

Basics at the University

The following Divisions are located in the Administration building (VW building) (Innstrasse 41):

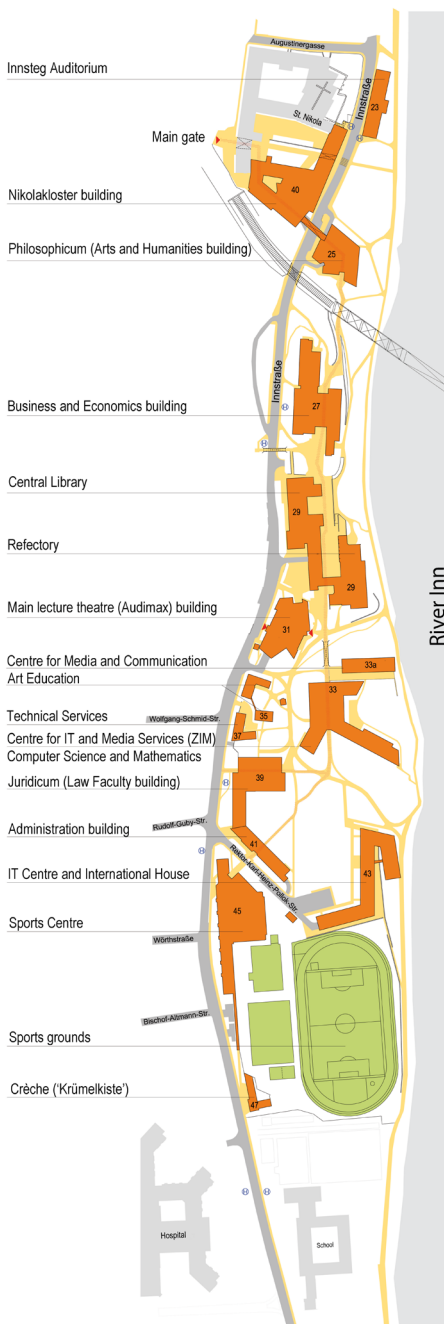
- ▶ Academic and Legal Matters (Studien- und Rechtsangelegenheiten)
- ▶ International Office & Student Services (Internationales und Studierendenservice)
- ▶ Communication and Marketing (Kommunikation und Marketing)
- ▶ Finance (Finanzen)
- ▶ Human Resources (Personal)
- ▶ Governance and Strategy (Universitätssteuerung)

The following Divisions are located outside the Campus:

- ▶ Research Services (Forschungs- und Nachwuchsförderung) Nikolastrasse 12
- ▶ Facilities Management (Liegenschaften) Rudolf-Guby-Str. 3

Visitor address

University of Passau
 Innstrasse 41
 Phone: +49 851 5090
 E-mail: info@uni-passau.de
 Postal address:
 University of Passau
 94030 Passau
 Germany



CampusCard

The CampusCard is the multifunctional chip card used by members of the University of Passau. It is similar to a student ID and gives you access to all services at the University. To get a CampusCard, please send us an e-mail (researchmobility@uni-passau.de), so you can fill in the form for the application and we can send it to the appropriate department.

The CampusCard offers the following functions:

- ▶ electronic wallet for refectory and cafeteria meals
- ▶ electronic wallet for copying and printing on campus
- ▶ library card
- ▶ locker access
- ▶ access card for the Sports Centre
- ▶ access card for specific buildings (please apply separately to enable this function)
- ▶ access card for the underground student car park, Innstrasse 27/29 (please apply separately to enable this function)
- ▶ semester bus pass (only when validated at a card validation terminal; student version only)

Documents you need to get a CampusCard:

- ▶ Photograph
- ▶ Filled in form

CampusCard Versions

Personalised CampusCards for doctoral students (orange)

The CampusCards issued to students can be used as student ID cards, as they include the following personal information:

- ▶ Photograph, family name, given name(s) and title
- ▶ Matriculation number
- ▶ Card number
- ▶ Valid-until date
- ▶ Library user number



Personalised CampusCards for University staff (grey)

Employees of the University of Passau receive a personalised staff version of the CampusCard. These cards contain the following details:

- ▮ Photograph (optional)
- ▮ Your name and title
- ▮ Card number
- ▮ Library user number
- ▮ Dual status:

If you are both an employee of the University and an enrolled doctoral student and have opted for the employee version of the card, you may request an additional paper student ID card from the Student Registration Office.

