

INFORMATION EVENT MEI

Fachschaft MACH/CIW





FIRST OF ALL: WELCOME AT KIT!

Fachschaft MACH/CIW

FIRST THINGS FIRST...



What you will have after this talk:

- Overview of your study and „survival“-tips for life at university
- Presentation as a first approach for later questions
- List of important contacts for further questions

What will not be shown to you:

- Step by step guide on how to organize your studies



Don't panic if the information given to you overwhelms you!
This is a first orientation to get an overview!

WHO ARE WE?

Get to know the Fachschaft



THE FACHSCHAFT





VOLUNTARY WORK

- **What does “Voluntary work” mean?**

It means you work without receiving money. You give your time, skills, and energy freely to help others or support a cause you care about.

- **Why do people volunteer?**

To help their community, gain experience, meet new people, learn new skills, or support causes they believe in - not for salary or wages.

➤ Student representation in Germany like Fachschaft is voluntary work



FACHSCHAFT



- Student Council → We represent students
- Representation in official committees at KIT
 - department council,
 - examination board, ...
- Consultation of students for students
- Sale of old exams
- Organization of student events
 - Winter or summer party, O-Phase, ...



Consultation hours:

Mo, We, Fr
12:30 pm – 02:30 pm



If you are interested in joining the Fachschaft, just join the german O-Phase-Event **“Hinter den Kulissen”** or speak to students in the Fachschaft



WHO DO WE REPRESENT?

KIT Department of Mechanical Engineering

- Mechanical Engineering (MACH)
- Mechanical Engineering International (MEI)
- Materials Science and Engineering (MATWERK)
- Mechatronics and Information Technology (MIT)
- Naturwissenschaft und Technik (NWT) (teachers degree in Germany)

KIT Department of Chemical and Process Engineering

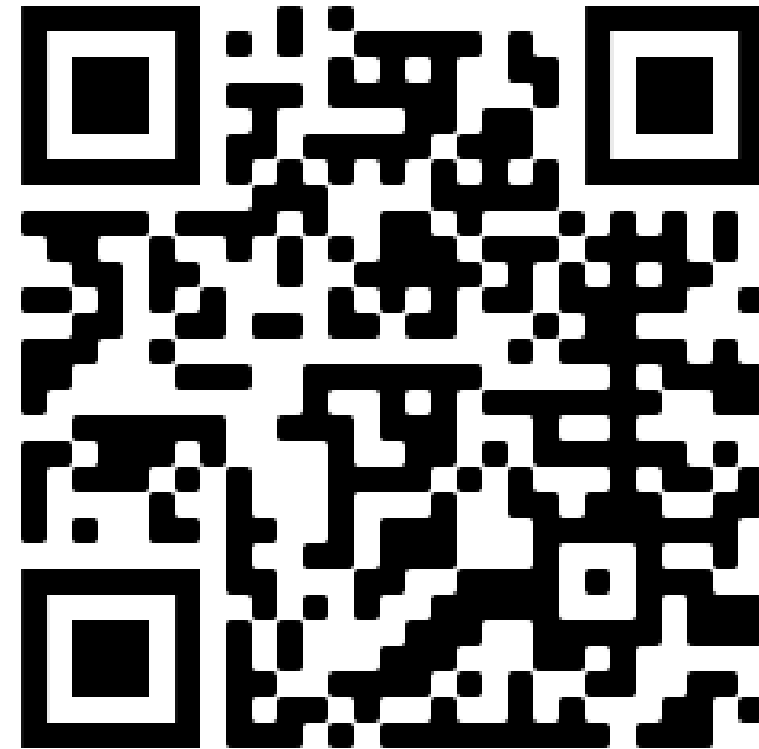
- Chemical and process engineering (CIW)
- Bioengineering (BIW)

SEMESTER EMAIL-DISTRIBUTOR



Relevant information for your studies like:

- Start of old exam sales
- Excursions at companies
- Crew for the O-Phase
- Departments teaching award



<https://www.fs-fmc.kit.edu/semesterverteiler>



Fachschaft MACH/CIW

Sprechstunden: Mo,Mi,Fr 12:30-14:30 Uhr

Telefon: +49 721 608-4 3782

Mail: fachschaft@fs-fmc.kit.edu

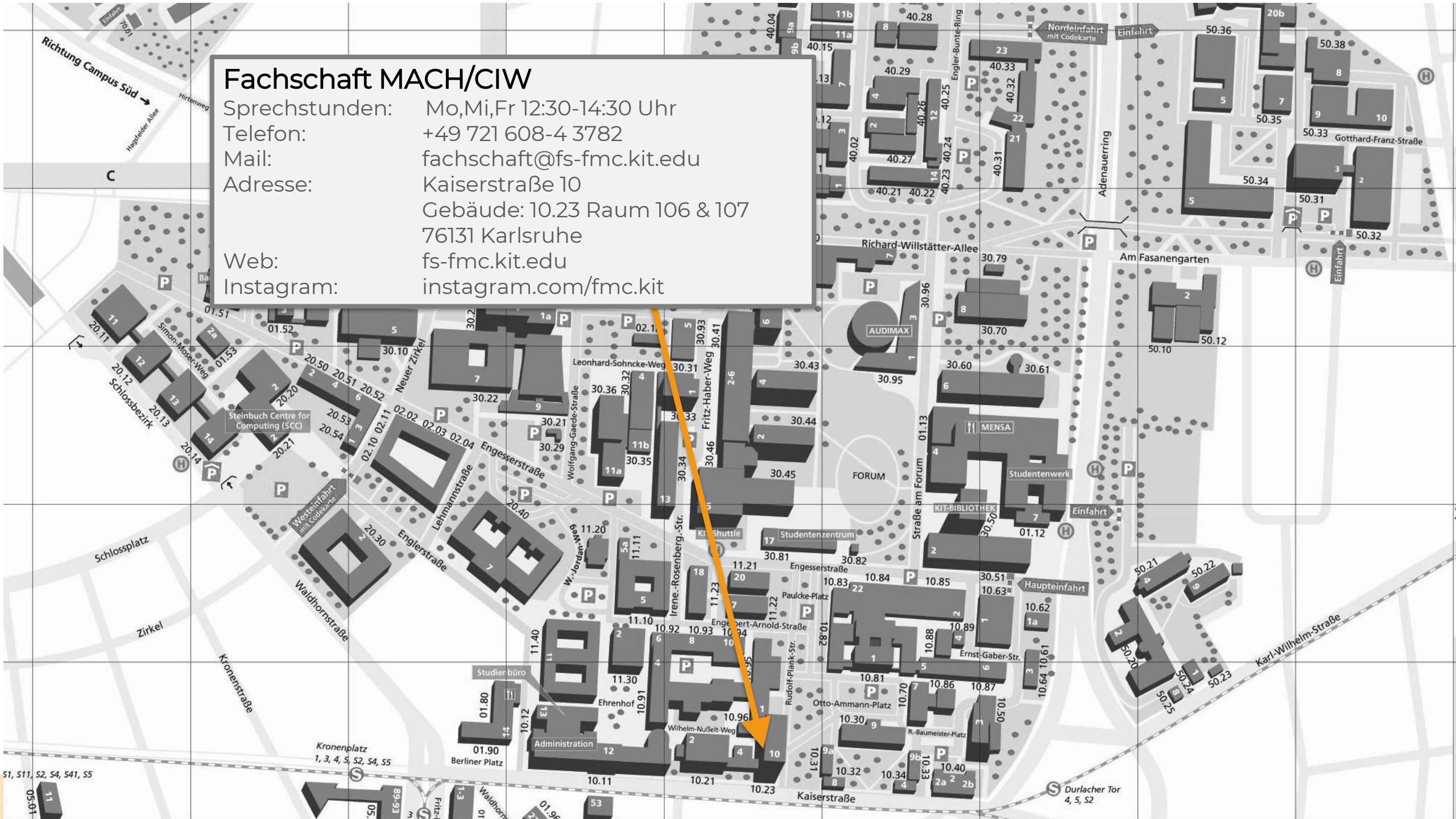
Adresse: Kaiserstraße 10

Gebäude: 10.23 Raum 106 & 107

76131 Karlsruhe

Web: fs-fmc.kit.edu

Instagram: [instagram.com/fmc.kit](https://www.instagram.com/fmc.kit)



LEGAL FRAMEWORK §

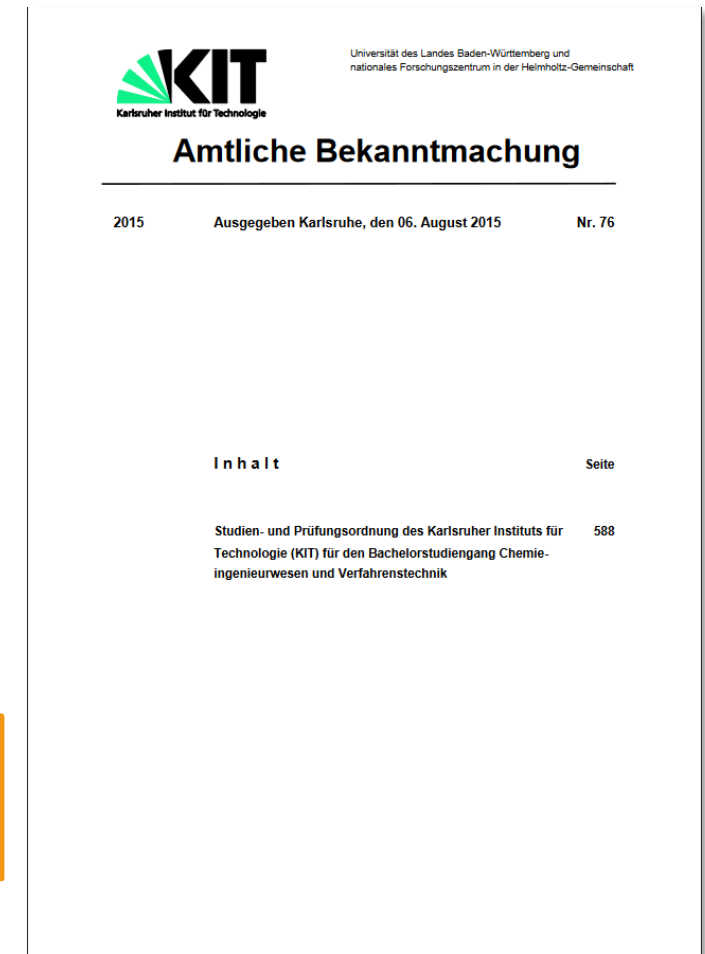
THE SPO: YOUR „CONSTITUTION“



- Studien- und Prüfungsordnung (SPO)
 - Studies- and examination regulation
- Regulates every juristic question of your studies, like...
 - ... duration of studies
 - ... structure of studies
 - ... structure and regulations for examination
 - ... compensation for disadvantages (like chronical illness, ...)
 - ...



