




JLU

NEUE WEGE. SEIT 1607.

JUSTUS-LIEBIG-
 UNIVERSITÄT
GIESSEN



AN OVERVIEW OF THE ELECTRONIC SYSTEMS

SETUP

Contents

Introduction	4
Key questions	4
The structure of the brochure	5
A note to our readers	5
<hr/>	
Getting started – What do I need?	6
Account (user name and password)	8
Electronic services	9
University email address	10
Student ID/chip card	12
<hr/>	
Software for students	15
<hr/>	
Map of Giessen	16
<hr/>	
JLUbox / Hessenbox	18
<hr/>	
Lending and access to electronic resources of the library system	19
<hr/>	
Using wireless LAN (WiFi) for internet access	20
<hr/>	
How to take modules and courses	22
When to take which modules	22
When and where will courses take place?	23
How to register for modules and courses	24
Where do I find information and learning materials for my courses?	28
<hr/>	
Glossary	30

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We would like to thank all who supported us with ideas and suggestions for this brochure!

WELCOME TO JLU

Giessen is a vibrant city with a modern university rich in tradition. With 75.000 inhabitants and 30.000 students Giessen has the highest concentration of students of all university towns in Germany. This, of course, shapes Giessen's character and cultural life. Living in Giessen is also very effective: everything is close-by and easy to reach.

When embarking on your course of studies, you are confronted with a new city, new people, the search for accommodation, the students office, the course catalogue, study regulations, etc. With this brochure we want to help you to quickly find your way into university life by using the university's electronic systems.

The current conditions are not easy, especially when beginning a new chapter in life. A lot of information by the university is being offered in a digital way in order to help you with the orientation at JLU. This information will surely answer many central questions. However, some questions may remain open. This includes the use of JLU's electronic systems which help you to set up your course schedule, enable you to register for courses and exams, browse the catalogue of the university library, etc.

This brochure is intended as your key to all electronic systems of JLU. You can also look up details later during your studies – there is no need to learn everything at once!

We hope that this brochure eases your start into university life and gives you a better insight into the world of the university's electronic systems.

44
HRZ
HOCHSCHULRECHENZENTRUM
Universität Gießen

INTRODUCTION

First of all, we would like to introduce ourselves. We are a group of students and alumni of JLU (Justus Liebig University Giessen). While writing this brochure we were supported by the university staff responsible for the electronic systems. Some of our team members graduated a few years ago, and some have experienced difficulties in understanding the purpose of the different electronic systems themselves.

We are all team members of the IT Service Centre (HRZ) of JLU or work as student assistants.

We will focus on the major electronic systems. Additionally, there are some departmental systems we are not going to explain in detail. They are included in the final chapter of this brochure.

As a start, we would like to give a short overview of the contents of this brochure.

KEY QUESTIONS

The structure is based on questions most students ask during the orientation weeks.

- Getting Started – What do I need? → [Seite 6](#)
- How to register for *modules* and courses? → [Seite 22](#)



THE STRUCTURE OF THE BROCHURE

We will start with the key questions. In the middle of this brochure, you will find a **city map** with the most important university facilities as well as contact details. We have also included internet addresses you might want to have a look at, in case you need more information (e.g. information leaflets of the IT Service Centre). We did our best to explain all technical details as clearly as possible. However, some technical terms cannot be avoided. These terms are written in italics and will be explained in the **glossary** on the last two pages. In order to structure the brochure clearly, we have highlighted some information.

Links

On the website <https://setup.uni-giessen.de/> you will find this brochure and a list with related links so you do not have to remember the internet addresses.

The links in this brochure are marked with numbers, e.g. "04". You can also add this after the internet address in the address bar of your browser, e.g.

<https://setup.uni-giessen.de/04>

IMPORTANT:

The pale blue paragraphs summarize the most important information, dealing especially with the security of your personal data.

CHECK LISTS:

1. The check lists try to explain all processes step by step.
2. Follow these instructions as given.
3. Please make sure you use the right check list for the right task.



Alternatively, you can scan QR codes with your smartphone. Scanner apps free of charge can be found on App Store or Google Play.

A note to our readers

In case you think something is not explained clearly or you think significant information is missing, we kindly ask you to contact us immediately. This way you can contribute to this brochure and help us improve it.

Please send your suggestions to:

setup@uni-giessen.de

GETTING STARTED – WHAT DO I NEED?

Your starter kit consists of your account (user name and password) for the electronic systems of JLU. You also get your university email address.

The chip card is your student ID card encompassing elaborated features we will explain later on.

You will receive your starter kit without having to pick it up in person. You will receive

information about the activation of the different components of the starter kit via email or regular mail.

On the following pages we will explain the single components of your starter kit in detail.

IMPORTANT:

You will get informed about the way you will receive the different components of your starter kit by email or regular mail. Please take care that your contact information is up to date. Any changes should therefore immediately be announced to the international students office.



