HNU RESOURCES

Information brochure about the resources of the HNU

May 2017
University of Applied Sciences Neu-Ulm
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1 LIBRARY

1.1 HNU library
The library offers more than 55,000 state-of-the-art media items and a quick and friendly service to students, staff and the general public. It has evolved over the years from the classical media lending to a comprehensive learning and information centre at the HNU. In addition, the library includes a wide range of e-books and the access to a huge number of online databases with full texts from scientific journals, books and magazines or newspapers.

1.2 How to loan and return media
All media items (books, journals, CDs, DVDs) can be retrieved from the library catalogue system OPACplus, which is available online via internet. International students can choose between English and German menu language. OPACplus provides information about the item’s location and its availability.

To borrow or renew books students can use their Campus Card, which they receive on their enrolment. External customers need to register. They can check out the media they need via a self-issuing machine. Returning books is possible at the information desk in the library and outside opening hours by a return box in the entrance hall. In addition the library offers computer workstations in the reference area and also within the library.
1.3 Workshops and training events

The library offers workshops and training events to students and staff of the HNU and also to interested citizens of the region. Additionally, the library offers guided tours and trainings for international students and customers.

The following workshops are offered for groups of minimum three persons:

- Crash course research
- Crashcourse academic writing
- Quotation in one click: EndNote

For registration and further information please click here

1.4 Learning place and services

The quiet environment and a well-equipped IT infrastructure distinguish the library as a modern learning place. The access is barrier-free.

In the library there are more than 50 learning desks in the reading room, each desk being equipped with electric power plugs and a reading lamp. Furthermore, there is a room for group work which offers space for up to eight persons. The library also offers a training room for up to 25 persons which can be used for group work when there are no training events.

Additionally, students can work in four dedicated carrels and securely leave their work material inside. The carrels can be reserved via the library catalogue OPACplus. Two more carrels can be used spontaneously.

Moreover, there are 12 mobile caddies available. They can be used to keep the working materials within the reading room. These can be reserved via the OPACplus.

Since July 2014, the library offers three C-Pens (a digital scanning pen) to borrow and import printed texts directly and easily into a word processing programme. These items can be booked through the library catalogue OPACplus.
1.5 Opening hours

The HNU library is open five days a week during lecturing periods. It opens on Saturdays twice a month as well.

<table>
<thead>
<tr>
<th>Mon-Thu</th>
<th>9 am to 7 pm</th>
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</thead>
<tbody>
<tr>
<td>Fri</td>
<td>9 am to 5 pm</td>
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</table>

Twice a month on Saturdays: 10 am to 2 pm

During the examination periods the opening hours are extended.
At the Christmas holidays also different regulations apply.

Changes can be viewed here.

2 CLASSROOMS

All seminar rooms and lecture halls at HNU are equipped with stand-alone PCs, projectors, visualizers, whiteboards and flipcharts. It is also possible to connect a notebook via a VGA connection.

2.1 Seminar rooms

The HNU has a total of 37 seminar rooms with different capacities:

- 4 seminar rooms for 18 students
- 7 seminar rooms for 24 students
- 20 seminar rooms for up to 48 students
- 6 seminar rooms for up to 72 students

The seminar rooms are located at the main university building at Wileystrasse, as well as in the additional buildings nearby in Edisonallee and Steubenstrasse.
In addition, a new building will be completed in 2018 next to the main building. This will increase the capacities of the HNU with further seminar rooms:

- 5 seminar rooms for 30 students
- 1 seminar room for 50 students
- 4 seminar rooms for up to 70 students

### 2.2 Lecture halls

The HNU offers 4 lecture halls for 100 up to 180 students. One at Steubenstrasse and the other three at the main university building.

### 3 COMPUTER LABS

#### 3.1 General information

The HNU IT Services Department (Rechenzentrum, RZ) supports all students and staff members of the HNU as a central facility. It also serves as an academic institution where innovative concepts of IT operations are evaluated and implemented. Therefore, it also cooperates, with regional businesses.

The following services are offered to its customers:

- Local area network access for all kinds of client devices
- Internet Access
- Campus-wide Wi-Fi access for all students and staff members
- User support and maintenance of the computer rooms and the workstations of HNU administrative and academic staff
3.2 Computer rooms

HNU offers 9 state-of-the-art computer rooms with 21 workstations each, equipped with the latest technology. 7 rooms are equipped with PC workstations running Windows 7 and 2 rooms offer in the main building offer Apple iMac computers (21,5” display) with macOS 10.12.5 (Sierra).

