




# Studi-Support

Your Individual Study Support Programme

## Checklist before start of lectures

You have decided to study and an exciting but also challenging time lies ahead of you. To help you find your way in this phase of your life, we support you at the various stages with the "Studi-Support". This checklist is one part of it. Find more on our website: [www.fhac.de/FB07/StudiSupport](http://www.fhac.de/FB07/StudiSupport).



# Welcome to the Faculty of Business Studies!



## Read the Fresher's Guide

You will find the guide starting on page 4.



## Registration preparatory courses

The Faculty of Business Studies offers preparatory courses. If you would like to refresh your school knowledge in Mathematics or attend a beginner class in German (course scheduled at beginning of summer semester) before starting your studies, you can participate in the free preparatory courses. The courses take place before the official start of lectures and are voluntary. Please register in advance for the corresponding courses via CampusOffice: [www.campusoffice.fh-aachen.de](http://www.campusoffice.fh-aachen.de)



## Campus Office - Create your timetable

CampusOffice allows you to organise your lectures and create your timetable with the help of a lecture planner. You can receive notification e-mails through this system if a lecture will be cancelled. The following link will forward you to a tutorial for creating your timetable: [www.fhac.de/FB07/Timetable](http://www.fhac.de/FB07/Timetable)



## Request the „FH Karte“

The „FH Karte“ (= FH Card) serves as a student ID, as a library card, as a cafeteria pay card as well as an access control ID for the university sport. You can find out how to apply for the „FH Karte“, where to activate it and how to obtain it through the following link: <https://www.fh-aachen.de/en/studies/studying/organisation-of-studies/fh-karte>



### Retrieve the student email address

For data protection reasons, the university will communicate with you exclusively via the university email address. Please check these emails regularly (at least once a day).



### Go to info session

The Academic Counselling Service presents the most important points of your examination regulations and answers your questions. The contents of the examination regulations are essential for your studies. You can find the dates for the information session here: [www.fhac.de/FB07/beginning-of-studies](http://www.fhac.de/FB07/beginning-of-studies)



### Familiarise with the examination regulations

The examination regulations structure the course of your studies and examinations. You can find your examination regulations at [www.fhac.de/FB07/ExamRegulations](http://www.fhac.de/FB07/ExamRegulations).



### Participate in the orientation week

The orientation week before the start of studies, organised by students from higher semesters, who are involved in the „Fachschaft“ (Student Council) and as fresher’s tutors, is a lot of fun. Participating in the orientation week helps you to get to know the university and the city of Aachen and connect with your fellow students. You can find the exact schedule for the orientation week on our website at [www.fhac.de/FB07/beginning-of-studies](http://www.fhac.de/FB07/beginning-of-studies).

The „Fachschaft“ also set up Whatsapp groups, depending on the degree programme, you can join. The link to the respective group was sent to you via email.



### Read the Fresher’s Guide Book

We have compiled many helpful tips for a successful start to your studies in our Fresher’s Guide Book. You can download it here: [Download Fresher's Guide Book](#)



### Participate in mandatory safety training

As a student, you are insured against accidents by law. The insurance covers activities that take place within the university's area of responsibility in terms of content and organisation. This means that you are obliged to take part in our annual safety briefing. We have set up a self-study course for you on ILIAS (access data required | see QR code), where you will find information material and a test to prove that you have received the information. The test must be taken by 01.10.2024. If you have any questions or if you notice any security problems at the university, please send an email to [gbu-07@fh-aachen.de](mailto:gbu-07@fh-aachen.de).





# Faculty Overview

## Information at a glance

Lectures of the first semester courses start on 30 September 2024. All professors and staff can be reached by e-mail. The Academic Counselling Service, Examination Office and the International Faculty Office can be reached by telephone during the office hours as well. Personal appointments can be arranged according to prior agreement. You can find the telephone numbers and e-mail addresses at <https://www.fh-aachen.de/en/faculties/business-studies/people>.

Important and current information of the Faculty of Business Studies can be found on our website: <https://www.fh-aachen.de/en/faculties/business-studies/>

## Access to emails

Important information and news from professors or the Academic Counselling Service can be obtained through your FH email address

- > Please check your inbox at least once a day.
- > Your FH email account can be accessed at <https://mail.fh-aachen.de>.
- > The user name is your FH-Identifier (e.g. ab1234s).

## Important online services

### **ILIAS – My eLearning platform**

After you have registered for a module in CampusOffice, it takes 24 hours until you have access to the module folder in ILIAS. If you register on Campus on a Friday or immediately before a public holiday, you will not have access until the end of the next working day.