CHECK LIST – YOUR STARTER KIT

1. Account (user name and password)
2. Email address
3. Student ID/chip card

Links

Information on receiving your starter kit:

<https://setup.uni-giessen.de/001>



ACCOUNT (USER NAME & PASSWORD)

The user name and the corresponding password are the key access data to important online services of JLU.

The user name starts with a "s" or "j" followed by a combination of letters and numbers.

The password can and should be changed regularly. This can be done in the self-service portal IAM. You can find further information about this in the email considering your account activation. For your own safety you should choose a secure password which cannot be guessed easily. Please note that some systems will "know" the new password only at the beginning of the next full hour. In this case, the old password will keep its validity until then.

How do I get my account?

After matriculation, you will receive your enrolment documents usually by post. As an international student, you will only receive your mail as soon as you have a place of residence in Germany.

You can find your matriculation number in your matriculation documents. You will need this number to activate your account.

Likewise, you will receive an email to the email address you provided when applying/enrolling. Please follow the instructions in the email to activate your account and thus receive a user name and password.



Links

Changing the password:

<https://setup.uni-giessen.de/08>

How to choose a secure password:

<https://setup.uni-giessen.de/09>



ELECTRONIC SERVICES

The starter kit allows you access to many electronic services of JLU. The overview below shows which services demand the user name and password.

You can find further electronic services of JLU with other access ways in the chart on page 29.

Electronic services which demand user name and password:

Electronic services
Receiving and sending Email via webmail or with email clients like Outlook or Thunderbird
Examination management system <i>FlexNow</i>
Learning management and information systems <i>Stud.IP, ILIAS, k-MED, sports-edu</i>
<i>JLUbox/Hessenbox</i>
Access to public work stations
Access to the data network (wireless LAN, <i>public data sockets</i>)
Access to electronic resources of the library system from home (e.g. bibliographical databases, e-books, e-journals)



UNIVERSITY EMAIL ADDRESS

You will receive your university email address within the process of JLU account activation (see page 8).

The university email address is composed of your first and your last name – if applicable your middle initial – and your study area. You might ask yourself why you need the university email address since you probably already have one. The university email address should be used for the following purposes:

- It should be used for electronic correspondence with lecturers and central facilities of JLU as it identifies you as a student of JLU.
- It is obligatory to read all messages sent to the university email address because important information of JLU is only sent to that address (e.g. records of registration and cancellation in *FlexNow*, news from the students office and the departments, reminder of overdue books, or important information from the electronic systems)..
- Certain licensed software (e.g. the literature administration program Citavi) can only be ordered free of charge with the university email address. Among other things this is the reason why it is OBLIGATORY to read the email sent to your university email address regularly.
- The IT Service Centre (HRZ) can only ensure the delivery of important information to your university email address.

If you use an email program such as Thunderbird or Outlook, you can create two accounts so you are able to check both of your mailboxes (private and university mail). You can also check your university emails by using Webmail (follow the link on JLU's website).

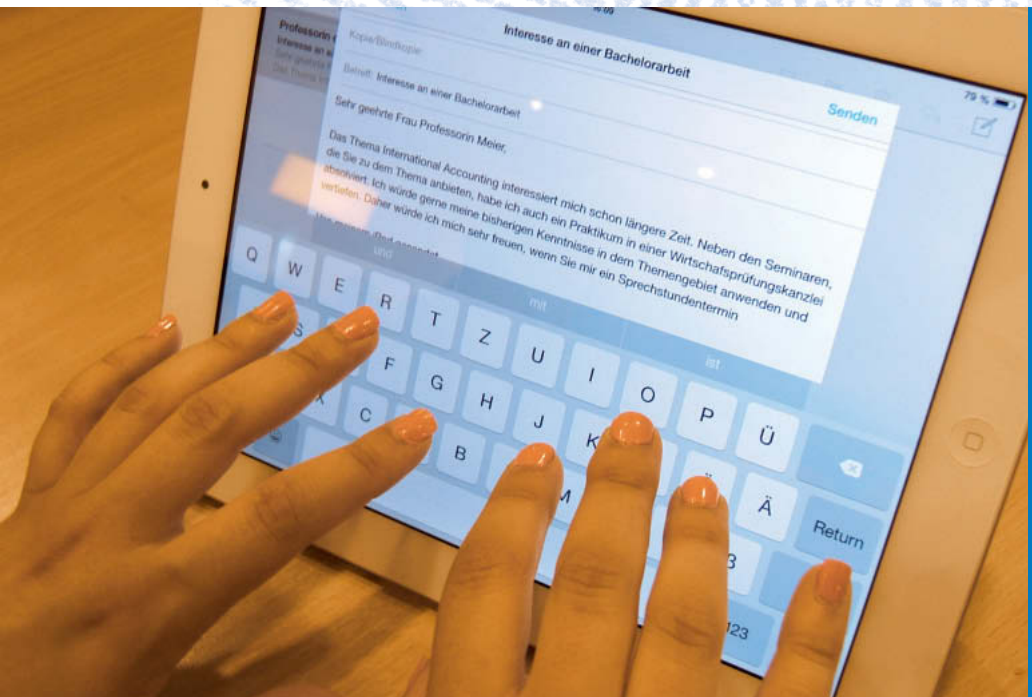
Links

Installation of email programs:

<https://setup.uni-giessen.de/10>

Webmail access to your university email account:

<https://setup.uni-giessen.de/11>



STUDENT ID/CHIP CARD

Upon enrollment, you should have received your preliminary student ID. The preliminary student ID card does not offer access to all services. Your final student ID card is your chip card.

