HOCHSCHULE
RAVENSBURG-WEINGARTEN
UNIVERSITY
OF APPLIED SCIENCES

RWU Portals – a short guide for students

A lot of different portals are used at RWU: myCampus, LSF, Moodle, QM, RZ, ... But which portal is used for what? Below you will find a brief overview as well as a short manual for the new myCampus portal.

myCampus – the RWU application and student portal

MyCampus is the new main portal in the department of student management for applicants and students. The functions of the older LSF portal will gradually be transferred to myCampus. For the moment, students can view and change their personal data (e.g. contact details), re-register for the next semester, download certificates (e.g. German and English enrolment certificates) or submit various online applications (e.g. leave of absence or de-registration).

Important: Students who would like to apply for a different study program (internal change of study program or transition to a master's program) can apply directly via the portal within the stated application deadlines (Home → Study program → Application). Main advantage: all personal data, such as your core personal data or UEQ are transferred automatically and don't have to be filled in again.

Contact for questions: info@rwu.de

Link: https://mycampus.rwu.de

LSF

In the LSF portal, students can find timetables (including their personal semester timetable), the latest lectures, their transcript of records, their SPO and much more. You do also register for your courses and exams via LSF.

Contact for questions: The LSF administrators of the faculty or the Student IT Service in the foyer or by email: rz-studiservice@rwu.de.

Link: www.lsf.hs-weingarten.de

Moodle

The E-learning portal is used as an interactive platform and offers multimedia and additional up-to-date information on lectures, course materials and exercises.

Contact for questions: elearning@rwu.de

Link: elearning.rwu.de

QM-Engine

In the QM-Engine portal, students can find their "Notenspiegel Plus", MySPO, choose their major field of study, register for elective and additional subject exams and register their final thesis.

Contact for questions: qm@rwu.de

Link: https://qmengine.rwu.de

QM-Portal

RWU's quality management portal provides processes for students and official documents for all university members. The processes describe important procedures at the university and can partly be executed online. Target group: staff, lecturers, students

Contact for questions: qm@rwu.de

Link: https://qmportal.hs-weingarten.de

RZ-Serviceportal

The RZ-Serviceportal offers students IT support such as VPN access, WLAN, software, programs and much more.

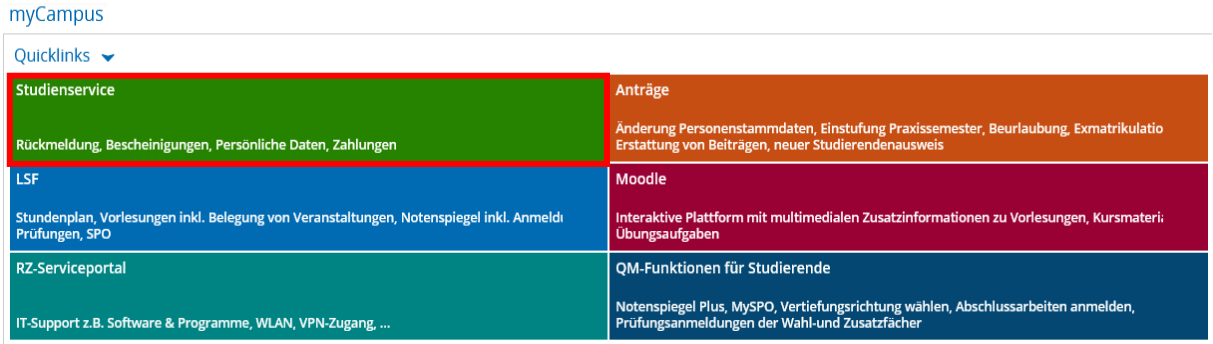
Contact for questions: rz-studiservice@rwu.de

Link: rz-serviceportal.rwu.de

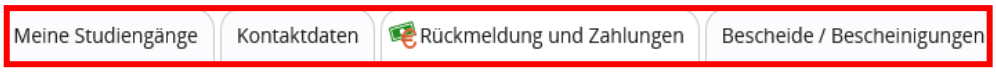
Source: „Wegweiser: RWU-Portale", Link: https://www.rwu.de/wegweiser

Manual myCampus

1. online study services & certificates:



Tabs behind the quicklink „Study Service“:



