

HS PF Hochschule Pforzheim | Pforzheim University



Welcome & Introduction Session

For HS PF Incoming Exchange Students Summer Semester 2024

THURSDAY, March 14 & FRIDAY, March 15, 2024

Download

**Before we start –
this presentation
can be
downloaded at
[www.hs-
pforzheim.de/isp/
downloads](http://www.hs-pforzheim.de/isp/downloads)**



Agenda

Thursday, March 14, 2024 – W2.2.01

PART 1 – For ALL Exchange Students of Pforzheim University

- 09:15 Reception desk
- 09:30 Welcome address Rector, International Programs Office, Head International Department Business School
- 09:40 Introduction & Information on courses “German as a Foreign Language”
- 09:45 Introduction Career Center
- 09:50 Introduction & Information on courses “Cross-cultural Communication”
- 10:00 Welcome address - Pforzheim University Student Union Representatives (ASTA / ESN)

Agenda

Thursday, March 14, 2024 – W2.2.01



PART 1 – For ALL Exchange Students of Pforzheim University

- 10:15 – 11:30 Introduction to the International Study Program (ISP) Part 1
- 11:45 Group photo
- 12:00 Lunch Break canteen (Mensa)
- 13:30 – 14:45 Campus Tour (scavenger hunt)
- 15:00 – 16:30 Introduction to the International Study Program (ISP) Part 2
Introduction online timetable, Moodle, IT infrastructure

Agenda

Friday, March 15, 2024 – W2.2.01



- 08:00 – 08:45 German as a Foreign Language Placement Test in classroom W2.3.20
- 09:00 – 11:00 Individual Questions ISP
- 11:30 – 13:00 Goldstadt Walk (11:10 meeting point Hochschule bus stop/ public transfer at 11:17 to Pforzheim City Theatre)

Welcome Address

Prof. Dr. Ulrich Jautz

Rector Pforzheim University

**Hello from Pforzheim
University's International
Programs Office**





14.03.2024

Hochschule Pforzheim
German as a Foreign Language

Christina de Lange
Head of Language Center

Five reasons to learn German

1. Make a career

Many German companies have international locations. A good knowledge of German increases your chances of a career with a German company in your home country.

2. Study

Germany is a popular country to study. A German university degree is valued by employers worldwide.

3. Research

German is the second most important language in science. A basic knowledge of German is an advantage for many research fields.

4. Work in Germany

After the U.S., Germany is the world's second most popular country for workers due to good working conditions and Germany's economic strength.

5. Understand

100 million people in Austria, Switzerland and Germany speak German. This makes German the most widely spoken native language in Europe and one of the ten most widely spoken languages in the world.

- ✓ Placement test on Moodle and course registration **only for one Moodle course**
- ✓ Placement test in presence: **Friday, 15.03.202 08:00 to 08:45 Room W2.3.20**
- ✓ Course start date: **Monday, 18.03.2024.**
- ✓ Course books must be purchased and will be announced in the course.
- ✓ Regular attendance (at least 80 %) is mandatory.
- ✓ Written and oral exam at the end of the semester.
- ✓ If you pass the final exam you can get a certificate.

Timetable

Time	Monday	Tuesday	Friday
08:00 – 09:30	A1 (de Lange) A2 (Gürgen) B1 (Schnabel)	A2 (de Lange) B2 (Schnabel)	A1 (de Lange)* B1 (Schnabel)*
09:30 – 09:45	Break	Break	Break
09:45 – 11:15	A1 (de Lange) A2 (Gürgen) B1 (Schnabel)	A2 (de Lange) B2 (Schnabel)	A1 (de Lange)* A2 (Gürgen) B1 (Schnabel)*
11:15 – 11:30	Break	Break	Break
11:30 – 13:00	A2 (de Lange) B2 (Schnabel)		* Course A1 and B1 on Fridays according to the respective timetable in Moodle.

