



# **General Introduction and Counselling**

Dr. Karthik Divvela

Department of Anatomy and Molecular Embryology 04.09.2023

RUHR-UNIVERSITÄT BOCHUM



# WELCOME to Ruhr-University BOCHUM

# **Topics:**



- Curriculum and Course plan
- Organization and Responsibilities
- Enrolment at the Ruhr-University Bochum
- Multimedia (Email, eCampus, eduroam and Moodle)
- Language Course
- Stem cell practical courses and safety instruction

## Curriculum

# RUB

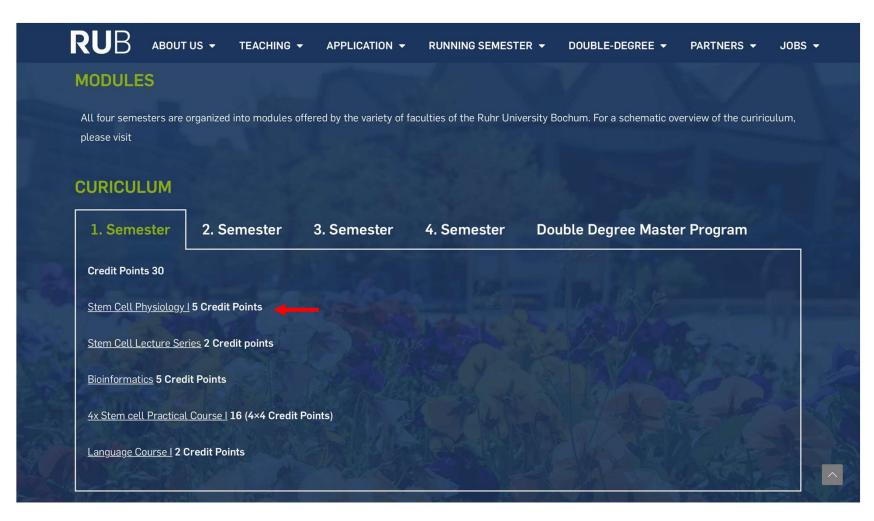
#### Master of Molecular and Developmental Stem Cell Biology

Semester	Modul Name	F	Nr	V	S	P	KP
1. Semester (WiSe)	Stem Cell Physiology I	M	1	2	1		5
	Stem Cell Lecture Series I	Vr	VIII	1			2
	Bioinformatics	С	II	2	1		5
	4x Stem Cell Practical Courses	Vr	Ш	72-	4	16	16
	Language Course I	Vr	XIII		1		2
28 SWS	Summe: 1. Semester			5	7	16	30
	Stem Cell Physiology II	C,B	T I	2	1		5
	Stem Cell Lecture Series II	Vr	VIII	2			3
2.	Molecular Tracing Methods	M,R	VII		1	3	5
Semester	Molecular Genetic Methods	M	IV	2	1		5
(SoSe)	Tissue Engineering	Vr	V	2	1		5
	Lab Rotation	Vr	X		1	8	5
	Language Course II	Vr	XIII	Ť	1		2
25 SWS	Summe: 2. Semester			8	6	11	30
	Stem Cell Lecture Series III Advances in Stem Cell Research	Vr	XI	1	1		2
3.	Pathology of Degenerative Diseases	M	VI	2	1		5
Semester (WiSe)	Course in Animal Care and Handling	M	IX	2		1.5	5
	Bioethics including Legal Aspects	E, M	IX		2		3
	Lab Bench Project & Grant Writing	Vr	ΧI		1	13	15
24.5 SWS	Summe: 3. Semester			5	5	14.5	30
4. Semester	Master Project	Vr	XII				30
	Total			18	19	41.5	120

https://www.istem.ruhr-uni-bochum.de/curriculum/

# Course plan





# Course plan







Faculty of Medicine International Master Program Molecular and Developmental Stem Cell Biology

#### **Module sheet**

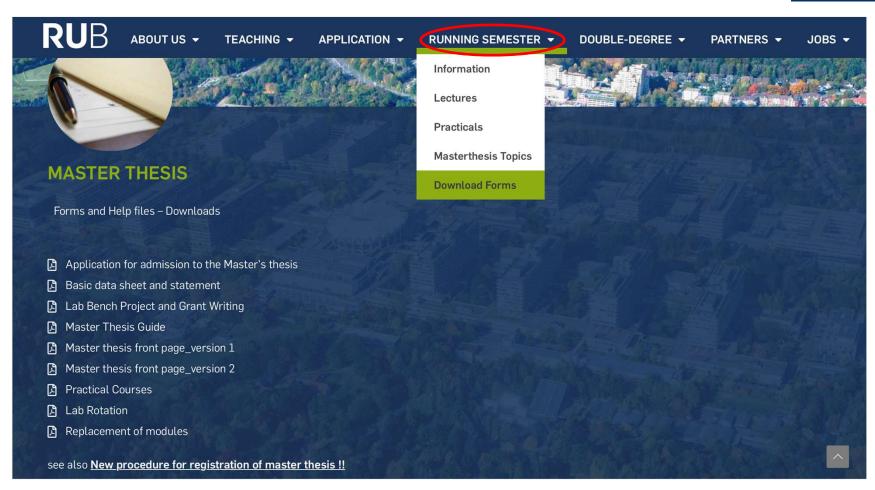
Title of module	I Stem Cell Physiology
Module - coordinator	Prof. Dr. Beate Brand-Saberi

Credit points	10	Semester(s) in which the module is taught	1 and 2	
Contact hours	3	Workload	300 hours	

Lecturer(s)	Böing, Brand-Saberi, Brösicke, Faissner, Reinhardt, Theocharidis, Wiese
	Lecture (2 hours per week) Seminar (1 hour per week)
	Discussions in context with lectures and seminar; lecturers ask for feedback
Type of teaching	regarding understanding and progress; Blackboard
	Skills for afficient research interactions will be trained during the seminars which will