- **My study course(s):** Here you can find your current study program, including the subject-related semester and SPO.
- **Contact details:** Here you can find your provided addresses, email addresses and phone numbers. If you click on "Edit", you'll be able to change your contact details (address, phone number, e-mail address). Your core personal data, e.g. your name or your nationality can only be changed by submitting an official request (Request → Change personal data).
- **Re-registration and payments:** Here you can find an overview of your paid and unpaid invoices (e.g. semester fee, tuition fee, late-payment fee or fees for the re -issuance of a new student id card). In addition, the bank details, usage/reference, semester and corresponding due date are shown. Any re-registration obstacles such as certain locks are also shown.
  Note: The invoice overview starts with the summer semester 2023 (any previous semesters can unfortunately not be displayed).
- **Notifications/ Certificates:** Here you can access and download your latest enrolment certificates (German and English), a certificate of study, as well as your enrolment certificate acc. to BAföG. In addition, you can also view and download other important documents (e.g. approved or denied applications for a leave of absence).

  ! If there are any new notifications or certificates, this will be shown by the "New" icon in front of Notifications/ Certificates.

The following certificates are created automatically and can be downloaded online at any time:

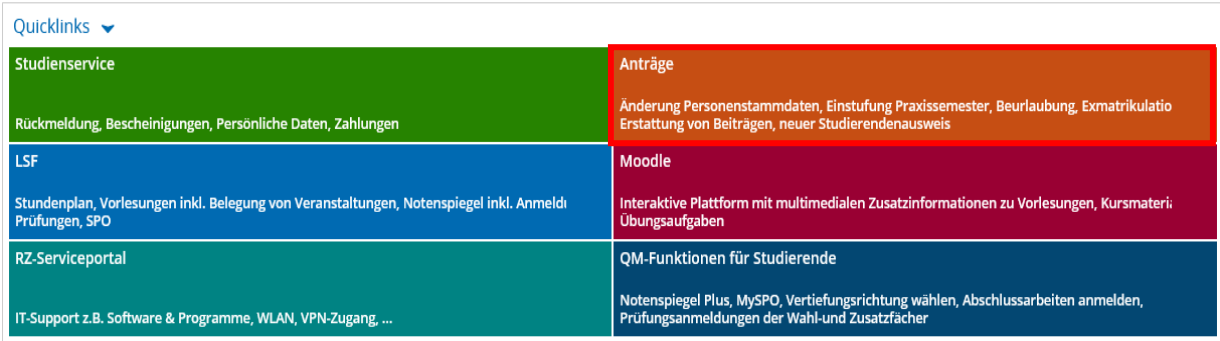
1) enrolment certificate (German)
2) enrolment certificate (English)
3) certificate of study

Other certificates that include a so called manual request, e.g. enrolment certificate acc. to BAföG or the above-mentioned important documents are not created automatically and can therefore **only be downloaded once**. These certificates are either provided with a verification code and/ or a creation date.
Tip: save directly after downloading.
De-registration certificates are still sent by post only.

! If there are new certificates with a manual request, the corresponding number is shown in brackets ().

2. online applications:

myCampus



Request for	Possible reasons	Notes
1. Change of personal data/ practical semester/ new student id card	• new family name or first name (e.g. marriage) • new citizenship (e.g. naturalization) • practical semester (if different to the SPO) • new student ID card (in case of loss)	The fee for a new student ID card, including the corresponding bank information are directly shown in "Re-Registration and Payments".
2. Leave of absence	• illness • maternity leave/ pregnancy/ parental leave • full-time care of a close relative • study semester or internship abroad • voluntary internship • voluntary service • other reasons	! The approval or rejection notice can only be downloaded once.
3. De-registration	• completion of studies after passing the final degree exam • completion of studies at the end of the semester with final degree exam still to be taken • transferal to another university • transferal to another study program at RWU • giving up studies • end of exchange semester • starting to work • voluntary service • loss of right to take exams • other reasons	! The de-registration certificate will be sent by post and can not be downloaded. Graduates will receive their de-registration certificate together with their official degree certificate.
4. Refund of fees	• leave of absence • practical semester • de-registration (up to 1 month after the start of lecture period) • other reasons	Students paying international tuition fees or tuition fees for second degrees can submit a tuition refund/ waiver request along with their application for a leave of absence or practical semester.

