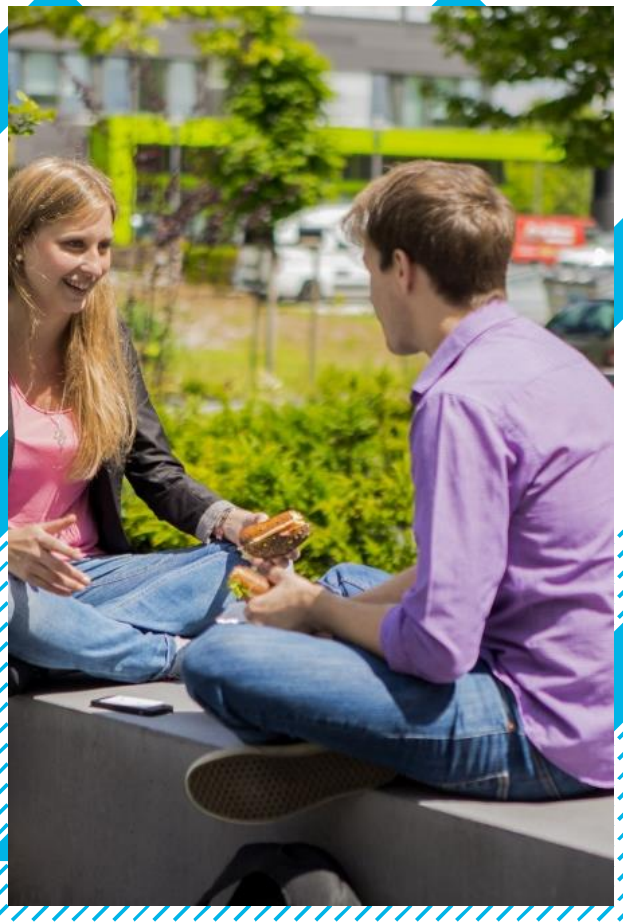
FH MÜNSTER
University of Applied Sciences

Let‘s go!

A brief introduction to the Central Service Units



Central Service Units
FH Münster University of Applied Sciences

Student Life Cycle

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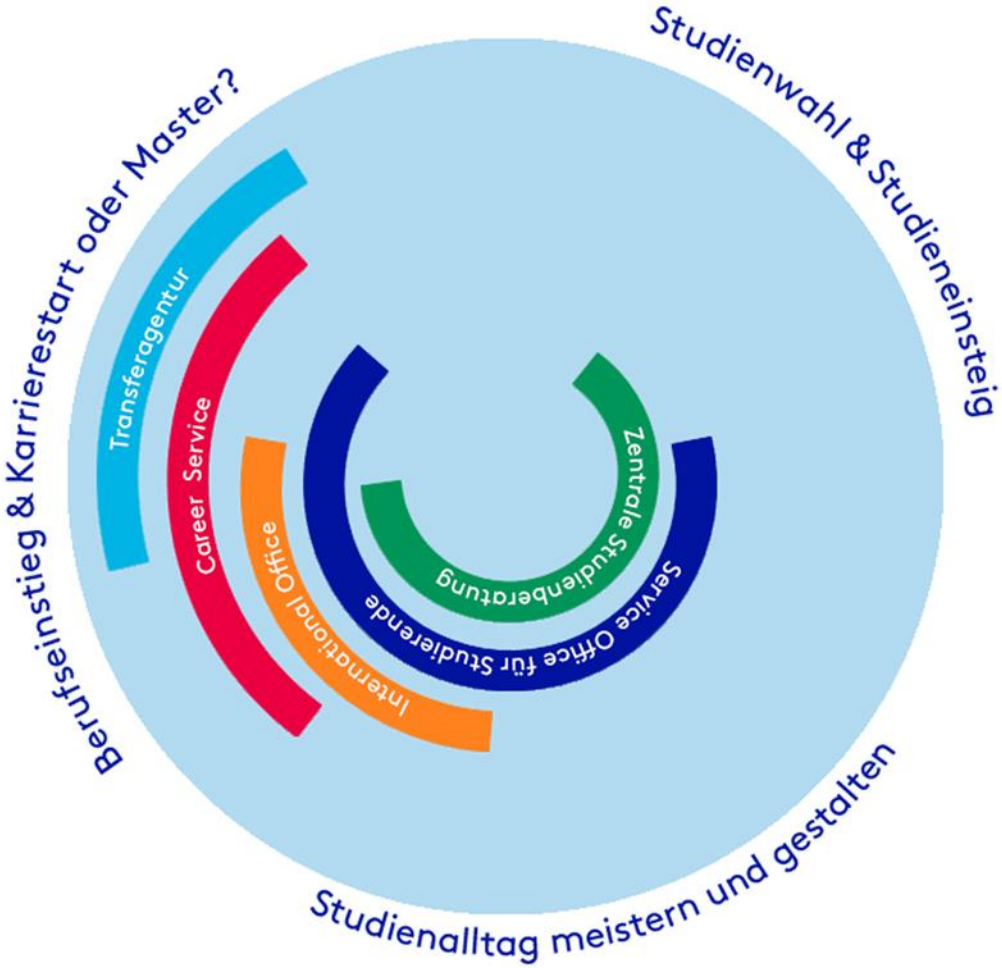

