

Welcome to Pforzheim University

HS PF



Meet the International Office – Summer Semester 2024 Version (7th of Oct, 2023)

Meike Schwarz

Manager Incoming Exchange Students, International Programs Office (AAA)

Jochen Ebert

Head International Department, Business School (ISP & IMEP)



Video about Pforzheim University (English Version)



https://www.youtube.com/watch?v=JOt_jgWC0rM

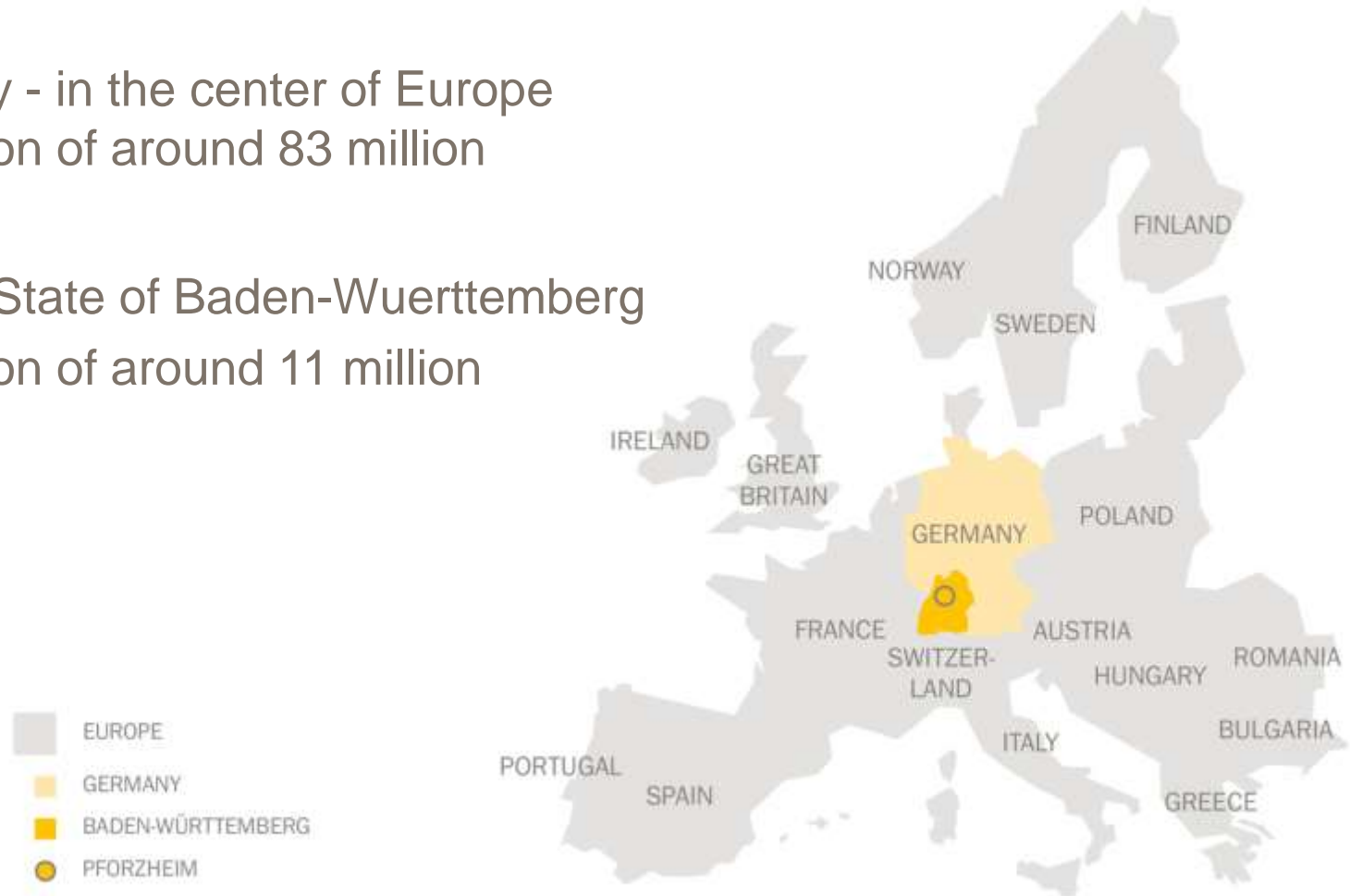


**WHERE
WE ARE.**

Geographical Location

Germany - in the center of Europe