Links to our courses

- Link to the Language Center:
<https://www.hs-pforzheim.de/sprachenzentrum>
- Link to the German courses offered:
https://www.hs-pforzheim.de/hochschule/organisation/sprachenzentrum/kursangebot/german_as_a_foreign_language_daf

Career Center



The Career Center Team



Markus-Oliver Schwaab
Head of Career Center



Irina Vierlinger
Project staff



Julia Jähnert
Project staff

Career Center HS PF

We support students in the application phase and in their job search



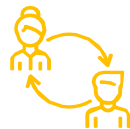
Organisation of career events



Application training „How to career“



Career platform JOBS&MORE



Individual Consulting

- Resume & cover letter
- Application strategy
- Job interview





Career Afterwork at Pforzheim University





Career Afterwork

April 16, 2024

Marketing | Communication | Creation

April 18, 2024

HR | Purchasing | Logistics | Ressources

April 29, 2024

Finance | Controlling | Taxation | Law | Consulting



Hubert Burda Media



The talks start at **5 p.m.** and take place in our **University Café**.

The companies are prepared for international students.

The career platform of the HS PF

JOBS&MORE



hspf.jobteaser.com

Simply log in with
the university
username +
password!

- ✓ Student jobs
- ✓ Internships
- ✓ Working student positions
- ✓ Theses
- ✓ Entry level jobs
- ✓ Internal and external career events
- ✓ Company profiles
- ✓ Application tips



Career Center

careercenter@hs-pforzheim.de

07231 28-6386

W1.1.33.1

Appointments via email:

careercenter@hs-pforzheim.de

We are looking forward to see you 😊

Pforzheim University
CCC – Cross Cultural Competencies

Coordinator: Brigitte Burkart

Lecturers: Dina von Garlen & Susanne Glas

What is the CCC course about?

Students...

- discover their own cultural background
- learn about culture theories & cultural dimensions
- build bridges between different cultures
- interact successfully with representatives of other cultures



Assessment of the CCC course

- 25-minute in-class presentation in groups
- Documents to be submitted: executive summary & presentation slides



Overview of the CCC courses offered

Your CCC lecturers:



Dina von Garlen



Susanne Glas

Please note:
For the participation in the courses
a registration is needed.

No.	Weekday	Session 1	Session 2	Session 3	Lecturer	Room
1	Monday	25.03.2024	08.04.2024	22.04.2025	Dina	W1.3.03
2	Monday	25.03.2024	08.04.2024	15.04.2024	Susanne	W1.3.04
3	Tuesday	26.03.2024	09.04.2024	23.04.2024	Dina	W1.5.03
4	Tuesday	26.03.2024	09.04.2024	16.04.2024	Susanne	W1.5.04
5	Monday	15.04.2024	29.04.2024	13.05.2024	Dina	W1.3.03
6	Monday	22.04.2024	29.04.2024	06.05.2024	Susanne	W1.3.04
7	Tuesday	23.04.2024	30.04.2024	07.05.2024	Susanne	W1.5.04

Link: <https://businesspf.hs-pforzheim.de/sik>

How to register for the CCC course

1. Wait for the result of your German language placement test
2. Choose the CCC course that does not clash with your German language course
3. Write an email with your name, matriculation number, your preferred course number (preferences 1-2-3) and send it to the SIK Office sik@hs-pforzheim.de or Brigitte.Burkart@hs-pforzheim.de

Deadline for CCC registration: 22.03.2024

How to register for the CCC course & exam

- You will then be manually registered by the SIK-Team in the desired course and informed by email about the course you are in.
- Attendance at all three sessions of the course is required. If you are unable to attend a single course date, please contact the lecturer in advance and we will find a possibility to catch up. If you are unable to attend the first session, please cancel your registration and register for a different course.
- Do not forget to register later for the CCC exam with the exam office (keep in mind the exam registration deadline!).

Contact addresses

- Contact SIK office for course registration and organizational questions:
Brigitte Burkart: Brigitte.Burkart@hs-pforzheim.de
- Contact CCC lecturers:
Susanne Glas: susanne.glas@hs-pforzheim.de
Dina von Garlen: dina.vongarlen@hs-pforzheim.de

Welcome to
Pforzheim!

