



Getting started

Basic knowledge for new students and
PhD students at TH Köln

Technology
Arts Sciences
TH Köln

Welcome to TH Köln!

Whether you are an exchange student or are planning to obtain a Bachelor's or Master's degree or are conducting research as a doctoral candidate, we are pleased that you are with us. TH Köln – University of Applied Sciences is recognized for its disciplinary and cultural diversity as well as its openness. We offer students and scientists from Germany and abroad an inspiring environment to learn, work and research in social, cultural, engineering and natural sciences. Our interdisciplinary thinking and acting as well as our regional, national and international activities have made us both a valued partner and a trailblazer in many areas. Currently, more than 25,000 students are enrolled in over 90 degree programs offered by TH Köln on different campuses in Cologne, Gummersbach and Leverkusen.

TH Köln creates social innovation – this is our main idea as we approach the challenges of today's society. And it is our pleasure to share our concepts and ideas with you. Our main campuses are located in Cologne – a vibrant city with around one million citizens. Cologne is not only well-known for its main cathedral (the *Dom*) and traditions such as beer and carnival. With nearly 95,000 students at 16 different universities, Cologne is among the top three destinations for student life in Germany. The city offers a wide range of cultural, arts and leisure events as well as a multi-faceted nightlife to fill every student's needs.

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students are currently enrolled at our university. Of these, 64 percent are male and 36 percent female students. In total, TH Köln offers 38 Bachelor's and 49 Master's programs as well as career-integrated models and part-time programs parallel to professional employment.

26,000

Mailing address

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Germany

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„First Aid“

TH Köln's Department of International Affairs is the first point of contact for all students from abroad. It provides advice and support on all organizational aspects related to living in Germany. Furthermore, this department organizes leisure activities such as excursions, celebrations, cultural events, the KARIBU buddy program as well as language tandems and our Cologne Prep Class.

www.th-koeln.de/international

Center supports PhD students with financial travel assistance (for attending conferences) and a three-year career coaching. German language courses are also offered for international doctoral candidates.

Are you studying for a PhD?

Our Graduate Center offers numerous services. In seminars students are provided information on organizing their research, academic writing criteria or maintaining data in accordance with academic standards. Additionally, the Graduate

Your basic tools at TH Köln MultiCa, campusID, WiFi and IT

Your Student ID Card: The MultiCa

You have received your MultiCa by mail after your enrollment; bachelor students will receive their MultiCa personally from the Department of International Affairs.

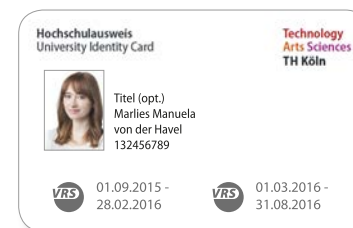
The card is important in your everyday life at TH Köln. The multifunctional smart card is your student ID card, your public transport pass for the entire Rhine-Sieg Transport Association (VRS) as well as your library and copy card. Additionally it can be used to pay (cashless) in all university cafeterias and gives you access to the university lockers. You can charge money on your MultiCa at one of our MultiCa stations. Please see the location maps (pages 18–23.) for locating our MultiCa stations as well as validating stations. Please be advised that you have to validate your MultiCa each semester.

What data is saved on the card chip? Only the serial number of the card, your student ID, a status indicator (in your case, student), the University library number and the period of validity are saved. Only the amount of your credit is saved on the card but no information on what it was used for.

Detailed information on the MultiCa and more FAQs are available at:
www.th-koeln.de/academics

You can put money onto your MultiCa at the MultiCa stations using your debit card (EC-card). Unfortunately, it is not possible to use a credit card. At some of the cafeterias cash registers, it is possible to pay in cash or to charge money onto the MultiCa by using cash.

No credit cards



User number library

Lost your card?

Lost your card? In order to receive a new card, please pay the fee of € 12.50 charged for issuing a replacement card at one of the cafeterias (see pages 18–23). Please keep the receipt and take it to the Office of Student and Examination Services where you will be issued your new MultiCa.

campusID

The campusID is your personal university account. Your campusID will be automatically created upon your enrollment. You have already received your username and the initial password for your first login along with your MultiCa.

Your campusID also gives you access to the following services:

- campusID center: administration of general personal data, information on your university email account, memberships to mailing lists as well as information on IT resources that have been automatically assigned to you
- Online Examination and Student Services (PSSO) (further information is available on page 10)
- SemesterTicket NRW
- computers in the computer room at Deutz Campus, in the Campus IT's and faculties seminar rooms and the library
- Eduroam/VPN

Direct link to campusID center:
www.th-koeln.de/campusid (in German)

WiFi

WiFi is available in most parts of our sites.