This is not relevant for the everyday life of a student but is worth a look if you have any questions!



<https://www.ciw.kit.edu/2590.php>



THE SPO: YOUR „CONSTITUTION“



Kind of Degree:

Bachelor of Science (B.Sc.)

Regular time for your studies:

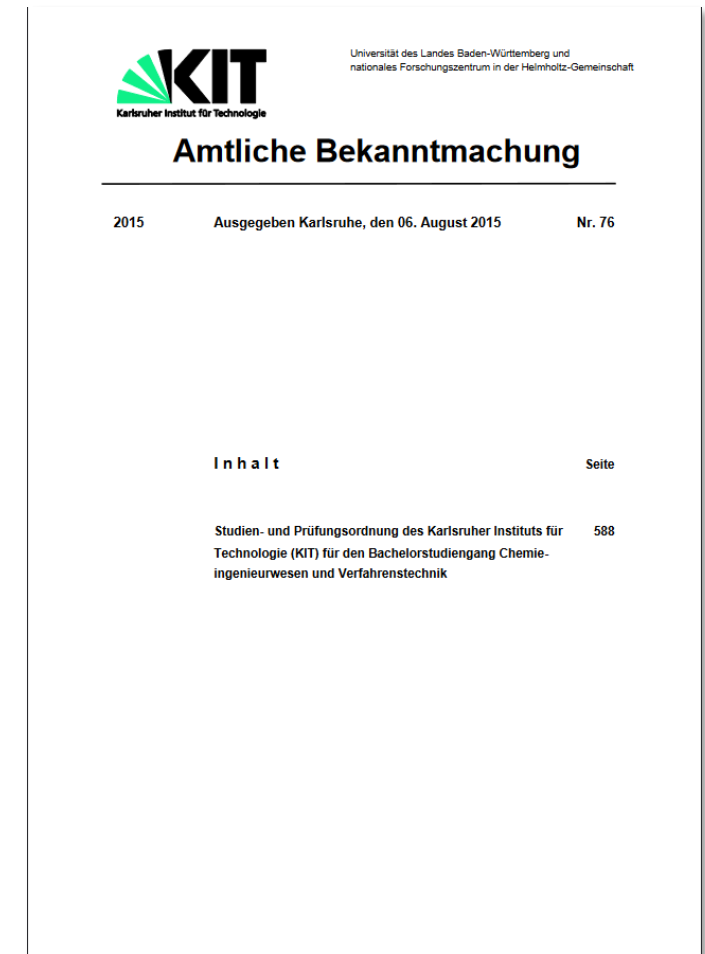
6 semesters

Maximum time for your studies :

10 semesters

Credit Points (ECTS):

180



<https://www.ciw.kit.edu/2590.php>

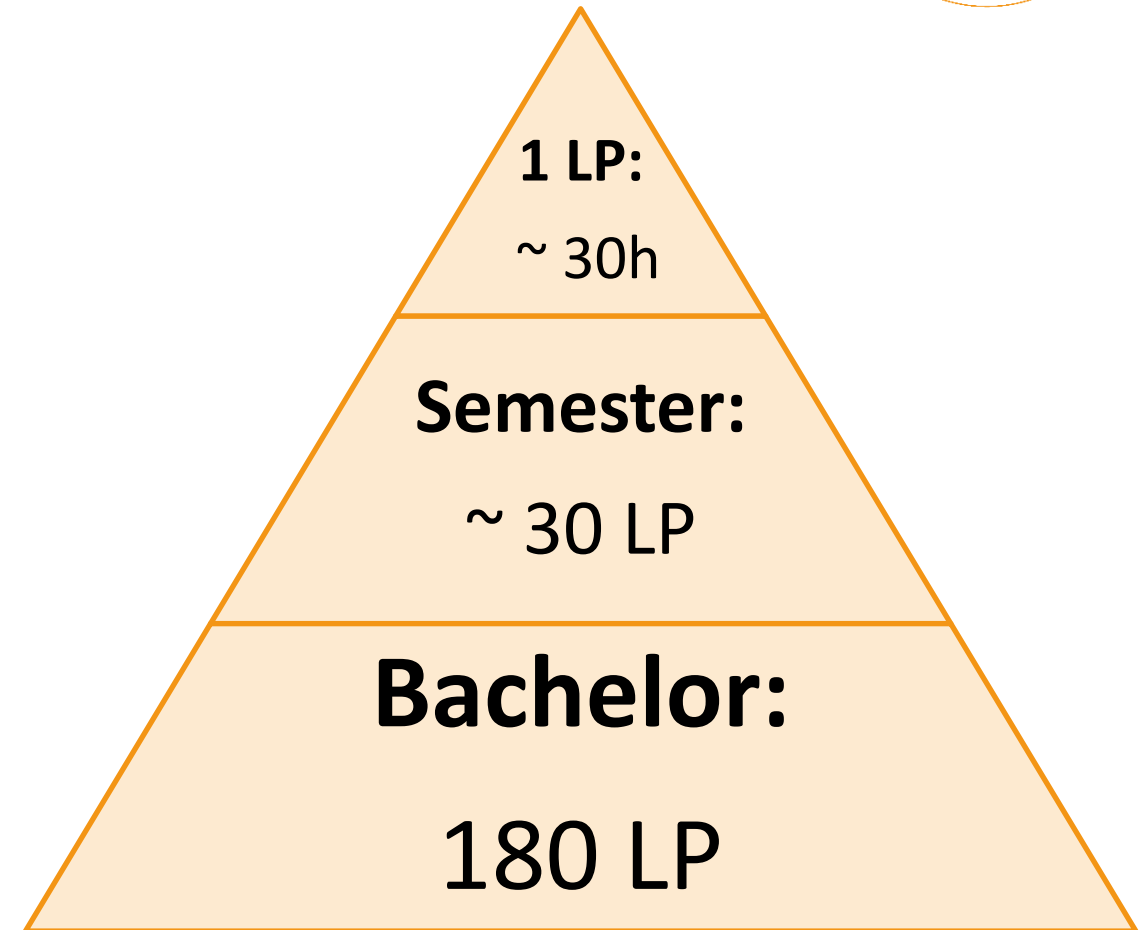


CREDIT POINTS (LP)

- German: Leistungspunkte → LP
- Every successful examination grants LP
- Measure for time consumption of a course
- Can be achieved overseas!



LP are also called ECTS:
European Credit Transfer System



ORIENTATION EXAMS



Attention:

- ✓ Must be written the first time until the end of the second semester
- ✓ Must be passed until the end of the third semester

- EM1
- AM1

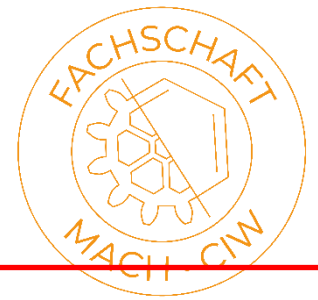


THE MODULE HANDBOOK

- Regulation for modules in your study, including...
 - ... a list of all mandatory and electable courses
 - ... content of the module
 - ... ECTS
 - ... requirements
 - ... catalogue for electable courses in a module



Relevant source of information for everyday student life, really worth a look!



**Modulhandbuch
Chemieingenieurwesen und Verfahrenstechnik Bachelor
2015 (Bachelor of Science (B.Sc.))**

SPO 2015
Sommersemester 2023
Stand 02.03.2023

KIT-FAKULTÄT FÜR CHEMIEINGENIEURWESEN UND VERFAHRENSTECHNIK



KIT – Die Forschungsuniversität in der Helmholtz-Gemeinschaft

www.kit.edu

<https://www.ciw.kit.edu/1659.php>

[https://www.ciw.kit.edu/download/WS2324_Bachelor
or_BIW_SPO2023.pdf](https://www.ciw.kit.edu/download/WS2324_Bachelor_BIW_SPO2023.pdf)



THE MODULE HANDBOOK



5.4 Fundamentals of Engineering

Credits
137

Mandatory		
M-MACH-106380	Electrical Engineering and Mechatronics	8 CR
M-MACH-106376	Manufacturing Technology and Materials Science	15 CR
M-MATH-102859	Advanced Mathematics	21 CR
M-MACH-106388	IT and Data Science	7 CR
M-MACH-106375	Mechanical Design	20 CR
M-MACH-106379	Machines and Processes of Energy Conversion	7 CR
M-MACH-102564	Measurement and Control Systems	7 CR
M-MACH-105902	Sustainable Production Economics	5 CR
M-MACH-106381	Project	5 CR
M-MACH-106378	Fluid Mechanics	7 CR
M-MACH-106374	Engineering Mechanics	21 CR
M-MACH-106377	Technical Thermodynamics	14 CR



A MODULE



M

9.1 Module: Advanced Mathematics [M-MATH-106718]

Responsible: Prof. Dr. Maria Aksenovich
PD Dr. Stefan Kühnlein

Organisation: KIT Department of Mathematics

Part of: Fundamentals of Engineering

Credits	Grading scale	Recurrence	Duration	Language	Level	Version
21	Grade to a tenth	Each winter term	3 terms	English	1	1

Mandatory			
T-MATH-113496	Advanced Mathematics I Prerequisite <i>This item will not influence the grade calculation of this parent.</i>	0 CR	Aksenovich, Kühnlein
T-MATH-113493	Advanced Mathematics I	7 CR	Aksenovich, Kühnlein
T-MATH-113497	Advanced Mathematics II Prerequisite <i>This item will not influence the grade calculation of this parent.</i>	0 CR	Aksenovich, Kühnlein
T-MATH-113494	Advanced Mathematics II	7 CR	Aksenovich, Kühnlein
T-MATH-113498	Advanced Mathematics III Prerequisite <i>This item will not influence the grade calculation of this parent.</i>	0 CR	Aksenovich, Kühnlein
T-MATH-113495	Advanced Mathematics III	7 CR	Aksenovich, Kühnlein

- Competence certificate
- Prerequisites
- Competence goals
- Content
- Workload (In class and independent)
→ Only estimated, can differ!
- Learning Type



YOUR STUDIES

WHAT TO EXPECT AT UNIVERSITY



- A list of courses you have to pass
- Your own responsibility to reach your study goal
- Most of the time very condensed and fast contents in lectures, faster than in school!