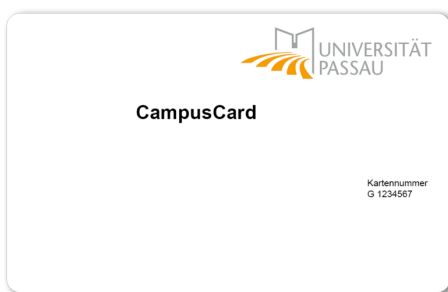


Cards for specific CampusCard functions

The University issues the following alternative media, e.g. to guests of the University or to give CampusCard holders access to specific functions to which they are entitled but which are not covered by their version of the CampusCard:

- ▮ Printer-copier cards (aka white, non-personalised CampusCards)
- ▮ MensaCards for the refectory and cafeterias
- ▮ Green library user cards
- ▮ Paper 'leprello' student ID

The MensaCards can be obtained at the visitors' card machine (the one with the blue screen) in the foyer of the refectory (M, Innstrasse 29). The green library cards (for doctoral students) are available at the library's service desks.



CampusCard for doctoral students

Are you both a matriculated doctoral student and a University staff member?

If you have both an employment contract with the University and matriculated status, you have to choose between the student ID and the staff version of the CampusCard. To help you make your choice, the conditions of each card version are explained below:

Orange CampusCard for doctoral students

- ▶ Student prices in the refectory
- ▶ Semester bus pass ('Semesterticket')
- ▶ Student ID card
- ▶ Building/locker access function
- ▶ University library user card:

The doctoral student status, which you can apply for with the library card team, allows you to borrow reference media from the reading rooms for longer periods. However, please note that a fee is charged for overdue notices and interlibrary loans when borrowed using this type of library user card.

- ▶ If you require a staff ID card, the Human Resources Division will issue one for you. However, you have to create it on Stud.IP.



Please note

- The CampusCards are printed once a day until 11 a.m.
The CampusCards are handed out at 'the window' in the foyer of the Administration (VW) building:
Mon–Fri 9 a.m.–12 noon

Grey CampusCard for University staff

- ▶ Staff prices in the refectory
- ▶ Semester bus pass: upon application, the Student Registration Office will issue a paper-based student ID card for each semester.
- ▶ Student ID card
- ▶ Building/locker access function
- ▶ University library user card: You can borrow reference media from the reading rooms for longer periods and interlibrary loans are charged to the professorship/chair. There are no fees for overdue notices.
- ▶ Staff ID card (only CampusCards with a photograph)

CampusCard Offices

CampusCard office

Innst. 41, room 004 VW
Mon 10 a.m.–12 noon
Tues–Thurs 9 a.m.–12 noon
Closed on Fridays

For Students

Beate Seidel
Innstr. 41, room 007 VW
studierendenausweis@uni-passau.de

For Staff

Florian Habel
Room VW 224
Tel. +49 851 509 1344
dienstausweis@uni-passau.de

Nicole Klenner
Room VW 224
Tel. +49 851 509 1301
dienstausweis@uni-passau.de

Validation machines

The CampusCard for students has a 'valid-until'-field and hence needs to be revalidated every semester by inserting the CampusCard in one of the four validation machines located at the entrance of the Administration building (Innstrasse 41), the entrance of the Refectory (Innstrasse 29), the second floor of the Business Administration & Economics Faculty building (Innstrasse 27) or at the Nikola-kloster building (Innstrasse 40).