There are two ways of setting up an internet connection through WiFi at TH Köln:

- Eduroam (SSID eduroam)
- WiFi via VPN

With Eduroam you have internet access on all campuses of the universities participating in Eduroam worldwide. However, your device must feature a few specifications. What these are and how you set up your Eduroam access can be found at: www.th-koeln.de/campus-it -> university network (in German)

Through the VPN connection you may use all services available in TH Köln's university network. You may also access those services from outside. In order to access the internal services, it is necessary to install the Cisco VPN client on your computer, notebook or smartphone. The Cisco VPN client is offered in different versions on: <https://vpn.th-koeln.de>

Email

With your campusID you gain access to your personal email address at TH Köln. TH Köln uses this address to provide you with important information on your studies. Thus, it is important to check your emails regularly.

As a rule, this e-mail address has the following structure:

`vorname.nachname@smail.th-koeln.de`

By using webmail, you may easily access your emails through your web browser. It is not necessary to install a separate email client. You may access webmail using the following link: <http://webmail.th-koeln.de>.

Please use your campusID to log into the webmail system.

Alternatively, you may access your emails by using clients such as Mozilla Thunderbird, Outlook or Apple Mail. Please visit the following link for information on the configuration as well as further information:

www.th-koeln.de/campus-it -> E-Mail

Ilias

ILIAS is an open-source learning platform that you will use in your everyday life at our university. On ILIAS, teaching and learning materials can be created and shared online. Furthermore, students as well as lecturers may interact and collaborate on this platform.

<https://ilias.th-koeln.de/>

PC Pools

The computer room at Deutz Campus (tower building, floor 3, east, room 20) is available for all students and university members (weekdays 8.00am–22.00pm, Saturdays 10.00am–19.00pm). It offers 72 Windows computers. These are equipped with Internet access standard software as well as a printer.

Please find additional offers and services from our Campus IT as well as contact and support on our website:

www.th-koeln.de/campus-it (in German)

30 GB for everyone!

30 GB of storage space is available in the campus cloud Sciebo. You can synchronize your data with any device and share it with other Sciebo users. For additional information on your account, assistance or support, please visit: www.th-koeln.de/campus-it (in German)

You may enter security questions using the *Forgotten your password?* function in the campusID center. This function also allows you to reset your password in case you forgot yours. If you have not entered any security questions, please note that you have to show up in person at the Campus IT service office in order to receive your new password. Please bring your valid ID, passport, driver's license or MutliCa with you.

Forgotten your password?

Our services

Contact points at TH Köln

You already know your first contact, the International Office and the Graduate Center. Additionally, you will find other important services at TH Köln:

Studierenden- und Prüfungsservice (Offices of Student and Examination Services)

Our Offices of Student Services will be happy to assist you in person with information on student concerns such as:

Student services

- Change of degree program or university
- Leave of absence and removal from the register of students
- Re-registration
- Issuing a new MultiCa
- Issuing replacement TANs for our online Examination and Student Services (PSSO)
- Health and pension insurances

Examination services

- Registration for or withdrawal from an examination
- Retaking examinations, sickness report
- Grades, certificates, diplomas
- Final theses
- Examination dates

Please visit the following link for important information on examination services, re-registration, leaves of absence, etc.:
www.th-koeln.de/academics

The offices of our student services are located at Südstadt Campus (Faculty 01, 02, 03 and 04), at Deutz Campus (Faculty 05, 06, 07, 08, 09 and 11) and at Gummersbach Campus (Faculty 10).

Südstadt Campus

Rooms F1.41, F1.41a and F1.14b
Claudiusstraße 1
50678 Cologne
+49 (0)221-8275-5840
studium-suedstadt@th-koeln.de

Opening hours/phone hours:
www.th-koeln.de/student-services

Deutz Campus / Leverkusen Campus

Rooms ZN 2-6/7 and ZN 2-8
Betzdorfer Straße 2, 50679 Cologne
+49 (0)221-8275-4840
studium-deutz@th-koeln.de
studium-lev@th-koeln.de

Opening hours/phone hours:
www.th-koeln.de/student-services

Gummersbach Campus

Room 1.126b
Steinmüllerallee 1
51643 Gummersbach
+49 (0)2261-8196-6840
studium-gm@th-koeln.de

Opening hours/phone hours:
www.th-koeln.de/student-services

Hochschulbibliothek (Library)

Each campus of TH Köln has its own campus library. Furthermore, students have access to the entire collections of the university library through an online catalog.