The chip card is a multifunctional tool that also identifies you as a student of JLU. It has the following functions:

- Student identity card with picture
- Ticket for all means of transport (buses, regional trains, trams, underground) within the RMV and NVV networks (regional public transport systems)
- University library card
- Access to some university facilities and dormitories
- Cashless payment method in all student restaurants and cafeterias at JLU
- Cashless use (with a second electronic purse) of public printers and copiers at several sites at JLU

A deposit of € 15 has to be paid (the deposit is usually paid together with the first registration fee). You will be reimbursed when you leave the university and return the card within one year after your exmatriculation. If you want to keep your student identity card, simply do not return it upon exmatriculation, and the card is yours.

As you can see, the student identity/chip card is an important tool in your everyday

life at university. Make sure not to lose it! Although it can be replaced, it is rather expensive.



How do I get my student ID/chip card?

You will receive an email before the production of your card with a request to upload your photo for the student ID as well as to confirm a shipping address. Your student ID/ chip card will then be produced and sent to you by mail. Please note that student ID/chip card cannot be sent abroad, so please provide a German shipping address.

If you are only moving to Germany for your studies, it is only possible to send the student ID/chip card once you can receive mail at your German address. In this case, please inform JLU's registrar's office of your address by email (see Links).

IMPORTANT:

1. In case you lose your identity/ chip card, it is obligatory to inform us to avoid any kind of misuse. If a new chip card has to be produced for you, you will have to pay for the expenses. Make sure that you are careful with the card!
2. The chipcard has to be topped up separately for the cafeterias and the public copiers.

Links

General information on your chip card:

<https://setup.uni-giessen.de/01>

In case of loss or damage of your chip card:

<https://setup.uni-giessen.de/03>

Information on the public printers:

<https://setup.uni-giessen.de/04>

Students identity card regulations:

<https://setup.uni-giessen.de/05>

Contact for information of your German address:

international.admission@admin.uni-giessen.de



How long is the student identity/chip card valid?

The chip card contains both an electronic and an imprinted date of expiry (Winter Semester: March 31st; Summer Semester: September 30th). The imprint below your picture is important for its use as a RMV ticket (free local transport in almost all of Hessen). The electronic date of expiry is checked every time you pay for your meal in the cafeteria or when you use the university's public printers.

Upon re-registration for the new semester, the validity of your chip card has to be extended by updating it. The update takes place at a self service station that can be found at different places on the campus (see Links). Please take notice that the self service stations are only accessible during opening hours of the buildings where they are housed.

Links

Places of the self service stations:

<https://setup.uni-giessen.de/071>

Information on your confirmation of enrollment:

<https://setup.uni-giessen.de/072>

Opening hours and services of the students office:

<https://setup.uni-giessen.de/073>



CHECK LIST – RE-REGISTRATION

1. Make sure to transfer the re-registration fee on time.
2. After the money has been transferred, you can go to one of the self-service stations on campus. Please keep in mind the opening hours of the respective building (see Links). You only have to contact university staff if your personal data has changed (e.g. your address, your name, etc.) or if you are facing any problems.
3. Update your chip card by using the self-service stations on campus.
4. You can receive your confirmation of enrolment electronically. You can also request a confirmation in a web portal. The confirmation is afterwards send to you by email.



SOFTWARE FOR STUDENTS

Students enrolled at JLU may use some software for free or at low charge for their studies, e.g.:

- reference management Citavi (free)
- statistics software SPSS (for theses, limited quota, available through Asknet at a charge)

For some software products the university holds licences for members of certain departments. Please see the website listed on the right for more information.

Some software companies offer special prices for students. You can get this software e.g. through the provider Asknet. The list includes, among others:

- selected products of Adobe (e.g. Acrobat Pro, Photoshop Elements etc.)
- Matlab (programming language with tool boxes for several fields such as mathematics, metrology, instrumentation and control systems)
- selected products of Corel (e.g. Corel-Draw Graphics Suite)

As an alternative to commercial offers there are also useful and good freeware programs, e.g.:

- Libre Office (free office package, comparable to MS Office)
- GIMP (image editing)
- KeePass (password management)

IMPORTANT:

There are no (!) campus licences for Microsoft products (e.g. MS Office, Windows OS) at JLU. This means that there is no use free of charge. Currently only the online version of Office 365 is free of charge. You cannot install a local office package. The usage is only possible when you are connected to the internet. Please read the information concerning the registration to Office 365 carefully to avoid any technical problems (see Links).