In addition the new building will include

- 2 computer rooms with 21 iMacs
- 5 computer rooms with 21 Pcs
- 3 computer rooms with 31 Pcs

Furthermore the new building includes a media centre with following functional rooms:

- photo studio
- film studio and direction
- newsroom
- loan and stock
- 2 speaker’s booth

The following software packages are provided:

- Adobe Creative Cloud 2017
- Microsoft Office 2016
- Endnote
- Mozilla Firefox
- Siemens NX
- MySQL Workbench
- Google Web Designer
- Mindjet Mindmanager
- 7-Zip
- Acrobat Professional DC
- Blender
- SAP GUI
- SPSS 23
- Citavi
- Matlab
- Google Chrome
- Eclipse
- Bracket
- KompoZer/Composer
- Git
- Project 2016
- Violet ULM
- Inkscape

At central locations in all buildings high-end laser printers and copying machines are available to students and staff (faculty has dedicated secured printers in offices and centrally)
4 ADMINISTRATION SUPPORT

4.1 General information about Administration Department

HNU currently has approx. 132 employees of administrative staff and 49 research assistants.

The university’s administration is organized in 4 organizational units:

<table>
<thead>
<tr>
<th>I.</th>
<th>Study Administration</th>
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<tr>
<td>II.</td>
<td>Human Resources</td>
</tr>
<tr>
<td>III.</td>
<td>Finance and Accounting</td>
</tr>
<tr>
<td>IV.</td>
<td>Library</td>
</tr>
</tbody>
</table>

Furthermore, the following positions are taking care of university business

- Women’s Representative: Prof. Dr. Sibylle Brunner
- School Representative: Prof. Dr. Harald Gerlach
- Equal Opportunity Representative: Hedy Brüchner
- Handicapped Employee Officer: Gero Liebig
- Handicapped Employee Representative: Michael Steinmann
- Chairwoman Staff Council: Kerstin Gierke-Bader
- Data Protection Officer: Josef Schmidt
- Safety Officer: Benjamin Pröger
- Emergency Response Officer: Wilhelm Metzger
- Fire Protection Officer (ext.): Michael Alich
- Corruption Prevention Officer: Silke Köber
- Herbert Fackler
- Judith Hamp-Weber

All administration departments and representatives are subordinate to the chancellor, HNU’s Head of Administration, Marcus Dingel.
4.2 Research assistants

Research assistants are individually assigned to professors at HNU’s departments, institutes or research centres. Thereby they support the following academic departments:

- Africa Centre
- Centre for Corporate Communications
- Centre for Finance, Accounting, Controlling, Taxation (FACT)
- Centre for Logistics
- Centre for Marketing & Branding
- Centre for Media & User Experience
- Centre for Secure IT Applications and Infrastructures
- Centre for Corporate Management
- Centre for Networked Health
- Centre for Growth and Sales Strategy
- Centre for Research on Service Science (CROSS)
- Sino-German Competence Centre
- Affiliated institute: Institute for Decentral Electrification, Entrepreneurship and Education (IDEEE)
- Affiliated institute: Institute of Clinical Economics (ICE)
- Bavaria/Swabia Technology Network (BSTN)
4.3 Staff development

Staff personal development is an increasingly important task for public administrations with respect to a dynamic labour market. In consequence the HNU offers its staff a distinguished training concept. This consists of four modules which are:

- in-house training courses for all staff
- trainings for executives
- seminars for leadership and management roles
- measures for a personal staff development

Also the HNU created different concepts for best working conditions for parents and a pleasant workplace and surrounding.

Healthy University
Familyconcept
BIZEPS counsel service
Godparent Concept (Patenkonzept)

Furthermore, the HNU offers a special training concept for all research assistants. It aims on supporting doctoral candidates as well as those who take part in part-time MBA programmes and other advanced training courses. The concept emphasizes the individual need for development and comprises annual performance reviews, potential assessments, career counselling and objective agreements. Besides that, research assistants can ask for further suitable trainings in agreement with their mentoring professors.