Let‘s go!

Student Councelling and Information Centre (ZSB)

Student Counselling and Information Centre

Purpose

- ➞ Advice, guidance & information around your studies
- ➞ open-mindedly, confidentially & individually

Target group

Prospective students as well as students of all semesters and study programmes at the FH Münster

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Student Councelling and Information Centre (ZSB)

Personal advice, e.g. regarding:

- → Guidance at the beginning of your studies
- → Individual study & learning arrangements
- → Difficulties & conflicts during your studies
- → Scholarship advice
- → Studying with disabilities

Workshops:

- → Learning and working techniques
- → Time -, goal - and self-management
- → Exam preparation & fighting of exams
- → Stress management & maintaining a work-life balance

Student Life Cycle

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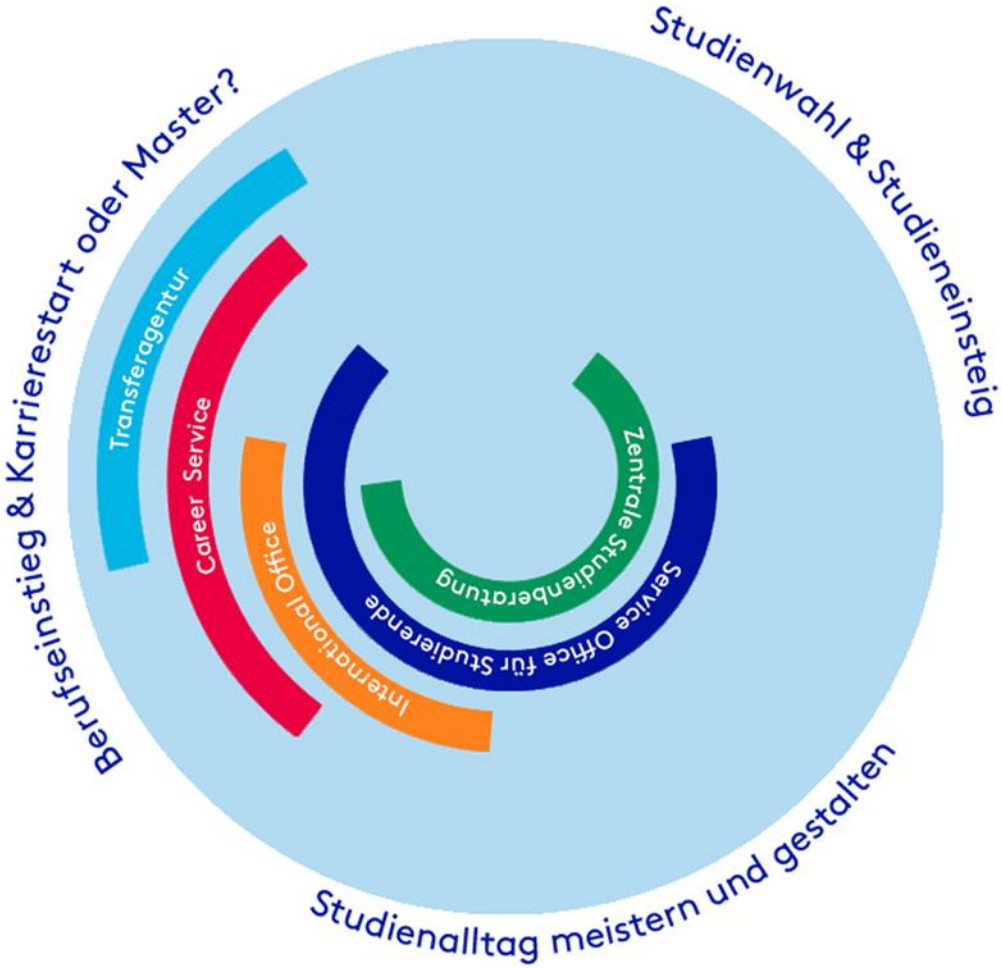