The campus libraries offer:

- Extended opening hours
- Interactive areas for group work as well as quiet individual working areas
- Internet and computer workstations
- Freshmen events, library tours providing information on registration, borrowing services and literature research
- Broad range of books, magazines, e-books and audiovisual media

www.th-koeln.de/bibliothek (in German)

Akademie für Weiterbildung (Academy of Continuing Education)

Life-long learning and constantly expanding the personal education process – our Academy of Continuing Education offers a wide range of services for all TH Köln members as well as for professionals. Together with the Sprachlernzentrum (Language Learning Center), the Kompetenzwerkstatt (*Skills Factory*) and the Akademisches Schreibzentrum (Academic Writing Center), the Academy offers a variety of seminars and workshops to assist students throughout their studies as well as to prepare them for their future career. In addition to language courses, students may take courses on academic writing, communication and teamwork skills as well as mathematics. All seminars are free of charge for students enrolled at TH Köln.
www.th-koeln.de/akademie (in German)

Scholarships

We have collected useful information on scholarships: Please find details on federal financial assistance (BAföG), student loans or other support – e.g. the scholarship Deutschlandstipendium https://www.th-koeln.de/internationales/stipendium_5395.php (in German)

PSSO stands for *Prüfungs- und Studierendenservice Online* (Online Examination and Student Services). PSSO offers students the possibility to easily organize administrative matters such as:

- Updating address and contact details
- Printing certificates of enrollment and BAföG certificates
- Printing transcripts of records and accessing information on examination results
- Registering for or withdrawing from examinations

Exception: It is currently not possible for most exchange students to register for or deregister from examinations using PSSO. Only exchange students at the Faculty for Business, Economics and Law and the Faculty of Architecture can register for examinations using PSSO. All other exchange students will be informed on the terms for examination registration by the International Office or by their faculty.

Password/initial access to PSSO

Once your campusID is activated, you will be able to log on to PSSO. Similar to online banking, you need a TAN for using PSSO. You receive the first TAN list by mail along with your MultiCa. If you would like to request a new password or initial access to PSSO, our Campus IT's service team will be glad to assist you. Please note that such requests must to be filed in person at TH Köln's Campus IT. Please make sure to bring identification documents with you (such as ID or passport). You will immediately receive your new login details.

If you have any questions about PSSO, please contact our Office of Student and Examination Services. (for contact details see page 8).

Please visit the following link to find PSSO's login, operating instructions as well as further information on your login details or to request a new TAN list:
www.th-koeln.de/pssoen

What is PSSO?

Feedback Management

Do you have suggestions, complaints, questions or praise on academic affairs, organization and services at TH Köln? Feel free to contact our Feedback Management with your issues. All feedback is treated anonymously and confidentially, checked carefully and processed individually together with the department(s) concerned.

https://www.th-koeln.de/en/feedback-management_7589.php

Zentrale Studienberatung (Central Academic Advising Office)

The Central Academic Advising Office advises all students on matters regarding their studies. This may include additional qualifications and continuing Master's programs, social issues such as study financing, student accommodation, dates and deadlines or on answer other questions arising during your studies.
www.th-koeln.de/studieninfos (in German)

Career Service

TH Köln's Career Service offers workshops, seminars and provides advice on all concerns related to the labor market – for students and graduates.

www.th-koeln.de/career-service (in German)

Nebenjob Service (Student Job Service)

TH Köln's Student Job Service places students in day jobs, project-related jobs as well as in short and long-term employment.

www.th-koeln.de/nebenjob-service (in German)

Our faculties

- 01 Faculty of Applied Social Sciences
 - 02 Faculty of Cultural Sciences
 - 03 Faculty of Information Science and Communication Studies
 - 04 Faculty of Business, Economics and Law
 - 05 Faculty of Architecture
 - 06 Faculty of Civil Engineering and Environmental Technology
 - 07 Faculty of Information, Media and Electrical Engineering
 - 08 Faculty of Automotive Systems and Production
 - 09 Faculty of Process Engineering, Energy and Mechanical Systems
 - 10 Faculty of Computer Science and Engineering Science
 - 11 Faculty of Applied Natural Sciences
- ITT Institute for Technology and Resources Management in the Tropics and Subtropics

MultiCa stations

Students may charge money on their MultiCa at one of our MultiCa stations using your debit card (EC-cart). Please see the location maps on pages 18–23 for locating our MultiCa stations.