- > ILIAS is a platform where the lecturers upload their lecture notes.
- > If lectures will be held online, you will be given access to the alternative teaching formats here.
- > ILIAS is available at [www.fhac.de/FB07/Ilias](http://www.fhac.de/FB07/Ilias).
- > The user name is your FH-Identifier (z.B. ab1234s).

If no courses appear on ILIAS after the start of lectures, despite having registered on CampusOffice, please contact the Data Processing Center (<https://hilfecenter.fh-aachen.de>).

## CampusOffice – Create my schedule

In order to ensure access, every course at the Faculty of Business Studies requires registration.

- > Via CampusOffice you can register for your courses and create your online schedule.
- > CampusOffice can be accessed at [www.campusoffice.fh-aachen.de](http://www.campusoffice.fh-aachen.de).
- > The user name is your FH-Identifier (e.g. ab1234s).
- > You can find out how to register for courses, create your schedule and check it regarding completeness in our explanatory videos at [www.fhac.de/FB07/Timetable](http://www.fhac.de/FB07/Timetable)

Please register for the courses via CampusOffice from 1 September so that you can access the corresponding lecture notes in ILIAS. The registration for Business English (C1) is only possible from 1 September at 10 am to 15 September at 11:59 pm.

## QIS – My online study & examination administration

There is still time left until the examination period starts, however you should already know of the functions of QIS.

With QIS you can perform the following tasks:

- > Examination registration
- > Examination deregistration
- > Download transcript of records
- > Change of address

QIS can be accessed at [www.qis.fh-aachen.de](http://www.qis.fh-aachen.de).

- > The user name is your FH-Identifier (e.g. ab1234s).
- > You can find out how to register and deregister for examinations in our explanatory video at [http://www.fhac.de/FB07/Tutorial/QIS\\_en](http://www.fhac.de/FB07/Tutorial/QIS_en)

## Study service

You can print out the following documents via the portal access (<https://hi.fh-aachen.de>):

- > Study certificates
- > BAföG certificate
- > Data control sheet
- > Parking permit

Additionally, you can submit certain applications such as:

- > Application for change of degree programme
- > Application for leave of absence semester

# Contacts

## Help in case of technical problems with the use of our online services

The Data Processing Center (DVZ) offers you information and assistance in case of problems while using our online services.

- > If you have problems registering for courses on CampusOffice, displaying course folders or ILIAS or similar, please submit a ticket through the DVZ help center at <https://jira.fh-aachen.de/servicedesk/customer/portals>.
- > Further information on the DVZ can be found at <https://www.fh-aachen.de/en/fh-aachen/university-structure/central-operating-units/data-processing-centre-dvz>.

### Office 365 for students

Every student of the FH Aachen receives a Microsoft Office 365 Pro Plus license on request. With this license, MS Office Programmes such as Excel or Word are available for download. Further information:

<https://www.fh-aachen.de/en/fh-aachen/university-structure/central-operating-units/data-processing-centre-dvz/it-and-online-services-for-students>



# Academic Counselling Service

If you have any questions about your examination regulations, your course of studies, your timetable etc. please contact:



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# International Faculty Office

If you have any questions about the international degree programmes or the semester abroad, please contact:



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# Student Mentoring

Students from higher semesters are available to answer your questions:

**Business Administration, IBS, Business Law, Master:**  
[studi.support.fb7@fh-aachen.de](mailto:studi.support.fb7@fh-aachen.de)

**GBE**  
[gbe@fh-aachen.de](mailto:gbe@fh-aachen.de)

Further information at: [www.fhac.de/fb07/StudentischesMentoring](http://www.fhac.de/fb07/StudentischesMentoring)



# Online Website

You can find the most important information on (semester) dates or the examination schedules on our website:

## Dates in the winter semester 2024/25

Official start of semester: 1.9.2024

Official end of semester: 28.2.2025

Registration for the exam period September 2024: 19.8.-2.9.2024

Registration for courses and lectures: as of 1.9.2024

Start of registration for all modules with limited participants (excluding language/social skills): 1.9., 10 a.m. to 8.9.2024, 11.59 p.m.

Registration period Business management with business game LUDUS/TOPSIM: 1.9., 10 a.m. until 7.9.2024, 11.59 p.m.

Registration period Unternehmensführung mit Unternehmensgründung: 1.9., 10 a.m. to 8.9.2024, 11.59 p.m.

Registration period for all language/social skills

modules: 1.9., 10 a.m. to 15.9.2024, 11:59 p.m.

