

Pforzheim University Exchange Students

- Information Package Winter 2011/12 Semester -

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Welcome and Introduction Session for Pforzheim University Exchange Students

- Winter 2011/12 Semester -
Tuesday, October 4th 2011

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AGENDA - Tuesday, October 4th, 2011

PART 1 | For ALL Exchange Students of Pforzheim University

- 10:15 Rector's Welcome
- 10:25 Welcome Address - Director International Programs,
Pforzheim University
- 10:30 Information on courses "German as a Foreign Language"
- 10:45 Welcome Address Student's Union (AStA)
- 10:50 **Break | Design-students will be picked up by their
program responsible**

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AGENDA - Tuesday, October 4th, 2011 (cont.)**PART 2 |
Continuation for Business School and
Business Administration & Engineering
exchange students**

- 11:00** Introduction
- 11:05** Information on courses “Cross-cultural Communication”
- 11:20** Introduction to the International Study Program (ISP)
- 12:15** Meet with Student’s Union (AStA) representatives |
Snack break and tour through the Pforzheim University
Business School
-

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AGENDA - Tuesday, October 4th, 2011 (cont.)**PART 3 |
Continuation for all exchange students**

- 13:45** Building W1, Room W3.2.02 | Placement Test
- 15:15 (“Einstufungstest”) for all courses “German as a Foreign
Language”
- 15:30** Guided tour through the city of Pforzheim –
“Goldstadt-Walk“
-

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AGENDA - Wednesday, October 5th, 2011

**PART 4 |
Continuation for Business School and
Business Administration & Engineering exchange
students**

13:45 **Building W2, Room W2.3.15**
- 15:15 **Introduction online time table,
IT infrastructure**
**Jochen Ebert, Henriette Wilhelm,
Program Coordination ISP**

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**Welcome and Introduction Session
- Pforzheim University Exchange Students -**

→ Rector's Welcome |

**Prof. Dr. Martin Erhardt,
Rector Pforzheim University**

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**Welcome and Introduction Session
- Pforzheim University Exchange Students -**

→ Welcome Address |

**Wolfgang Schöllhammer,
Director International Programs
Pforzheim University**

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**Welcome and Introduction Session
- Pforzheim University Exchange Students -**

**→ Information on courses
German as a Foreign Language |**

**Gabriele Bender,
Director Institute of Foreign
Languages (IFS)**

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German as a Foreign Language

→ **Placement Test** (“Einstufungstest”) for all courses
“German as a Foreign Language”

When? Today, Tuesday, October 4th, 13.45 – 15.15

Where? Building W3, Room W3.2.02

→ **NO Placement Test**

- > Successful participants of our German presemester courses
- > Students WITHOUT any previous knowledge in German
- > Students WITH Goethe Certificate or Telc or Österr. Sprachdiplom

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German as a Foreign Language – Course Offers Winter 2011/12

Course	CEFR-Level	hours per week	ECTS credits	Time
Deutsch 1 [LAN1081]	A1	6	5	<ul style="list-style-type: none"> ▪ Monday 9:45-11:15 <i>Schnabel &</i> ▪ Friday 8:00-11:30 <i>Kleinheinz</i>
Deutsch 2 [LAN1002]	A2	6	5	<p>Course 1):</p> <ul style="list-style-type: none"> ▪ Tuesday, 9:45 -11:15 & ▪ Tuesday 11:30-13:00 & ▪ Friday 9:45-11:15 <i>Hiltwein</i> <p>Course 2):</p> <ul style="list-style-type: none"> ▪ Monday, 9:45-13:00 & ▪ Tuesday 11:30-13:00 <i>Schneider</i>

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German as a Foreign Language – Course Offers Winter 2011/12 (cont.)

Course	CEFR-Level	hours per week	ECTS Credits	Time
Deutsch 2+ Wirtschaft Beruf [LAN1082]	A2 + W	6	5	<ul style="list-style-type: none"> ▪ Monday 11:30-13:00 <i>Michelfeit &</i> ▪ Friday 8:00 – 11:15 <i>Schnabel</i>
Deutsch 3 [LAN1083]	B1	6	5	<ul style="list-style-type: none"> ▪ Monday 09:45 - 11:15, & ▪ Tuesday 09:45 - 13:00 <i>Michelfeit</i>
Deutsch 3+ Wirtschaft [LAN1093]	B3 + W	4	5	<ul style="list-style-type: none"> ▪ Tuesday 8:00 – 11:30 <i>Schnabel</i>

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German as a Foreign Language – Course Offers Winter 2011/12 (cont.)