Other student organizations:



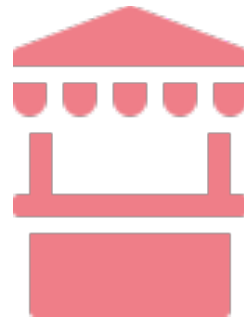
Join our WhatsApp group to get all the informations:



Where you can find us:



ASTA Office W1.1.21



Initiatives Bazaar
18.03.24,
11am-2pm

Follow us on
Instagram



@asta_pf



Erasmus Student Network
Pforzheim



pforzheim@esn-germany.com



[esn.pforzheim](https://www.instagram.com/esn.pforzheim)



International Study Program – what we'll cover in this session:

1. Team information
2. How to address 😊
3. ISP overview
4. Course selection
5. Minimum and maximum workload
6. Annotations to the syllabi
7. Yellow Pages
8. General Information – Time frame of courses
9. Organizational information on specific courses
10. Course registration
11. timetable frame
12. academic year details
 - learning agreements
 - final registration at our examination office for all courses you're taking
 - exam information
13. checklist for the end of the semester
14. helpful links

Welcome – Your ISP Team



Uta
Hampele

ISP Business
School

Office
Management



Rebecca
Mürle

ISP Business
School

Office
Management



Jochen
Ebert

Head Int.
Department
Business
School

ISP Program
Coordinator



Prof. Dr.
Matthias Kropp

Director ISP



Henriette
Schürger

ISP
Coordinator
Department
Engineering
&
Management



Prof. Dr. Moritz
Peter

Co-Director ISP,
Department
Engineering &
Management



Uta

- Email: isp@hs-pforzheim.de
- Telephone: +49 7231 28 6098



Rebecca

- Email: isp@hs-pforzheim.de
- Telephone: +49 7231 28 6093



Henriette

- Email: isp-engineering@hs-pforzheim.de
- Telephone: +49 7231 28 6515



Jochen

- Email: jochen.ebert@hs-pforzheim.de
- Telephone: +49 7231 28 6099
- Cell phone: +49 152 28936267
- Contact hours: first 2 weeks: every afternoon from 2:30 PM to 5:30 PM in W2.3.19-1

How to address the staff of the International Department Business School (ISP/IMEP) & the University's International Programs Office (AAA)

Sie vs. Du 😊

- Focus: Undergraduates
- Leading to a Certificate / Diploma (min. 30 / 60 Credits, irrespective of the language of instruction)
- Integration of Bachelor courses of:
 - Business School &
 - Department of Engineering and Management (School of Engineering)
- Specializations – with Business School's classes taught in English
- Integration of exchange students
- Additional lectures / seminars focused on German culture

- Free choice from all Business School's & Department of Engineering & Management's (BAE) undergrad course offers, both in English and German
- However, check for possible timetable clashes
- Make sure that you fulfill the necessary prerequisites
- We prepared “**specializations**” (within Business School's classes taught in English) **in order to avoid timetable clashes**
- You are not allowed to choose courses from Master-Level
- **Engineering students:** You have access to ISP classes not requiring prerequisites – please contact Jochen Ebert

- **Minimum workload per semester**

ISP expects exchange students to register for courses totaling in a minimum of **20** ECTS credits

- **Maximum workload per semester**

- ISP recommends the standard European semester workload of 30 ECTS credits
- We will accept an additional workload of 20% (= 36 ECTS)
- Credits of pre-semester course German A1 can be added to the maximum workload

Sections Prerequisites:

- ✓ “Proof of English language skills”
- ✓ “Successfully completed first stage of studies/ Knowledge in business management”

“Yellow Pages“ = Course Offerings in detail with specific course information

→ Will be circulated by email

8 General Information – Time frame of courses

> **Weekly courses vs. compressed courses – for example:**

GMT3013 Strategic Management (Visiting Prof. Gaye Özcelik)
weekly as of March 21: every Thursday (13:45 – 15:15)

vs.