INTERDISCIPLINARY QUALIFICATION



**Studium Generale •
Forum Wissenschaft
und Gesellschaft**

**F O R
M U**



SpZ

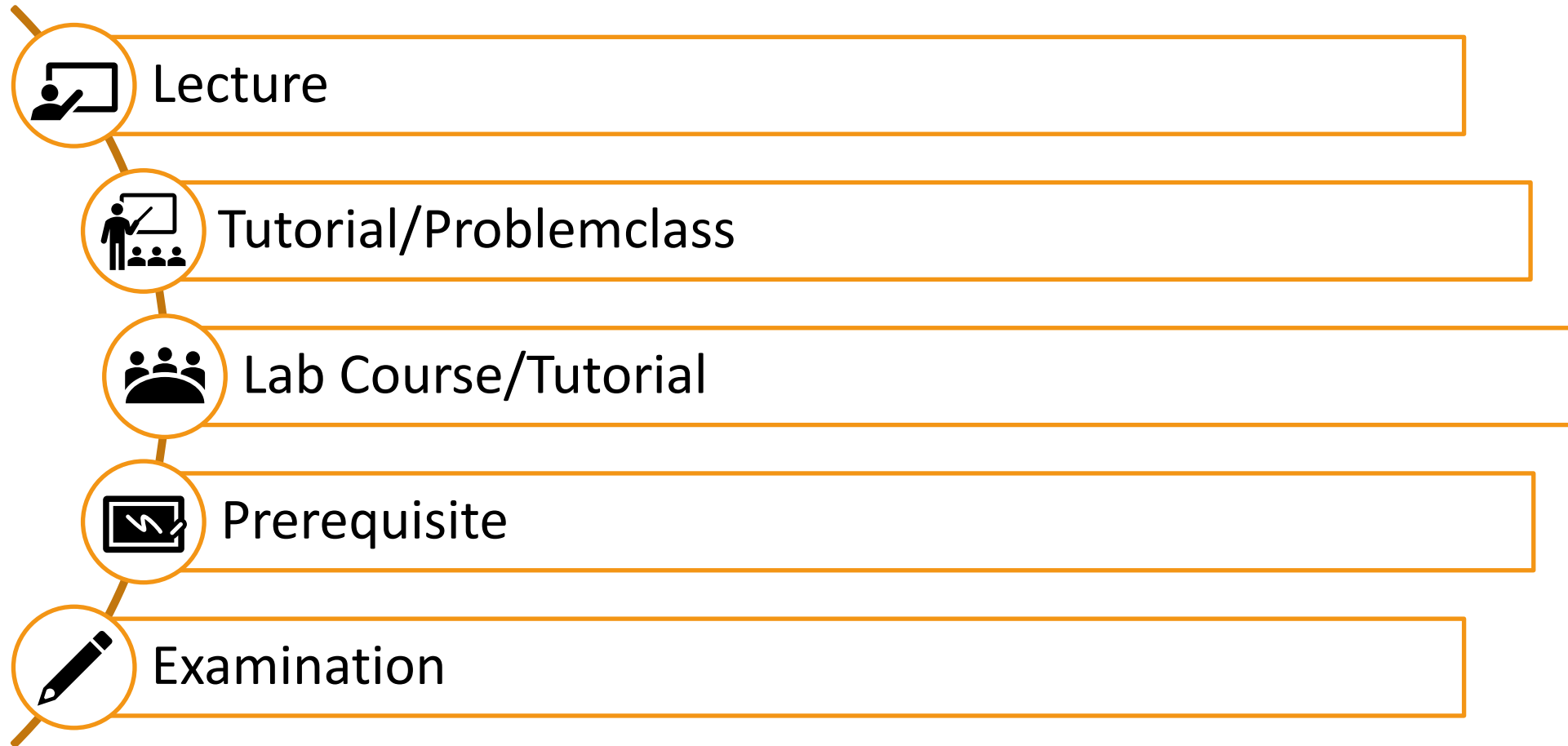


LECTURE PERIOD

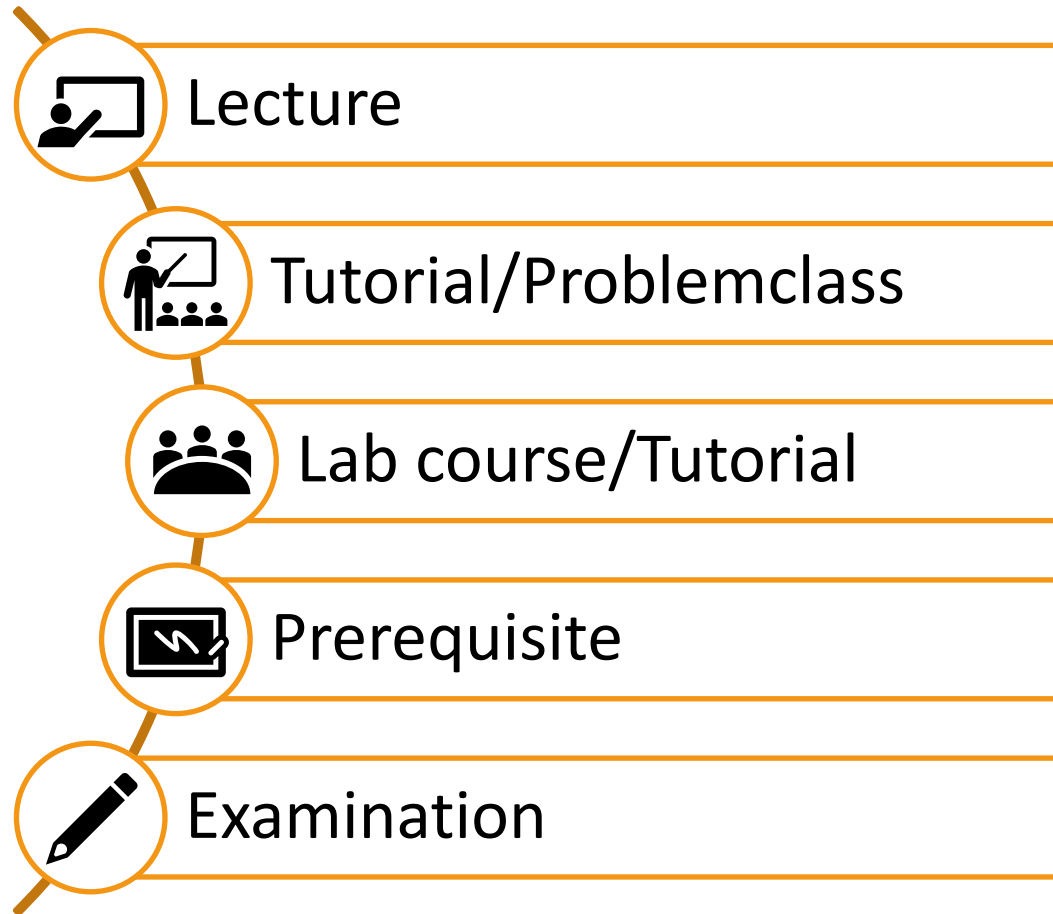
LESSON TABLES



THE GENERIC COURSE STRUCTURE AT KIT



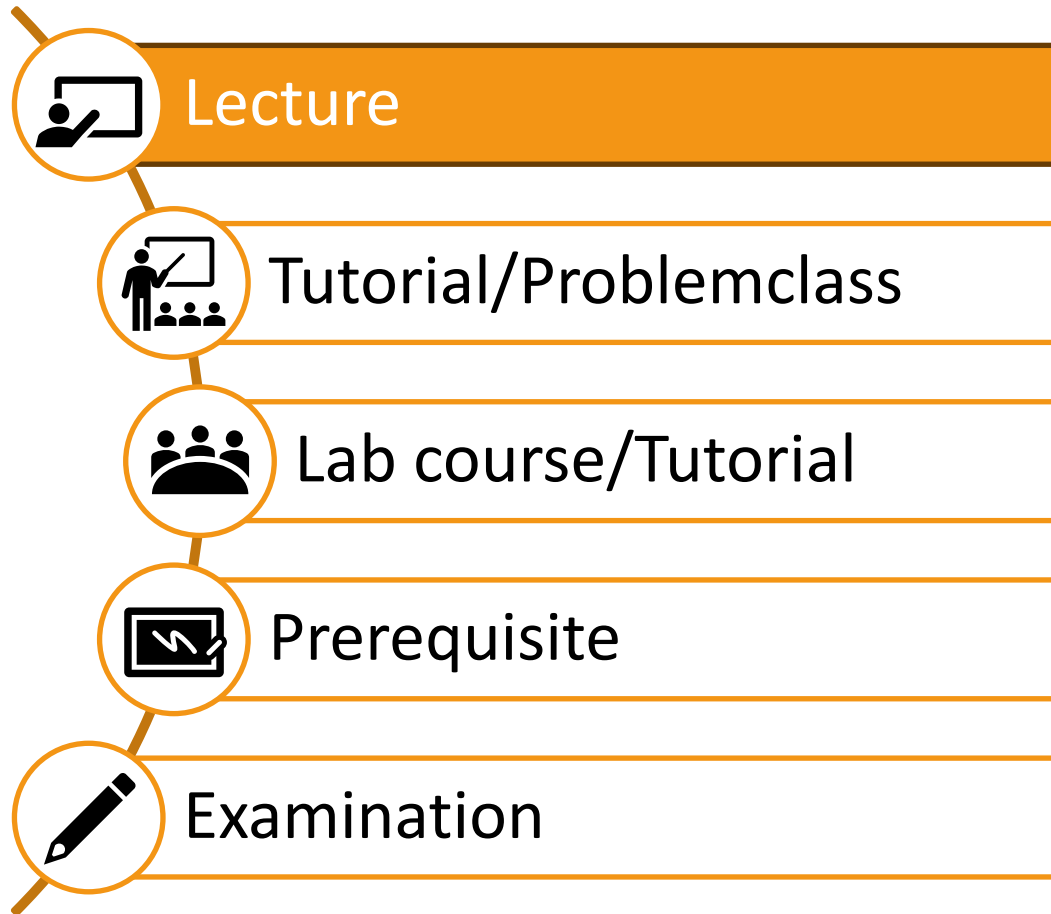
THE GENERIC COURSE STRUCTURE AT KIT



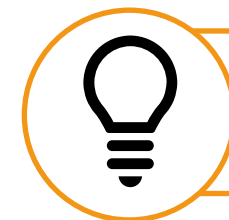
Attention:

- ✓ Most courses differ slightly from this generic course structure

THE GENERIC COURSE STRUCTURE AT KIT

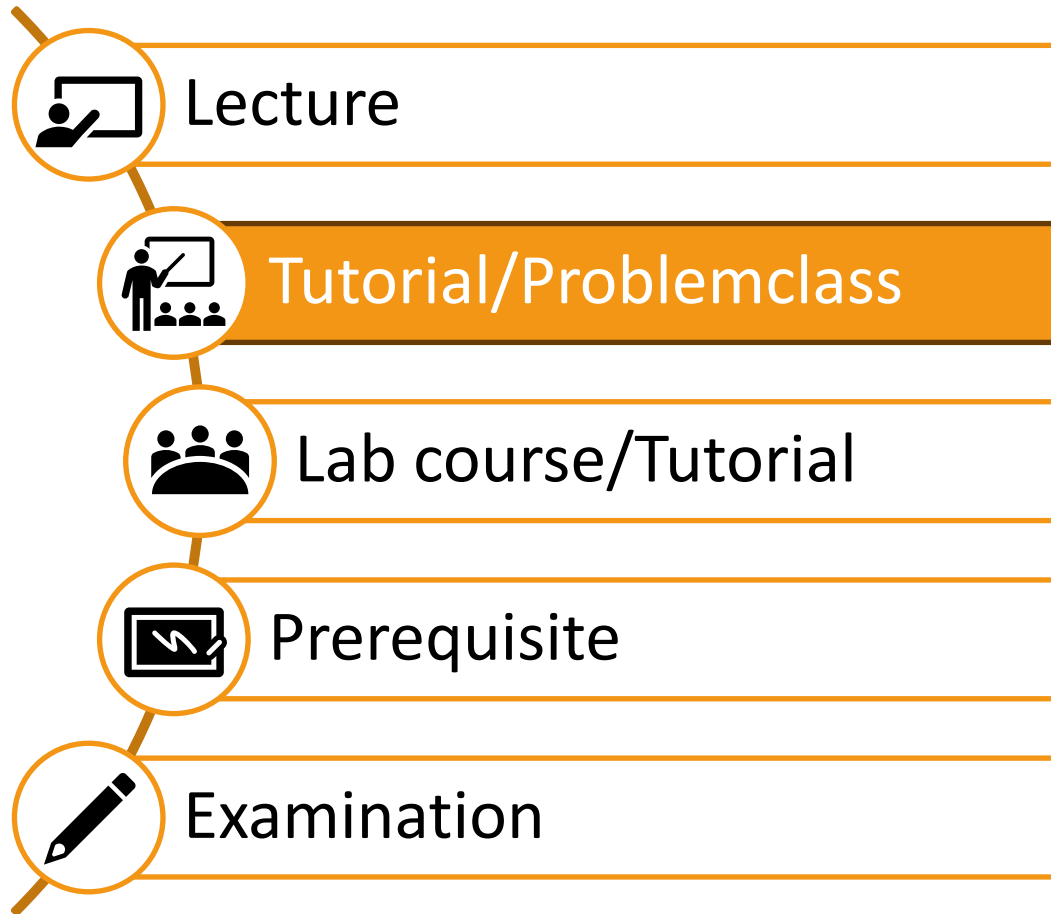


- Lecturers hold their presentation
- Mostly theoretical information of the content

A simple line-art icon of a lightbulb, representing an idea or realization.

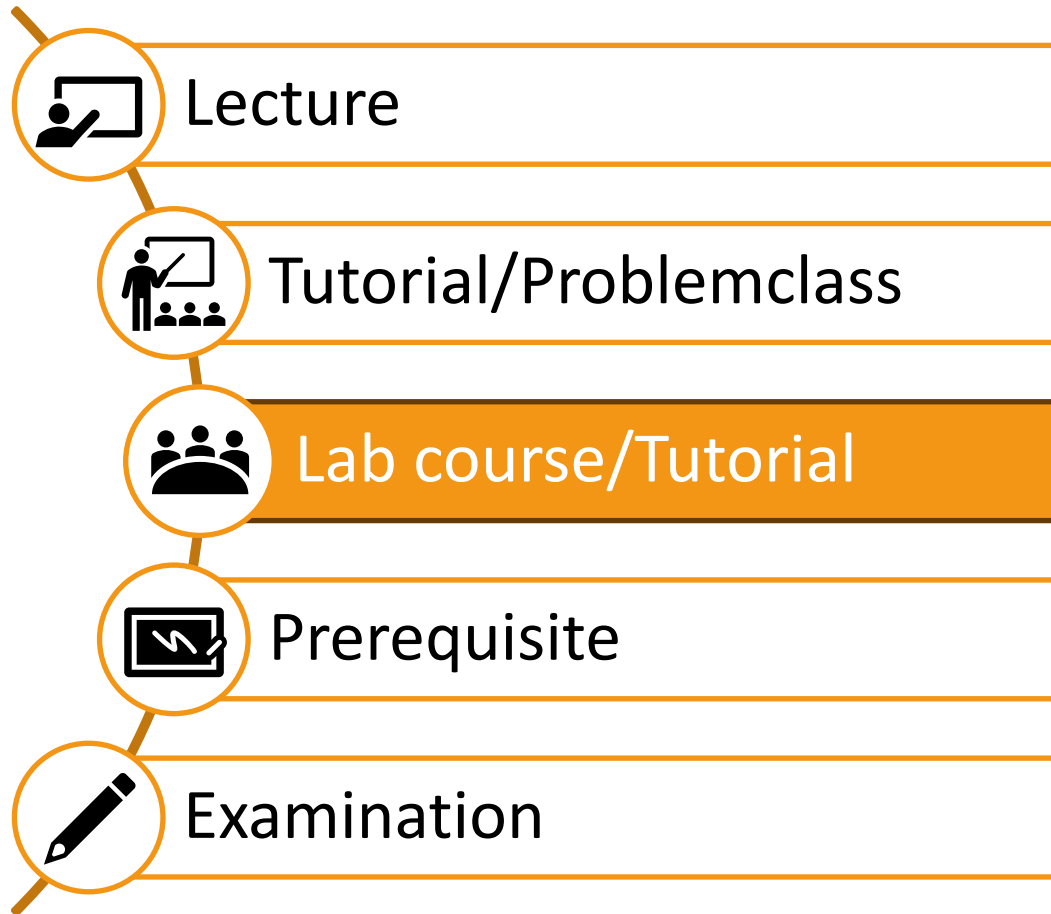
You don't understand what your prof is telling you? Don't panic, you are not alone, and knowledge will come!