Links

Software licences for students

<https://setup.uni-giessen.de/110>

Registration to Office 365:

<https://setup.uni-giessen.de/1101>

Contact:

software-manage@hrz.uni-giessen.de



IMPORTANT:

Please inform yourself about accessibility and opening hours of the campus buildings on the websites of the concerning departments.

1

FlexNow-Team, Division StL
Ludwigstrasse 23 (3rd floor), 35390
Giessen

For questions on and operating instructions of
the central examination management system
FlexNow

Telephone: (0641) 99 - 16400 (Call Justus)

Email: flexnow@uni-giessen.de

Internet: <https://flexnow.uni-giessen.de>

2

Students Office
Goethestrasse 58, 35390 Giessen

The international Office, Registrar's Office and
the Student Advisory Service are also located
in the Goethestrasse 58.

Opening hours: see the website of the
Students Office:

Telephone: (0641) 99 - 16400 (Call Justus)

Internet: <https://www.uni-giessen.de/studien-service>

Campus Natur- und Lebenswissenschaften Seltersberg/Medizin

Campus Natur- und Lebenswissenschaften Seltersberg/Veterinärmedizin

B429

B49

DB Hauptbahnhof

-  Bus-Haltestelle
-  Schienenverkehr
-  Zufahrt

Ausfahrt
Giessen - Kleinvinden

Universitätshauptgebäude

Zentrale Studienberatung

Hochschulrechenzentrum

Campus N
Selters

1

2

3



3

Hochschulrechenzentrum (HRZ) /
IT Service Centre
Heinrich-Buff-Ring 44, 35392 Giessen

For questions on WiFi and VPN installation, data network, virus-problems, printing of posters and seminar papers, chip card, university email address, Stud.IP, ILIAS

Telephone: (0641) 99 - 13100 (Service hotline)

Email: support@hrz.uni-giessen.de
Internet: <https://www.uni-giessen.de/hrz>

4

University Library
Otto-Behaghel-Strasse 8, 35394 Giessen

For questions on the library, assistance with the catalogues, bibliographies and databases as well as ordering books and papers from other universities (inter-library loan, document delivery service).

Telephone: (0641) 99 - 14032

Email: auskunft@bibsys.uni-giessen.de
Internet: <https://www.uni-giessen.de/ub>

Ausfahrt 4
Giessen
Grünberger Straße

Ausfahrt 5
Giessen - Licher Straße

A485

Ausfahrt 6
Giessen - Schiffsberger Tal



JLUBOX / HESSENBOX

The JLUbox is a tool for saving and synchronising your files online, so that you can manage all your important documents from different devices. No matter whether you are at home working with your PC or out and about with only your notebook or smartphone at hand, you will always have your updated files right at your side.

With the JLUbox you can easily give other people – e.g. fellow students or lecturers – access to your saved files. In this way you and others are able to edit your Office documents directly in a web browser, whereby you will be in full control of access authorisations at any time.

The JLUbox offers features comparable to the ones of Dropbox or Google docs, but despite this likeness your files are not stored in a cloud but saved in a secure and data protected internal system of the JLU.

Furthermore, you are offered 30 gigabytes of storage capacity and by using web browsers, such as Firefox or Safari, you will have instant online access. In order to keep

your files synchronised on all your devices, the JLUbox client software – available for Windows, MacOS, Linux as well as for IOS and Android in the app store – is needed. Additionally, if you want to register for the JLUbox, your user name and your password is required.

By the way: the JLUbox will become the Hessenbox soon. We plan to connect the JLUbox to the other systems of the universities in Hesse so you can share and work on documents with students and lecturers in Frankfurt, Marburg or Darmstadt.

Links

Entrance to the JLUbox:

<https://setup.uni-giessen.de/111>

Further information:

<https://setup.uni-giessen.de/112>

Contact:

support@hrz.uni-giessen.de



LENDING AND ACCESS TO ELECTRONIC RESOURCES OF THE LIBRARY SYSTEM

In order to borrow printed books or articles you need to set an initial password in your account for borrowing books (see Links). Your university email address is already configured as your contact address. After setting a password you can borrow literature, (pre-)order books and papers and extend your borrowing period.

Within the university network you can access electronic bibliographical databases and the full texts of e-books or e-journals directly. However, this can not be done just like that when you are at home or out and about. The university has to make sure that only members of JLU access these resources. You may search for printed books, articles, journals, and databases in the library's research portal JUSTfind.

If you want full access from home or out and about you need to use the button "Login Full access (VPN)" and enter your user name and password, which you find in your account let-



ter. Thus, you identify as a student of JLU Gießen. The underlying technique is called "EZ-Proxy".