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Service Office for Students (SOS)

Service Office for Students

Purpose

→ responsible for the organisational aspects of studying from application to exmatriculation

Target group

→ Applicants, students of all semesters and exmatriculated students of FH Münster

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Service Office for Students (SOS)

Personal Advice/Information e.g. if you have questions regarding:

- Application for admission
- Enrolment
- Change of study programme
- Change of address
- Re-registration/ Leave of absence
- Exmatriculation
- Enrolment documents
- Semester ticket

Student Life Cycle

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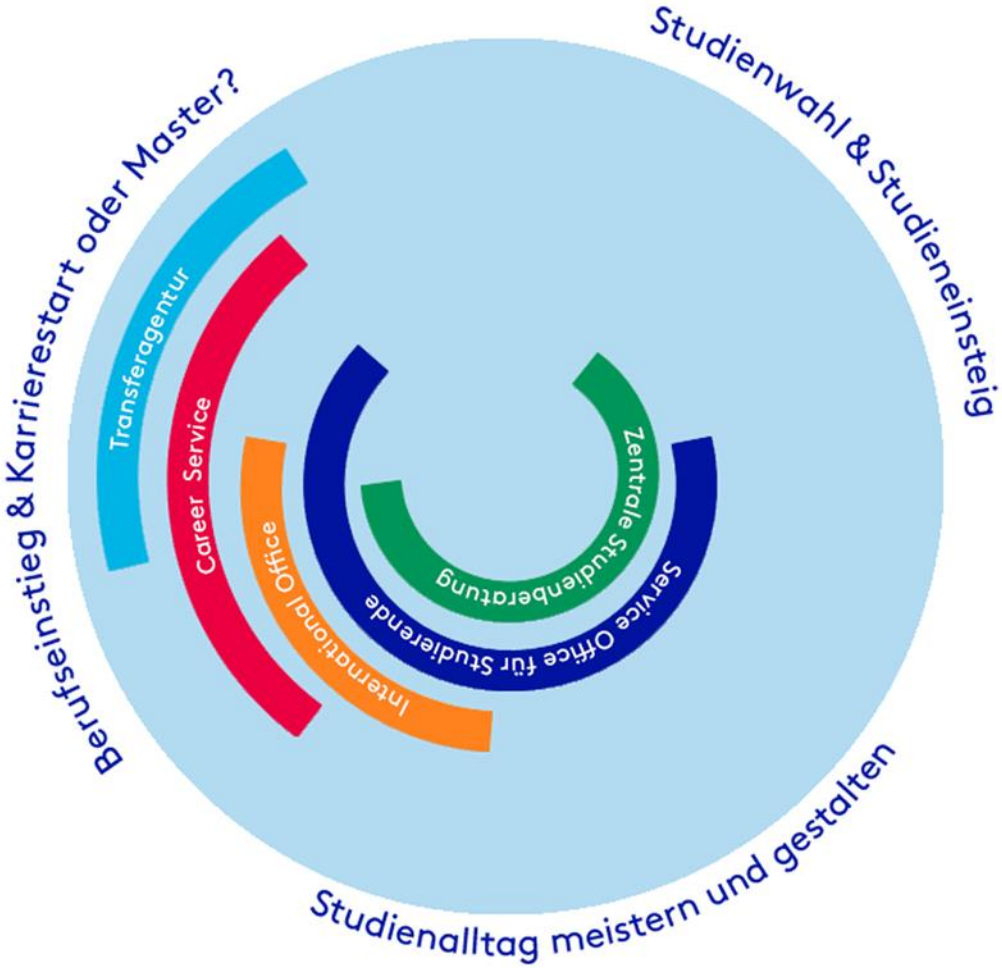

Let‘s go!