THE GENERIC COURSE STRUCTURE AT KIT



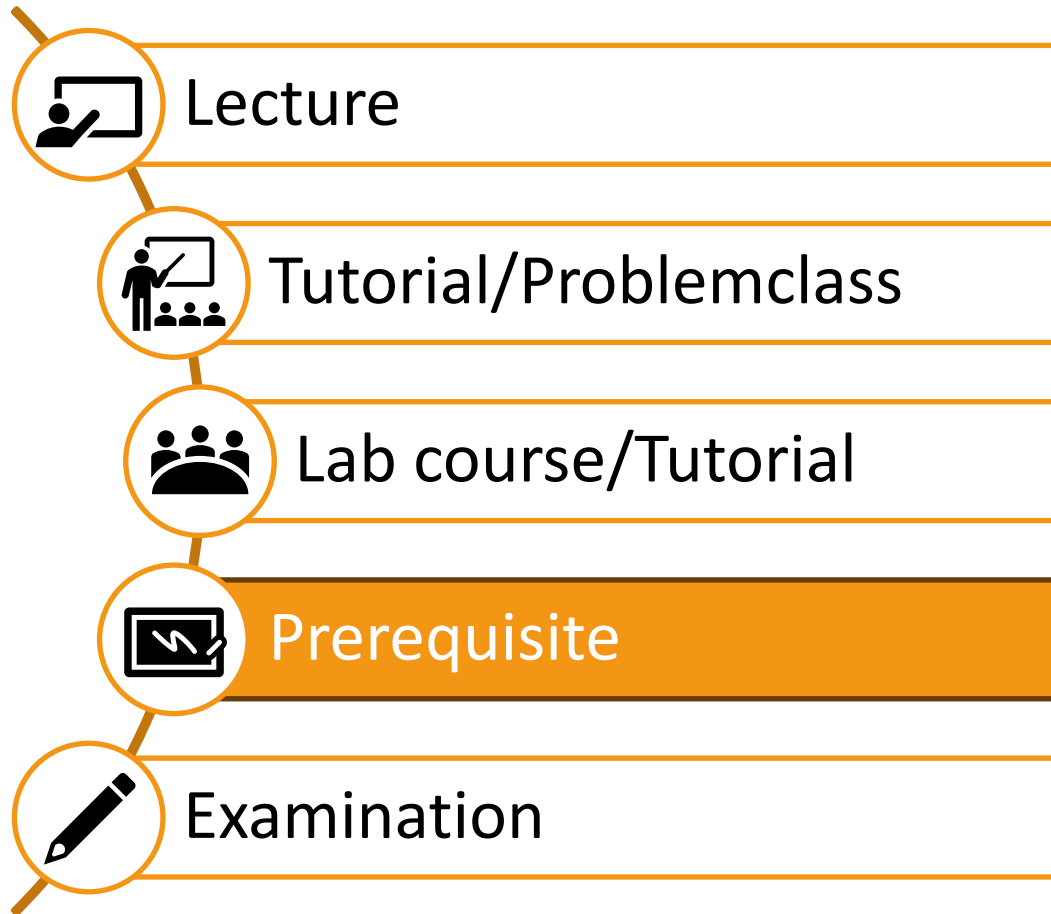
- Examples will be calculated by lecturers (mostly research associates of the professor)
- Tasks are often similar to the examinations

THE GENERIC COURSE STRUCTURE AT KIT



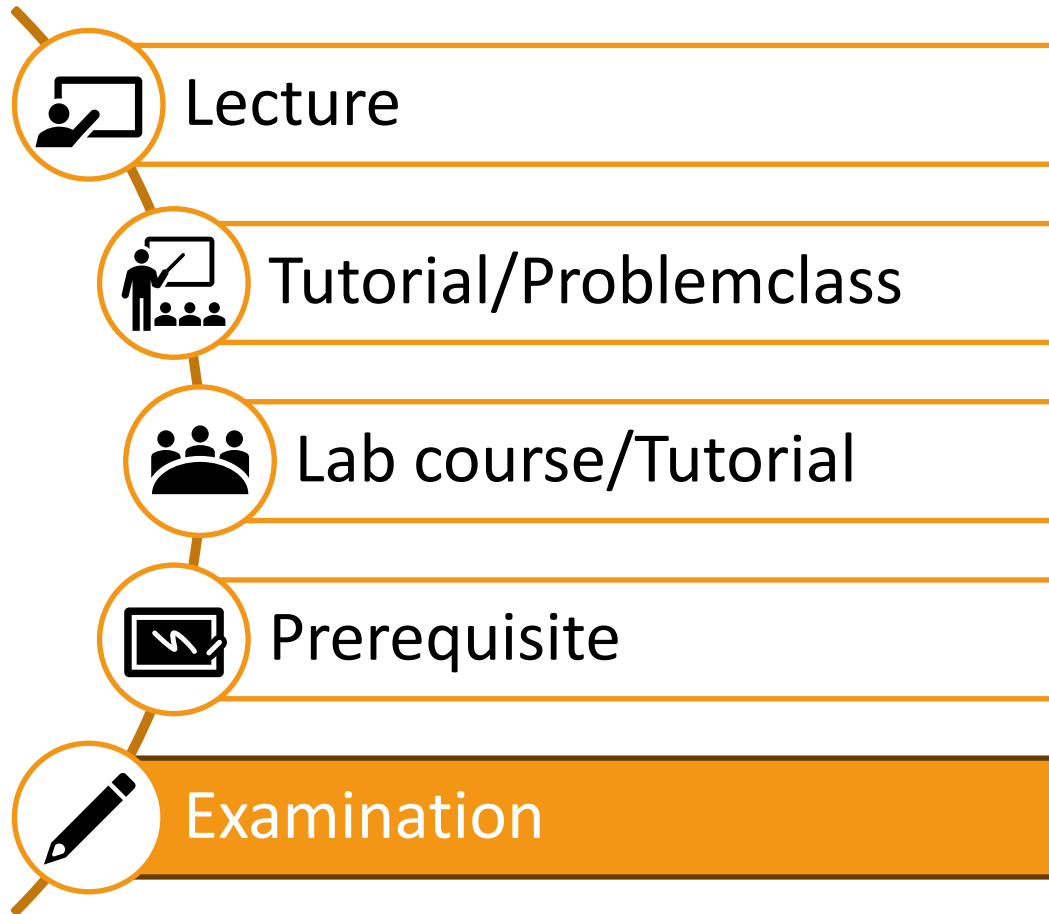
- Working in groups like classes in school
 - Tasks to solve alone (or in groups)
 - Student tutors or research associates will help you with your questions
- Big learning effect, very effective in most cases!

THE GENERIC COURSE STRUCTURE AT KIT



- Prerequisite to be able to write your examination
- Mostly homeworks and online tests, but also labs and workshops
- Not valued with a grade

THE GENERIC COURSE AT KIT



- Written (60 – 180 minutes)
- Oral (10 – 60 minutes)
- Rare: Examinations of a different kind (e.g. term papers, projects)
- Allowed tools (e.g. calculator, dictionary) will be announced in advance!

THE GENERIC COURSE AT KIT

A black icon showing a person standing next to a rectangular screen or board.

Lecture

- ✓ No mandatory attendance
- ✓ No registration needed

A black icon showing a person standing at a whiteboard, with three small figures representing an audience.

Tutorial/Problemclass

- ✓ No mandatory attendance
- ✓ No registration needed

A black icon showing three stylized human figures.

Lab course/Tutorial

- ✓ No mandatory attendance
- ✓ Often registration is needed

A black icon showing a document with a lightning bolt symbol, indicating a prerequisite or warning.

Prerequisite

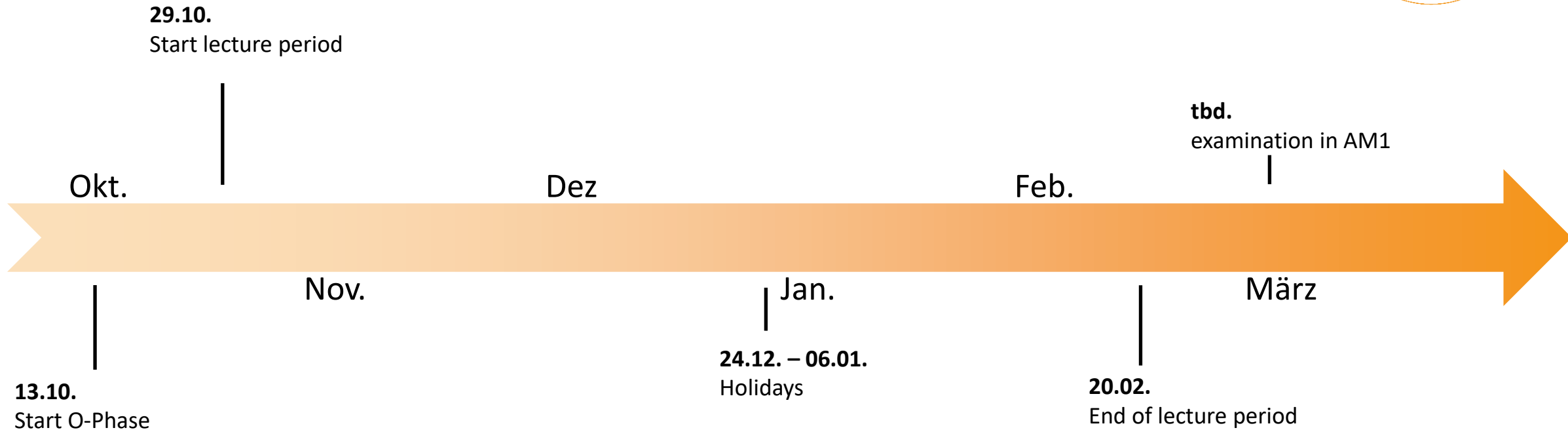
- ✓ Registration is mandatory



Attention:

This general information may differ for your courses! Only the information in the module handbook is mandatory to follow for institutes!

THE FIRST SEMESTER (GENERIC)