# **iSTEM** Homepage





# Forms and documents



MASTER Molecular and Developmental Stem Cell Biology									
Name	Name: Enrollment No. (Matrikel):								
Prev	ious Bachelor or M	aster Degree (subject):							
University, where the Bachelor Thesis was performed									
Stem Cell Practical Courses (2 week courses: lab course, 4 average weekly hours /semester; seminar, 0.75 hours /semester; 4 CP)  All data must be typed. All documents must be submitted digitally.									
No.	Supervisor of the Stem cell practical course	Title of the Stem cell practical course	Type of exam	Grade	Semester absolving practical course	Date	Signature of supervisor	Submission R, T or L confirmed from examination office	
1			R D D D D D D D D D D D D D D D D D D D						
2			R D T D D D D D D D D D D D D D D D D D						
3			R D T D D D D D D D D D D D D D D D D D						
4			R D T D D D D D D D D D D D D D D D D D						

At least one of the following three examination types is required: Written report (R); Talk (T); Poster (P).

# Forms and documents





#### Ruhr-University Bochum Examination procedure for Master of Science

To the Examination Board of the International Master's Program Molecular and Developmental Stem Cell Biology at the Medical Faculty of the Ruhr-University Bochum

#### Basic data sheet and statement

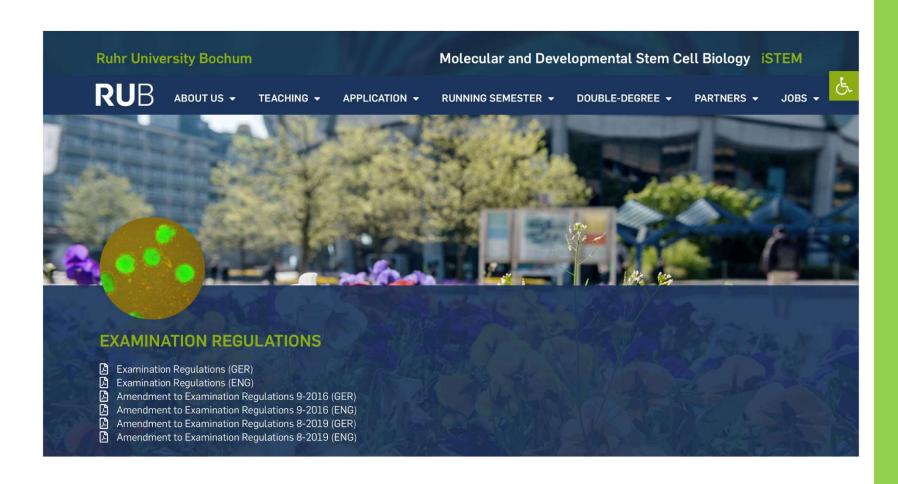
#### Personal details

First name:				
Gender:	Gender:			
Semester:				
Nationality:				
Email:				
	Gender: Semester: Nationality:			

I am studying the masters course molecular and developmental stem cell biology.

# **Examination Regulations**







# Organization

# Responsibilities

RUB

- Prof. Dr. B. Brand-Saberi, (<u>Beate.Brand-Saberi@rub.de</u>)
   Director and Head of Examination Board
- Assisted by Dr. Marion Böing, (<u>Marion.Boeing@rub.de</u>) & Dr. Karthik Divvela (<u>Satya.Divvela@rub.de</u>)
- Appointments: Mrs. Anja Conrad
- Secretary of Dept. Anatomy and Molecular Embryology, Room MA 5/158
- Mondays to Fridays 9:00-13:00h
- Tel. +49(0234)32-24556
- Anja.Conrad@rub.de
- Course coordination, Announcements, Administration of marks, Transcripts, Certificates : Mr. Simon Keil
- restricted opening hours: Mondays to Thursdays 9:00-12:00h, Room MA5/157
- Tel. +49(0234)32-26816
- Simon.Keil@rub.de
- Moodle & iSTEM website: Mr. Boris Burr (boris.burr@rub.de)

## **RUB Card**



- Print certificates of study (Studienbescheinigungen)
- Semester ticket VRR and print NRW ticket (travel)
- Change your postal address
- RUB email account access (@ rub.de)
- Set / change the email password
- Library access
- Printer
- Payment in the cafeteria and mensa (food)
- Campus Print Digital Signature
- Bicycle (metropolradruhr)







- Necessary to activate your LoginID/E-Mail account
- Enter your PIN, found in your welcome folder
- Set a password for your RUB mail account / Login ID

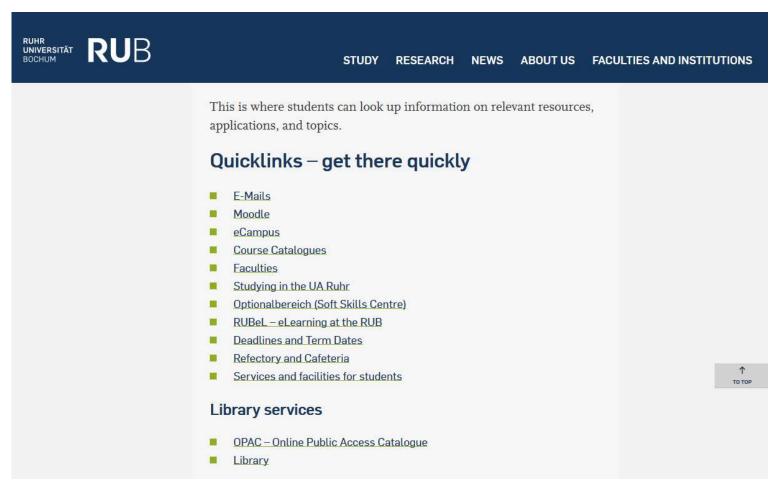


# Ruhr University Multimedia

Moodle, e-mail etc.