BIS3061 Big Internet of Everything (Visiting Prof. Kevin Johnston)
Compressed course from March, 22 – June, 07

> **Details see [online timetable](#)**

9 Organizational information on specific courses

9.1 Courses you can only take if you attend the first session

e.g. BAE4141 International Business 2
Monday, March 18, 17:15 - 18:45
obligatory attendance

→ further courses see Yellow Pages

Organizational information on specific courses

9.2. Courses offered several times

e.g. ECO2011 International Economics

choose either

- **Volkert:** Mon 13:45 – 15:15 + Tue 15:30 – 17:00 or
- **Strotmann:** Fri 13:45 – 15:15 + Fri 15:30 – 17:00

ECO1012 Macroeconomics

choose either

- **Leroch:** Thu 17:15 – 18:45 + Fri 13:45 – 15:15 or
- **Brändle:** Wed 11:30 – 13:00 + Thu 09:45 – 11:15 or
- **Brändle:** Tue 11:30 – 13:00 + Thu 11:30 – 13:00

→ further courses see Yellow Pages

Organizational information on specific courses

9.3. Courses with more than one session per week

4 contact hours (of 45 minutes) per week

=

2 mandatory slots (of 90 minutes) per week

e.g. MCO2051 Fundamentals of Marketing (B)

Paetsch: Thu 11:30 – 13:00 + Fri 11:30 – 13:00

6 contact hours (of 45 minutes) per week

=

3 mandatory slots (of 90 minutes) per week

e.g. GMT2110 Financial Management

Kropp: Wed 12:00 – 13:30 + Thu 08:00 – 09:30 + Thu 09:45 – 11:15

Organizational information on specific courses

9.4. Courses offered by visiting professors

- MKT3042 Sports Marketing (Group A and B) | MKT2101 Research Project in Marketing | MKT3213 International Marketing Management – **André Richelieu, Canada**
- MKT3044 Developing Sustainable Products and Services – **Belén Derqui, Spain**
- IBU2142 Business Plan: Plan de negocio – **Fernando de Llano Paz, Spain**
- BIS3111 Information Security Assurance: Principles & Practices – **Garry White, USA**
- GMT3031 Strategic Management & HR2222 Organizational Behavior – **Gaye Özcelik, Turkey**
- IBU4090S Estudios Individuales – **Iria Caamano, Spain**

Organizational information on specific courses

9.4. Courses offered by visiting professors (cont 1)

- GMT3025S Management Simulation: SIMBA – **Yolanda Bueno Hernandez, Spain**
- GMT3025F Management Simulation Arkhe – **Maryam Kefi Ben Chehida, France**
- ECO1051 Introduction and Microeconomics – **Joni Charles, USA**
- ECO1051 Introduction and Microeconomics – **Rachel Behrmann, USA**
- ECO2112 Seminar in Economic Policy – **Katarina Marosevic, Croatia**
- AQM1042 Fundamentals of Financial Mathematics – **Luis Chavez-Bedoya, Peru**

Organizational information on specific courses

9.4. Courses offered by visiting professors (cont 2)

- BIS3061 Internet of Everything/ Internet of Things | PAL3111 E-Business and Supply Chains | BIS3082 Data Processing – **Kevin Johnston, South Africa**
- BIS6211 Business Applications* – **S. Vijayakumar Bharathi, India**
- IBU2101 Introduction into International Business – **Villy Abraham, Israel**
- HRM3119 Diversity, Equity and Inclusion – **Waheeda Lillevik, USA**

= MIS DD only

9.5 Co-Teaching

- e.g. IBU2142S Business Plan - Plan de negocio

Kerstin Bremser & visiting Prof. Fernando De Llano Paz

IBU2141F Business Plan – Plan d'entreprise

Veronique Goehlich & Felix Merkle

PAL3111 E-Business and Supply Chains

Joachim Schuler & visiting Prof. Kevin Johnston

+++ all sessions of both lecturers have to be attended +++

→ further courses see Yellow Pages

Organizational information on specific courses

9.6. Courses offered in Spanish and French Language

- IBU2092S Economía, instituciones, sociedad y el mundo laboral en países hispanohablantes
- IBU2142S Business Plan – Plan de negocio
- SIC1106S Cross-cultural Competencies
- IBU2091F L'économie, les institutions, la société et le monde du travail en France
- IBU2141F Business Plan – Plan d'entreprise
- SIC1105F Cross-cultural Competencies