Links

Research portal JUSTfind:

<https://setup.uni-giessen.de/201>

EZ-Proxy of the library system:

<https://setup.uni-giessen.de/202>

Setting password for lending account:

<https://setup.uni-giessen.de/203>

Contact:

auskunft@bibsys.uni-giessen.de



Quelle: JLU/Sebastian Ringleb

USING WIRELESS LAN (WIFI) FOR INTERNET ACCESS

The IT Service Centre operates several wireless LAN networks that differ in terms of data encryption and user authentication. We strongly recommend using the eduroam network since it provides the highest security standards and a convenient handling. Not only does it allow you to access the internet at JLU and the University of Applied Science (Technische Hochschule) Mittelhessen, many other universities also participate in the eduroam network.



CHECK LIST – WIRELESS LAN INSTALLATION

1. Connect your portable computer, smart phone or tablet with the internet. At the JLU you can do so by using a public data socket in the IT Service Center or any library or by connection to the unencrypted wireless LAN ugifula.
2. Download the wireless LAN installation instructions for your operating system (Windows, Linux, Mac OS X, iOS, Android etc.) from this website:
<https://setup.uni-giessen.de/15>
3. Open the installation instructions and follow the steps described.
4. You can now access the internet via eduroam at all wireless LAN hot spots of JLU.



Links

Wireless LAN at JLU:

<https://setup.uni-giessen.de/14>

Software and instructions:

<https://setup.uni-giessen.de/15>

Overview of all wireless LAN hot spots:

<https://setup.uni-giessen.de/16>

Information on eduroam:

<https://setup.uni-giessen.de/17>

Contact:

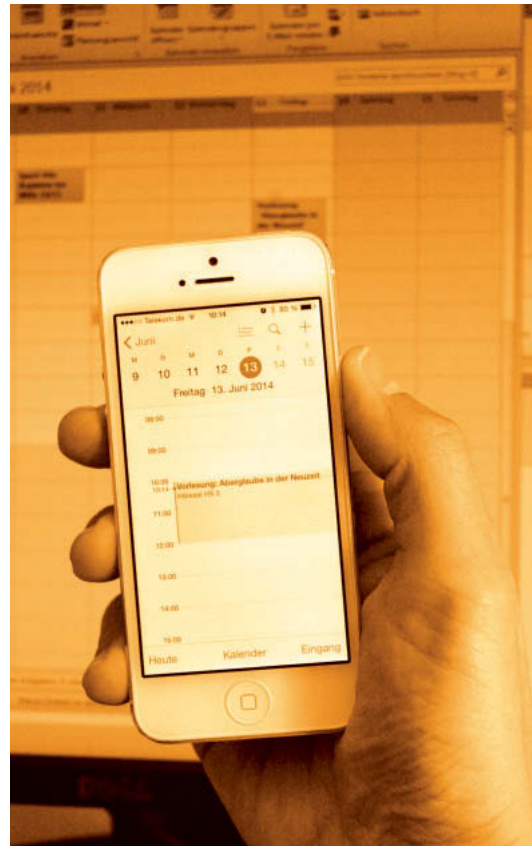
netz@hrz.uni-giessen.de



Where do I find the wireless LAN hot spots?

Wireless LAN hot spots can be found almost everywhere on campus. Usually, libraries, cafeterias, auditoriums and class rooms are equipped with wireless LAN.

A more detailed overview of all available hot spots can be found on the website of the IT Service Centre.



HOW TO TAKE MODULES AND COURSES?

It is only a few more weeks until the semester starts and you know that you have to register for a course or *module*. Before doing so, it is important, however, that you get an overview of which courses or *modules* you have to attend, which courses or *modules* are offered and when and where courses take place.

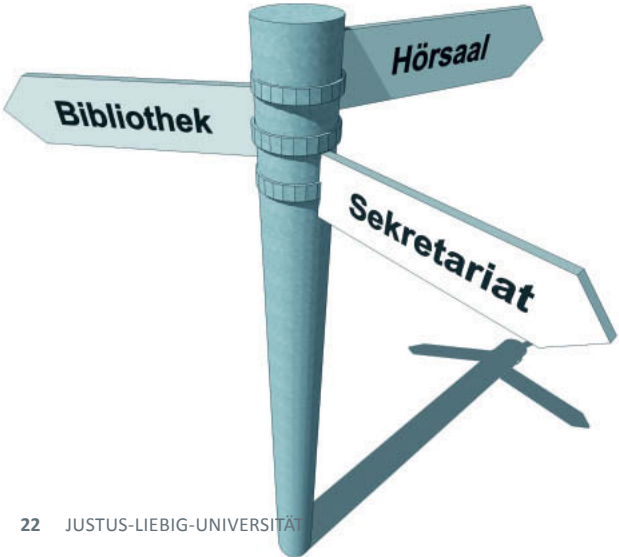
WHEN DO I HAVE TO TAKE WHICH MODULES?

