Pforzheim University Exchange Students

- Information Package Summer Semester 2020 -
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Appendix
1. Information for ISP students, planning to extend their stay at Pforzheim University
2. How to access grades via the internet, transcripts, resits
3. Your contact to
   a. International Study Program (ISP) staff
   b. University’s International Programs Office (“Akademisches Auslandsamt”)
4. Campus Map
5. Timetable sheet
Mandatory Welcome & Introduction Session
For HS PF Incoming Exchange Students Summer Semester 2020
THURSDAY, March 12 & FRIDAY, March 13, 2020
Employees and students who have spent the last few days in:

• **Northern Italy** in the **province of Lodi** in the **Lombardy region**
• the city of **Vo** in the **province of Padua** in the **Veneto region**
• risk areas in **China** (the **province of Hubei incl. Wuhan** and the cities of **Wenzhou, Hangzhou, Ningbo** and **Taizhou** in **Zhejiang Province**)
• **Iran** in **Ghom Province**
• **South Korea** in **Gyeongsangbuk-do Province**, **North Gyeongsang**, are asked to contact the university by telephone 07231 - 28 5. We also recommend **staying at home for 14 days** in this case.

This is the best way to protect yourself from the virus:

As with influenza and other respiratory diseases, adherence to the **coughing and sneezing etiquette**, **good hand hygiene**, and **distance from the sick (about 1 to 2 meters)** also protect against transmission of the novel coronavirus. These measures are advisable **everywhere and at all times**, also in view of the wave of influenza.

If you **feel unwell** at the moment and show **symptoms of illness** which could be **related to the corona virus**, please contact the **Pforzheim Health Office** (telephone: 07231 308-0).

If you have further questions, you can also contact the telephone hotline of the **State Health Office** at 0711 904-39555.

Agenda
Thursday, March 12, 2020

08:00 – 09:30am   Placement Test “German as a Foreign language” Room W1.2.01 ++ instructions to be announced ++

PART 1 – For ALL Exchange Students of Pforzheim University

10:00am       Welcome address
10:05am       Information on courses “German as a Foreign language”
10:10am       Introduction & information on courses “Cross-Cultural Competencies”
10:35am       Welcome address – Students’ Union & Initiatives’ Representatives
11:00am       Design students will be picked up by their program responsible
Agenda
Thursday, March 12, 2020

PART 2 – Continuation for Exchange Students Business / Business Administration & Engineering / Engineering

11:00am  Introduction to the International Study Program (ISP)
12:15pm  Meet with Students‘ Union & Initiatives‘ Representatives for a tour through Pforzheim University‘s Business School

++ Lunch break ++

14:15pm  IT infrastructure / Individual Questions on ISP / Information on Internships in Germany
Agenda
Friday, March 13, 2020

09:45 – 11:15am
Individual Questions on ISP / Information on Internships in Germany

Introduction Career Center

Welcome Center of The Chamber of Commerce and Industry Northern Black Forest

Saturday, March 14, 2020

10:00 – 17:00pm
Individual Questions on ISP / Learning Agreements
Welcome Address

Prof. Dr. Ulrich Jautz
Rector Pforzheim University

Round of introductions
Exchange students
German as a Foreign Language

✓ Courses according to the CEFR: German A1, A2, B1, B1+, B2 and C1.

✓ Students will be placed in the appropriate courses according to the level they have reached in the placement test.

✓ For the results of the placement tests, look at our pinboard next to room W2.3.29 on Friday, 13 March 2020.

✓ Course books must be purchased and will be announced in the course and on our homepage.

✓ Regular attendance is highly appreciated and necessary to pass the final exam. 😊

✓ Course start date: Monday, 16 March 2020
Cross Cultural Competencies

https://www.hs-pforzheim.de/hochschule/organisation/institut_fuer_fremdsprachen_ifs/cross_cultural_competencies

Sprachenzentrum Hochschule Pforzheim
Learning Objectives

Students...