Organizational information on specific courses

9.7 Online ONLY Courses

- IBU2142S Business Plan – Plan de negocio: Fernando De Llano Paz tbc
- AQM1042 Fundamentals of Financial Mathematics: Luis Chavez-Bedoya
- HRM2221 Leadership: Sonia Kirschner
- MKT3044 Developing Sustainable Products and Services: Belén Derqui

Organizational information on specific courses

9.8. Courses running parallel to German classes

Students taking these classes cannot take the following German as a Foreign Language courses:

Monday 08:00 – 09:30 (German A1, A2 & B1)

- PAL3111 E-Business and Supply Chains (only once)

Monday 11:30 – 13:00 (German A2 & B2)

- BAE2542 Innovation Management
- IBU2101 Introduction to International Business
- GMT2101 Management Accounting
- BIS3111 Information Security Assurance: Principles & Practices

Organizational information on specific courses

9.8 Courses running parallel to German classes (cont. 1)

Students taking these classes cannot take the following German as a Foreign Language courses:

Tuesday 08:00 – 09:30 (German A2 & B2)

- MMM3113 Interdisciplinary Perspectives on AI (only once)
- ECO2011 International Economics (Strotmann)
- PAL3111 E-Business and Supply Chains (only once)
- BAE4143 International Management 2

Tuesday 09:45 – 11:15 (German A2 & B2)

- MMM3113 Interdisciplinary Perspectives on AI (only once)
- PAL3111 E-Business and Supply Chains (only once)
- BAE4143 International Management 2
- ECO2011 International Economics (Strotmann)
- BAE2332 Operations Management 1 Laboratory (only once)

Organizational information on specific courses

9.8. Courses running parallel to German classes (cont. 2)

Students taking these classes cannot take the following German as a Foreign Language courses:

Friday 08:00 – 09:30 (German A1 + B1)

- IBU2092S Economía, instituciones, sociedad y el mundo laboral en países hispanohablantes

Friday 09:45 – 11:15 (German A1, A2 & B1)

- ECO1051 Introduction and Microeconomics (Charles & Behrmann, only once) 24.5. wenn frei
- IBU2092S Economía, instituciones, sociedad y el mundo laboral en países hispanohablantes

Organizational information on specific courses

9.9 Fast Track | Update course number and ECTS Credits:

Fast track – see Yellow Pages

Update course number and ECTS Credits:

**IBU2151 International Management and Negotiation Skills now 2 ECTS Credits
(instead of 3 before)**

Organizational information on specific courses

10 Courses Registration – Overview

- > **General information: philosophy of „walk in“ classes**
- > **Exception: some courses require an email registration before hand**
- > **E-Learning (Moodle) registration**
- > **Documentation: learning agreement – update if necessary**
- > **Final commitment: registration for courses & exams at our examination office („Prüfungsanmeldung“)**

Organizational information on specific courses

10.1. Courses requiring additional e-mail registration

E-Mail registration - please check as well „Yellow Pages“

- Including course #, course name, your name, student ID #
- To isp@hs-pforzheim.de for Business courses
- To isp-engineering@hs-pforzheim.de for BAE courses (see list)

Organizational information on specific courses

10.1. Courses requiring additional e-mail registration (cont.) to isp@hs-pforzheim.de | Deadline: Monday, March 18, 11 AM