Population of around 83 million

Federal State of Baden-Wuerttemberg
Population of around 11 million

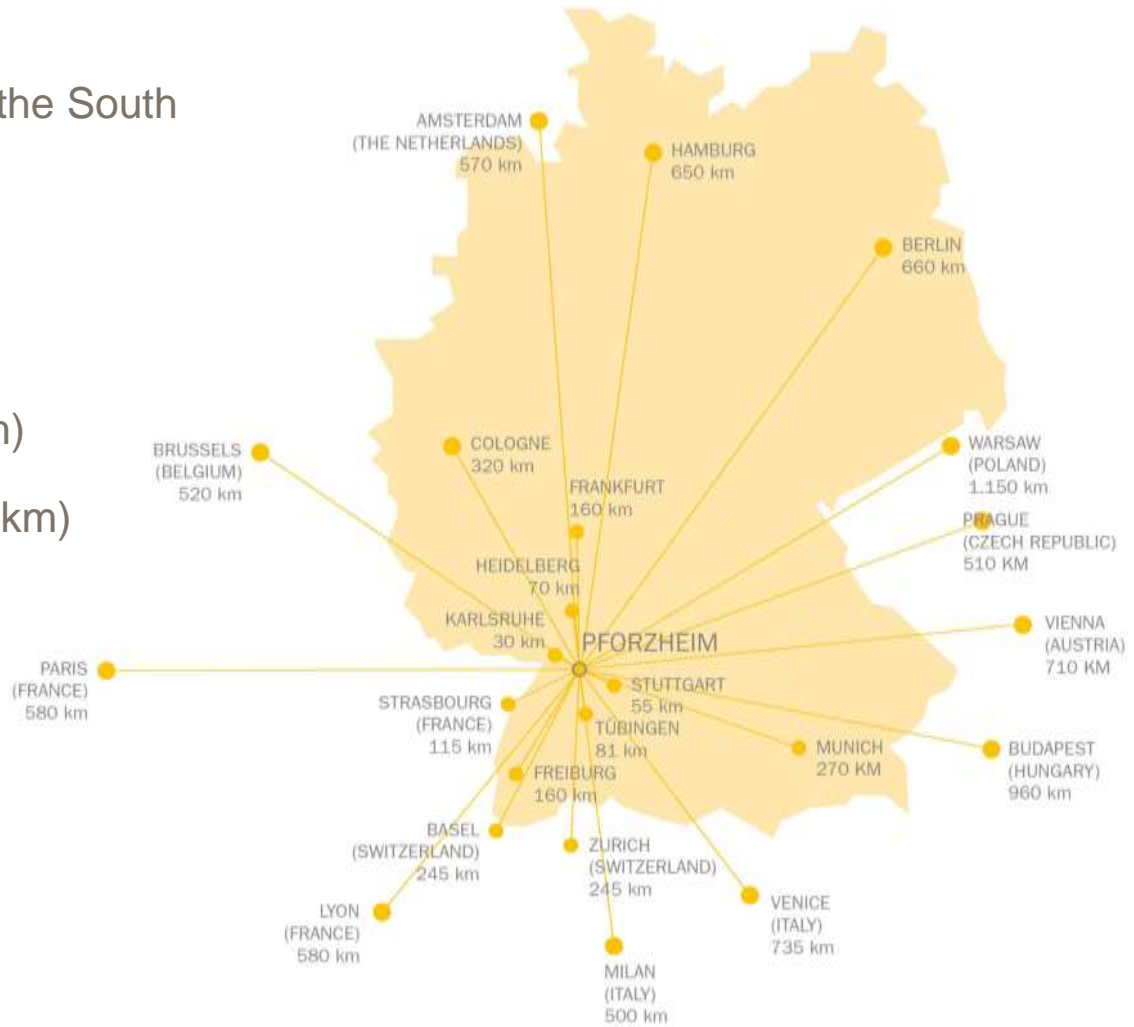


Geographical Location

Baden-Wuerttemberg is located in the South West of Germany

Distances from Pforzheim:

- Close to France (40 km)
- Switzerland and Austria (200 km)
- Capital Stuttgart in the east (40 km)
- Next airports:
 - Stuttgart (45 km)
 - Baden-Baden (60 km)
 - Frankfurt a. M. (160 km)



Baden-Württemberg NOT ONLY STEREOTYPES.