- recognize and reflect on their own cultural background
- acquire cultural awareness by interacting with other students
- understand cultural differences
- handle communication situations in different cultural contexts
- communicate in the course’s target language (English)
- get integrated into the German culture
- Spanish / French recommended for IB double degrees and any student with a B2 level in Spanish / French

Sprachenzentrum Hochschule Pforzheim
Format

**English** – you will have 3 sessions – either

3 x Monday (8:00-11:15 a.m.) or
3 x Tuesday (8:00-11:15 a.m.)

Instructors for CCC in English:
- Jaruwan Krengvittaya-Greilich
- Sabine Zeitler

**French / Spanish** – weekly sessions

Instructor in French:
- Mme Fleuranceau (weekly lessons)

Instructor in Spanish:
- Loreto Aravena Martinez (weekly lessons)

check timetable
Registration

For registrations:

Find a CCC course that doesn’t clash with your German language class you have been allocated to.

For Spanish / French send an email to ib@hs-pforzheim.de

Please register on the lists on the whiteboard next to room - **W2. 3.29** from 13 until 24 March

Sprachenzentrum Hochschule Pforzheim
Questions ??
Welcome and Introduction
Session Pforzheim University Exchange Students

Welcome Address
Students‘ Union & Initiatives‘ Representatives
Welcome to Pforzheim!!!
Student organization structured in eight departments:
Other student organizations:
The ASTA and all student organizations are responsible for the social, athletic and cultural interests of the students!
Social:
Athletic:
Cultural:
Where can you find us?

**Information bazaar on Campus:**
17\textsuperscript{th} of march 2020 in the W1 Building

or

**AStA Office (W1.1.21)**
We hope you have a great time in Germany!

In case you have any questions, feel free to contact us via facebook & instagram or visit us at our office.
About Us

We are...

... Gemini e.V.

... An independent student association @Hochschule Pforzheim

... a local Erasmus initiative

... funded by DAAD & Akademisches Auslandsamt @HSPF
Our Motto

Nations together

50–100 international students / semester
The Gemini Family

25 active members
Structure

Board
1 President
2-3 Board Members

EXECUTIVE BOARD

EXTENDED BOARD

Buddy
2 Team Leaders

Excursion
2 Team Leaders

Event
2 Team Leaders

Marketing
2 Team Leaders

Members
Can choose a team to work in or work in multiple teams
Typical Events
Typical Events

Buddy Meeting

International Dinner
It doesn’t matter if you’re a chow chow, a chihuahua or even a german shepherd...
Typical Events

TO ALL OUR FRIENDS,

CHRISTMAS PARTY

You are all invited to have fun and have a drink with us before the winter break.
Typical Events

- Buddy Meeting
- International Dinner
- Game Night
- Christmas Party
Typical Excursions
Typical Excursions

Excursion to Munich
Typical Excursions
Typical Excursions
Planned Events & Excursions

• Buddy Meeting, 26.03.
• Trip to Straßbourg, end of March, beginning of April
• Maiwanderung, 01.05.
• Karaoke-Night
• Trip to Heidelberg, middle of May
• Summer-Party 18.06.
Thank you!
Undergraduate business courses offered in English and German

Welcome and Introduction

ISP-Team:

Prof. Dr. Matthias Kropp
Jochen Ebert
Prof. Dr. Moritz Peter
Uta Hampele
Rebecca Dürr
Henriette Schürger

Telephone No.:
07231 28 - 6099
- 6098
- 6093
ISP
International Study Program

Welcome and Orientation
Submission Course Registration
Submission Learning Agreement
Examination Registration Period
Excursion Week (Munich 5.7.5.)
End of Lecturing Period
Examination Period
ISP Farewell
Berlin

12. – 13.3.
27.3.
30.3. – 9.4.
May
26.6.
29.6. – 10.7.
10.7.
12.7. – 15.7.
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 &
  – 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
ISP
General remarks

Course selection:
1. Free choice from all Business School’s & Department of Engineering & Management’s (BAE) undergrad course offers, both in English and German
2. However, check for possible timetable clashes
3. Make sure that you fulfill the necessary prerequisites