International Office (IO)

International Office

Purpose

- Organization of studies and internships abroad
- Funding opportunities and exchange programmes
- Contact for international students

Target Group

Students, lecturers and employees of the FH Münster

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International Office (IO)

Personal Advice

- Organization of stays abroad (studies and internships)
- Search for suitable scholarships
- Support of international students in difficult situations

Internationalisation@Home

- Workshops on topics such as "What is typically German", special country seminars etc.
- Language Tandem Meet2Speak

FHiRST

- Social activities (e.g. day trips, pub crawls etc.)
- Networking opportunities for international and German students

Student Life Cycle

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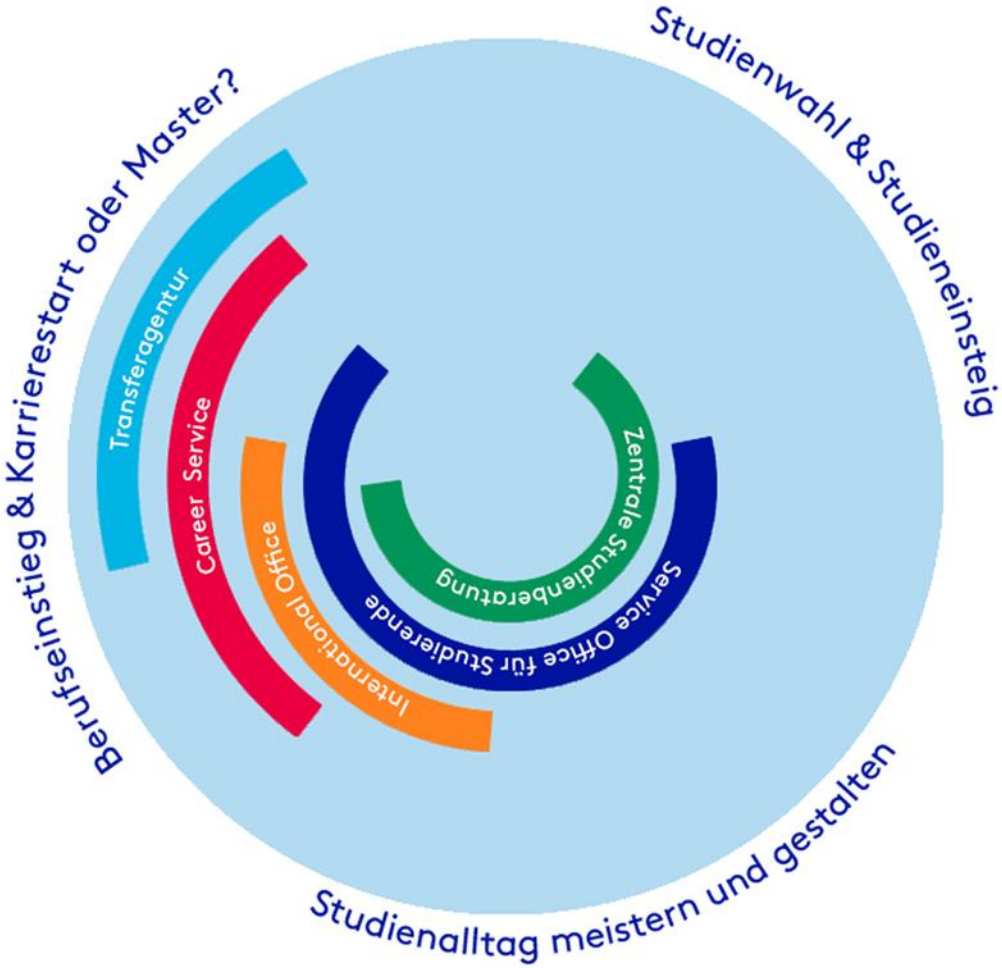

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Career Service (CS)

Career Service

Purpose

- Advice on career entry & professional orientation
- Information on current application standards
- Workshops on soft skills & other competencies

Target Group

Students and graduates of the FH Muenster until they start their first job

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Career Service (CS)