Pforzheim Golden City and Gateway to the Black Forest



- Industrial city at the northern edge of the black forest
- Inhabitants: 320.000 (City: 120.000, County: 200.000)
- Jewellery manufacturing since 1767 leading in jewellery & silver production (Chopard, Wellendorff, etc.)
- Major industrial companies nearby:





PFORZHEIM UNIVERSITY



Pforzheim University

- Public university under supervision of the state of Baden-Wuerttemberg
- University of Applied Sciences - highly practical focus
- Founded in 1992 as a merger of
 - ❖ **Pforzheim School of Design** founded in 1877
 - ❖ **Pforzheim Business School** founded in 1963
 - ❖ **School of Engineering** founded in 1992



Pforzheim University

all
Professors
have 5+ years
work
experience
outside
university

University in numbers:

- 6.500 students
- 180 professors (+ international visiting profs)
- 300 lecturers
- 340 employees

- 28 Undergraduate programs
- 16 Master's degree programs



- Various non-degree study programs
- About 100 agreements on academic cooperation with partners all over the world

Business School

Students full time: 3.500

- Accredited by AACSB
- Accredited by EFMD
- All national accreditations
- One of Germany`s largest Business Schools
- Broad range of study programs
- More than 200 companies contributing

PRME Principles for Responsible Management Education



International Programs Office

Pforzheim University

School of Engineering

Students full time: 2.300

Undergraduate programs

- Engineering & Management (Industrial Engineering)
- Mechanical Engineering
- Electrical Engineering
- Computer Engineering
- Mechatronics
- Medical Engineering

International Programs Office

Pforzheim University



School of Design

Students full time: 700

Undergraduate programs

- Accessory Design
- Industrial Design
- Fashion
- Jewellery
- Transportation Design
- Visual Communication

<https://designpf.hs-pforzheim.de/en/international>

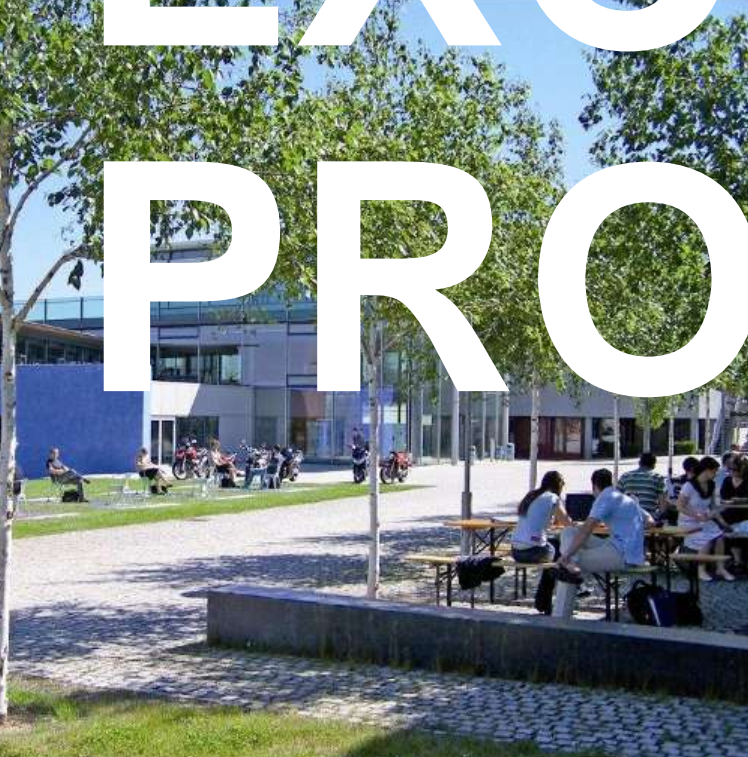
International Programs Office

Pforzheim University





EXCHANGE



PROGRAMS

Exchange Programs Bachelor & Master (Non-degree)

International Study Program (ISP for Bachelor)

International Master Exchange Program (IMEP for Master, winter only)

Degree	Non-degree seeking Exchange programs with credit transfer	Courses
Duration	1 - 3 semesters (ISP) 1 semester (IMEP)	Bachelor level: 60+ courses from 9 subject areas
Language	<ul style="list-style-type: none">All courses in English, German also possiblemin. advanced B2 level (recommended is C1)	Master level: 20+ courses from 3 subject areas
Internship	Optional (30 ECTS for 100 working days)	Double Degrees: accordingly to study plan Design students: course selection mutual agreement Course Catalogue: ISP: http://www.hs-pforzheim.de/isp/courses IMEP (winter only): http://www.hs-pforzheim.de/imep/courses

Exchange Programs certificates



The ISP offers two non-degree certificates on Bachelor level

The “**Certificate International Management**” issued to students who successfully complete courses with a total workload of 30 ECTS credits.

