2.1 International Office

The International Office is responsible for TU Dortmund University’s international relations which involve a variety of activities.

Support

The International Office is the point of contact for international teaching staff and researchers at TU Dortmund University. International students interested in studying or work placements at the university can contact the International Office for information on admission requirements and procedures, most of which are managed by the office. For international members of the university who are already on campus, the International Office offers a wide variety of support and integration measures. In addition, the office advises and supports Dortmund-based students who plan to study or go on work placements abroad. All TU Dortmund University employees can approach the office for information about the various opportunities for funding international exchange. The International Office will be happy to answer any questions you may have prior to and during your stay. Contact the office for information on relevant events and visit our website for more information about international academics.

International alliances

The International Office manages and fosters TU Dortmund University’s partnerships with international universities for the entire university or for specific faculties, including student and academic staff exchange and joint research activities. The office is also the point of contact for the LA Ruhr liaison offices in New York City, Moscow and Rio de Janeiro/São Paulo. Visit the International Office website to find out more about existing partnerships and opportunities to build new ones.

First Steps at TU Dortmund University

INTERNATIONAL OFFICE AT TU DORTMUND UNIVERSITY
North Campus
Emil-Figge-Str. 61
44227 Dortmund
www.aaa.tu-dortmund.de > English
Contact for international researchers
Lina Dohmeyer
Room: 208b
0231 755-3667
lina.dohmeyer@tu-dortmund.de
www.aaa.tu-dortmund.de/researchers

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TU Dortmund University’s International Meeting Center is a hub of internationalism, networking and exchange right on campus. Thanks to the great dedication of students and the support of the Association of Friends of TU Dortmund University as well as many other supporters the International Meeting Center was completed and had its grand opening in December 2009.

The International Office coordinates events at the IBZ and organizes its own international events and encounters: join us at the IBZ for the International Reception at the beginning of each winter semester, the International Career Fair in the summer, or other fun events such as Eat & Read each Wednesday. And of course, you can book the IBZ for your own (international) event.

To take full advantage of your UniMail access, you must first activate your account on the IT & Media Center website (ITMC). UniMail can be used with an email programme or as a web mailer, which gives you access to your email account anytime, anywhere.

TU Dortmund University has introduced the UniCard for students (student ID) and staff (UniCard Personal). It serves as a student or staff ID as well as a library card, copy card and H-Bahn ticket. In addition, it features a standardised chip that allows you to make cashless payments, e.g. in the refectory.

You can apply for a UniCard or a UniCard Personal via the TU Dortmund University ServicePortal (see Chapter 2.3), which can be accessed by members of TU Dortmund University using their UniMail login credentials. To apply, you will need to upload a passport photo file or take your picture with a webcam. Once your application has been successfully submitted, a confirmation email will be sent to your TU email address. Your UniCard will be ready for collection at the university library within a few days. You will have to present valid ID.
2.3 | IT, Media and Online Services

IT & Media Center (ITMC)
The IT & Media Center is your one-stop service provider for all things IT-related at TU Dortmund University. It plans and operates all overarching IT and electronic media services as well as the IT security framework at the university.

In addition to maintaining the university’s IT networks and computers, ITMC’s products and services include the UniCard, a comprehensive inventory of technical equipment that can be borrowed by students and teaching staff, and administration of the UniMail email service.

Members of TU Dortmund University can borrow a variety of media equipment (speakers, projectors, computers etc.) for their events from ITMC. The equipment must be reserved online and you will need to present your UniCard or other valid ID in order to collect it.

The Service Desk is the central point of contact for any questions relating to ITMC services.

Service Portal

For one-stop, personalised access to all electronic services, go to www.service.tu-dortmund.de/en.

The portal offers services related to teaching, research, library, media, IT and organisation – for example, you can apply for your UniCard (Personal), request professional travel or take leave via the ServicePortal. It also provides access to the course information and examination administration portals (e.g. LSF, Moodle, BOSS).

The central administration, ITMC and the university library are continuously working to expand these services and improve the user experience.

Course and examination administration
TU Dortmund University provides various online services to assist with course administration and examination organisation.

LSF
LSF (which stands for “Teaching, Learning, Research”) is a portal for students, prospective students, university teachers and staff. LSF also includes the course catalogue, which can be browsed by various criteria, contains detailed course information and allows you to register for courses online. You can also create your own personalised course calendar, and teachers can create and update teaching modules.

Moodle
Moodle (which stands for “Modular Object-Oriented Dynamic Learning Environment”) is TU Dortmund University’s central internet-based learning platform. The old platform EWS is scheduled to be phased out by the end of 2017. Moodle offers a variety of functionalities to support bricks-and-mortar courses and is also optimised for use with smartphones and tablets. It is connected with LSF, which means courses can easily be transferred to Moodle and students do not have to re-register.

BOSS & QUISPOS
The platforms BOSS (which stands for “Bologna online study service”) and QUISPOS (which stands for “Improved university administration through online self-service – examination administration”) serve to manage examinations, from registering participants to notifying the examination offices of the results.

SERVICEPORTAL AT TU DORTMUND UNIVERSITY

login (with your Unimail credentials)

COURSE AND EXAMINATION MANAGEMENT AT TU DORTMUND UNIVERSITY

ServicePortal DORTMUND UNIVERSITY
2.4 | Libraries

The Dortmund University Library provides TU Dortmund University with literature and information. It is a central service facility, offering a variety of information and services. In accordance with TU Dortmund University’s teaching and research mission, it has a special focus on technology, natural sciences, educational sciences, cultural studies as well as economics and social sciences.

Lending periods vary by location (central or specialist library), the status of the user (student or staff), as well as whether the item has already been reserved by another user. The standard lending period for the central library is 28 days, which may be automatically renewed multiple times; the holdings of the specialist libraries can only be borrowed overnight or for the weekend. Special conditions apply for professors and academic/artistic staff at TU Dortmund University.

2.5 | Information for Families

At TU Dortmund University, the term “family” does not refer to a formal structure, but rather a community of people who take long-term responsibility for each other. This applies principally to students or employees who are parents/single parents or who take care of relatives or partners who are elderly or have special needs (regardless of gender). TU Dortmund University’s family-friendly concept is designed to benefit all modern family formats and to help TU’s students and staff pursue their studies or careers whilst taking responsibility for children and family members in need of assistance.

After passing an audit for the designation “family-friendly university” from 2008-2014, TU Dortmund University signed the “Family at the University” charter in May 2015, thus becoming a member of the best-practice association of the same name.

Families at TU Dortmund University have access to a large day-care facility and holiday childcare. The “Campus Familienbüro” (Campus Family Office) on campus provides information about family life in Dortmund as well as nursing care counselling for members of the university who care for a loved one. Quiet rooms and changing tables are available at various locations. University members with children meet up regularly at the “Elterncafé” (Parents’ Café).

For an overview of the various contact points and support services, visit the family portal on the TU Dortmund University website. For more information, see Chapter 11.