Course	CEFR-Level	hours per week	ECTS Credits	Time
Deutsch 5 [LAN1005]	B2	4	5	Friday 8:00 - 11:15 <i>Bender</i>
Deutsch 6 [LAN1006]	C1	2	5	Tuesdays 8:00 – 9:30 <i>Bender</i>

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Courses German as a Foreign Language (cont.)

Start classes: October 7

„Treffpunkt Deutsch“

- November: Cinema evening on the film production in Germany
- Dezember: Christmas Market visit in Esslingen or Ludwigsburg

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**Welcome and Introduction Session
- Pforzheim University Exchange Students -**

→ Welcome Address |

Student's Union (AStA) Representatives

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Welcome and Introduction Session - Pforzheim University Exchange Students -

→ NOW – Break :-)

DESIGN-STUDENTS will now be picked up by their program responsible.

→ In 10 minutes: Continuation for BUSINESS & BAE STUDENTS

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PART 2 | Continuation for Business School & Business Administration and Engineering exchange students

- | | |
|-------|--|
| 11:00 | Introduction |
| 11:05 | Information on courses “Cross-cultural Communication” [hereafter: Double Degree students can be picked up by their coordinators] |
| 11:20 | Information on the International Study Program (ISP) |
| 12:15 | Meet with Student’s Union (AStA) representatives Snack break and tour through the Pforzheim University Business School |
| 14:30 | Guided tour through the city of Pforzheim – “Goldstadt-Walk” |

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→ Information on courses “Cross-Cultural Communication”

Institute of Foreign Languages

- Gabriele Bender, Director
- Sabine Schnabel
- Elizabeth Hermann
- Audrey von Restorff

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Cross-Cultural Communication



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Contents

- Course structure
 - Instructors and language options
 - Overview - Objective, Content, Approach
 - Course Placement
 - Evaluation
-

Course Structure

- 2 or 3 Mondays or Tuesdays
 - 2 x 8-13; or 3 x 8-11:15
(depending on course and instructor)
-

Instructors & Language Options

Mondays:

Bender (French/German and German)

v. Garlen (English – India)

Hermann (English – UK / Ireland)

Aravena-Martinez (Spanish/German)

Instructors & Language Options

Tuesdays:

von Restorff (English – USA / Canada)

Zeitler (German)

Overview

- Objective: - Communication & business in cross-cultural environments
- Content: - Theories of culture
- Foreign business practices
- Approach: - Interactive workshops / role-plays, discussions, simulations
-

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Course Placement

- Students will be placed in workshops
 - Placement lists posted on door of W2.3.28 & IFS notice board by Friday, October 7, 2011.
-

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Evaluation

Group presentation

- 4 or 5 students / group
- German and International Students
- All students receive 2 credits

(Details of presentation in class)

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Thank You!

Questions?



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ISP - International Study Program

- Undergraduate business courses offered in English & German -

Welcome & Introduction

Prof. Dr. Matthias Kropp,
Associate Dean for Academic Affairs,
Business School



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ISP | Overview

- Focus: Undergraduates
- Leading to a Certificate / Diploma (min. 30 / 60 Credits, irrespective of the language of instruction)
- Integration of Bachelor-courses of
 - Business School and
 - Department of Business Administration & Engineering (BAE) [School of Engineering]
- Integration of exchange students
- Additional lectures / seminars focused on German culture

ISP | General Remarks

- **Course selection: free choice from all Business School's & BAE undergrad program offers, both in English and German.**
However please: check for possible time-table conflicts and make sure that you have the necessary qualifications.
- We prepared “**specializations**” (language of instruction: English) **in order to avoid time-table conflicts.**
- **You are not allowed:**
 - **to choose Master-Level courses**
 - **to take language courses besides German as a foreign language**

ISP | Course selection / workload

→ **Minimum workload:**

ISP expects exchange students to register for courses totaling a minimum of 24 ECTS credits.