Validating stations

At our validating stations students may print the student ID card's validity print for the current semester as well as the public transport pass (VRS ticket) on their MultiCa. Please be advised that you have to validate your MultiCa each semester at one of the numerous validating stations indicated on the location maps on pages 18–23.

Mensa (Cafeteria)

TH Köln's cafeteria are operated by *Kölner Studierendenwerk (KStW)*. Each cafeteria offers daily menus including meat, vegetarian and sometimes vegan dishes as well as a salad bar.

Furthermore, KStW runs café bars offering drinks and snacks on each campus (exceptions: Leverkusen Campus and Mülheim. CHEMPARK's cafeteria can be used on Leverkusen Campus). Please note that you have to pay cashless using your MultiCa (student ID card). www.kstw.de (in German)

AStA (General Students' Committee)

The General Students' Committee called AStA is the executive authority for students' self-administration at a university. The General Students' Committee is elected by the Student Parliament and represents the students' interests regarding the university. The General Students' Committee offers advices on legal matters, study financing, studying with children, examination issues, working and social insurance. Additionally, it is the contact for international students, students with disabilities or chronic diseases as well as for students with general worries and needs (psychosocial support). AStA also processes the public transport pass (SemesterTicket).

Deutz Campus
Office in cafeteria's foyer
+49 (0)221-8275-4100
Mon 10am–13pm
Tues-Thurs 10am–12.30pm and 1.30pm–3pm
Fri 10am–12.30pm

For further questions and contacts on other campuses:
mail@asta.th-koeln.de
www.th-koeln.de/asta (in German)

A disability does not have to be an obstacle: This is why TH Köln offers students with health impairments the possibility to enroll in a disabled-friendly degree program. You are provided personal and confidential advice from the officer for students with disabilities on different issues such as special applications, living and accommodation, study assistance as well as disadvantage compensation. Please visit the following link for further information on your support: www.th-koeln.de/best (in German)

Parking lots and toilets can be found on the locations maps on pages 18–23.

Studying with childrens

Studying while being a parent is a particular challenge. TH Köln supports you when studying with children or relatives requiring care. The Family Services Office offers advice in person or by phone on:

- Reconciling studying and family life at TH Köln
- Finding suitable day care
- Financial support for parents during pregnancy and following childbirth
- Information for caregiving relatives

Family Services Office

+49 (0)221-8275-3068
familienservice@th-koeln.de

Baby-care rooms can be found on the location maps on page 18 ff.

Studying with disabilities

Need to talk?

The AStA and the Kölner Studierendenwerk (KStW) provide various psychosocial consulting services for students having trouble or problems during their studies – no matter if it is stress, personal crises or you simply have the need to talk to someone. www.th-koeln.de/studieninfos (in German)

Fachschaft (Faculty Student Associations)

The Faculty Student Associations do a lot more than organizing the freshmen introductory events and parties. Its members advise students throughout their studies. Besides providing lecture notes, they help students drawing up their timetable and provide them with information on examination regulations, e.g. what to do if you cannot take an exam due to illness and how to review your exam. You may drop by with any concerns during office hours.

By the way: A Faculty Student Association includes all students of one faculty or institute. Thus, you already became a member with your enrollment. All students can put themselves up for election. New members are welcome.

Fachschaft Angewandte Sozialwissenschaften

Südstadt Campus, Ubiering 48, Room 22
+49 (0)221-8275-3699
fachschaft@googlegroups.com
www.fachschaftsrat-asw.de

Fachschaft Design

Südstadt Campus, Ubiering 40, Raum 133
fachschaft@kisd.de
www.kisd.de

Fachschaft Restaurierung CICS

Südstadt Campus, Ubiering 40, Room Z1
+49 (0)221-8275-3226
cics-fachschaft@f02.th-koeln.de
www.re.th-koeln.de

Fachschaft Informationswissenschaft

Südstadt Campus, Claudiusstraße 1, Room 146
+49 (0)221-8275-3969
info@fachschaftiws.de
www.fachschaftiws.de

Fachschaft Sprachen

Südstadt Campus, Ubiering 48, Room 311
+49 (0)221-8275-3005
fachschaft.sprachen@gmail.com
www.f03.fh-koeln.de/fakultaet/itm

Fachschaft Wirtschaft

Südstadt Campus, Claudiusstraße 1, Rooms 6, 7
+49 (0)221-8275-3402
vorsitz@fachschaft-wirtschaft.info
www.fachschaft-wirtschaft.info