# The students homepage





https://studium.ruhr-uni-bochum.de/en/relevant-links-resources

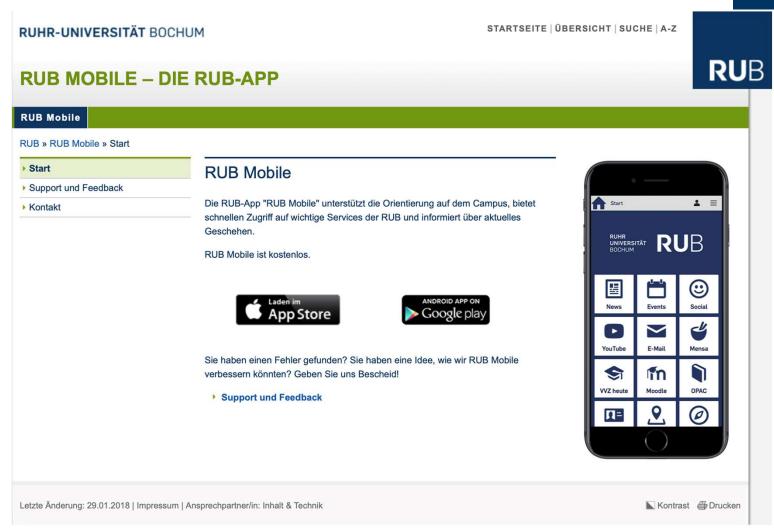
## **RUB E-Mail Account**



- You will get a RUB e-mail account
  - firstname.lastname@ruhr-uni-bochum.de
  - firstname.lastname@rub.de works also!
  - e.g. <u>martina.mueller@rub.de</u>
- In general, "ruhr-uni-bochum" 
   "rub"
  - e.g. ruhr-uni-bochum.de/istem = rub.de/istem
- To log into your mail account you need to use your LoginID, found in your welcome folder