Personal Advice

- → Application portfolio check (german)
- → Preparation for job interviews
- → Strategies for job search and self-marketing
- → Support in special situations, e.g. illness; professional (re-) orientation

Workshops, e.g.:

- → Application expertise
- → Communication, self-presentation
- → Teamwork, conflict management
- → AC training, salary negotiation
- → Individual personality and development of profile

Student Life Cycle

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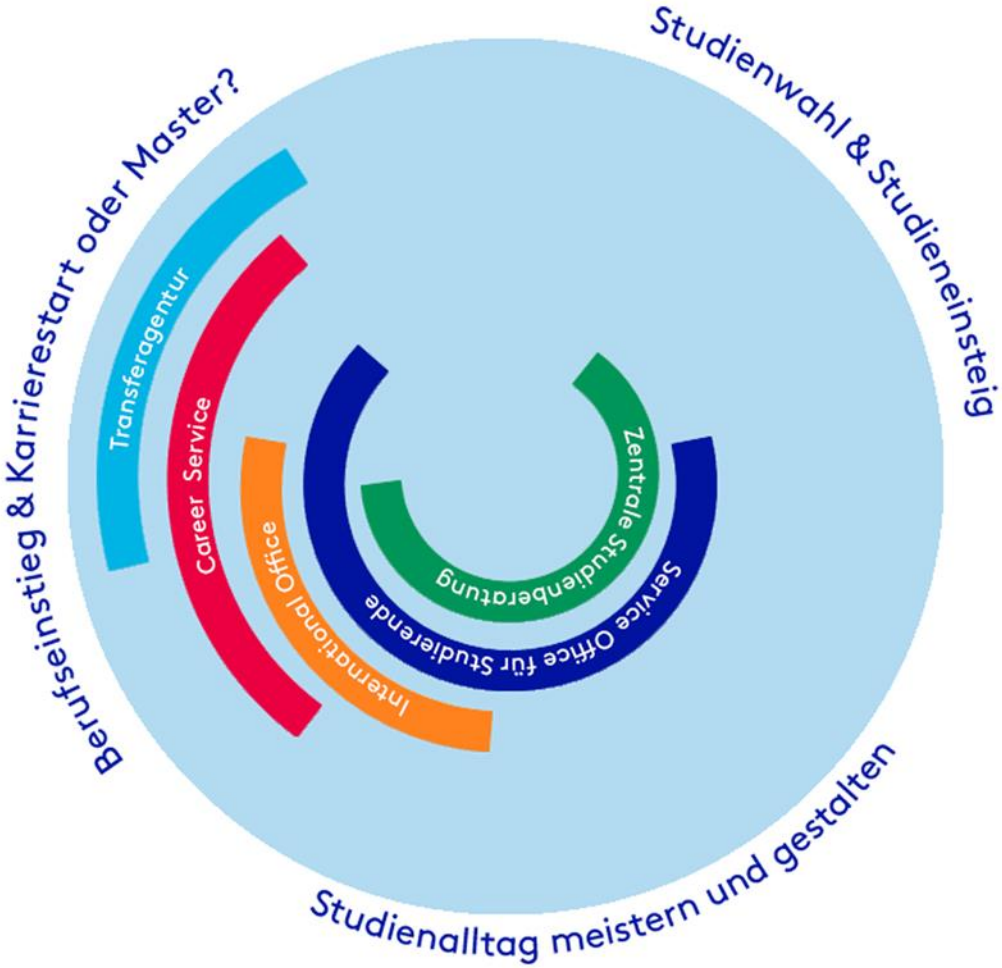

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Transferagency

Transfer-
agency
„entrepreneurial spirit“

Purpose

- Providing entrepreneurial thinking and practice as a key competency for career entry
- Advice on start-up-related issues (e.g. market research, financing, patents/property rights)
- Arrangement of contacts to experts and other people interested in setting up a business

Target Group

Students interested in setting up a business, graduates up to five years after graduation, research assistants

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Transferagency

Personal Advice

- Open orientation consultation hour
- Start-up consulting throughout all phases of the start-up process
- start-up scholarships and other sponsorship programmes

Workshops and Presentations

- Brainstorming
- Business Model Canvas
- Basics of market analysis
- Pitch-Training
- Financial planning and sponsorship programmes
- …