How does the CampusCard work?

The CampusCard serves as a payment method on campus. There are two separate balances on your card. One can be used for the refectory and cafeterias while the other one is used for the printers and copiers. The CampusCard furthermore serves to borrow items from the libraries and for using the Sports Centre facilities.

Catering balance

Machines where you can top up the catering balance on your CampusCard can be found on campus. Cash-to-card machines are located at the refectory and the Nikolakloster building. To top up your balance, hold the card up to the reader and insert a euro banknote into the banknote acceptor.

Please keep holding your card against the reader until the screen shows your new balance. If you remove your card too soon, the balance will not be stored on the card. If that happens, simply hold your card against the card reader again right away and the balance will be topped up. The catering payments function is activated when you top up your balance for the first time. There is also the possibility to load money onto your CampusCard via giro or credit card. You can find machines for this in the refectory and the Business Administration & Economics Faculty building.

Printer-copier balance

Cash-to-card machines for topping up the printer-copier balance on your CampusCard can be found near the printer-copiers. Please note that these are different from the catering machines and that the two balances are stored separately on your card. To top up your balance, insert the card into the card acceptor and a euro banknote into the banknote acceptor. The printer-copier payments function is activated when you top up your balance for the first time.

University Library

Your CampusCard has a University Library user number printed on the back, which enables you to borrow books and other items from the University Library. Please contact the Library Card team or the Welcome Centre for further details. Photocopies of the front and back of the CampusCard are only accepted as a library card if signed by the CampusCard owner.



Sports Centre Facilities

You will also need the CampusCard if you wish to use the Sports Centre facilities. Before you can do so, you have to register for 'Hochschulsport', using your ZIM user credentials, at www.sportzentrum.uni-passau.de. You will be charged €15 per semester for the sports registration. If you have any further questions about this, please contact the Sports Centre office or the Welcome Centre.

Sports Centre office

Innstrasse 45
Room SP 114
Phone: +49 851 509 1751
sportzentrum@uni-passau.de
www.sportzentrum.uni-passau.de/en

Lost or damaged CampusCard?

If you lose or accidentally damage your CampusCard, you can block it in the card portal in Stud.IP. When you apply for a replacement card, your old CampusCard is automatically blocked. Note: the block will become effective for the printer-copier balance and turnstile/building access on the following working day at the latest. To block your catering balance, please contact the 'Mensakartenbüro' just across the main entrance of the refectory. A blocked card can be reactivated via the card portal in Stud.IP as long as a replacement card has not been issued.

Access to your ZIM account and your e-mail

You should have received your username and password for the campus network (ZIM-Kennung in German) when you enrolled. 'ZIM' is the acronym for the Centre for Information Technology and Media Services, which is the University's computer centre. These account credentials will give you access to your e-mail account and all other software platforms maintained by the University. You can reach the login screens from all pages of the University's website by clicking on 'Login' at the very top of the screen.

Stud.IP

Stud.IP is one of the main virtual learning environments used at the University of Passau. It helps you coordinate your courses and events, put together your timetable, download course materials, see the new university announcements and find the 'Mensaplan' for the refectory. You can access this page through the above mentioned 'Login'. To change the language setting in Stud.IP, use the dropdown menu in the top-right corner of the screen and click on 'Einstellungen'. There, you can switch from 'Deutsch' to 'English'.



Login screen

On the Stud.IP Login Screen, there are two links titled 'Login'.

- ▶ The first, bigger link is the Login for students and employees.
- ▶ The second, smaller link is the Login for administrators and external accounts.

Use the link for students and employees. On the next page, you will have to enter your university user name ('Benutzername') and password ('Passwort').