OVERVIEW OF YOUR BACHELORS



1. Semester	2. Semester	3. Semester	4. Semester	5. Semester	6. Semester
Fundamentals of Engineering/ 127 CR					Internship /12 CR Internship in Industry Internship in Industry 12 CR CW Bachelor's Thesis /15 CR Bachelor's Thesis BT Presentation 12 CR 3 CR Thesis CW Abbreviations AM: Advanced Mathematics B. of: Basics of BT: Bachelor's Thesis CAE: Computer Aided Engineering Conv.: Conversion CR: Credit(s) CW: Course Work DSE: Drive System Engineering EC: Energy Conversion EE: Electrical Engineering EM: Engineering Mechanics EOT: Examination of other type GW: Group Work HT: Heat Transfer IC: International Communication IT: Information Technology ITDS: Information Technology and Data Science Lecture/ Exam LC: Lab Course M: Mechatronics MEI: Mechanical Engineering (International) MP: Methods and Processes of MaP: Machines and Processes MCS: Measurement and Control Systems MS: Materials Science MT: Manufacturing Technology OE: Oral Exam PA: Partial Achievement PC: Python Course POM: Production Operations Management Prer: Prerequisite Sci. Work. Meth. and Emp. Res: Scientific Working Methods and Empirical Research SprZen: Sprachenzentrum StK: Studienkolleg Sust. Eng.: Sustainable Engineering TT: Technical Thermodynamics Tut: Tutorial WS: Workshop WE: Written Exam ZAK: Zentrum für Angewandte Kulturwissenschaft und Studium Generale
Advanced Mathematics AM I Prer 0 CR CW AM I 7 CR WE AM II Prer 0 CR CW AM II 7 CR WE AM III Prer 0 CR CW AM II 7 CR WE					
Engineering Mechanics Tut EM I 1 CR CW EM I 6 CR WE Tut EM II 1 CR CW EM II 6 CR WE Tut EM III 1 CR CW EM III 6 CR WE					
Fluid Mechanics Fluid Mechanics 7 CR WE					
EE and Mechatronics Basics of EE 4 CR WE Tut B. of M 1 CR CW B. of M 3 CR WE					
MCS B. of Measur. & Contr. Syst. 7 CR WE					
MaP of Energy Conv. MaP of EC, LC 1 CR CW MaP of EC 6 CR WE					
Technical Thermodynamics Tut TT and HT I 1 CR CW TT and HT I 6 CR WE Tut TT and HT II 1 CR CW TT and HT II 6 CR WE					
International Studies / 14 CR Key Competencies IC/SprZen/StK/ZAK 2 CR CW Sci. Work. Meth. and Emp. Res. 2 CR CW					
International Project International Project 5 CR CW					
International POM Int. POM – Project 2 CR EOT Int. POM 3 CR WE					
Specialization in MEI / 12 CR Choice of one Major PA 1 4 CR PA 2 4 CR PA 3 4 CR In total 3 exams, WE or OE, depending on choice					
Manufacturing Technology and Materials Science B. of MT 3 CR WE MS I 6 CR MS II 4 CR OE (MS 1 & 2) MS LC 2 CR CW					
IT and Data Science PC 1 CR CW Tut 1 CR CW GW 1 CR CW ITDS 4 CR WE					
Mechanical Design MD A WS 2 CR CW MD A 6 CR WE DSE A 4 CR WE CAE-Basics 4 CR WE MP Sust. Eng. 4 CR WE					
Module name Partial Achievements Credits of PA(s) Type of Examination					
Blue: Compulsory modules, no individual choice possible					
Green: Modules with individual choice					
31 CR	31 CR	31 CR	28 CR	32 CR	27 CR
180 CR					



SEMESTER 1



AM I

Course structure:

- Lecture
- Problemclass
- Tutorial
- Weekly submission of exercise sheets

Material:

- Script

Good to know:

- O-Exam

EM I

Course structure:

- Lecture
- Tutorial
- Lab course
- Bi-weekly submission of exercise sheets
- Colloquias

Material:

- Printed Script

Good to know:

- O-Exam



SEMESTER 1



BoMT

Course structure:

- Lecture

Material:

- Lecture slides on Ilias

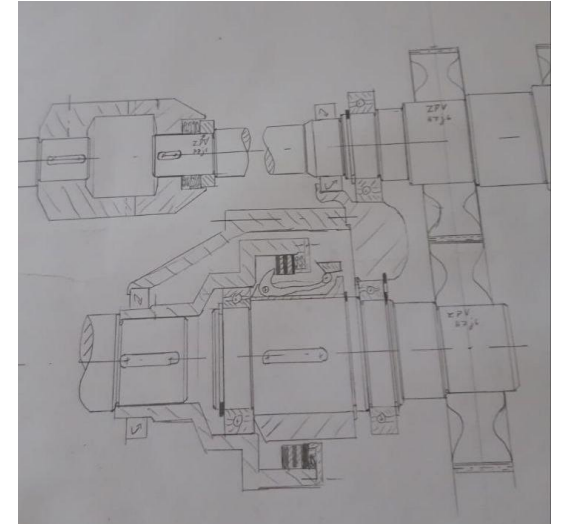
MD A

Course structure:

- Lecture
- Tutorial
- Workshop

Material:

- Lecture slides on Ilias



SEMESTER 1



MSE I

Course structure:

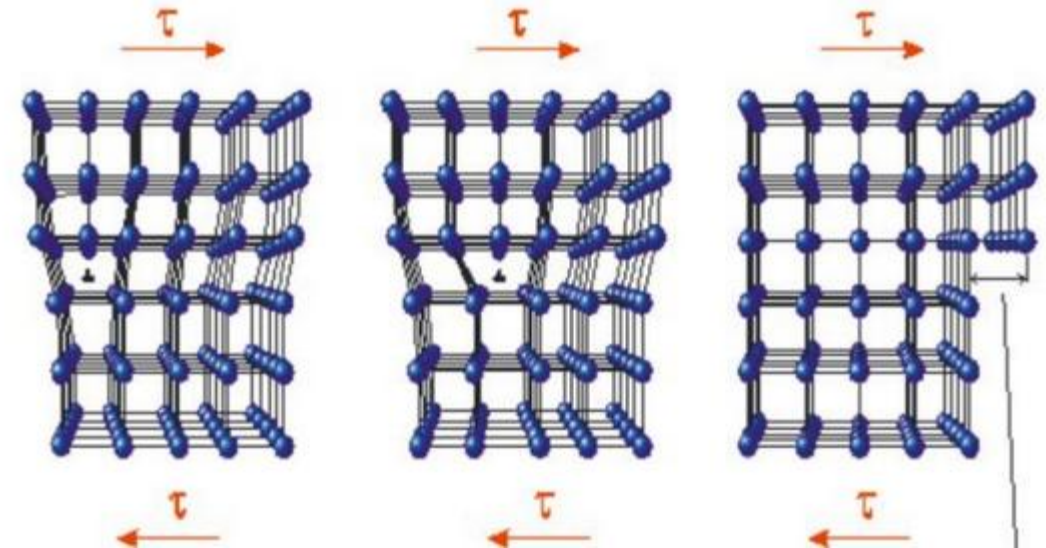
- Lecture
- Tutorial

Material:

- Incomplete script on Ilias

Good to know:

- Exam combined with MSE 2 (oral)





ORIENTATION EXAM

Exams:

- EM I
- AM I

Deadlines:

- Must be written the first time until the end of the second semester
- Must be passed until the end of the third semester
- Focus on the prerequisites!

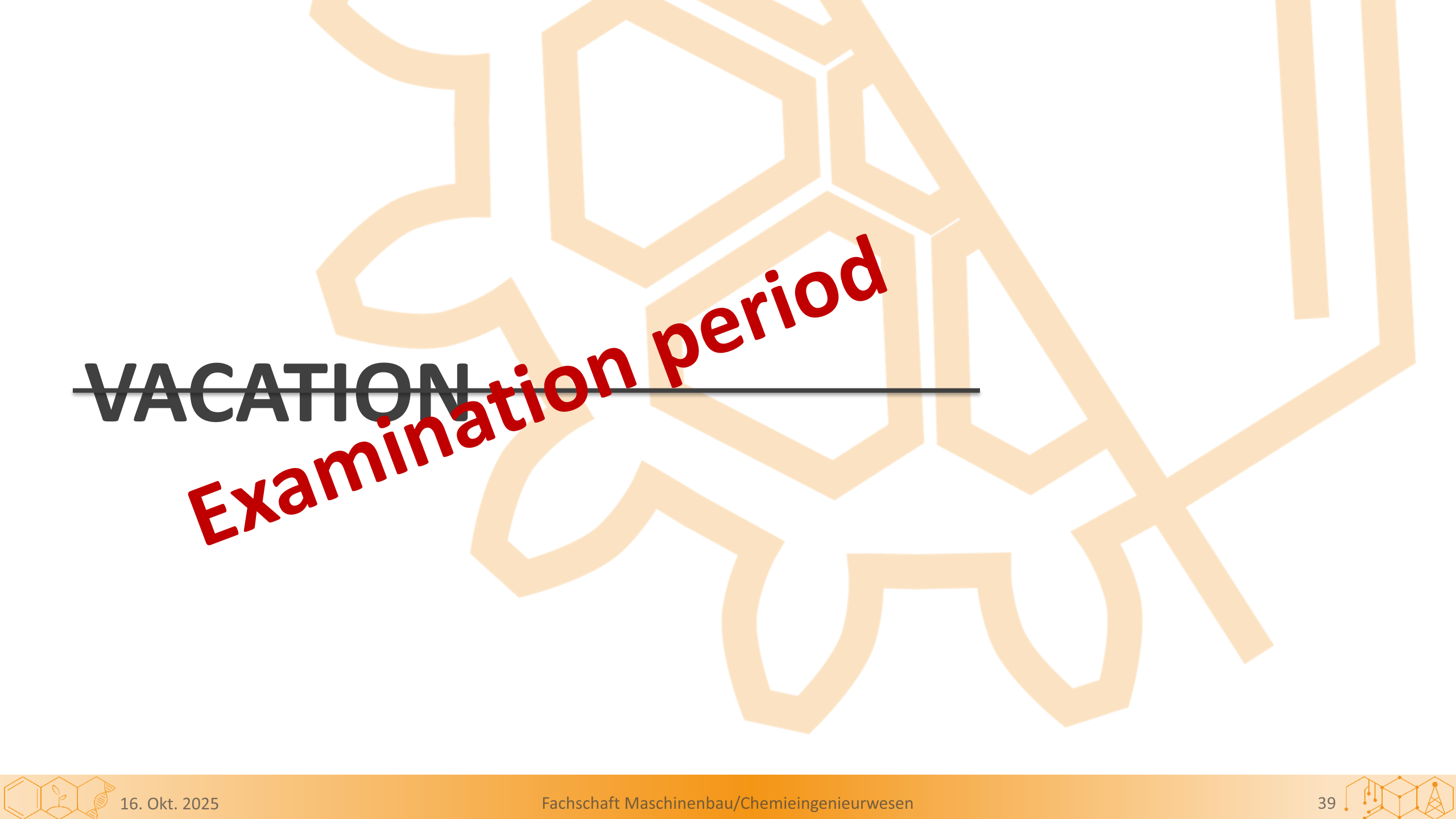
Attention:

Request for second repetition not possible



Important: Should be your first priority!