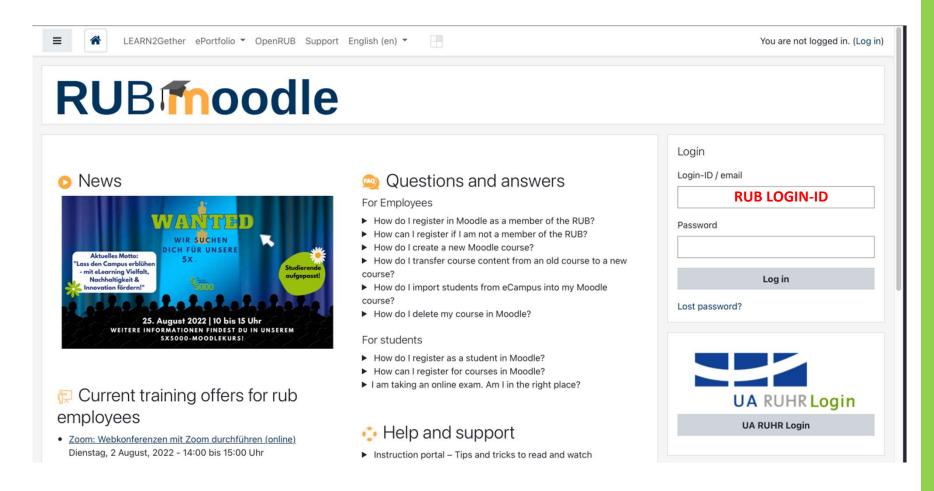
## **RUB APP**





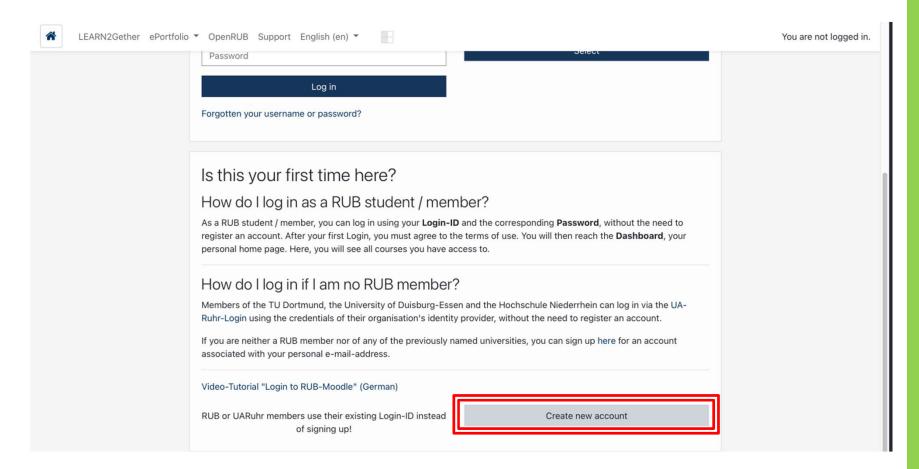
## **Moodle login**







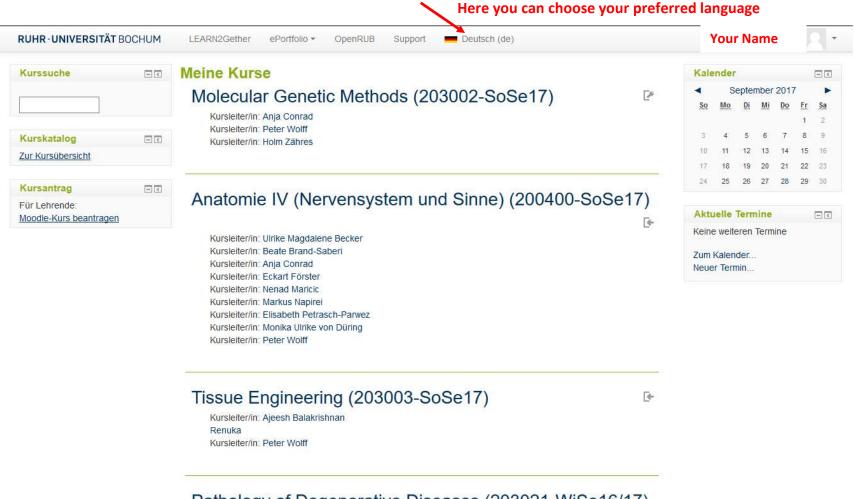




https://moodle.ruhr-uni-bochum.de/login/index.php

## The Moodle home screen after login



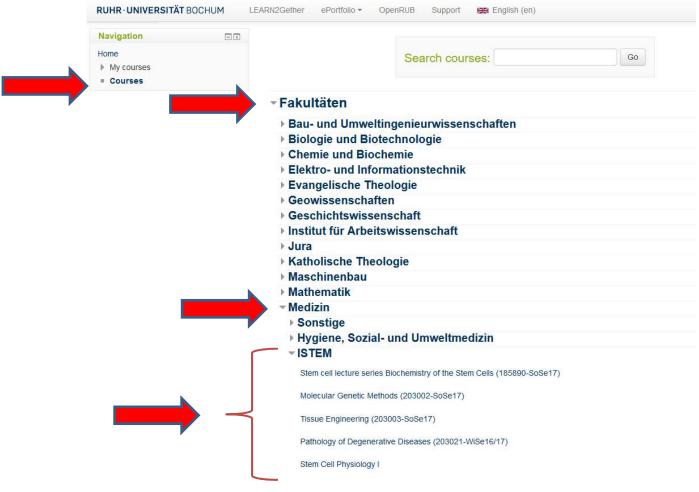


Pathology of Degenerative Diseases (203021-WiSe16/17)

RUHR-UNIVERSITÄT BOCHUM

## How to find your courses in Moodle

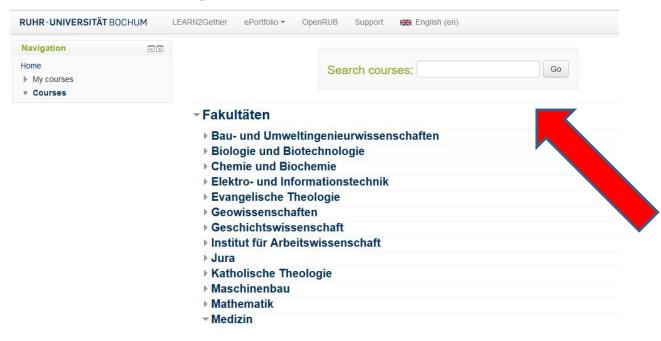




Course catalogue> Fakultäten> Medizin> iSTEM

## How to find your courses in Moodle





## • Alternative:

 search the course via its name or course-ID when browsing the course catalog

# **RUB eCampus**



RUHR-UNIVERSITÄT BOCHUM

A-Z | ÜBERSICHT | SUCHE | KONTAKT

**RU**B

#### **RUB eCampus**

RUB » eCampus

Startseite WebClient

Login für Studierende

Login für Mitarbeitende

Vorlesungsverzeichnis

Spezielle

Vorlesungsverzeichnisse

RUB eCampus Homepage

Helpdesk & Tutorials

eCampus WebClient - Login für Studierende



Anmeldung mit LoginID & Passwort und ggf. Smartphone

Beachten Sie die Informationen und Anleitungen für dieses
Authentifizierungsverfahren.

Anmelden

ECAMPUS TUTORIALS FÜR STUDIERENDE

ECAMPUS FAQ FÜR STUDIERENDE

**ECAMPUS HELPDESK** 

**FLEXNOW HELPDESK** 



Letzte Änderung: 31.05.2022 | Impressum | Ansprechpartner/in: Inhalt & Technik

# **RUB eCampus**



Angemeldet als: Test Student226

Logout

News & Aktuelles Hinweis: Anmeldung per Chipkarte wird eingestellt. Am 23.Mai 2022 wird die Chipkarte als Authentifizierung an digitalen RUB-Diensten eingestellt. Stellen Sie zeitnah Ihre Authentifizierung auf die Anmeldung mit LoginID & Passwort und ggf. Smartphone um: News und Anleitungen



#### Informieren und Anmelden

Vorlesungsverzeichnis



#### Meine Anmeldungen

zu Veranstaltungen/Modulen zu Prüfungen



#### Mein Stundenplan

Ansehen/Bearbeiten



#### Meine Leistungsnachweise

Ansehen/Bearbeiten



#### Übersicht Leistungsnachweise

Ansehen/Drucken



Prüfungsverwaltung für Angewandte Informatik Ingenieurwissenschaften Wirtschaftswissenschaft



#### **RUB Research School**

Promovierenden-Datenbank



#### Sicherheit

Passwort zur LoginID setzen/ ändern



#### Finanzen

Kontoübersicht Hinweise zur Zahlung des Sozialbeitrags



#### Kommunikation

**RUB-Mail** 



#### **OPNV** Ticket

Ticket drucken



eCampus Helpdesk eCampus Tutorials FlexNow Helpdesk



#### Bescheinigungen/Ausweise

Studien-/Immatrikulationsbescheinigungen Digitaler Bibliotheksausweis



#### **Externe Links**

Moodle Suche im Vorlesungsverzeichnis der UA Ruhr



#### Stammdaten

Adressänderung HStatG - Allgemeiner Studienverlauf

HStatG - Auslandsaufenthalte

# Wi-Fi



#### eduroam

eduroam ist der WPA2-verschlüsselte Zugang zum Funknetz an der RUB. Für die Verbindung werden nur die Zugangsdaten, die loginID und das Passwort, benötigt. eduroam ist ein weltweites Projekt. Der Zugang zum WLAN ist nach der Konfiguration an jeder Uni, die das Funknetz eduroam hat, möglich.

Verwenden Sie für die einfache Konfiguration der gängigen Endgeräte eines der beiden Tools. Für Windows 11 empfehlen wir aktuell die geteduroam App. Zum Anmelden benötigen Sie Ihre LoginID und das Passwort. Für die Konfiguration müssen Sie sich nicht auf dem Campus befinden.