- SSC1102 The History of German Art
- ESR3106 Business Ethics: Ethics. Business and Society
- HRM2220 Leadership & Organizational Behaviour
- HOT0020 Introduction to Programming with Python
- MKT3044 Developing Sustainable Products and Services
- MKT3042 Sports Marketing (Group A and B)
- MKT2101 Research Project in Marketing
- MKT3213 International Marketing Management
- HRM3118 Culture eats Strategy for Breakfast
- MAR3115 Data Story Telling

Organizational information on specific courses

10.1. Courses requiring additional e-mail registration (cont.) to isp@hs-pforzheim.de | Deadline: Monday, March 18, 11 AM

- MMM3113 Interdisciplinary Perspectives on AI
- MMM3111 Social Media Marketing
- MKT3091 Global Consumer Goods Marketing
- BIS3111 Information Security Assurance: Principles and Practices

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

Slots	Time
1	08:00 – 09:30
2	09:45 – 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

Program Dates	March 14, 2024 – July 12, 2024
Deadline Learning Agreement update	March 22, 2024
Online Exam Registration	April 08 – April 15, 2024
End of Lecturing Period	January 28, 2024
Examination Period	July 01, 2024 – July 12, 2024
No Lectures during	<ul style="list-style-type: none"> • March 28 through April 2, 2024 (Easter break) • May 9, 2024 (Ascension Day) • May 20 through May 24, 2024 (Pentecost break) • May 30, 2024 (Corpus Christi)
+++ On campus fair ExploreExpo/ Europe & Friends Day +++	<ul style="list-style-type: none"> • May 08, 2024
Field Trips	Field trips <ul style="list-style-type: none"> • Frankfurt – June 19, 2024 • Munich – May 15, 2024 (tbc)

Explore Expo & Europe and Friends Day

- **Save the date:**
Wednesday, May 08, 2024
from 10 a.m. – 2 p.m.
- You can present your home university and country with pictures & typical food
- You have a fun day together with lots of other Internationals and meet our local students



12.2. Academic Year – Learning Agreements

Submission of (updated) Learning Agreement (“LA“)

Please contact Jochen Ebert in his office W2.3.19-1

Contact hours during the first 2 weeks of the semester: 2:30 PM – 5:30 PM

Deadline: Friday, March 22, 2024

- **Step 1:** in case of necessary clarification, please contact Jochen preferably in his office
- **Step 2:** clarification with and approval from home university (OLA system / email)
- **Step 3a: for email learning agreements only:** Send soft copy with signatures from home University to the ISP office by email to isp@hs-pforzheim.de (possible after Friday, March 22)
- **Step 3b:** LAs in the OLA system – final approval by Jochen

12.3. Academic Year Details - Exam Registration

Registration for exams

- **Online:** April 08 – April 15, 2024
- Starting shot (including instructions) via follow up e-mail by ISP-office

+++ Please avoid belated registration – you would have to pay a fine! +++

Please mind:

- Exams for “German as a Foreign Language“ will take place in the last lecture of the respective German class
- By taking over a presentation in a course you will have to hand it in otherwise you will fail the class

12.4. Academic Year Details – Exam Information

Exams – all written exams will take place on campus in classroom

- Check the link for exam schedule (will be send by ISP-Office)
- Provide for every exam: Your student ID, a hardcopy of your exam registration

Further hints - we'll remind you before the examination period

- Be in time in your exam room – 15 minutes before the start
- In case we need more than one room for an exam, you'll find yourself allocated in the exam schedule alphabetically
- Don't use red ink writing utensils or pencils
- We arrange for exam paper; private paper cannot be used
- Respect the intellectual property of your neighbors

In case you are sick:

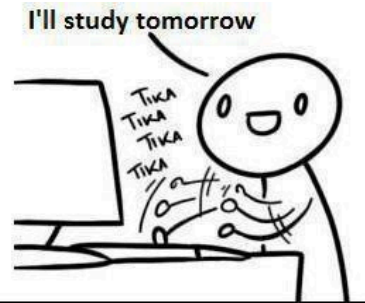
- Please inform the ISP Office on the same day in case of missing out a exam
- See a doctor and get a sick note
- Forward the sick note to isp@hs-pforzheim.de (we will inform the examination office)