Fachschaft Versicherungswesen

Südstadt Campus, Claudiusstraße 1, Rooms 4, 5
+49 (0)221-8275-3968
kontakt@fachschaft-versicherungswesen.de
www.fachschaft-versicherungswesen-koeln.de

Fachschaft Architektur

Deutz Campus, *Altbau*, Room 334
+49 (0)221-8275-2024
fachschaft.architektur@f05.th-koeln.de
akoeln.de/studium/organisation/fachschaft

Fachschaft Bauingenieurwesen und Umwelttechnik

Deutz Campus, *Altbau*, Room 70
+49 (0)221-8275-2878
kontakt@fsbau-koeln.de
www.fsbau-koeln.de

Fachschaft Medien- und Phototechnik

Deutz Campus, *Hochhaus*, Room ZO 9-1
+49 (0)221-8275-2869
fsr@fachschaft-imp.de
fachschaft-imp.de

Fachschaft Elektrotechnik

Deutz Campus, *Hochhaus*, Room ZO 6-5
+49 (0)221-8275-2433

Fachschaft Fahrzeugtechnik

Deutz Campus, *Hochhaus*, Room ZW 3-21
+49 (0)221-8275-2978
fachschaft-fahrzeugtechnik@f08.th-koeln.de
www.facebook.com/Fachschaft.Fahrzeugtechnik.FH.Koeln

Fachschaft Produktionstechnik

Deutz Campus, High-rise building, Room ZS 7-4
+49 (0)221-8275-2926
produlogi.crew@gmail.com

Fachschaft Rettungsingenieurwesen, Anlagen- und Verfahrenstechnik

Deutz Campus, *Hochhaus*, Room ZN 4-6
+49 (0)221-8275-2204
info@fachschaft-riw.de
fachschaft-riw.de

Fachschaft Bau- und Landmaschinenentechnik

Deutz Campus, *Hochhaus*, Room ZN 4-7
+49 (0)221-8275-2600
fachschaft.ltre@googlemail.com
www.th-koeln.de/anlagen-energie-und-maschinensysteme/fachschaft_15126.php

Fachschaft Konstruktionstechnik

Deutz Campus, *Hochhaus*, Room ZW 5-11
+49 (0)221-8275-2359
mail@fachschaft-kt.de

Fachschaft Erneuerbare Energien

Deutz Campus, *Hochhaus*, Room ZN 4-7
+49 (0)221-8275-2600
Fachschaft-EE-TH-Koeln@web.de

Fachschaft Technische Gebäudeausrüstung

Deutz Campus, *Hochhaus*, Room ZN 4-08
+49 (0)221-8275-2933
info@fachschaft-tga.de
www.fachschaft-tga.de

Fachschaft Informatik- und Ingenieurwissenschaften

Gummersbach Campus, Room A 1123
+49 (0)221-8275-6503
fachschaft@gm.fh-koeln.de
www.fachschaftgummersbach.de

Fachschaft Angewandte Naturwissenschaften

Leverkusen Campus, Room 033b
fachschaft@f11.th-koeln.de

Fachschaft Institut für Technologie- und Ressourcenmanagement in den Tropen und Subtropen

Deutz Campus, *Hochhaus*, Room ZO-4-13
fachschaft@itt.fh-koeln.de
www.tt.th-koeln.de/study/students-council/

Ready for some exercise?

The Hochschulsport (Cologne Academic Sports Service) offers more than 520 courses in 154 different sports. The program is predominantly free of charge and open for students enrolled at one of Cologne's universities.
www.koelner-hochschulsport.de (in German)

Where do I find what?

TH Köln's sites

TH Köln not only impresses with its number of students but is also known for its many campus locations. Its faculties and institutions are spread out on more than five campuses – in and outside of Cologne.

Südstadt Campus

50678 Cologne

TH Köln's Humanities Center is located between Ubierring and Rheinpromenade and includes the following faculties: Faculty of Applied Social Sciences, Faculty of Cultural Sciences, Faculty of Information Science and Communication Studies and the Faculty of Business, Economics and Law. Besides the headquarters of administration and the Executive Board, you also find numerous of TH Köln's service institutions that are important for our everyday student life on this campus.

Location maps on pages 18 and 19.

