Instruction Guide for your first days with us

DON'T PANIC

Welcome to our Faculty

We are the Architecture and Civil Engineering Student Body. We are voluntary committed Students for the Architecture and Civil Engineering disciplines.

You can find us in Room 109 on the right side as soon as you entrance the 2Nd. building (abbreviation: GB II)

Unfortunately we cannot speak all the languages, but we might help you in many different situations or find someone who could.

We have specific opening hours, when you can meet us in our Student Body’s room.

International Student Office
E-Mail: isobw@tu-dortmund.de

Fachschaft Bauwesen
August-Schmidt-Straße 8
D-44227 Dortmund
Telefon: (0231) 755-2621
Fax: (0231) 755-2637

http://www.bauwesen.tu-dortmund.de/fachschaft

Phone: (0231) 755-2621
**General Information**

The department where the professor and his staff work together is called Lehrstuhl (chair).

The Professors publish their script and exercises either on their Website or in EWS system.

There is a given timetable where you can find the classes you have interest to attend. For some of the classes it is necessary to do a previous registration. In order to attend the lectures you have to fulfill their requirements.

In our Faculty there are many important projects and some of them are interdisciplinary (team work between civil engineering and architecture students). These semester assignments are called: „Projekte“ and „Städtebauentwurf“.

In each semester beginning you can buy a „semester booklet“ at the Dean’s Office where you can find all the chair, lectures, timetable and others general information.

The examination dates are released online in our faculty website at the beginning of each semester.

Our building offers an exclusive workroom in the attic floor (Dachgeschoss) of our GBII for the civil engineering and architecture students.

---

**Tips for a successful Start**

**Uni-mail = E-Mail**

Every student receives an e-mail address with his enrolment/matrículation. You have to activate this e-mail with further information, which will be sent to you.

**BOSS**

You can apply for exams and get your enrolment certification/ certificate of study in our BOSS-System. The login is made with your Uni-Mail information.

**EWS**

The EWS is a chair’s platform to provide their data/information for the students. In this case it is necessary a registration for every lecture. If the registration is successful you can find all the files among “Materialien”. Not every chair uses this system!

**CIP-Pool-Account**

There are computers that can be used by the students. You can find them in our workroom (Dachgeschoss – DG) and in our computer room (CIP-Pool) on the 2Nd floor of the 2Nd Building (GB II). In order to have access to those computers it is necessary to activate your account. You can make your registration in the faculty website by following the links: „Einrichtungen“ and then “CIP-Pool”.

**Plotter**

In the attic floor (DG) there are many plotters for student’s use. You can send the print request from the computers in DG or in CIP-Pool. If you want to print something you must pay. To charge your account you can buy Plottcards with us (10€ each), the Student Body.

**Materialien für Modelle**

Our faculty has a workshop where you can build your wood model. Before you are able to use the tools you must attend to an instruction course. You can find different paperboards/cardboards in our Student Body’s Office. There are also other shops not so far from the university where you can have a greater variety of materials: Boesner, Idee (in the center of Dortmund). In case of emergencies there is a small shop on the Baroper Straße.

*If you still have difficulties/troubles it will be our pleasure to help!*

---

**We wish you good luck!**