→ **Maximum workload:**

- **ISP recommends the standard European semester workload of 30 ECTS credits.**
- **We will accept an additional workload of 20%, translating to a maximum of 36 ECTS credits per semester.**
- **Credits of presemester courses in German as a foreign language courses can be added to the maximum workload.**

ISP | Overview All Course Offerings in English

→ ISP Brochure



pages 8 – 10

→ www.hs-pforzheim.de/isp-courses

ISP | Specializations

- Accounting and Finance
- Contextual Studies
- International Business
- International Economics
- Management
- Marketing

→ ISP Brochure



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ISP | Organizational Information on Specific Courses

1) General Information – weekly vs. block courses

2) Mandatory Introductory Sessions on Specific Courses:

→ **All Courses “BAE” (Business Administration & Engineering):**

Wednesday, October 5, 2011, 8:30 – 9:30 a.m. Building T1, Room T1.3.05

→ **ESR 4022 Sustainable Development II / & ECO2012 Seminars in Economic Policy:** Friday, Oct. 7, 13.45-15.15 | W1.3.03

→ **LAW2026 Introduction to International Business Law:** Oct. 12, 2011, 17:15, room W1.3.06

ISP | Organizational Information on Specific Courses (cont.)

3) Courses offered twice

→ **GMT3013 Strategic Management (Prof. Sutton)**

a) Mondays or b) Tuesdays

→ **ECO1011 Foundations of Economics**

a) Prof. Kurz or b) Prof. Beck

ISP | Organizational Information on Specific Courses (cont.)

4) Further Course Information

GMT3025 Management Simulation [block course]

- Offered on a pass/fail basis only -> no grades given
- **Additional e-mail registration to bernd.kuppinger@hs-pforzheim.de** by October 15th ; readings will be returned hereafter.
- 7 Thursdays slots, 15:30 bis 18:45, room W1.3.01
- “first come first served” (15 seats)

SSC1101 The History of Post-War Germany

- **Max. 40 seats** („first come first served“)
- **E-Mail registration to ISP-Hiwi@hs-pforzheim.de**
- **Deadline Wednesday, October 5, 2011 8:00 pm**

ISP | Organizational Information on Specific Courses (cont.)

• **SIC 2011 Cross-Cultural Communication** [block course]

- Participation in 6 classes of 90 minutes each
- block on slots 1-3, Mondays and Tuesdays
- Together with students from Pforzheim University
- Offered in E, F, S, G

• **IBU3011 Selected operational issues in International Business**

(Prof. Bremser)

- Students taking this course join the Wednesday and
- Thursday sessions

• **Sustainable Development**

both courses can be taken parallel

- **ESR4021 Sustainable Development I** (Prof. Volkert)
- **ESR4021 Sustainable Development II** (Prof. Kurz) | **Introductory Session: Friday, Oct. 7, 13.45-15.15 | W1.3.03**

ISP | Organizational Information on Specific Courses (cont.)

- **LAW2026 Introduction to International Business Law**
 - Course includes fieldtrip to the Federal Constitutional Court & the Federal Court of Justice on November 30, 2011 (9:00 to approx 13:30)
 - **Start of course & information session: Oct. 12, 2011, 17:15, room W1.3.06**
 - **Seat limit 20 seats - for course, including field trip - „first come first served“**
 - **E-Mail registration to ISP-Hiwi@hs-pforzheim.de, Deadline**

ISP | Organizational Information on Specific Courses (cont.)

NEW:

Management Courses in Spanish

- **Instituciones 1** (Aravena-Martinez)
- **Instituciones 2** (Aravena-Martinez)
- **Gestión y management en países hispanohablantes 1** (Bremser)
- **Gestión y management en países hispanohablantes 2 –**
 - Block seminar Nov. 7 to Nov. 19 (Guest Prof. Calvo Silvosa)
 - Additional e-mail registration to ISP-Hiwi@hs-pforzheim.de
 - Deadline October 15, 2011

...and French:

- **Gestion et Management dans les pays francophones 1** (Dr. Goehlich)
- **Gestion et Management dans les pays francophones 2** (Dr. Fournier)

ISP | Time Table

→ <http://www.hs-pforzheim.de/isp-courses>

-> Online time table

Slots	Time
1	8 – 9:30
2	9:45 – 11:15
3a	11:30 – 13:00
3b	12:00 – 13:30
4	13:45 – 15:15
5	15:30 – 17:00
6	17.15 – 18:45
7	19:00 – 20:30

+++ Information Session +++
Online time-table, course registration, IT infrastructure

-> Wednesday, Oct. 5, 13:45 - 15:15 W2.3.15

ISP | First lecture options

Wednesday, October 5, 2011

- 9:45-11:15 International Trade Operations (room W1.5.05)
- 11:30-13:00 Doing Business in Germany (W1.2.02) or
- 11:30- 13:00 IT Applications (T1.2.06) or
- 12:00 – 13:30 Gestión y management en países hispanohablantes 1 (W3.2.04)