→ iOS<sup>[1]</sup>, Android<sup>[1]</sup>, Windows

Verwenden Sie für die Konfiguration die App geteduroam. Diese finden Sie im jeweiligen App Store oder direkt über die geteduroam Homepage.



macOS, Linux, ChromeOS

Verwenden Sie das Konfigurationstool <u>eduroam</u> <u>CAT</u>.



[1] Zum Download aus dem Google Play Store oder Apple Store benötigen Sie eine Internetverbindung auf dem Gerät.

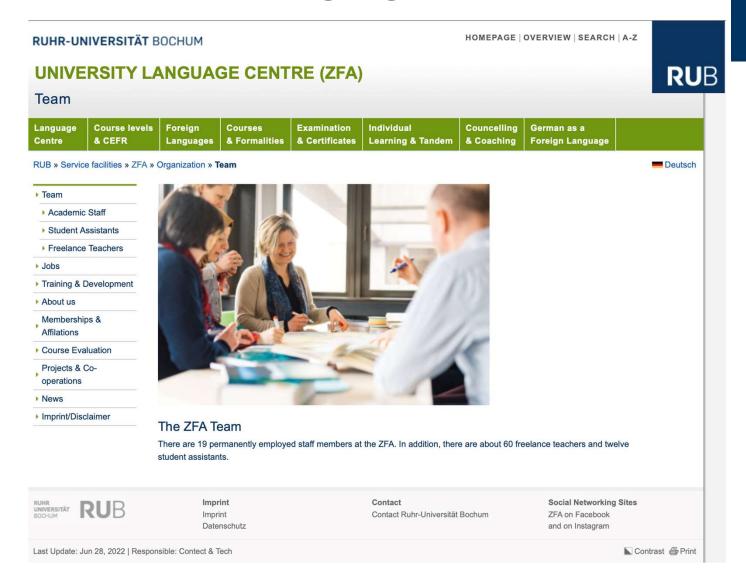
#### Sie können eduroam auch mit einem Benutzerzertifikat einrichten:

- Konfiguration für Apple-Geräte (iPhone, iPod, iPad, Mac OS) mit Benutzerzertifikat
- Konfiguration für Android mit Benutzerzertifikat

eduroam

https://noc.rub.de/web/wlan

## Language Course



**RU**B

#### Winter Semester 2023/24

#### **Course duration**

19.10.2023.-03.02.2024

Winter holidays (lecture-free period) from 21.12.2023 to 06.01.2024

You can find our list of courses for the winter semester 2023/24 here: Online-VVZ der RUB

Online consultation Link to chat la here

#### Placement test

Dates and further information can be found here.

#### Language choice guidance

Before the semester begins, the ZFA offers a language selection consultation where you can find out about possible languages and certificates. This is a good idea if you are unclear about the language to be chosen or the regulations of the ZFA.

Dates to be announced

You can also make an appointment with the responsible language lecturers at any time if you would like more detailed information on a specific language. The contacts can be found on the language pages.

#### Registration deadline

18.09.2023, 12pm to 16.10.2023, 12am

#### Course place allocation

from 16.10.2023, 12am

RUB students receive the feedback to their university e-mail address via eCampus. Students of the cooperation partners as well as students of other universities will be contacted by e-mail.

#### **Examination dates**

You will find an overview of the exam dates as well as important information on the exam modalities and formats in the section Course Completion Exams.ungen.



## Placement tests

#### Placement Tests for the Winter Semester 2023/24



06 July 2023 (Thu) 10 am to 6 pm\*

10 August 2023 (Thu) 10 am to 6 pm\*

28 September (Thu) 10 am to 6 pm

09 October (Mon) 10 am to 12 October (Thu) 2023 6 pm\*\*

\*On this date, placement for Korean is NOT yet possible. For this, please attend a date from 28 September 2023.

\*\*During this period, placement is **continuously** and at a **time of your choice** possible.

No registration is required.

Placement tests will be carried out on the special **test instance** of **Exam-Moodle from home**. The corresponding Exam-Moodle course "Einstufungen WiSe 2023/24" is **only** available on the respective test day and is accessible without a password.

The placement tests have a different duration depending on the language (see here). However, regardless of the individual test duration, the procedure closes for all tests at the same time, for example on 28 September at 6 pm. This means that a test that is started on 03 March at 5:40 pm, for example, cannot be completed.

Please allow enough time to complete the test.

https://www.zfa.ruhr-uni-bochum.de/lehre/einstufung/index.html.en

## Technical requirements

#### Technical requirements

You will need a PC or laptop with internet access (NOT a mobile phone and preferably NOT a tablet).

Please use your **RUB login-ID and your password** to log in to https://examzfa.ruhr-uni-bochum.de/.

If you do not have a RUB login-ID, click on "Neues Konto anlegen?" to create a **guest** access.

RUB students can also create guest access if they do not have their RUB login-ID at hand: In this case, please do NOT use your RUB e-mail address.

If you wish to be tested in **Arabic, Chinese or Japanese**, or if you are a **native speaker of Polish, Russian or Turkish**, you will need to use a browser other than *Internet Explorer or Safari* and will need a headset with a microphone.

For Russian you also need a Cyrillic keyboard. Here  $\[ \]$  you can read how to activate it.

#### Preparation for the test

You can try out the <a> demoversion</a> of the Placement test on Exam-Moodle.



