00 PM – 5:00 PM.

📧 Contact: debraj.banerjee@th-brandenburg.de / 03381 355 264

Next meeting
27.04.26

Kofinanziert von der Europäischen Union
LAND BRANDENBURG
Investitionsbank des Landes Brandenburg
ILB

- Café brandenburg connect:
 - First meeting: 27.04.26 from 4:00 to 5:00 p.m.
- Lerncafé:
 - 12.05.26, 3:00 – 6:00 p.m. - **"Mindful Learning"**
 - 07.07.26, 3:00 – 6:00 p.m. - **"Overcoming Exam Anxiety"**
 - 26.08.26, 10:00 a.m. – 2:00 p.m. - **"Low-Stress Studying"** (SummerSpecial)
- Think & Work Together:
 - Part 1: 10.06.26, 4:00 – 7:00 p.m.
 - Part 2: 17.06.26, 4:00 – 7:00 p.m.
 - Part 3: 24.06.26, 4:00 – 7:00 p.m.