An important reference are the “Rechtliche Grundlagen – Mitteilungen der Universität Giessen (MUG)” (Notifications of JLU), in which you can find information on the legal framework for your course of study as well as your exams. We strongly recommend that you carefully read the parts referring to your course of study since they include important

IMPORTANT:
Make sure to know about the structure and regulations of your course of study. You can find these information in your study and examination regulations.

information on your study program. In “examination matters and regulations” (“Prüfungsangelegenheiten und -ordnungen”) you can find study plans and *module* descriptions for bachelor and master programs. These documents show when to attend which *modules*.

Additionally, faculties also offer guidelines for your course of studies. Find out more on the website of your faculty.



Links
Study regulations:
<https://setup.uni-giessen.de/21>

Examination regulations:
<https://setup.uni-giessen.de/22>



WHEN AND WHERE DO COURSES TAKE PLACE?

Modules consist of one or more courses (lecture, seminar, internship) and you can sometimes choose among a variety of courses you have to take to complete the *module*. *Module* descriptions are meant to provide exactly this information. The course catalogue tells you when and where courses will take place. The course catalogue changes every semester and is updated every March 1st for the summer semester and every September 1st for the winter semester.



Make sure you have a look at it to find out details on courses you would like to attend.

Please keep in mind that rooms and dates may change and that lecturers names might be given later.

IMPORTANT:

The electronic course catalogue (German: elektronisches Vorlesungsverzeichnis – eVV) provides you with information on the topic, lecturer, and where and when courses take place.

Summer Semester: Updated every March 1st

Winter Semester: Updated every September 1st

Link

Course catalogue:

<https://setup.uni-giessen.de/23>



HOW TO REGISTER FOR MODULES AND COURSES

The system used for course registration at JLU depends on your course of study or your study element or *module*.

Usually **FlexNow** and **Stud.IP** are the important systems within the process of registration. You should carefully inform yourself about the specific roles of the systems in your study program or element. Some rules and exceptions have been summarized in the table below.



IMPORTANT:

If electronic systems are used for course registrations, it is mostly either *FlexNow* or *Stud.IP*.

you find out how registrations are handled for your course of study or *modules*. The electronic course catalogue as well as the websites of the faculties provide you with information on the registration process.

The table is meant as a first orientation and does not claim to be complete. Make sure



COURSE, MODULE AND EXAM REGISTRATIONS WITHIN DIFFERENT MODULIZED DEGREE PROGRAMS

Target Group	Registration for modules and courses	Registration for module examinations*
Bachelor, Master and teacher training degree programmes (Faculty 03 – except arts and music, Faculty 04 and 05 – except slavic studies – Faculty 06)	<i>FlexNow</i>	
Bachelor, Master and teacher training degree programmes (Faculty 02, 05 – only slavic studies – Faculty 07, 08, 09)	<i>Stud.IP</i>	<i>FlexNow</i>
Interdisciplinary competencies “Außerfachliche Kompetenzen” (AfK)	<i>Stud.IP</i>	<i>FlexNow</i>
Language courses of the Center of Competence Development (ZfbK)	Siehe Webseite des ZfbK	<i>FlexNow</i>

Links for information on deadlines and registrations

FlexNow:

<https://setup.uni-giessen.de/24>

Dates & Deadlines of facultiy 02:

<https://setup.uni-giessen.de/25>

Dates & Deadlines of facultiy 09:

<https://setup.uni-giessen.de/26>

Other qualifications (AFK):

<https://setup.uni-giessen.de/27>

Foreign Language Courses:

<https://setup.uni-giessen.de/28>



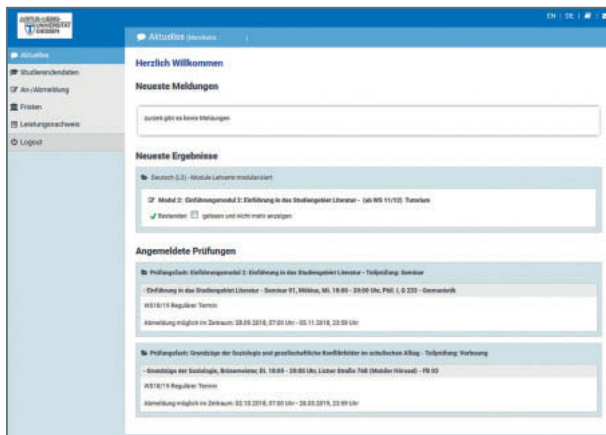
FlexNow

FlexNow is the centralized examination management system of JLU. This service is used to manage your examinations as well as your course participation. If you want to register for courses or modules, you can do so on the FlexNow website. After each re-

IMPORTANT:

Check early for your course of studies or your subjects of study how the obligatory registration has to be done.

gistration or cancelation a confirmation record is sent to your University email address. Additionally you can also check your examination results online after their publication. You may also create an online certificate list (Leistungsübersicht) for many bachelor and master programs. Certificate lists for all other programs can be requested of the examination office responsible for your course of studies.