The “**Diploma International Management**” for students earning 60 ECTS credits within two semesters.

Students may achieve the required number of credits

- by successfully passing courses with a total workload of 60 ECTS credits, or
- by combining successfully completed courses with a total workload of 30 ECTS credits from the first semester of study, with an one-semester internship completed in the second semester.

HOW TO APPLY.



PFORZHEIM UNIVERSITY

Application Process

Your next steps



01

Documents
(incl. Learning Agreement)



02

Letter of Acceptance



03

Visa
(only non EU)



04

Housing



05

Health insurance



06

Enrollment



07

Welcome

International Programs Office

Pforzheim University

HS PF 

Nomination in our online system

Your Home University has nominated you in our online system.

You will receive an e-mail (Also check your spam folder!)

Please follow the steps in the system and upload the requested documents in order to receive your Letter of Acceptance.

We ask you to upload:

- A picture of you in jpg (for the student ID card)
- A copy of your passport
- A transcript of records from your home university
- A proof of English language (a proof from your home university is sufficient, if you are a native speaker you don't need that of course)

In case something is missing, we will of course inform you. You don't need to send the documents via e-mail.



Login in our online system



After you have registered you can simply use the link to log in:

https://www.service4mobility.com/europe/LoginServlet?sprache=en&identifier=PFORZHE01&ben_login

(Please click on „Login“ on the right upper corner)

If you have forgotten your password you can reset it here, as well.

You will find your login (name for login) in the registration e-mail.



Application in our online system

This overview shows you all necessary steps to complete your application, in the required order.

Applicant details

Last name	Exchange	Host country	Germany
First name	Student	Host institution	PFORZHE01 - PFORZHEIM UNIVERSITY
Date of birth	01/01/1999	Start of the exchange	01/03/2023
Country of home university	Belgium	End of exchange	30/09/2023
Home university	LIEGE01 - UNIVERSITE DE LIEGE		

+	Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 24
-	Before the mobility - Application and registration					2 / 19
	Online registration	<input checked="" type="checkbox"/>	07/10/2022			
	Nomination confirmation e-mail received	<input checked="" type="checkbox"/>				
	Online application	<input checked="" type="checkbox"/>	13/10/2022	Student Exchange	Complete online application form	
▶	Personal details completed	<input type="checkbox"/>			Complete personal details	
	Application photo uploaded	<input type="checkbox"/>				
	Passport or ID card number entered	<input type="checkbox"/>				
	Passport or ID card uploaded	<input type="checkbox"/>				
	Transcript of Records hochgeladen	<input type="checkbox"/>				
	Bachelor certificate uploaded (optional, only necessary for Master students)	<input type="checkbox"/>				
	Language certificate English uploaded	<input type="checkbox"/>				
	Language certificate German uploaded (optional, only necessary for students studying in German)	<input type="checkbox"/>				
	Uploads complete	<input type="checkbox"/>				
	Application checked	<input type="checkbox"/>				



Change your personal details

1. **Edit application (ID = 132076)** Enable tool icon

Back **Forward to update**

Application data | Personal details | Pipeline | Display application workflow | Documents (0) | E-mails (3)

Application data: Open all sub groups | Close all sub groups

Type of person: Students/Trainees Teachers
Type of application: Incomings Outgoings
General exchange program: Incoming
Exchange program: Erasmus (SMS)
Academic year: 2022/2023
Semester: SS 2023
Duration of stay: 1 Semester 2 Semesters

Personal data

Last name: Exchange
First name: Student
Gender: Male Female Diverse
Date of birth: 01/01/1999
Country of birth: Amerikanisch-Samoa
Place of birth: emrr
Nationality: Albania
Further information
EU citizen: No
Optional: 2. Nationality: <-- No choice -->
Email address: melke.schwarz@hs-pforzheim.de
I need a visa to enter the country: Yes No

Contact person in case of emergency

Last name of your contact: eth
First name of your contact: wetzsh
E-mail address of contact person: et1@gmx.net

2.