Navigation

The main navigation gives you access to the most important functions of Stud.IP:

- ▶ Start—the Stud.IP homepage
- ▶ Courses—the modules and courses you have registered for within Stud.IP
- ▶ Messages—for sending and receiving messages within Stud.IP
- ▶ Community—a notice board/classified feed and your contacts and study groups
- ▶ Profile—your user profile and settings in Stud.IP
- ▶ Planner—your personal timetable, as generated by the Stud.IP modules you registered for
- ▶ Search—self-explanatory
- ▶ Tools—lists those functions you have access to/admin rights for
- ▶ Files—lists downloadable materials from all your modules
- ▶ Support—list of Frequently Asked Questions and a tool enabling you to request support
- ▶ CampusCard—information about your CampusCard, possibility to block it
- ▶ Reading room occupancy—here you can find out how busy the Business

and economics reading room is

- ▶ Notice board—allows you to share and find information on various topics (e.g. shared apartments)



Read more

www.hilfe.uni-passau.de/en/studip/basic-user-guide

Printing and copying

In all buildings, including the library and the computer rooms, digitally networked systems are available for printing and copying. Some printer-copiers are configured for colour copies. Use the cash-to-card machines to top up your balance, which can be freely used for black and white or colour prints. Cash-to-card machine locations:

- ▶ Computer Science and Mathematics Faculty building (Innstrasse 33) on the ground floor
- ▶ Juridicum (Law Faculty building, Innstrasse 39) on the ground floor next to the staircase
- ▶ Central Library (Innstrasse 29) in the copying room
- ▶ Business Administration & Economics Faculty building (Innstrasse 27) next to the lower entrance
- ▶ Nikolakloster building (Innstrasse 40) next to the main entrance
- ▶ Department of Catholic Theology (Michaeligasse 13)

To send a print job to the campus printer-copiers, you need to type in your card number (which you will find on the front side of your CampusCard; only include the numbers, not the letter) when prompted. The copy credit is stored independently from the catering balance, and

you cannot use the one for the other. The price of black and white and colour copies/printouts is as follows:

- ▶ 1 credit per black and white A4 page
- ▶ 4 credits per colour A4 or A3 page
- ▶ 1 credit = 5 cents

The CampusCard can also be used in the Copy Centre, Innstrasse 50, on print-copier no. 4.

Parking permit

Employees of the University of Passau receive a key for the car parks from the Facility Management Division. Please contact the Welcome Centre for further information.

Lost and found

Please hand in any property you find lying about to the nearest reception desk or reading room helpdesk.

- ▶ Valuable items such as wallets and purses, mobile phones, ID cards, keys etc. can be collected at Facilities Management, RG3 (Rudolf-Guby-Strasse 3), rooms 213, 214, 216, 218, phone +49 851 509 1231. If it is possible to identify the owner of the lost property, they will be promptly notified.

The helpdesk will keep CampusCards and storage devices for two days before sending them to:

- ▶ CampusCards: Mensacard Office, Room 163 (Innstrasse 29), phone +49 851 509 1922
- ▶ Storage media such as USB sticks: ZIM (Innstrasse 33), Room 160, phone: +49 851 509 1801
- ▶ Other lost property is stored at the next reception for approximately six weeks before being sent to the Technical Services building (Innstrasse 37), phone: +49 851 509 1232.





Photo: colourbox.de

Refectory and cafeterias

The refectory in Passau is situated next to the river Inn, opposite the University's Central Library. Its opening hours are 11 a.m. to 2.15 p.m.

You can put together your own menu and choose from four different dishes every day during the lecture period: vegetarian dishes, meat dishes, soups, salads and desserts. Payment is done electronically with your CampusCard to avoid long queues. Alternatively, the cafeteria in the Nikolakloster building offers one hot meal from the refectory every day.

If you don't have enough time to sit down for a meal in the refectory, there are four cafeterias on campus where you can grab a snack and a cup of coffee or other drinks. The cafeterias are located in the refectory building, in the Audimax building, in the Nikolakloster building and in the Business and Economics Faculty building.