Further details:

<http://www.hs-pforzheim.de/isp-courses> -> Online time table

ISP | Academic Year Details I

Program Dates	October 4, 2011 through February 10, 2012
Deadline Course Registration via Learning Agreement	October 21, 2011
Examinations Registration	To be announced (follow-up E-mail ISP)
End of Lecturing Period	January 27, 2012
Examinations Period	January 30 through February 10, 2012
No lectures during	All Saints' Day: Nov. 1, 2011 December 23, 2011 through January 6, 2012

Further details: <http://www.hs-pforzheim.de/isp>

ISP | Academic Year Details II

- **NEW: Course registration via LEARNING AGREEMENT**
 - Paper-based, to be submitted at the ISP Office by October 21, 2011
 - Additional e-mail registration for specific courses (as mentioned above)
- **Registration for EXAMS**
 - Online → follow up e-mail ISP-Office

ISP | Meeting with the Pforzheim University Professors, being responsible for your home university

-> Your professors will invite you by e-mail

Thank you for your attention!

Questions ?

**Now | tour through the Pforzheim University
Business School with Student's Union (AStA)
Representatives**

**13:45 | Building W1, Room W3.2.02 | Placement Test
("Einstufungstest") for all courses "German as a
Foreign Language"**

**15:30 | Guided tour through the city of Pforzheim –
"Goldstadt-Walk"
Meeting point: Bus stop Wildpark / Hochschule**

Appendix

Vorlesungen **Deutsch als Fremdsprache** im WS 2011/12

Placement Test Dienstag 13h45 in W3.2.02

Deutsch 1 A1 6 SWS

Montag 9h45-11h15 in W1.4.06 Fr. Schnabel

Freitag 8h-11h30 in W4.2.01 Fr. Kleinheinz

Deutsch 2 A2 6 SWS

Kurs 1 Dienstag von 9h45 am **11.10. in W1.2.06.** ab 18.10 in W4.2.04 +

Dienstag 11h30-13h in W1.3.06 + Freitag 9h45-11h5 in W4.1.06 Fr. Hiltwein

Kurs 2 Montag 9h45-13h in W1.2.06 +

Dienstag 11h30-13h in W1.2.02 Fr. Schneider

Deutsch 2+ A2+W 6SWS

Montag 11h30-13h in W1.3.01 Fr Michelfeit

+ Freitag 8h-11h15 Fr Schnabel

Deutsch 3 B1 6 SWS

Montag 9h45-11h15 in W1.3.01 Fr. Michelfeit

+ Dienstag 9h45-13h in W4.1.06 Fr. Michelfeit

Deutsch 3+ B1+ W 4 SWS

Dienstag 8h-11h30 in W1.3.03 Fr. Schnabel

Deutsch 5 B2W 4 SWS

Freitag von 8h-11h15 in W1.2.01 Fr. Bender

Deutsch 6 C1 2 SWS Dienstag von 8h-9h30 in W2.3.20 Fr Bender

Exchange Students from Business School are welcome to BAE courses (please contact henriette.wilhelm@hs-pforzheim.de)

ID	Course Title (English)	Course Title (German)	Hours per week	Credits ECTS	Sem-ester	Professor	Timeslot (regarding the courses on Monday and Tuesday time table conflicts with German and Cross Cultural Communication might occur)	Start	Winter 2011/12	Summer 2012	Additional Info
BAE2223	Business Administration 4 (Strategic Management and Business Policy)	Betriebswirtschaftslehre 4	2	2	3	Prof. Dr. Hinderer	Thursdays 11:30-13:00 T1.206 (THD)	October 6th	x	x	
BAE2018	Production Management	Produktionsmanagement	2	3	3	Prof. Dr. Weyer	Tuesdays 13:45-15:15 T1.207 (THE)	October 4th	x	x	
BAE2019	Production Management Exercises	Produktionsmanagement Übungen	2	2	3	Prof. Dr. Weyer	Group 1 (last name A-K) Tuesdays 17:15-18:45 T1.301 Group 2 (last name L-Z) Tuesdays 19:00-20:30 T1.301	October 4th	x	x	
BAE2031	IT Applications*	IT Anwendungen	2	2	3	Prof. Dr. Thimm	Wednesdays 13:45-15:15 T1.206 THD	October 5th	x	x	first session October 5th 11:30-13:00 T1.206
BAE2093	Financial Control 2	Controlling 2	2	2	4	Prof. Dr. Binder Prof. Schnell	Tuesdays 15:30-17:00 T1.207 (THE)	October 4th	x	x	
BAE2102	International Technical Sales 2	International Technical Sales 2	2	2	4	Prof. Dr. Hinderer	Monday 8:00-9:45 T1.207 (THE)	October 10th	x	x	
BAE2112	Production Engineering and Manufacturing 2	Produktion 2	2	2	4	Dr. Michel	Wednesdays 15:30-17:00 W1.206	October 5th	x	x	
BAE2122	Logistics 2	Logistik 2	2	2	4	Prof. Dr. Weyer	Tuesdays 11:30-13:00 T1.301 (THG)	October 4th	x	x	
BAE3031	International Business	International Business	2	2	4	Prof. Dr. Mahadevan	Tuesdays 13:45-15:15 W1.303	October 11th	x	x	
BAE2132	Information Technology 2	Information Technology 2	2	2	4	Prof. Schäfer	Thursdays 13:45-15:15 T1.207 (THE)	October 6th	x	x	

