FAQ: During my Studies

Where do students get informed about all important data on the Programme?
The Faculty hosts a Website for every Degree Programme it offers. When you choose your Degree Programme, you will find all relevant information such as module handbooks, modules offered in the current semester, important dates such as semester dates but also examination dates, rules and regulations of the Programme and helpful general information. There is also a page for first-year students with introductory information to be found.

https://www.fbg.uni-hannover.de/en/studies/courses-at-the-faculty

Where can I find the semester dates and other important dates and deadlines?
- Semester dates winter semester
- Semester dates summer semester

How can I reach a student advisor for my Programme?
- For all concerns regarding the organization of your studies you can contact:
  Studiendekanat Bauingenieurwesen
  Callinstraße 34,
  Email: studiendekanat-bau@fbg.uni-hannover.de
  We answer non-technical questions concerning structural and organizational issues. Including introductory sessions for first-year students. We also know where to go in case we cannot help out and can establish contact with relevant parties.

- We also offer specialized advise through a professor who is the main supervisor of the contents of the Degree Programme. You can contact him with questions concerning the contents of the Degree Programme. His contact and further contacts that might be of interest during your studies can be found here.

- For all superordinate administrative purposes regarding enrollment concerns, changing address, Leibniz ID-card, account manager, semester of leave etc. you can visit the Service Center in the:
  Service Center
  Main Building
  Welfengarten 1
  Email: studium@uni-hannover.de

- or just speak to the examiner of the lectures which cause you problems.

LeibnizCard
- If you continue or start your studies and want to receive your **personal LeibnizCard** you will need to upload a **suitable photo** in electronic form as soon as possible onto your IDM user account. To be able to use your LeibnizCard as a student ID and semester ticket, you must **validate** it at one of the designated terminals once you have successfully reregistered (and paid your semester fees). In practice this means that a corresponding validation is stamped on your LeibnizCard. You must repeat this procedure each semester of your own accord.

Those are the functions of your Students ID Leibniz Card:

- Student ID
- Semester Card
- Library Card (TIB/HOBBSY)
- University Sports Campus Card
- Payment function Studentenwerk (Mensa Card)
- Payment function for University Sports and University Services
- Locking medium for lockers at the Library or Sport Campus

The [Leibniz Card](#) is obligatory and will help you a lot during your studies. Often it also gives you discharges when visiting the Cinema, Theatre, Pharmacy, etc. . So you should always carry it with you!

What is the IT Service and is there support for software installation?
- The [IT Service](#) of the Leibniz University offers a variety of online and other services for students, like getting access to the Wi-Fi, the central Identity Management (IDM) and other online and offline services. More details can be found here: http://www.luis.uni-hannover.de/fileadmin/it-support/IT-services-for-students.pdf
- The service desk for students (Datenstation) is at your disposal for questions and support around the topic of IT. It is opened from Mo – Fr 9:00 – 19:00.

If you have any questions or problems regarding the following topics you can go to the **IT Service Desk** for students, called "[Datenstation](#)":
- PC questions,
- Activation of IdM account,
- Internet access, Wi-Fi and VPN

You can find them in the service area of the Computing Center (Leibniz University IT Services, Schloßwender Straße 5, building 1210, 30159 Hannover).

The Website is also very helpful: http://www.luis.uni-hannover.de/en/

Identity Management
The [Identity Management](#) is the central login page to manage many of our IT-based services at one point. You can find the required user data (LUH-ID and initial password) on your student identity sheet which you got after you have enrolled for university. To gain access to the central services you need to sign in with your LUH-ID and your initial password.
Once you have managed to log into the Account Manager, you have free access to deal with the following IT topics:

- Online Portal
- Free Wi-Fi on Campus
- Stud.IP
- Student e-mail address
- WebSSO
- MS Imagine Premium
- Campus-PC
- ITS-Pool Herrenhausen

IT Safety Software
The LUH offers an [antivirus software](#) that you can download on your laptop or PC for free. If you cannot manage this on your own, don´t worry, the IT Service Center will help you installing it.

Wi-Fi

To get access to the Wi-Fi you should go to your account manager where you can log in in with your LUH-ID and activate your Wi-Fi account and your password. The user name is your LUH-ID extended with „W1@uni-hannover.de".

