

International Mentors Programme at FIN, OVGU.

This document defines the scope of the mentoring programme for M.Sc. Digital Engineering and Data and Knowledge Engineering at the Faculty for Informatics, Otto-von-Guericke Universitaet, Magdeburg.

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General Introduction:

1. This document should be found on the home page of the Mentors webpage on the informatics (FIN) website for incoming students.
2. This document is made by the Mentors under Support Internationals at FIN, OvGU (SI@FIN), and FaRaFIN (Student council for Faculty for Informatics)
3. All the mentors should be aware of this document at the start of their term as a mentor.

Scope:

1. An international mentor is an existing student of M.Sc. Digital Engineering (DE) or M.Sc. Data and Knowledge Engineering (DKE), who guides an incoming student voluntarily for the following:
 - a. Easy settling in Magdeburg.
 - b. Introduction to the German Education System as practised at FIN, OVGU.
 - c. Point (b) entails the following:
 - i. Module catalogue of M.Sc. DE, DKE.
 - ii. LSF (student portal) navigation, course types, and structures.
 - iii. Introduction to FaRaFIN: the Organisation, about and awareness groups
 - iv. Introduction to the University organisational structure.
 - v. Introduction and navigation of the inf.ovgu.de incoming website.
 - vi. Promotion of the content created by SI@FIN
 - vii. Examinations: types, do's and don'ts.
 - viii. Student jobs: types, do's and don'ts.
 - d. The international mentors are the point of contact with the students for the faculty.
2. Point (1) entails conceptualising, planning and organising (online and offline) events, documenting the same.
3. Additional responsibilities of the international mentors include:
 - a. Collecting relevant concerns/issues the students face and representing them to the faculty point of contact.
 - b. Recruitment of the new mentors should be done as and when required.

- c. Checking the incoming website for international students and making sure it is updated with relevant information