In case of any further questions on the examination management system *FlexNow*, please contact division "Studium, Lehre, Weiterbildung, Qualitätssicherung (StL)". Additional information can be found on the *FlexNow* website including contact details and instructions. For questions on examinations please contact the respective examination office (see Links on this page).

CHECK LIST – FIRST STEPS IN FLEXNOW

1. Login to *FlexNow* at <https://flexnow.uni-giessen.de> with your user name and your password.
2. Check your course of studies in "Studierendendaten" as well as your personal data (name, date of birth, matriculation number, postal address).

IMPORTANT:

After you have registered for a seminar or a *module* via *FlexNow*, you are not automatically registered for the corresponding course in *Stud.IP*. Please register additionally for individual courses in this system.

IMPORTANT:

You can check your registered and attended examinations at any time by accessing your student records.

Links

FlexNow:

<https://setup.uni-giessen.de/24>

Contact *FlexNow* Team:

flexnow@uni-giessen.de

Overview Examination Offices:

<https://setup.uni-giessen.de/29>



Stud.IP

Stud.IP is JLU's central information and communication platform for all seminars and courses. If *Stud.IP* is used by your lecturers, you have to register for courses on this platform. In contrast to *FlexNow*, *Stud.IP* offers a couple of features accompanying you throughout the semester. *Stud.IP* offers the possibility to download files, to hand in written assignments, to download reading assignments, to read news (such as changes of lecture rooms, etc.), to work with others on a project using *Stud.IP*'s Wiki, or to discuss lecture topics in the forums.

There are even further interesting features, such as a virtual billboard for advertisements, pinboards, surveys, and a platform to register

CHECK LIST – FIRST STEPS WITH STUD.IP

1. Login with your user name and password on <https://studip.uni-giessen.de>
2. Accept the user agreement (“Nutzungsbedingungen”) as well as the terms of data protection (how does the IT Service Centre handle your data, who has access to your profile).
3. Check “Profile -> User details” in *Stud.IP* and verify your personal information (name, gender, matriculation number). Please also take a look at your course of study in the field Study details.
4. Use “Settings” (top right) to adjust your personal settings (language, layout, etc).

for consultation hours. Departmental student bodies also use *Stud.IP* for the distribution and exchange of information.

If you go to “My courses/Meine Veranstaltungen” in *Stud.IP*, you will immediately see which course has updated information or published new files. You will therefore immediately see what has changed since your last login.

Stud.IP is a service offered by the IT Service Centre (HRZ). On the *Stud.IP* website, you will find all necessary information, help, and contact details.

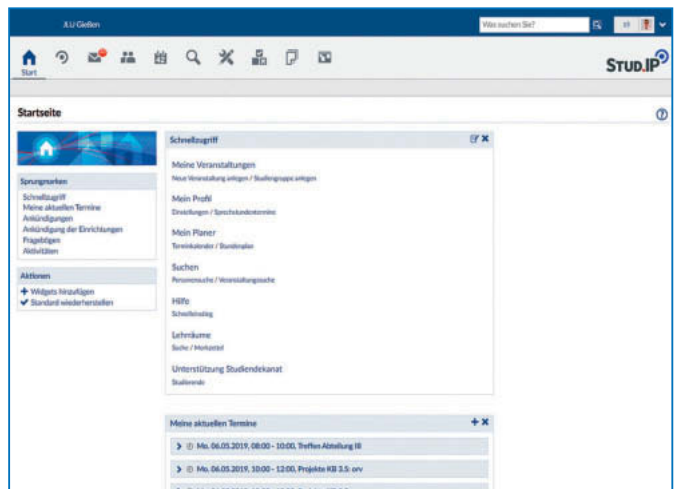
Link

Stud.IP:

<https://setup.uni-giessen.de/30>

Contact the *Stud.IP* team:

studip@uni-giessen.de



WHERE DO I FIND INFORMATION AND LEARNING MATERIALS FOR MY COURSES?

Different systems are on offer, depending on what you need, e.g. lecture notes, task descriptions, interactive learning units, examination results or if you want to do literature research. Some departments, organizations or professorships even use their own systems instead of the central systems on offer. We are aware that this does not always make things easier.



CHECK LIST

1. Make sure you know your study regulations and *module* descriptions.
2. Have a look at the course catalogue in order to get more information on your seminars.
3. Make sure you are aware of what kind of registration procedure is used for your course of studies.
4. Find out whether any learning materials are provided on an online *learning platform*.
5. Use the university library for literature on seminar papers or presentations.

Learning Material

Learning materials and tools for group work are mostly available on *learning platforms*. The *learning platforms* of JLU are *Stud.IP* as well as *ILIAS*. The IT Service Centre operates both. *ILIAS* is mostly used in courses with a high percentage of electronic resources (e-learning). The *e-learning label* in *Stud.IP* and the course catalogue indicate the amount of e-learning activity. The specialist platforms *k-MED* (Human Medicine) and *sports-edu* (Physical Education) are also based on *ILIAS*.