Claudiusstraße 1: Information Science, Economics and Insurance and Actuarial Science
Gustav-Heinemann-Ufer: University Administration (Family Services Office, Academy of Continuing Education)
Ubierring 40: Design, Restoration and Conservation Sciences,
Ubierring 48: Social Sciences, Languages

Deutz Campus

50679 Cologne

TH Köln's Faculty of Architecture and all engineering faculties are located on the right bank of the Rhine River. Some service institutions for students can also be found on the campus. With an area of 60,509 m², the Deutz Campus is the largest site of TH Köln. Location map on page 20.

Altbau: Faculty of Architecture, Faculty of Civil Engineering and Environmental Technology
Hochhaus: Faculty of Information, Media and Electrical Engineering, Faculty of Automotive Systems and Production, Faculty of Process Engineering, Energy and Mechanical Systems, Institute for Technology and Resources Management in the Tropics and Subtropics (ITT)

Leverkusen Campus

c/o CHEMPARK, Building E39

Kaiser-Wilhelm-Allee, 51368 Leverkusen

TH Köln's Faculty of Applied Natural Sciences is located 15 kilometers away from Cologne, right in the middle of around 40 companies at CHEMPARK Leverkusen. The faculty's focus is set towards applied chemistry and pharmaceutical chemistry. The chemistry park (CHEMPARK) is the temporary home of the faculty until the campus in Neue Bahnstadt Opladen is completed.

Location map on page 22.

Mülheim Site

Schanzenstraße 28, 51063 Cologne

The Cologne Game Lab, CGL for short, is TH Köln's youngest institute. In spring 2015, the institute moved into a former industrial building together with the international filmschool (ifs). The Cologne Game Lab belongs to the Faculty of Cultural Sciences and offers a study programs in Digital Games, Game Development and Research.

Gummersbach Campus

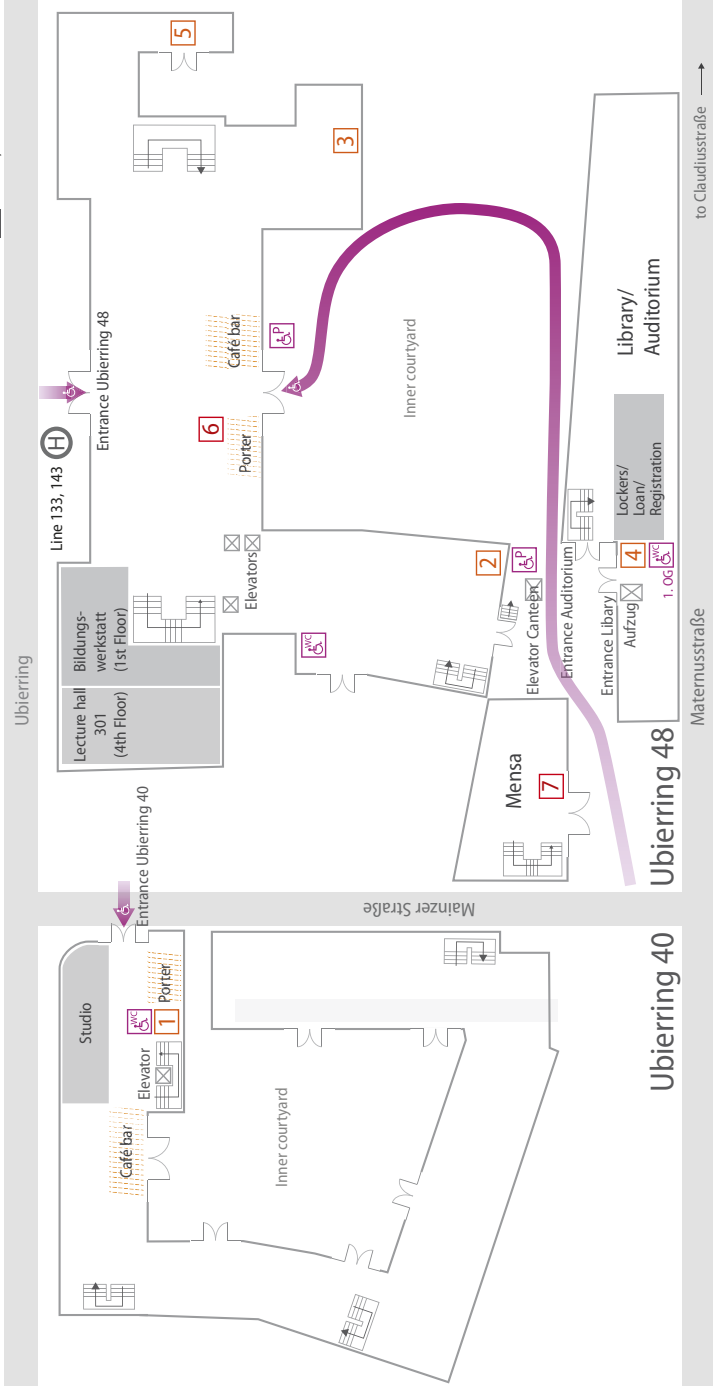
Steinmüllerallee 1, 51634 Gummersbach

Gummersbach Campus is placed in the region Bergisches Land, 50 Kilometers away from Cologne. With more than 5,000 students the Faculty of Computer Science and Engineering Science is TH Köln's largest. Location map on page 23.