12.4. Academic Year Details – Exam Information: learning Strategy

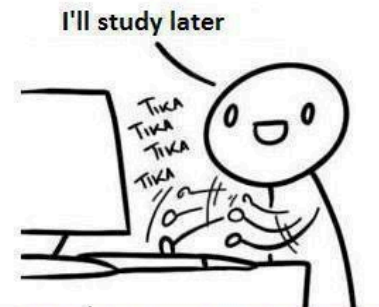
Recommendations:

- Your learning performance in most courses is measured by the final exam during the examination period (you might have many exams within the 2 exam weeks)
- Therefore, it's important to be prepared for passing these exams by continuously studying
- Starting **last minute** before the exams in June/July might be risky....

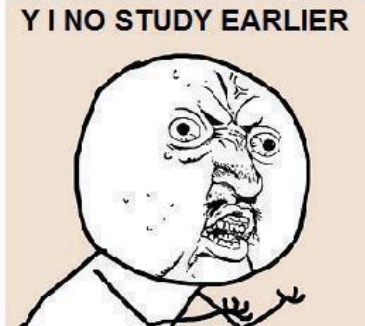
One week before the exam



Two days before the exam



Midnight before the exam



12.4. Academic Year Details – Exam Information: Resit

What we do not hope, however it may happen ... that some students fail an exam.

- Resits are only offered at the regular examination dates of the NEXT semester (normally within the examination period)
- No additional online resits or resit dates available outside of the official examination period
- Students taking resits have to be nominated by their home institutions and have to be enrolled at Pforzheim University for the resit semester
- Students taking a resit at Pforzheim University are asked to participate in the corresponding lecture or stay in close contact with the professor or fellow students
- If students cannot resit for an exam at Pforzheim University, we recommend to cover the missing subject(s) at the home University

13 Checklist for the end of the semester

- Erasmus form to be filled in and signed by the International Programs Office („Akademisches Auslandsamt“)
- Return all books to Pforzheim University library & “confirmation of the library“ to be filled in and signed by the library (will be send to you via Email by the International Programs Office)
- Confirmation of the library to be handed in/or send to by email to the International Programs Office, Building W1, room W1.2.12 before departure (email: aaa@hs-pforzheim.de) The form will be send to you by email.

+++ requirement for the issuance of your transcripts +++

14.1 ISP Links + Enrollment Link

What?	Where
<ul style="list-style-type: none">• ISP website	www.hs-pforzheim.de/isp
<ul style="list-style-type: none">• ISP courses, course descriptions, online time table	www.hs-pforzheim.de/isp/courses
<ul style="list-style-type: none">• Academic Year	www.hs-pforzheim.de/isp/calendar
<ul style="list-style-type: none">• Forms (LA)• Presentations• Brochures• Campus map	www.hs-pforzheim.de/isp/downloads
<ul style="list-style-type: none">• Student re-registration• Enrollment certificate („Immatrikulationsbescheinigung“)	https://hic.hs-pforzheim.de/qissos/rds?state=user&type=0&noDBAction=y&init=y

Pforzheim University's **International Programs Office** (“Akademisches Auslandsamt AAA”)

What?	Where?
<ul style="list-style-type: none">• Website	https://www.hs-pforzheim.de/en/international/international_programs_office
<ul style="list-style-type: none">• Forms• Information on insurance	https://www.hs-pforzheim.de/en/international/contact_and_forms/forms

14.3 Helpful Links: Examination Office (“Prüfungsamt”)

Pforzheim University’s Examination Office (“Prüfungsamt”)

What?	Where?
<ul style="list-style-type: none">• Website	https://e-campus.hs-pforzheim.de/studium/studienorganisation/pruefungen
<ul style="list-style-type: none">• Exam registration• Grades• Online transcripts	https://hic.hs-pforzheim.de/qispos/

NOW: Break and Group photo 😊

Hereafter: Meet for a campus tour through Pforzheim University's Business School with Meike

HEREAFTER: Introduction online timetable/ Moodle/ IT