Engineering students:
You have access to ISP classes not requiring pre-requisites – please contact Jochen Ebert
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
Minimum workload per semester:
ISP expects exchange students to register for courses totaling in a minimum of 24 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
ISP
Overview all course offerings in English

Handout “Yellow Pages“

„Course Offerings & Course Registration Summer Semester 2020“
ISP

Specializations

• Accounting and Finance
• Contextual Studies
• International Business
• International Economics
• Marketing
ISP
Organizational information on specific courses

1. General Information – Time frame of courses

Weekly courses vs. compressed courses

e.g. ECO1102 International Financial Markets (Maurer)
weekly Friday 13:45 – 15:15

vs.

MKT3044 Developing Sustainable Products and Services (GP: Derqui)
compressed course

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Organizational information on specific courses

2. Courses you can only take if you attend the first session

e.g. MKT3031 International Marketing
    Compulsory first session (Wikarski) on March 19th, 15:30 – 20:30

    MKT3042 Sports Marketing
    Compulsory first session on May 12th, 13:45 – 15:15 or 19:30 – 20:00

→ further courses see Yellow Pages
ISP
Organizational information on specific courses

3. Courses offered several times

e.g. **ECO2011 International Economics**

choose either

- **Strotmann:** Wed 15:30 – 17:00 + Wed 17:15 – 18:45 (some dates changed to Mon and Tue) or

- **Maurer:** Thu 12:00 – 13:30 + Fri 17:15 – 18:45

**MCO2051 Fundamentals of Marketing**

choose either

- **Paetsch:** Thu 15:30 – 17:00 + Fr 15:30 – 17:00 or

- **Paetsch:** Fri 12:00 – 13:30 + Fr 13:45 – 15:15

→ further courses see Yellow Pages
4. 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
Paetsch: Fri 12:00 – 13:30 + Fri 13:45 – 15:15

6 contact hours (of 45 minutes) per week
= 3 mandatory slots (of 90 minutes) per week

E.g. GMT2110 Financial Management
Nothhelfer: Tue 15:30 – 17:00 + Tue 17:15 – 18:45 + Thu 08:00 – 09:30
Organizational information on specific courses

5. New courses offered by guest professors

- AQM2202  Computer-Aided Analysis of Financial Markets (Value at risk) – Eddy Junarsin, Indonesia
- MKT3044  Developing Sustainable Products and Services – Belén Derqui, Spain
- MKT3042  Sports Marketing (2 Groups) – André Richelieu, Canada
- BAE2253  International Technical Sales 1 - Hector Gomez Macfarland, Mexico
- IBU3602  International Corporate Finance – Anxo Calvo Silvosa, Spain
- IBU2101  Introduction to International Business – Part Finance – Anxo Calvo Silvosa, Spain
- FIN3201  Investment Controlling – Anxo Calvo Silvosa, Spain
Organizational information on specific courses

6. Co-Teaching

e.g. IBU2101 Introduction to International Business
    Anxo Calvo
    Silvosa: Part Finance
    Handrich: Part International Markets

+++ all sessions of both lecturers have to be attended +++
→ further courses see Yellow Pages
## 7. Intensive format (compressed seminar) courses

**e.g.** AQM2202 Computer Aided Analysis of Financial Markets (Value at Risk) offered by guest professor Eddy Junarsin, Gadjah Mada University, Yogyakarta, Indonesia

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7. **Intensive format (compressed seminar) courses**

*e.g.*  **MKT3044 Developing Sustainable Products and Services** offered by guest professor Belén Derqui, Universitat Ramon Llull, Barcelona, Spain

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### 7. Intensive format (compressed seminar) courses

#### e.g. MKT3042 Sports Marketing – Group 1

Offered by guest professor André Richelieu, UQAM, Université du Québec à Montréal, Montréal, Canada

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### 7. Intensive format (compressed seminar) courses