~~VACATION~~
Examination period

REGISTRATION FOR EXAMS



Help, I can't register anymore!!!

- Kindly ask your examiner if a registration is still possible
- Sometimes they can accommodate you!
- In most cases, you have to write the exam in the next term



RESIGN FROM YOUR EXAM



Written exam:

- ✓ **Online** until the deadline written in CAS
- ✓ **In Person** until the start of the examination **without having to name any reason!**



Oral exam:

- ✓ **3 Working days before the exam** by e-mailing the secretariat of the examiner
- ✓ After that you can only resign with a medical certificate!



Attention:

Not showing up to your examination will **be graded with a 5.0!**

EXAMINATION RESULTS

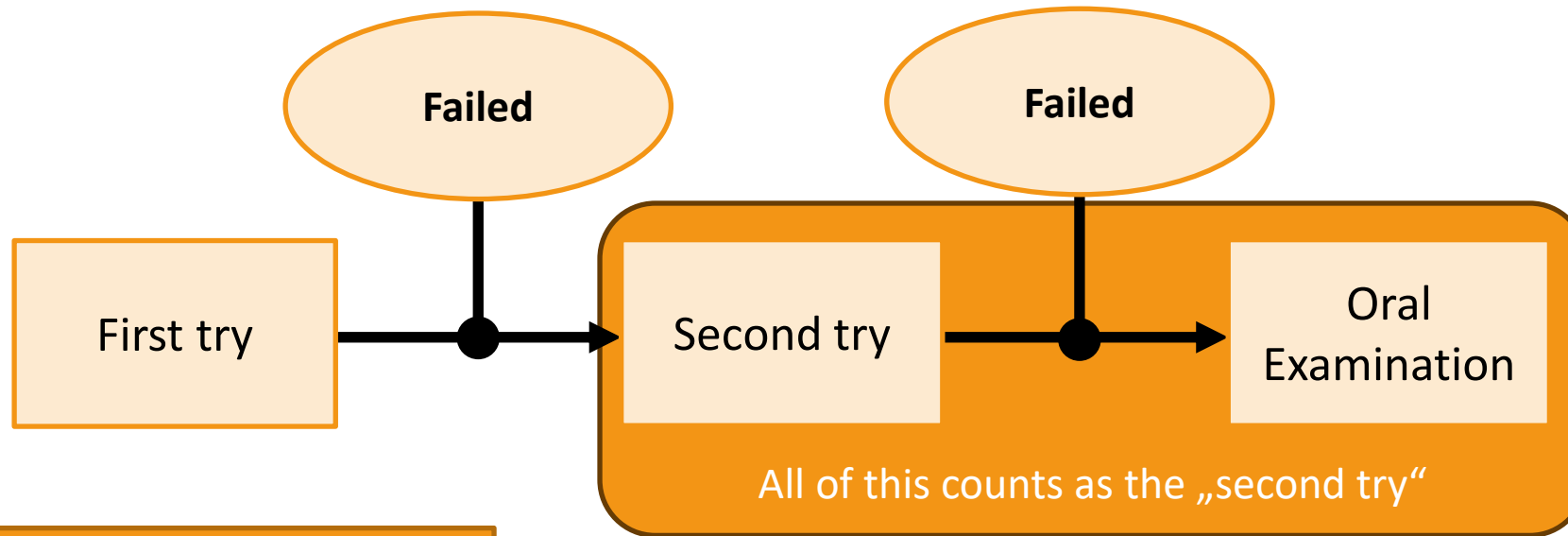


Prüfungsleistungen	
1,0 1,3	Very good
1,7 2,0 2,3	Good
2,7 3,0 3,7	Satisfactory
4,0	Sufficient
5,0	Failed

Studienleistungen
Passed/Failed



I HAVE NOT PASSED MY ORIENTATION EXAM...

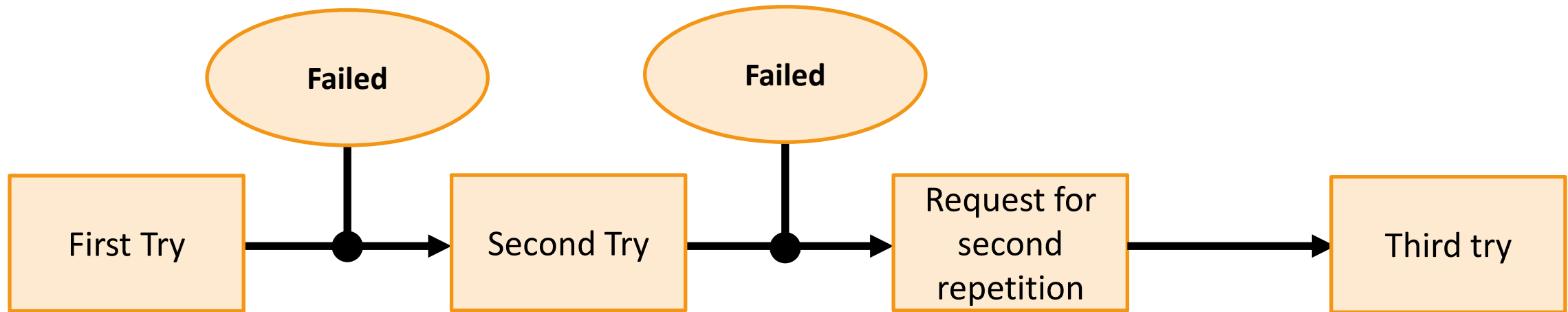


Attention:

- ✓ For Orientation exams you will have to pass latest at the oral examination of your second try!
- ✓ The best result of the oral examination can be a 4.0



I HAVE NOT PASSED MY ORAL EXAM...

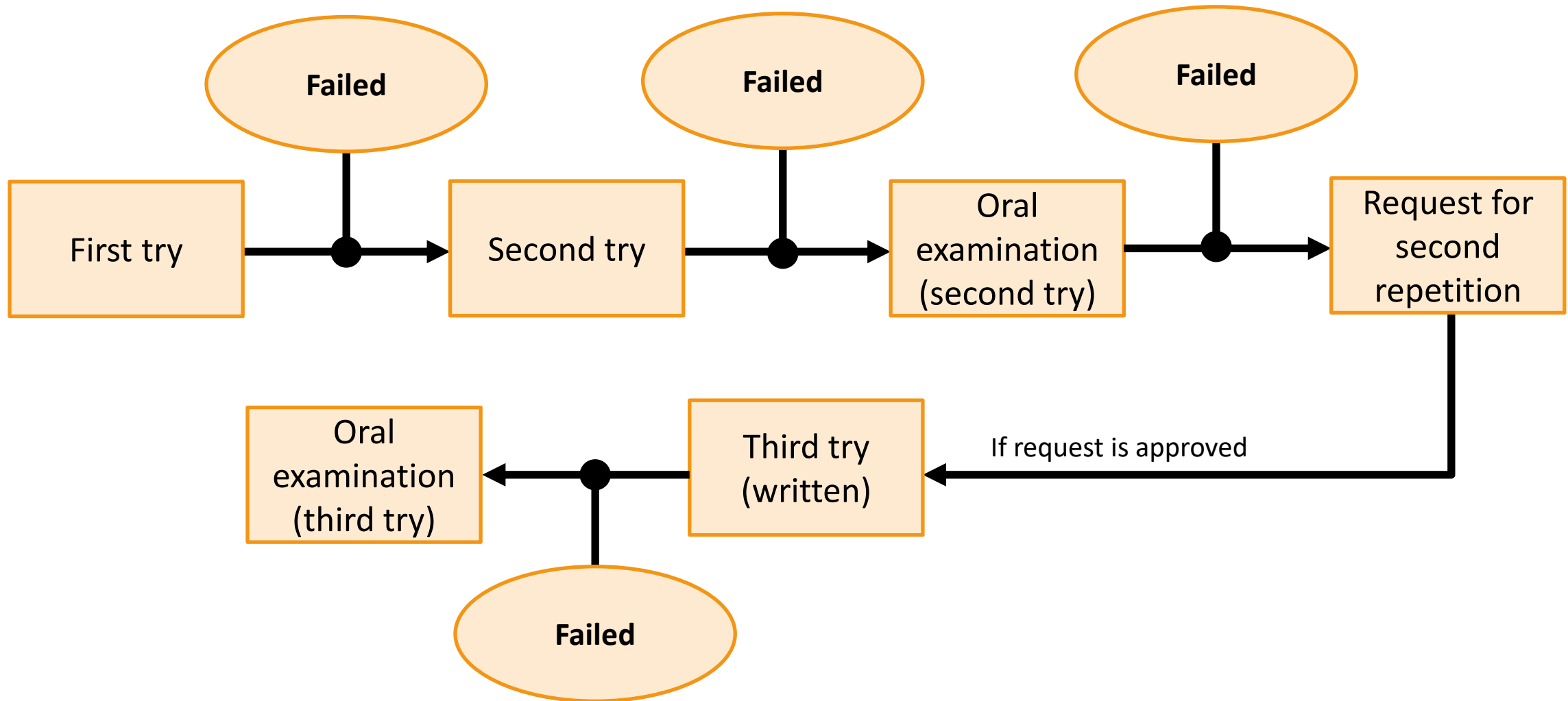


Attention:

- ✓ For oral examinations there is no second oral examination



I HAVE NOT PASSED MY WRITTEN EXAM...



FAQ EXAMINATIONS

How often are examinations repeated

- ❖ In most cases once a term

What consequences will not writing an examination have?

- ❖ None (Keep in mind, that there are some deadlines like O-Prüfung!)

How long should I study for an examination?

- ❖ That is a very individual question, but from experience (even if you have never experienced that need in school): Between 4 days and 2 weeks (calculate with more time in the first semester!)

What calculators can we use?

- ❖ If they are allowed, mostly non programmable calculators, mostly no graphic calculators!