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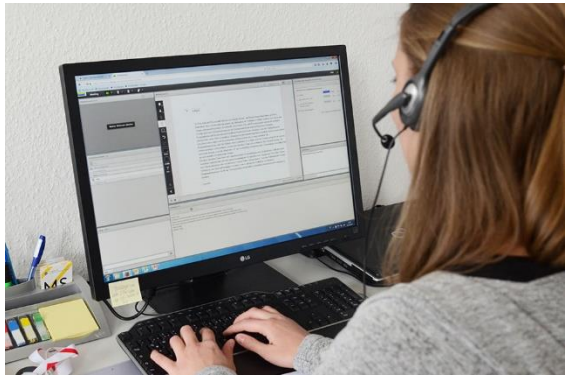

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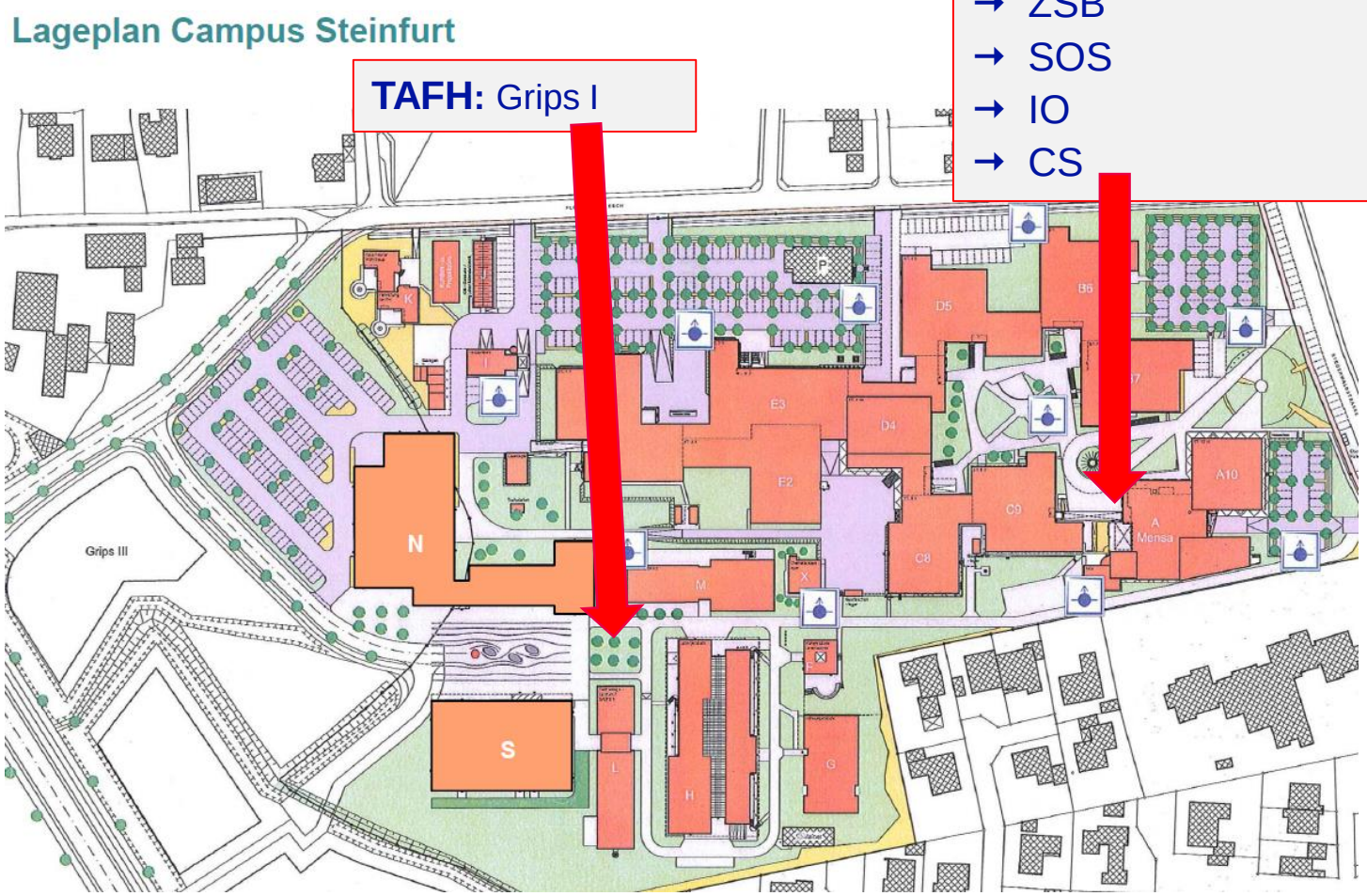
You can find us here