Stud.IP

- Stud.IP is the central learning management system at LUH which supports all courses with a variety of functions. Here you can **register in a course**, see **your time schedule** and most of all your lecturers will use it to send you the **lecture slides**.
- To register for the first time you can activate your account through going into your Account Manager to WebSSO and activate it. You will be able to choose an Account Name and an initial password.

Where are the CIP-pools of the Faculty and how do I use it?

- CIP stands for Computer-Investitions-Programm and offers a room with computers and programms open for use for students and lecturers.
- CIP-pools are located in Callinstr. 34, 30167 Hannover and are open from Monday-Thursday 8:00-20:00 and Friday 8:00-18:00.
- If you have a course in these CIP-pools or you want to use one of the computers: The doors are to be opened via numerical codes that must be entered into the keypad on the door. You can ask your instructors for the first part of the code, the second part is on the keypad. This will allow you to use the PC again between classes.
- All relevant information can be found here.

MS Imagine Premium

- In case you need some **software**, the LUH offers the **Microsoft Imagine Premium** system through which you can get access to certain developer tools, server products and operating systems for free. You can create your account for DreamSpark on the IdM website via "Services" and "DreamSpark Premium".
- Within a few days you receive an e-mail to your registered address. More information about the procedure can be found on the following website: https://www.luis.uni-hannover.de/imagine.html

- Available software:
  - Windows OS
  - Visio Professional
  - Access
  - Project Professional
  - OneNote
  - Visual Studio
  - and many more

  Software only available through purchasing:
  - Microsoft OFFICE Student (Excel,Word,PowerPoint) in OFFICE package via Select-Agreement (Fa. ASKnet)
  - SAS (Statistikpaket)
  - SPSS (Statistikpaket)
  - SYSTAT Produkte (formaly SPSScience - Statistik, Graphik,Bildanalyse)

Laptop rental
- The IT Service Center also offers a laptop rental service. You can use it, if your own laptop has a serious soft- or hardware problem and repairing it would take too long before you have to finish urgent work for university. In that case laptops can be borrowed for one or two semester but **only in the context of a course.**
- To fill out the claim form, you need:
  - a confirmation of participation in the course from a Professor,
  - a copy of your identity card and
  - a confirmation of matriculation.

Where can I print?
The official printing service of the LUH you can find here:

> Leibniz Universität IT Services, Druckbereich
> Schloßwender Str. 5, ground floor
> Opening hours: Monday - Friday: 8.00 – 18.00 o'clock
> Contact: Phone: 0511 / 762-5137 or support@luis.uni-hannover.de

Computers will be available from where you can print your documents. They will also help you with installing an account and defining the payment method. Just bring your Leibniz Card, ID and the account information for your LUH Account that you received with your matriculation letter.
Before you go there you also have to activate your Campus PC-Account which you can do in your Account Manager under "IT-Services".
Another option is to print in your library and in the Main building.

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  - Visio Professional
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  - SYSTAT Produkte (formaly SPSScience - Statistik, Graphik,Bildanalyse)

What is the Practical Project?

- The Practical Project is a thesis written about a scientific project you have been working on during a practical phase in the industry. It includes a time period of at least 20 weeks (without vacation and missed time) and a written paper that will be graded by an examiner from the Degree Programme.
- You should apply for a pPractical Project place in good time and autonomously.
- Preferred are large-scale industrial operations and suppliers, large-scale investigation facilities and on-campus research institutes outside of Leibniz Universität Hannover. We also welcome the implementation of the practical semester abroad.
- Project and working place must be approved by an examiner of the Degree Programme.
- [Guideline](#) for the practical semester
- [campus job fairs](#)

How can I finance my studies?

- The University offers student jobs – so-called HiWi jobs - where you can work in a scientific context. You can look in Stud.IP. Some useful information and links are listed below:
- [Jobs](#)
- [Internship](#)
- [Further offers](#)

How can I learn and/or improve my German?

– At LUH we have the Leibniz Language Center which offers a variety of language courses that are free for students. You can also ask about the ECTS being acknowledged in your studies (contact Dean of Studie's Office) up to a certain amount. https://www.llc.uni-hannover.de/en/language-courses

What does the "Studentenwerk" do for me?

- They provide food in cafeterias, student cafés and [Mensa](#).
- They assist students in finding accommodation in [student houses](#) (dormitories) or on the private market.
- They support students with children, help you find financial aid, offer legal and social advice and promote cultural activities for students.
https://www.studentenwerk-hannover.de/en/