Specializations within 5th to 7th semester

BAE4003	International Business Operations 1 (case studies in cross-cultural leadership)*	Int. Business Operations 1	2	3	6	Prof. Dr. Mahadevan	Tuesdays 15:45-19:00 T1.509 weekly until Nov 29th	October 11th	x	x	International students encouraged to join but there is a seat limit - please register on the list of room W1.2.18 - Prof. Dr. J. Mahadevan's office
BAE4001	Supply Chain Management 1	Supply Chain Management 1	2	3	6	Prof. Dr. Weyer	Tuesdays 8:00-9:30 T1.206 (THD)	October 4th	x	x	
BAE3032	International Negotiation Skills and Business Behavior	International Negotiation Skills and Business Behavior	4	5	5	Prof. Dr. Mahadevan	blocked two weeks before semester start in March -	March 19th	/	x	therefore only for students staying 2 semesters - for more info contact Henriette Wilhelm

Information for ISP students, planning to extend their stay at Pforzheim University

In case you intend to stay for a second semester at Pforzheim University, please be aware of the necessary procedure:

1. Official Nomination by your home university at the International Office (Akademisches Auslandsamt) of Pforzheim University for the next semester.
2. Deadline for the nomination:
 - a. For continuing in a Summer semester: December 1
 - b. For continuing in a Winter semester: May 1
3. After having received the official Acceptance Letter, issued by the International Office of Pforzheim University, you would have to arrange for your re-registration ("Rückmeldung") at Pforzheim University

How to Access Grades via the Internet, Transcripts of Records

- At <https://hic.hs-pforzheim.de/qispos/> you may access your grades and print provisional transcripts.
- Official Transcripts will be issued and send off to your Home Universities as soon as your records are completed.
- Deadline for lecturers to submit grades are for the
 - Summer semesters: end of August;
 - Winter semesters: end of February.Hereafter we need approximately two – three weeks to finalize and post your Official Transcripts of Records as well as your ISP certificates and ISP diplomas.
- Resits:

What we do not hope, however it may happen that some students do not pass an examination.

 - Subsequent resits are offered only within the examination period of the NEXT semester (please see next page: Academic Year Details)
 - Additional resit appointments cannot be offered.
 - Please note that resit candidates
 - would have to be nominated for the NEXT semester by the home university at the International Office of Pforzheim University,
 - would have to enrol and,
 - strongly recommended, follow the subject again at Pforzheim University.
 - If candidates cannot take the resits in Pforzheim or the subjects are not offered in the next semester, we recommend that failed courses are covered at the home university.

Contact Exchange Students

- ISP Business School –



Jochen Ebert
Dipl.-Wirt.Ing. (FH)

Counselling international
students (course selection)

Building: W2
Room: W2 313
Phone: 07231 - 28 - 6099
E-Mail: isp@hs-pforzheim.de

- ISP School of Engineering -



Henriette Wilhelm
M.A.

Counselling international
students (course selection)

Building: T1
Room: T1.3.02
Phone: 07231 - 28 – 6515
E-Mail: intbae@hs-pforzheim.de

- PforzheimUniversity International Programs Office –



Heiderose Frei

(admission, housing, health insurances,
transcripts etc.), counselling international
students (incl. financial support within
DAAD programs)

Building: W1
Room: W1.2.12

phone: 07231-28-6142
email: heiderose.frei@hs-pforzheim.de