Edit application (ID = 132784)

Back **Update**

Application data | Personal details | Pipeline | Display application workflow

Application data: Open all sub groups | Close all sub groups

Type of person: Students/Trainees Teachers
Type of application: Incomings Outgoings
General exchange program: Incoming
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Place of birth: emrr
Nationality: Albania
Further information
EU citizen: No
Optional: 2. Nationality: <-- No choice -->
Email address: melke.schwarz@hs-pforzheim.de
I need a visa to enter the country: Yes No

Contact person in case of emergency

Last name of your contact: eth
First name of your contact: wetzsh
E-mail address of contact person: et1@gmx.net




Confirm Uploads!

Necessary steps	Done	Done on	Done by	Direct access via following link
Personal details completed	<input checked="" type="checkbox"/>	13/10/2022	[Redacted]	Complete personal details
Application photo uploaded	<input checked="" type="checkbox"/>	08/11/2022	[Redacted]	Upload application photo
Passport or ID card number entered	<input checked="" type="checkbox"/>			
Passport or ID card uploaded	<input checked="" type="checkbox"/>	08/11/2022	[Redacted]	Upload passport or ID card
Transcript of Records hochgeladen	<input checked="" type="checkbox"/>	09/11/2022	[Redacted]	Transcript of Records hochladen
Bachelor certificate uploaded (optional, only necessary for Master students)	<input type="checkbox"/>			Upload Bachelor certificate (optional)
Language certificate English uploaded	<input checked="" type="checkbox"/>	09/11/2022	[Redacted]	Upload language certificate English
Language certificate German uploaded (optional, only necessary for students studying in German)	<input type="checkbox"/>			Upload language certificate German (optional)
Uploads complete	<input type="checkbox"/>			Confirm uploads
Application checked	<input type="checkbox"/>			
E-Mail concerning Acceptance received	<input type="checkbox"/>			
Letter of Acceptance downloaded	<input type="checkbox"/>			
Letter of Acceptance checked	<input type="checkbox"/>			



Learning Agreement - Erasmus

- Before / During / After mobility
 - Erasmus Code: D PFORZHE01
 - You can leave the **contact person** empty (before the mobility)
- > we will forward it to the right department / person (ISP = Jochen Ebert)



Erasmus+

Learning Agreement
Student Mobility for Studies

Higher Education:
Learning Agreement form
Student's name
Academic Year 20.../20...

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³

Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone

Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone

Before the mobility

Study Programme at the Receiving Institution			
Planned period of the mobility: from [month/year] to [month/year]			
Table A Before the mobility	Component ² code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue ³)	Semester (e.g. autumn/spring; term)

	Number of ECTS credits (or equivalent) ⁴ to be awarded by the Receiving Institution upon successful completion

Learning Agreement – Non-Erasmus/ Overseas

- Before / During / After mobility
 - You can leave the **receiving institution** empty (before the mobility)
- > we will forward it to the right department / person (ISP = Jochen Ebert)

Total of ECTS credits			
Student's signature			
Sending institution			
We confirm that the above outlined study program is approved			
Departmental coordinator (Faculty)		Institutional coordinator (International Office)	
Name		Name	
Signature		Signature	
Date		Date	
Receiving institution			
We confirm that the above outlined study program is approved			
Departmental coordinator (Faculty)		Institutional coordinator (International Office)	
Name		Name	
Signature		Signature	
Date		Date	

Learning Agreement – Online (only Erasmus)

- Online Learning Agreement
- Pforzheim University does not use the OLA yet
- > But we can sign your Learning Agreement online
- contact person for ISP/IMEP: Jochen Ebert (jochen.ebert@hs-pforzheim.de)



STRAND

KINNES

ZELTEINGANG

AUSGANG / BUS

OPVA

RÄDER

ASSE

BOOTA

KINO

WHAT?
WHERE?
WHEN?