HOW TO PREPARE FOR EXAMS



- **Old Exams (Altklausuren)**
 - „official“ old exams from the institutes
 - Mostly in german
 - Only printed due to copyright issues
- **Exam protocols (MPPK)**
 - Unofficial protocols for written and oral exams written by students
 - Mostly in german
 - Overview can be seen at our website
- **Where to get them?**
 - Digitally in ILIAS or at the institutes websites
 - Printed at the Fachschaft (have to be bought, only with cash!)

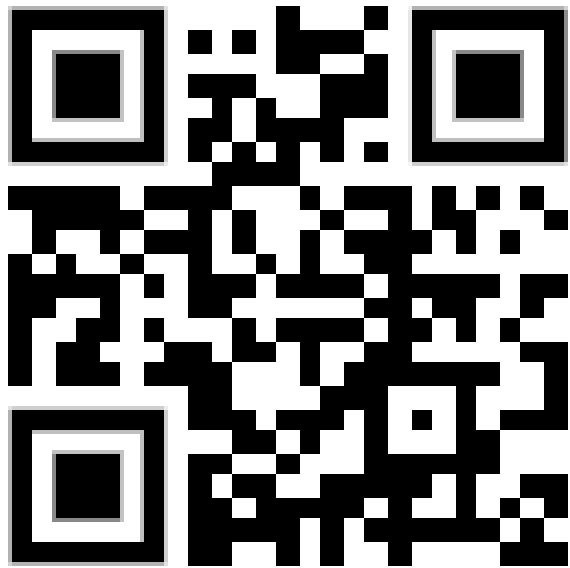


PROBLEMS WITH YOUR STUDIES

CONSULTATION



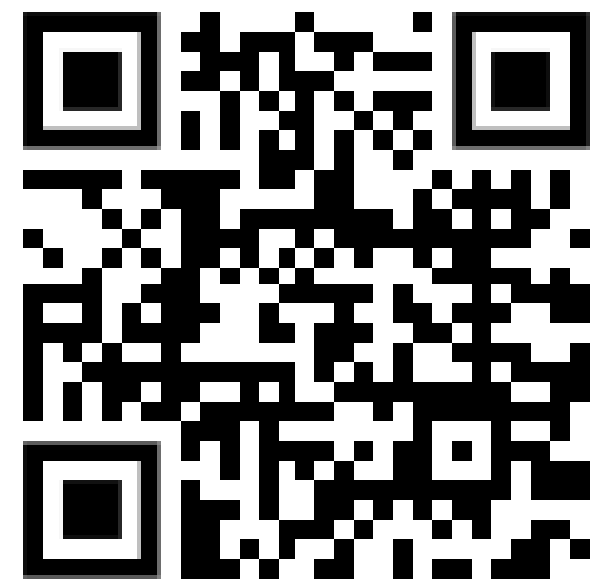
Fachschaft



International Students Office



Zentrale Studienberatung



CONSULTATION



Dipl. Betriebswirtin (FH) Ariane van Elst

PA to the Head of Institute

Karlsruher Institut für Technologie (KIT)
Kaiserstrasse 10
76131 Karlsruhe

Responsibilities:

Study and Examination Management
Seminar and Event Management
Mechanical Engineering (International)-Study counselling
International Project Coordination:
<https://www.grk2078.kit.edu>

Office Hours:

Daily from 9:00 - 16:30 and by appointment

MEI Consultation hour every Thursday from 9:30-11:30am (Summer Semester 2024)

Room: 301.2
CS 10.23

Phone: +49 721 608-46107

Fax: +49 721 608-44187

ariane.vanelst@kit.edu



Study Counselling in MEI

- Information and Services for Students (InSL):

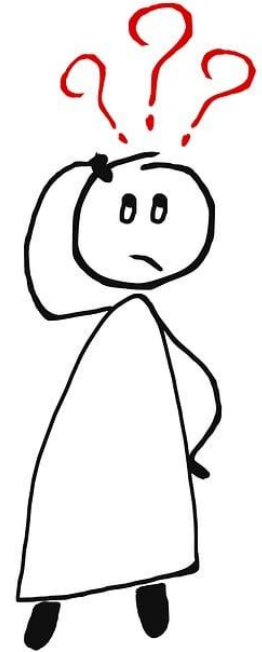
What: Point of contact for students studying Mechanical Engineering, Materials Science and Engineering, and Mechatronics and Information Technology

Where: Building 10.91, 2nd floor , Room 225, Mo-Thur: 9:30-11:30

- MEI Consultation Hour

What: Study Consultation, Support with Applications and Administrative Matters, One-to-one counselling

Where: Building 10.23, 3rd floor, Room 301.2, Winter Semester 2025/26:
Mondays, from 11:30- 13:00 or appointments by arrangement: ariane.vanelst@kit.edu



Further Welcome Events MEI

- Welcome Event by the International Students Office (IstO) and Central Student Advisory Service (ZSB)

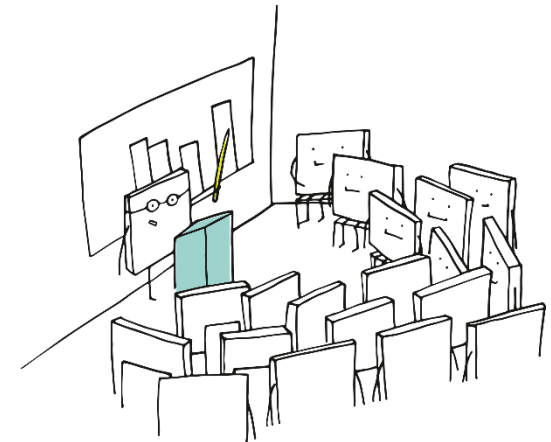
When: 24.10.2025 from 14:00-16:30pm, New Lecture Hall Chemistry, Building 30.46

- Campus Rally

When: 24.10.2025 from 16:30-18:30pm, in front of the Chemistry Building 30.46

- MEI General Assembly for First-Semester Students

When: 28.10.2025 from 15:45-17:15pm, Chemistry Lecture Hall Nr. 3 (HS3), Building 30.41



STUDYING IS MORE THAN LECTURES

Extracurricular activities

UNIVERSITY SPORTS



- Huge amount of courses
- For beginners and professionals
- Very cheap



You have to be really quick to get into the best courses!



<https://www.ifss.kit.edu/hochschuleSport/>



UNIVERSITY STUDENT GROUPS



<https://www.asta-kit.de/en/engagier-dich>



TIPS AND TRICKS

GOOD TO KNOW



- Nextbike (<https://www.asta-kit.de/de/campusbike>)
- KVV Bescheinigung



KVV SUBSCRIPTION



Fahrkartenvariante*

- ☐ Deutschlandticket (nicht übertragbar)
- ☐ Deutschlandticket Uni (nicht übertragbar)
- ☐ KombiCard (nicht übertragbar)
- ☐ D-Ticket JugendBW (nicht übertragbar)
- ☒ D-Ticket JugendBW Uni (nicht übertragbar)
- ☐ ScoolCard (nicht übertragbar)
- ☐ Karte ab 65 (nicht übertragbar)
- ☐ Jahreskarte (übertragbar)
- ☐ AboFix (nicht übertragbar)



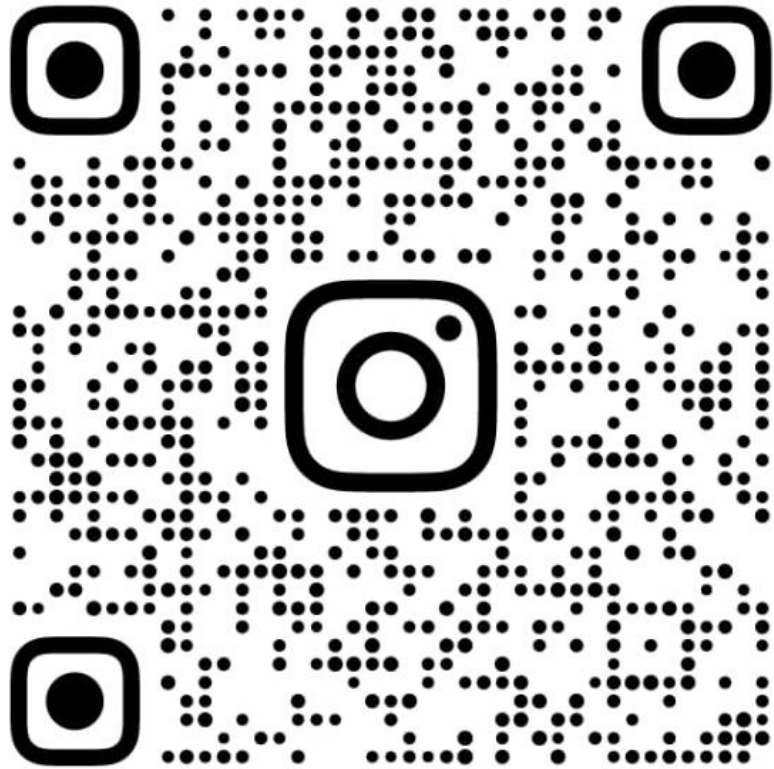
KVV SUBSCRIPTION

- Students until your 28th birthday
- **Deadline for november: 10.10.2025**
- Minimum duration of subscription: 12 months
 - afterwards terminable on a monthly basis
- Costs: 39€ per month
- Equal to „Deutschlandticket“

WHAT IS A „DEUTSCHLANDTICKET“

- Nationwide public transport ticket in Germany
- Valid for all local and regional transport
 - No fast trains like IC and ICE
- Costs: 58€ per month
- Terminable on a monthly basis

FOLLOW US ON INSTAGRAM!



FMC.KIT



IMPORTANT LINKS



- Fachschaftshomepage: <https://www.fs-fmc.kit.edu/>
 - Downloads: <https://www.fs-fmc.kit.edu/downloads>
 - FAQs: <https://www.fs-fmc.kit.edu/faq/ciw>
- „Vorlesungsverzeichnis“: <https://studium.kit.edu/vvz>



SPONSORING