Examination Results

Your examination results can be found in *FlexNow* (see page 29).

Literature Research

Literature research is an essential part of scientific work. Google might be helpful in many situations but is not the ideal tool to search for academic literature available at the library of JLU. The library contains more than 3.7 million books and printed journals as well as a large number of DVDs and other media such as e-journals, e-books, specialized databases, video tutorials and so on. To find out which is where, check out the research portal *JUSTfind*. Accessing licenced online media from home will require your user name and password (see p. 19). In case you have problems with the literature research, do not give up! The library system offers workshops about literature research and management (e.g. with *Citavi*, *Endnote*, or *Mendeley*), also within the bachelor *AfK*

ONLINE PLATFORMS AT THE JLU

Platform	Functions	Access	Usage
<i>Stud.IP</i>	Registration, allocation of participants into groups, exchange of data, forum, news on courses, wiki-web, schedule, tests, surveys, electronic course packs, video tutorials, registrations for consultation hours, etc.	user name and password	In almost all faculties
<i>ILIAS</i>	See <i>Stud.IP</i> and additionally: open educational resources for beginners, lecture recordings, interactive learning units, tests, blogs, e-portfolios	user name and password	In almost all faculties
Webex	Video conferences	none, the lecturers invite you to a meeting via email	In almost all faculties
Office 365 Teams	Video conferences, collaboration, messenger, online office	<i>user_name@uni-giessen.de</i> , see https://setup.uni-giessen.de/1101	In almost all faculties
k-MED	See <i>ILIAS</i>	user name and password	Faculty 11
mein STUDIUM	Downloads, allocation to courses and practicals, exam registrations and results, newsletter	See website of faculty 11 (see below)	Faculty 11
sports-edu	See <i>ILIAS</i>	user name and password	Faculty 06, Physical Education

module. You will find the dates on the website of the library in “Courses & Tutorials”. Moreover, you are always more than welcome to ask questions directly when studying in the library. For your self-studies, you can also get information on effective literature research on the *ILIAS* platform.

Links

Library system:

<https://setup.uni-giessen.de/31>

Literature research unit in *ILIAS*:

<https://setup.uni-giessen.de/32>

meinSTUDIUM:

<https://setup.uni-giessen.de/33>



GLOSSARY

E-Learning Label

The e-learning label characterizes courses in the course catalogue as well as in Stud.IP which are supported by electronic resources (e.g. discussion forums or electronic books). There are three levels characterizing the degree of integration of e-learning elements into the schedule (supplementary – basic – intensive).

EZ-Proxy → Page 19

Via EZ-Proxy you can easily access licensed electronic media from anywhere (e.g. from home, a hotel, a conference,...). You only need a web browser, your user name and your password.

FlexNow → Page 24

FlexNow is the central examination management system of JLU. In FlexNow you can register for *modules/courses* and (*module*) examinations as well as cancel registrations. Additionally, you can check for personal data, registration deadlines, and examination results. Also, online certificates (Leistungsnachweise) for some courses of studies can be created as a self-service.

ILIAS → Page 28

ILIAS is one of the two central learning platforms of the JLU. Additionally to features already covered by Stud.IP, ILIAS also offers the possibility to create interactive learning units, to visit pre courses online or to test your knowledge. The interface between Stud.IP and ILIAS enables users of Stud.IP to access ILIAS.

JLUbox → Page 18

With JLUbox you can save files online and synchronize them with different devices. It is the "dropbox" of JLU.

Learning Platform

A learning platform is a web portal that provides learning materials and learning tools online. It offers a user administration which requires a registration with a login. The central learning platforms of JLU are Stud.IP and ILIAS.



Matriculation Number → Page 8

The matriculation number will be assigned by the students office and is a registration number that identifies you as a student. You will receive it upon enrollment or if you change your course of studies. If you have a look at your student identity card, you will see a number similar to “2617-11234567”. The last seven digits are your matriculation number.

Module

As far as Bachelor and Master Programs are concerned, a module is a learning unit that consists of several lectures and seminars in a particular discipline. The workload for parts of a module is indicated and credit points are given for successfully completed modules according to the European Credit Transfer System (ECTS). Upon completion of the module, you will receive a certificate.

Stud.IP → Page 24

Stud.IP is one of the two learning platforms of the JLU and is used for the organization of study programs. It accompanies you and your lecturers throughout your studies. It is operated by the IT Service Centre.

Justus-Liebig-Universität Gießen

Ludwigstraße 23

35390 Gießen

Tel.: 0641 99-16400

<https://www.uni-giessen.de>

Hochschulrechenzentrum

Heinrich-Buff-Ring 44

35392 Gießen

Tel.: 0641 99-13100

e-mail: support@hrz.uni-giessen.de

<https://www.uni-giessen.de/hrz>