Teaching and Research Centre :metabolon

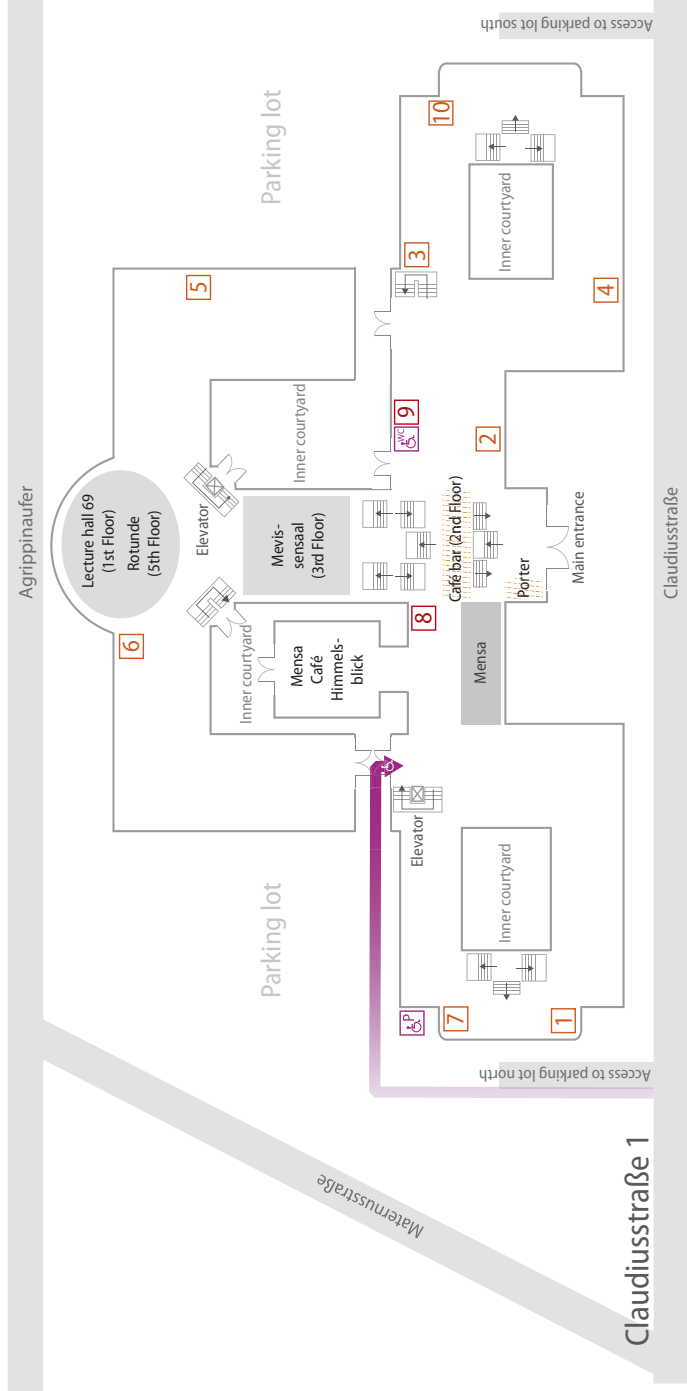
Am Berkebach 1, 51789 Lindlar

The Teaching and Research Centre :metabolon was founded by the Bergischer Abfallwirtschaftsverband and the TH Köln. At the former landfill site, scientists and students work together on teaching and research projects in the fields of energy, environment and circular economy.