Start of registration for all modules without participant restriction: 1.9.2024 to 28.2.2025

Start of registration for preparatory courses: 1.9.2024, 10 a.m. (to be confirmed) | Further information on [preparatory courses](#)

Preparatory courses for freshers: 9.9.-19.9.2024 (to be confirmed)

Exam period September 2024: 9.9.-20.9.2024

Orientation days for freshers: 23.9.-26.9.2024 | Further information on the [orientation weeks](#)

Block course in business management: 26.9.-27.9.2024

Start of lectures of the winter semester: 30.9.2024

Reading Week: 18.11.- 23.11.2024

Registration for examinations at the end of Winter semester 2024/25: not know yet

Graduation ceremony: 13.12.2024 (Graduates who have completed their final colloquium at the Faculty of Business Studies between 1 September 2023 and 31 August 2024 are invited to attend)

Official closing of all buildings: not know yet

No lectures: 23.12.2024-5.1.2025

End of lectures of the winter semester: 24.1.2025

Exam period January/February 2025: 27.1.-14.2.2025

Inspection of final semester examinations: from 10.3.2025



## Examination schedules

Are you looking for the examination schedules for the next examination period? Then you will find what you are looking for in the [examinations section](#).


<https://www.fh-aachen.de/en/faculties/business-studies/everything-about-studying/semester-dates>

## New to the Faculty

[more about this](#)

We are very pleased to welcome you to the Faculty of Business Studies! With our programme, consisting of preparatory courses, information events, orientation days and much more, we ensure a good start to your studies. Take the opportunity to get to know the faculty and get an overview of the most important processes.

We also provide our new students with information on the website.



Preparatory courses

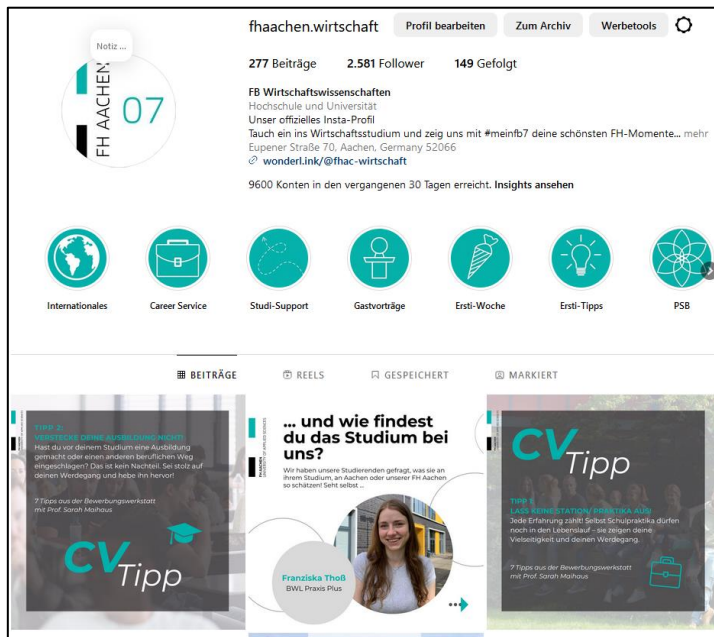
[+ show details](#)

<https://www.fh-aachen.de/en/faculties/business-studies/new-to-the-faculty>

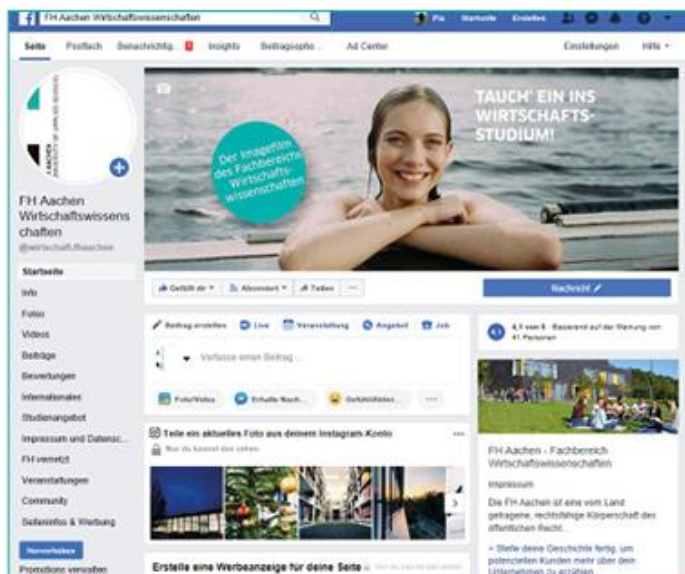


# Social Media of the faculty

We will inform you about all important dates, deadlines and current news via our social media channels.



fhaachen.wirtschaft



FH Aachen  
Wirtschaftswissenschaften



Good luck and  
a good start!