## Language Course



- 1. Placement test
- 2. Course registration
- Try to choose a language course that is not taking place during other lectures are scheduled
- You have to attend the first session otherwise your registration is cancelled
- Allocated seminar rooms might change, please check the course room shortly before attending the first session

## **Stem Cell Practical Courses WS 23/24**

#### = Modular Advanced Practical Course



### **Important dates:**

- ➤ General introductory meeting: October 11<sup>th</sup> (10. 15h 11.00h) by a Zoom conference, that will be announced in the Moodle-course.
- ➤ Compulsory instructions: Oct 11th, Zoom -meeting, 14.15h-17.00h
  - General safety instructions
  - > Safety instructions for handling genetically engineered organisms
  - > Safety instructions for handling radioactive materials

October 23th - Nov 3rd
November 13th - 24<sup>th</sup>
December 4th - 15<sup>th</sup>
January 8th - 19<sup>th</sup>
January 22nd - Feb 2<sup>nd</sup>

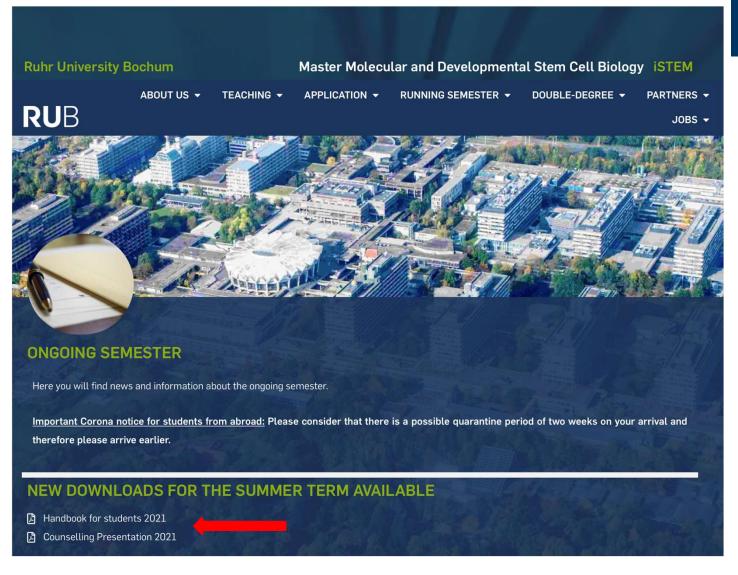
1. Lab course block
2. Lab course block
Christmas holidays
4. Lab course block
5. Lab course block

#### **Coordinator:**

Prof. Dr. Irmgard Dietzel-Meyer
Molecular Neurobiochemistry
Faculty of Chemistry and Biochemistry
Ruhr University Bochum, NC 7/170

## Running semester







# Good to know.....

# **Orientation days**



# Online events 18th-22nd September 2023

During this period, one online event will take place every day at 2 p.m. each of which deals with a topic related to life and study in Bochum.

- Monday, 18.09.2023 Starting your studies at RUB: Information on your enrolment documents, student ID, NRW-Ticket, leisure activities at RUB such as RUBiss events, university sports, music centre etc.
- Tuesday, 19.09.2023 Technical requirements for studying at the RUB: We will explain Moodle, eCampus, RUB-Mail, Zoom etc.
- Wednesday, 20.09.2023 Financing your studies: Find out how you can finance your studies at the RUB. Scholarships, part-time jobs, etc.
- Thursday, 21.09.2023 Health insurance in Germany: Which one do I need? What are the differences or advantages? How do I prove my health insurance status at the university? Etc.

All events will take place via Zoom.

Please register for the online events via this link:



Please check their website, several introductory events are planned to help the new students

## Face-to-face events 5th October- 8th October 2023

During this week, we will organize various face-to-face events for you so that you can get to know the campus and Bochum.

- Thursday, 05.10.2023, 5:00 p.m. Welcome dinner in the Rote Bete (Mensa): We would like to have a "typical German" dinner with you. In Germany, it is customary to have a cold meal in the evening in the form of the so-called "Abendbrot/Brotzeit". We would like to celebrate the tradition together with you and welcome you to Germany that way! Let us surprise you!
  - No registration needed!
- Friday, 06.10.2023, 10:00 a.m. in HZO 40 (Hörsaalzentrum Ost)
  Welcome by the Rectorate and International Office on campus; afterwards campus tours
  - No registration needed!
- Friday, 6.10.2023, 5:00-8:00 p.m. Closing evening at Kulturcafé (on campus). We would like to end the day with you at the Kulturcafé. With snacks and drinks you can get to know your new fellow students even better.
  - No registration needed!
- Saturday, 07.10.2023, 2:15 p.m. Guided tours through Bochum in German and English
  - We will publish information about registration soon.
- Sunday, 08.10.2023, 3:00 p.m. Guided tours through Bochum in German and English
  - We will publish information about registration soon.