Free meals for children

The Student Services Association (Studentenwerk) offers a free meal for children up to the age of six whose parents are enrolled at the University of Passau. The children's menu consists of one main course and one side dish (soup and desserts are counted as side dishes).

To make use of this offer, parents have to show their 'Kinderteller-mensacard' at the till. This card can be requested at the Mensa-Büro in room 163 in the Central Library building (Innstrasse 29). Please bring along a copy of your child's birth certificate and your enrolment certificate when requesting the card.

Libraries

You have probably seen the Central Library, but did you know the University Library also has five sub-libraries which serve different departments or faculties? All of their holdings and more can be found on the Passau Search Portal, which can be accessed from home, from your office or from the library computers. The order and account functions as well as journal database searches require a CampusCard number and password.

One special feature of Passau's Central Library is the cosy 'Library Lounge' on the first floor, where you can peruse German and foreign newspapers as well as a wide range of fiction books while relaxing with a good cup of coffee.

Library reading rooms

Library of the University of Passau
Innstrasse 29
94032 Passau
General enquiries
Phone: +49 851 509 1630

Central Library reading room
Innstrasse 29
Phone: +49 851 509 1610


Business Administration & Economics (WIWI) reading room
Innstrasse 27
Phone: +49 851 509 1612


Library reading rooms

Computer Science & Mathematics reading room
Building IM (Informatik und Mathematik)
Innstrasse 33
Phone: +49 851 509 1613

Law reading room
Law Faculty building (Juridicum)
Innstrasse 39
Phone: +49 851 509 1616

Nikolakloster reading room
Building Nikolakloster (NK)
Innstrasse 40
Phone: +49 851 509 1611

 Please check the library website for the current opening hours
www.ub.uni-passau.de/en

 Map of all the reading rooms
www.ub.uni-passau.de/fileadmin/dokumente/einrichtungen/universitaetsbibliothek/LageplanA4.pdf





Library regulations

Please note that users are not permitted to consume food or drinks within the library, with the exception of water, which may be brought in a transparent and sealable container. You may not bring bags, briefcases or other containers into the library. This does not include laptop covers or baskets and bags that are transparent. The locker in the foyer should be used to store bags, briefcases and other personal items while in the library. You need to remove your belongings every evening.

Please note that the lockers and the foyer are not monitored. For more information about the regulations, please have a look at the official sheet.

Ordering and borrowing

Your CampusCard or Library Card enables you to use the order and account management functions of the Passau Search Portal (catalogue list) application, and to borrow books, make interlibrary loan requests and use the literature search workstations in the reading rooms.

Your library user number, which you need to log on to the system, is printed on the backside of the CampusCard or Library Card. You need to log on to Passau Search Portal to access the order and account functions (requests, reservations, renewals and interlibrary loan requests) or to do a literature search using one of the workstations in the reading rooms. You can also check the loan periods, renew your loans or change your Passau Search Portal password.

Library Lounge

This 'library within the library' offers the latest fiction and non-fiction best sellers, crime novels, travel guides, encyclopedias, compendia and coffee table books for unadulterated reading pleasure!

- ▶ The usual loan period for books from the Library Lounge is four weeks. You may renew loans up to five times, unless a reservation has been made
- ▶ List of Library Lounge books in Passau Search Portal
- ▶ List of new acquisitions in the past 30 days
- ▶ List of Library Lounge books moved to the closed stacks for logistical reasons. You can still request them in Passau Search Portal.

To borrow or return any books from the Library Lounge, take them to the check-out desk on the ground floor.

The Professors' Lounge

The Professors' Lounge of the University of Passau is located on two levels on the first floor in the refectory building in the centre of the campus. Here you can eat, chat, hold a meeting or work at the long table in the middle—or sit back and relax on one of several sofas and armchairs, away from the hustle and bustle of the campus. You can prepare drinks in the kitchen and bring in food from the refectory or the cafeteria on the ground floor. In the gallery, there is a built-in desk for working alone. The room is open to all professors and their guests as well as the visiting professors of the University of Passau and is accessible with a CampusCard.