BeSt (next to the mensa)

- → ZSB
- → SOS
- → IO
- → CS



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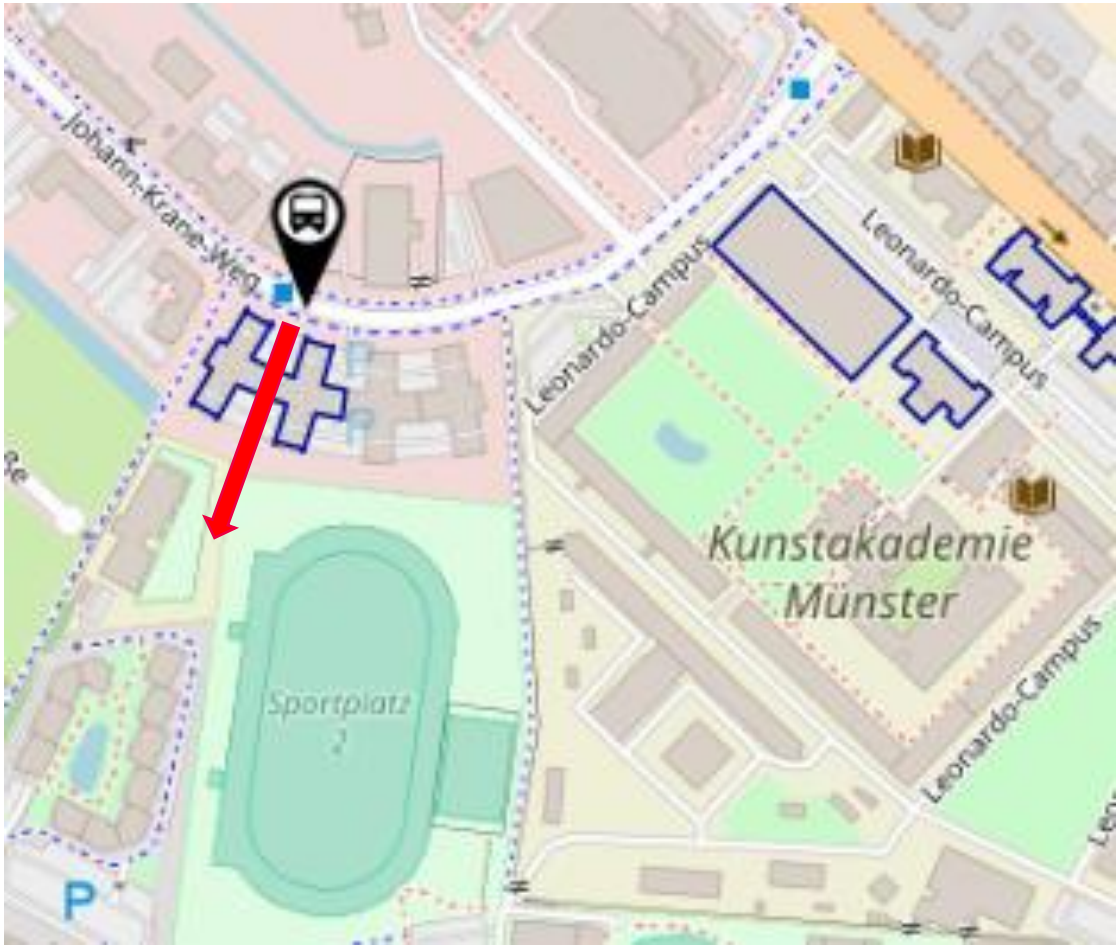

In Münster: Johann-Krane-Weg 25
> Service Office
> International Office
> Zentrale Studienberatung
> Career Service

Johann-Krane-Weg 27
> Transferagency TAFH

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Have a good start
&
good luck with your studies!

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