https://international.ruhr-uni-bochum.de/en/international-welcome

**RUHR-UNIVERSITÄT** BOCHUM

# **Before arrival**

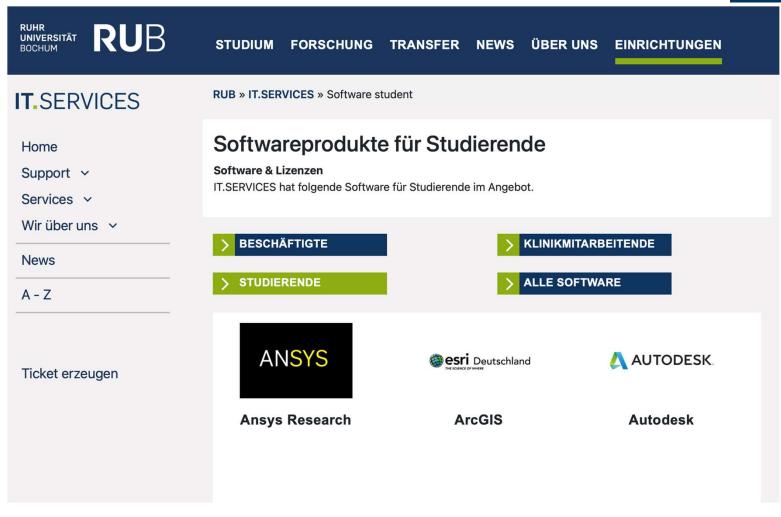




https://www.ruhr-uni-bochum.de/en/questions-and-answers-international-students

#### **Student Software Licenses**

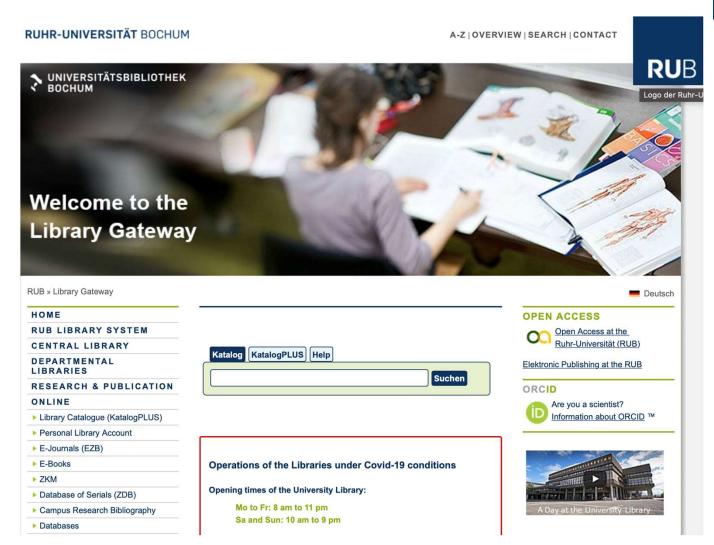




https://www.it-services.ruhr-uni-bochum.de/services/software/student.html.de

## Library







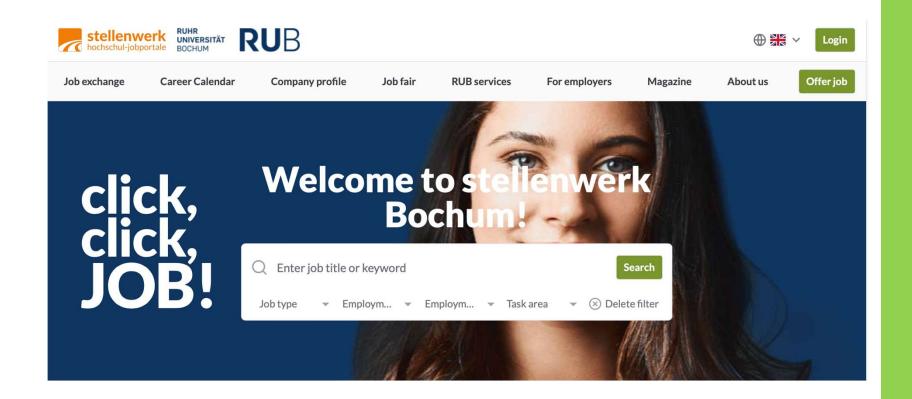


- Students can register with the RUB E-Mail
- 60 min free of charge!