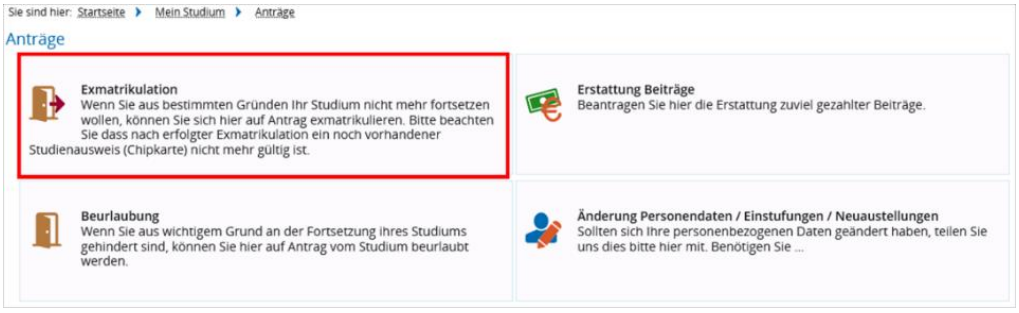
Change of status of submitted applications

As soon as you have submitted your application online, the processing status changes to "*Antrag online abgegeben*". In a second step, your application will be checked and the processing status changes to "*Antrag in Bearbeitung*":

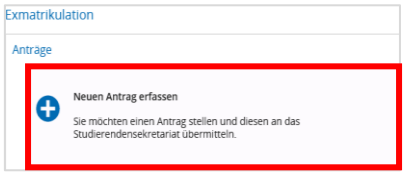
→If the submitted application is incomplete or incorrect, the processing status changes to "*Antrag zur Überarbeitung zurückgesendet*", including a corresponding note with further information. In this case, you can re-adapt your application accordingly and then submit it again after revision.

→If the submitted application is correct and complete, has been checked and processed completely, the processing status changes to "Bearbeitung abgeschlossen"/ "Antrag ausgeführt" and the approval status changes to "Genehmigt" or "Abgelehnt".

3. Example: Application to de-registration

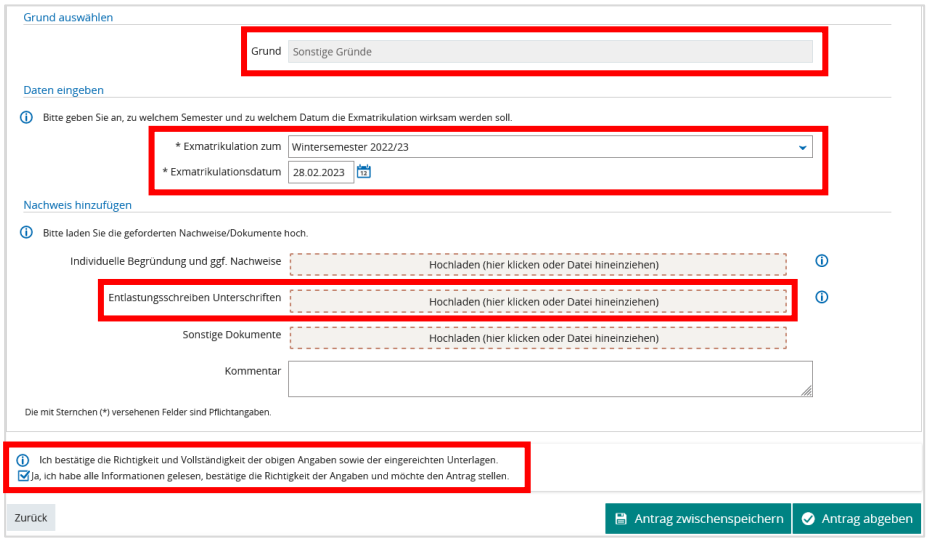


To submit an application to de-registration, kindly click on „Neuen Antrag erfassen“:



Afterwards, please select the correct reason for your de-registration. You can then enter the corresponding data and also upload the required documents. Mandatory fields are marked with an asterisk (*) and you also need to confirm the accuracy of the provided information at the end. In addition, the document "Exmatrikulation-Entlastungen-Hinweise.pdf" has to be filled out and uploaded. (Download template: https://www.rwu.de/hochschule/einrichtungen/studierenden-service-zulassungsamt-pruefungsamt) If for whatever important reasons (e.g. not living in Weingarten anymore) you are not able to collect the signatures of discharge yourself, please write a short comment in the comment field.

Mandatory sections:



If you don’t want to submit the application yet, you can save it at any time by clicking “Antrag zwischenspeichern”. You can then continue your application later on.

Once all mandatory sections are completed and you wish to submit your application, just click on “Antrag abgeben”. Your application will then be forwarded to the Student Service.

Any temporarily stored and/ or submitted applications can be found on the overview page under the respective application, e.g. de-registration.