VISA

- Only necessary for non EU students
- Exceptions: Not applicable for students from Australia, UK, Canada, Israel, Japan, South Korea, New Zealand, USA, Andorra, Brazil, El Salvador, Honduras, Monaco and San Marino who usually enter Germany without a visa.
- If you need to specify a contact person, you can use the following details:

Meike Anna Schwarz (Ms)
International Programs / Akademisches Auslandsamt
Pforzheim University
Tiefenbronnerstr. 65
75175 Pforzheim DE

+49 7231 28 6147

aaa@hs-pforzheim.de



Academic Calendar

Fast Track
option for selected
courses in Winter;
semester ends
before
Christmas

2 semesters per year:



- **Winter Semester:** End of September – Mid-February (including examination period)
(Fast Track option ends before Christmas)



- **Summer Semester:** 2nd week of March – Mid-July (including examination period)
- German pre-semester language courses 4 weeks before semester start

Deadlines for international applications (until step personal details – downloads can be done later!):



- For Winter: May, 15
- For Summer: October, 15



The earlier you
finish the
application, the
earlier you will
receive the Letter
of Acceptance

Academic Calendar:
https://businesspf.hs-pforzheim.de/international/international_study_program_isp/information_for_incoming_bachelor_exchange_students/academic_year/

Health Insurance

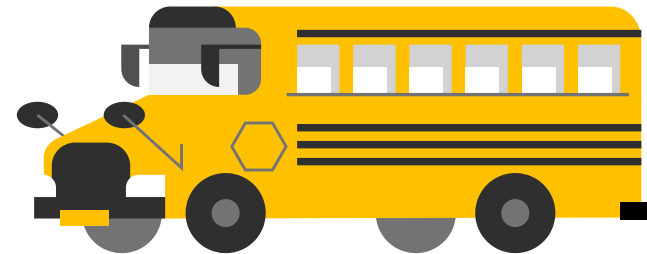
- Students from the EU students need to have a valid EHIC (European Health Insurance Card)
- Students from non EU countries need to buy a public or private health insurance for Germany
- Exceptions: Germany has signed agreements with the following countries for the recognition of national health insurance: Bosnia-Herzegovina, Iceland, Israel, Liechtenstein, Morocco, Montenegro, Norway, North Macedonia, Switzerland, Serbia, Tunisia, Turkey and UK. Students coming from these countries can apply for a document similar to the EHIC and therefore, usually don't have to purchase additional health insurance (please follow the instructions for EU students)
- You have to get your **insurance validated by a German health insurance company**. You can simply send them an e-mail with your insurance and they will provide you with a certificate
- **IMPORTANT: Please make sure that the name you tell the health insurance company matches exactly the name on your letter of acceptance!**



Enrollment and Cost

Free public transport

- Tuition: None for exchange students
- Student Service Fee: 110 Euro per semester 20 Euro Student ID card
(To run cafeterias & facilities + free public transport)
- Free Public transport: With your student ID card you get free access to public transport in Pforzheim and parts of the region
- (cheap trips with the Deutschlandticket!)



Living Expenses

Average cost of living per month in Euro

- Rent 300
- Food 200
- Health Insurance* 120
- Excursions 150
- Miscellaneous 100
- Total 870



*Health insurance obligatory for all students / prices vary / free if you are insured within the EU



Scholarships

- Your Home University can give you advice about financial support
- International students can also apply to numerous organisations for a scholarship, for example:
 - the DAAD (German exchange service)
 - foundations
 - business-affiliated institutions

Information on the various types of scholarships available in the DAAD scholarship database:

<https://www.daad.de/en/study-and-research-in-germany/scholarships/>



Onboarding

- Welcome & Orientation session before the start of the semester incl. registration for courses & Pforzheim City Tour
- German as a Foreign Language (A1 to C1) during the semester (voluntary & free)
- German pre-semester course 4 weeks before lectures start (beginner, voluntary & free, limited seats: first come, first to served)
- Buddy Programme (match with a Pforzheim student)
- A variety of student associations
- Internship Information session in the first weeks of the semester
- Workshops & Events organized by our Career Center



Student Facilities

Restaurant, cafeteria & café: on campus

Student Union (AStA) and about 14 further student initiatives

(Hosting events, parties & trips for all students)

https://www.hs-pforzheim.de/en/studies/student_life/student_initiatives

Sports & cultural activities (organized by Student Union)

- About 20 sports groups, mainly off campus
- Various cultural activities (theatre, excursions...)