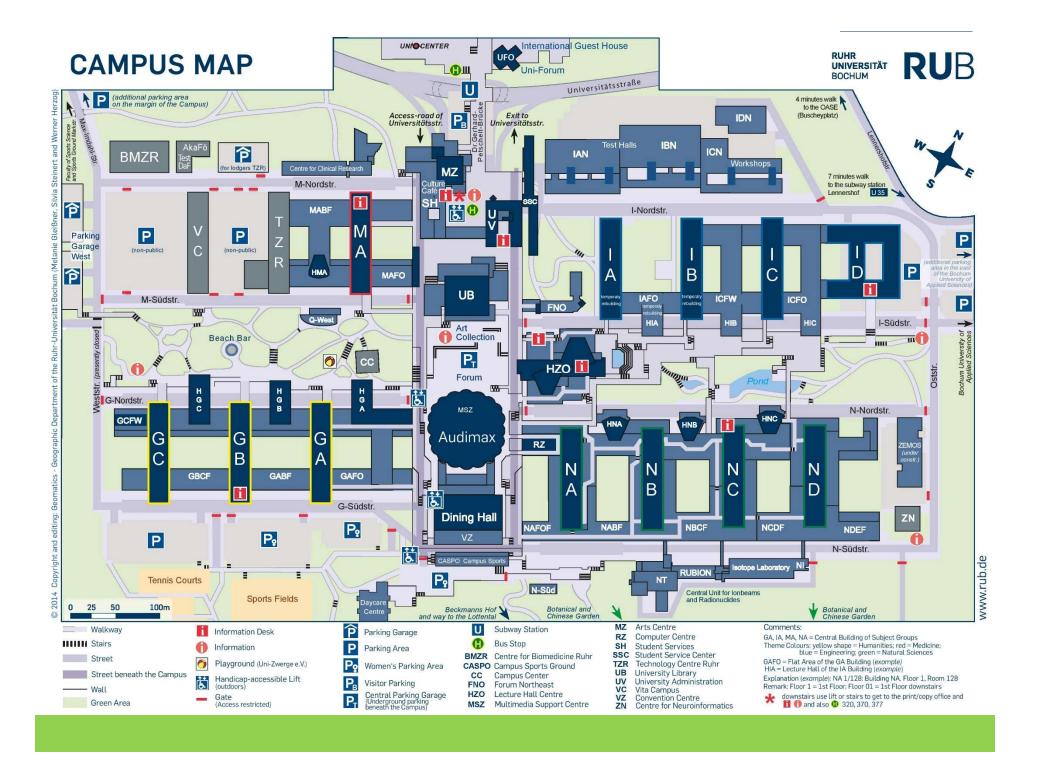


## **RUB Job Portal**





https://www.stellenwerk.de/en/bochum



### Still any questions?





**Questions and Answers** 

> FOR INTERNATIONAL STUDENTS

https://www.ruhr-uni-bochum.de/en/faq-students-2022

istem@rub.de

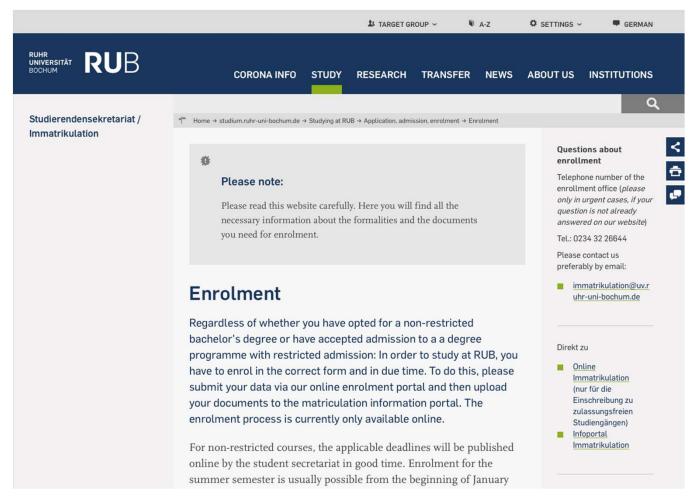


## Immatrikulation – Einschreibung Enrolment

## ("Pre")-Enrolment

**RU**B

https://studium.ruhr-uni-bochum.de/en/enrolment



Please read the instructions carefully

## ("Pre")-Enrolment

RUB

#### Step by step: enrolment in non-restricted study programs or for PhD-programs

1. Enter your data within the enrolment period

Each online enrolment session is valid for 60 minutes. You should therefore have the following necessary documents ready: your university entrance qualification (e.g. Abitur, High School certificate etc.), your health insurance certificate (see information on the health insurance certificate below), your de-registration certificate (if you have already been enrolled at a university in Germany), your degree certificate (if you have already successfully completed your studies).

#### > ONLINE-ENROLMENT

- After receiving the confirmation email, please
  upload your documents to the enrolment information
  portal. Basic information on the documents can be found
  further down on this page. After uploading the required
  documents, please release your enrolment application,
  otherwise we will not be able to process your application.
  - INFORMATION PORTAL ENROLMENT
- Pay close attention to the status of processing via the <u>Information Portal Enrolment</u>. If documents are missing, you will be informed via the portal and via email. It can take several weeks to process your application.
- After we have registered you as a student at RUB, you will receive an email with the most important information about paying the social contribution, using the RUB online services and how to proceed.



#### **RU**B

## The following documents are mandatory for enrolment (as uploads via Information Portal Enrolment):

- Letter of admission, if an online application has been made
- University entrance qualification (Abitur, Baccalauréat, Assessment test, etc.) and an officially certified translation in German or English
- Degree certificate (Bachelor/ Master/ Diploma/ Staatsexamen etc.) about the completed studies in Germany or another country or equivalent (original certificate of completion, issued by the responsible examination office, showing subject(s), grade and date of completion)
- Proof of the mandatory counselling interview (certificate issued by the faculty(ies) - in some cases the proof is transmitted digitally to the Registrar's Office)
- Valid ID Card / Passport
- Health insurance certificate (in the case of a new enrolment, further information in the box below)
- Certificates of exmatriculation of all previous enrolments in the Federal Republic of Germany, showing the course of study (or courses of study), university semester and semester of study.

https://www.barmer.de/en

https://www.tk.de/en



## Mandatory documents depending on the case

- Proof of sufficient knowledge of the German language e.g. TestDaF with at least 16 points within an exam, DSH (level 2 or 3), DSD II, telc Deutsch C1 Hochschule etc, if you are an EU foreigner (or equivalent).
- Proof of sufficient knowledge of French or English, if the course of study is in French or English
- Placement certificate from the relevant subject advisor if you wish to enrol in a higher semester

# Certificate of counselling meeting

**Former studies** 

#### Bescheinigung über Das/Die Beratungsgespräch/e\*

#### Vor Aufnahme der Masterphase des gestuften B.A./M.A.-Studienganges

#### Zur Vorlage im Studierendensekretariat der RUB

(Nach erfolgter Einschreibung Rückgabe der Bescheinigung an das jeweilige Prüfungsamt/Dekanat des/der gewählten Faches/Fächer!)

Herr/Frau	Your name			BE DESCRIPTION
Matrikelnummer: 108		hat am (Datum) _	Date	
an (Hochschule) _	Name of university		den Studienabschluss eines/eine	
Bachelor (Master) of (Science?)			in dem Fach/den Fächern	
	Title of bache	lor (master)	orogram er	langt

Fach 1	- Cgf. Fach 2	
Er/Sie kann in die Masterphase in dem Fach  Master Molecular and	Angabe des zweiten Faches des Masterstudiums	
Developmental Stem Cell		
Biology im Rahmen des	im Rahmen des 2-Fach-Modells	
im Ranmen des	Im Ranmen des 2-Fach-Modelts	
1-Fach-Modells**		
2 Fach Modelle**	(Bescheinigung über das <u>zweite</u> Beratungsgespräch siehe Blatt 2!)	
eingeschrieben werden.		
(** Nichtzutreffendes bitte streichen!)		
Der / Die Studierende hat an dem obligatorischen		
Beratungsgespräch im o.g. Fach teilgenommen bei		
Frau / Herrn		
Prof. Dr. Beate Brand-Saberi		
(Name des Hochschullehrers / der	Bei Wahl des Faches Erziehungswissenschaft	
Hochschullehrerin bzw. des Fachberaters / der	Angabe des gewählten Mentors für die	
Fachberaterin)	Masterphase (s. Aushang am Schwarzen Brett vor	

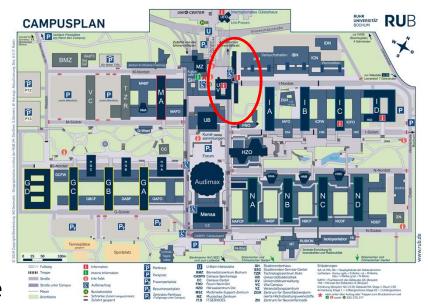


#### **Enrolment**



#### Studierenden Service Center (SSC)





- Receive a number for the queue
- Office of "Pre"-Registration (Vorimmatrikulation)
- Student ID card
- Handout with all information
- Please pay your "Sozialbeitrag"