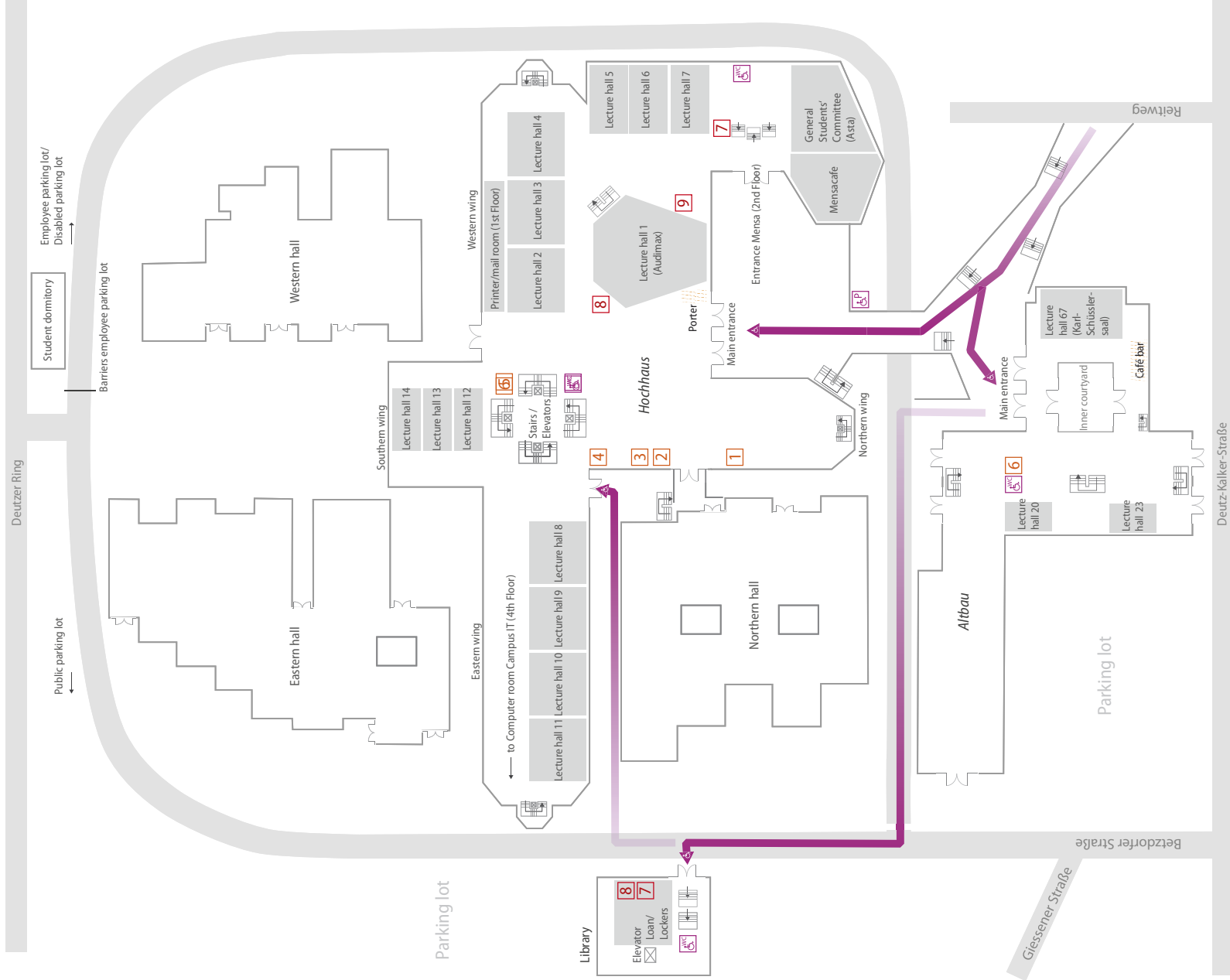
Keys Ubierring

1	Baby-care room, Room 502, 6th Floor (Key from porter)	2	ASTA (General Students' Committee) Room 8	3	Baby-care room, Room 217, 3rd Floor (Key from porter)	4	Changing room disabled toilet, 2nd Floor
5	Campus-Zwerg	6	MultiCa station				



Keys Claudiusstraße

1	Zentrale Studienberatung (Central Academic Advising Office), Room E1.13	2	Studierenden und Prüfungs-service (Offices of Student and Examination Services) Faculties 01, 02, 03, 04 and CGL) Rooms F1.41, F1.41a and F1.41b	3	International Office Room A1.56	4	Nebenjob-Service Room A1.47a	5	Feedback Management Room 4.272 1st Mezzanine floor
6	Baby-care room D1.133, 2nd Floor (Key from porter)	7	Students with disabilities Room E1.17	8	MultiCa station 1st Floor opposite canteen	9	Validation station 1st Floor opposite office of Student Services	10	ASTA (General Students' Committee) Room 4.404



Stop Deutz Technische Hochschule
Line 1, 9