Activities

- **Europe & Friends Day / Explore Expo**

Our incoming students present their home university & country to our outgoing students

Beginning of May / November

---> bring some typical stuff from your home country

(decoration, information about your home university / country, food etc.)

- **Fieldtrips & Events**

European Central bank, Munich, Christmas Market in Frankfurt or Strasbourg, etc.

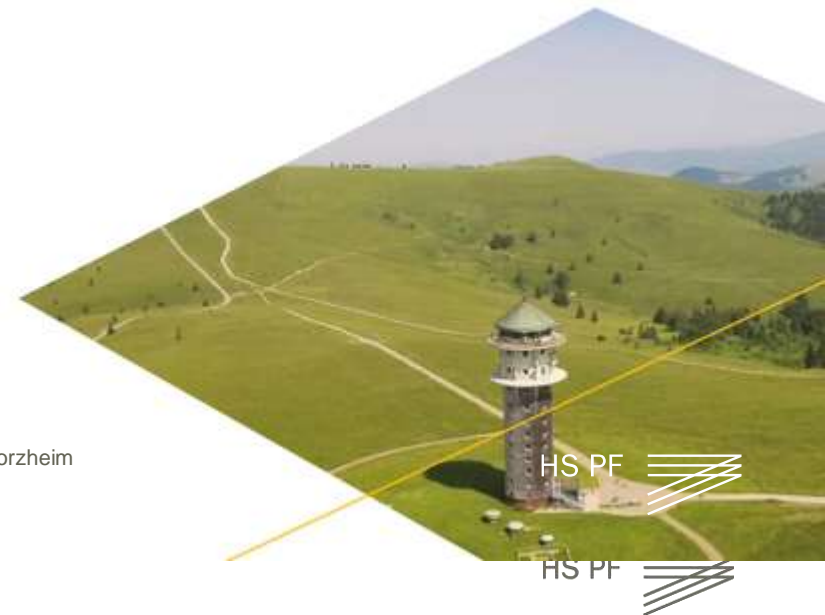




HOW ABOUT A HIKE?

Explore the surrounding area – the Black Forest

- Germany's largest continuous forest area
- 160km in length, breadth up to 50km
- Highest peak: Feldberg (1.439m) – Skiing possible!



What to do in your free time?

Pforzheim



- Wildpark (next to the University): visit the muse during two lectures or cuddel an Alpaca in the petting zoo (free entry)
- Museums
- Theatre & Orchestra
- Gasometer (exhibitions)
- Black Forest Wave (Schwarzwaldwelle for surfers)
- Gateway to the Black Forrest: West Way Trail
- Baumwipfelpfad
- Lake House (Seehaus)



NATURE OR CITY STROLLS?

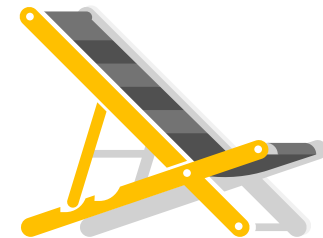
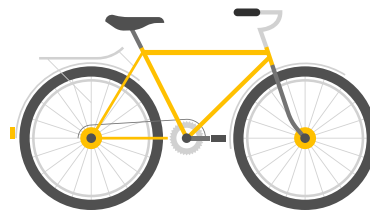
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What to do in your free time?

Surroundings

- Black Forrest National Parc (Hiking, Biking, Winter Sports)
- Folk festivals (Oktoberfest, Cannstatter Wasen, Stuttgarter Frühlingsfest - Spring festival, wine festivals etc.)
- Carnival (in February / March)
- Christmas Markets (November & December)
- Very known wine regions Pfalz & Baden
- Theme parcs: Europapark & Holiday Park
- Trips to France, Switzerland, Austria, Czech Republic or Italy



International Programs Office

Pforzheim University

HS PF 

PFORZHEIM UNIVERSITY

Q & A

Ask the International Office



Do you need help? Maybe you can find an answer here:
[Guide for international students](#), [website](#), [FAQ](#)

International Programs Office

Pforzheim University

Contacts

We are here to help you

ISP

FOR COURSE RELATED QUESTIONS



Jochen

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INTERNATIONAL OFFICE

FOR GENERAL QUESTIONS



Meike

Coordinator Incoming Students

aaa@hs-pforzheim.de



**Bis hoffentlich bald
in Deutschland!**

www.hs-pforzheim.de/international