Textbooks

The textbook collections in the reading rooms hold a number of copies of important textbooks and reference works. The textbooks on the subject areas in the Book Tower ('Bücherturm') can be found on the shelves outside the Central Library reading room.

The shelf marks for these textbooks start with '17/'. Books from the textbook collections can only be borrowed by doctoral students: simply take the book from the shelf and check it out at the borrowing desk.

The default loan period is four weeks. You may renew borrowed items up to five times, unless the book has been reserved by someone else.

Collection area

If you request a book or other media that is 'available for request' (shelf marks starting with 00/, 02/, 03/ or 04/), it will usually be ready for pick-up from one of the shelves in the collection area on the ground floor of the Central Library by 11:00 a.m. on the following workday.

The standard loan period is four weeks and you may renew your loan unless someone else has put in a reservation. Take the book to the borrowing desk to have it checked out.

E-mail notifications

You will be notified by e-mail when:

- ▶ the loan period for a borrowed item is about to expire (not for overnight and weekend loans)
- ▶ a requested item is ready for collection
- ▶ a request has been cancelled due to the item being recalled
- ▶ an item requested via interlibrary loan is ready for collection

If you are an enrolled student, these notifications go out directly to your University e-mail address, e.g. name@ads.uni-pas-sau.de. You may set up automatic forwarding of these notifications to a private e-mail address.

Reserve collections

The reserve collections contain books and articles from the library's holdings and other materials compiled by lecturers for their various courses. The shelf space for the respective reserve collections is marked with the name of the relevant lecturer or the course title. Items from the reserve collections are not available for borrowing. Reserve collections may also exist in electronic form.

Log in to your Stud.IP account to look for digitised articles, book excerpts from the University Library holdings and other materials for your courses.



Local catalogue in the Passau Search Portal

You can use Passau Search Portal to search for books, periodicals, e-books, e-journals and databases in the holdings of the University Library and the Passau branch of the Bavarian State Library. If a title is in the Passau holdings, the shelf mark (location mark) shows how it can be used: Items from the reading room collection, which have a shelf mark such as 40/QP 120 V127(6), are only for use in the library and may in some cases be available for overnight and weekend loan.

Shelf marks starting with 00/, 02/, 03/ or 04/ denote items from the closed stacks. These can be requested in the Passau Search Portal. The loan period is four weeks. Loans are renewable unless someone else has reserved the title in the meantime.

If the book you are looking for cannot be found in the local catalogue in the Passau Search Portal, or if you want to display additional search results, you can extend the search to include the union catalogue of the Bavarian Library Network by clicking on the 'Extend automatically' link.

E-books, e-journals and databases

Some 80,000 e-books and a large number of e-journals and databases are accessible through the University's computer network. All titles are stored in the Passau Search Portal. You may also search the Electronic Journals Library for e-journals and DBIS for databases. Nearly all licensed e-books, e-journals and databases can be retrieved via external access, by logging into the University's EZ-Proxy server (using the same login credentials as for Stud.IP).



Image: colourbox.de

Video library of the Language Centre

The Video Library can be found on the 3rd floor of the Nikolakloster Building in room NK 315. It offers a variety of media in various languages, including movies and documentaries. In addition, you will find language courses on CD and DVD.

All media can be accessed via the Passau Search Portal of the University Library. Two TV sets are available with which the media can be viewed during opening times.

The Language Centre

To improve your private and business time in Passau, the Welcome Centre offers German classes to all international researchers who stay for at least three months. The sessions take place in small groups suited to your skill level. Please contact us directly for further information.

Language Centre

University of Passau
Language Centre
Innstrasse 40
94032 Passau
Phone: +49 851 509 1701

Opening hours:
Monday to Thursday
10:30 a.m. to 12:15 p.m.