**e.g.** MKT3042 Sports Marketing – Group 2 offered by guest professor André Richelieu
UQAM, Université du Québec à Montréal, Montréal, Canada

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8. Courses offered in Spanish and French Language

- IBU4090 Estudios Individuales – Anxo Calvo Silvosa, Spain
- IBU2092 Economía, instituciones, sociedad y el mundo laboral en países hispanohablantes
- IBU2142 Business Plan – Plan de negocio – Anxo Calvo Silvosa, Spain
- SIC1106 Cross-cultural Competencies
- IBU4090 Dossier d’études
- IBU2091 L’économie, les institutions, la société et le monde du travail en France
- IBU2141 Plan d’entreprise
- SIC1105 Cross-cultural Competencies
ISP
Organizational information on specific courses

9. Courses requiring additional e-mail registration

E-Mail registration

• 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)

E-Learning (Moodle) registration please check Yellow Pages

• Registration via E-Learning (Moodle)
• Log in/Lehrangebot für Wirtschaft und Recht/enter course ID/register

+++ please check Yellow “Pages“ +++
+++ Please check with your professors in class +++
ISP
Organizational information on specific courses

10. Fast Track

+++ No offerings during the Summer Semester! +++
11. Courses running parallel to German classes

Students taking these classes cannot take German as a Foreign Language

**e.g. Parallel to Monday German classes**

- BAE2342  Innovation Processes  → German C1
- BAE2193  Organisation  → German C1
- GMT3013  Strategic Management (Eichner)  → German C1
- BAE2253  International Technical Sales  → German A1, A2, C1
- IBU2141  Plan d’entreprise  → German A1, A2, B1, C1

**Parallel to Tuesday German classes**

- BAE2271  Cultural Awareness  → German A1, A2, B1
- BAE4036  International Technical Sales 3  → German A1, A2, B1
ISPs Organizational information on specific courses

11. Courses running parallel to German classes
   Students taking these classes cannot take German as a Foreign Language

   e.g. Parallel to Friday German classes
   
   - BAE2171 Sustainable Product Development 1 Laboratory → German B1+, B2
   - ECO1012 Macroeconomics (Antony) → German B1+, B2
   - SIC1106 CCC Spanish → German B1+, B2
   - IBU2092 Economía, instituciones, sociedad y el mundo laboral en países hispanohablantes → German B1+, B2

   → further courses see “Yellow Pages“

   +++ You have to choose between the German as a Foreign Language class and the Business Classes +++
12. New Courses

• BIS3063  Anything-Relationship-Management

• HOT0020  Python Programming
## ISP Timetable

[Online time table](http://www.hs-pforzheim.de/isp/courses/)

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Program Dates | March 12, 2020 – July 10, 2020
---|---
Deadline Course registration via Yellow Pages | March 27, 2020
Deadline Learning Agreement | March 27, 2020
Exam Registration | March 30, 2020 – April 09, 2020
End of Lecturing Period | June 26, 2020
Examination Period | June 29, 2020 – July 10, 2020
No Lectures during | • April 9 – 14, 2020 Easter break  
• May 21, 2020 Ascension Day  
• June 1, 2020 – June 5, 2020 Pentecost break  
• June 11, 2020 Corpus Christi
Field Trips | • Frankfurt tba  
• Munich May 5th – 7th  
• Berlin July 12th – 15th

http://www.hs-pforzheim.de/isp/calendar
1. Course registration “Yellow Pages“

- Paper-based; to be submitted to the ISP Office by Friday, March 27, 2020

- Early registration for specific courses (see Yellow Pages) Friday, March 20, 2020

- Please contact Jochen Ebert in case that you still have obligations at your home university during your semester at Pforzheim University (e.g. exams, papers, early return etc.)
  deadline: Monday, March 23, 2020
2. Submission of Learning Agreement ("LA"/ paper-based)

Contact: Jochen Ebert W2.3.19/1
Deadline: Friday, March 27, 2020

• **Step 1:** Meet with Jochen for approval of subjects & signature

• **Step 2:** Pick-up signed and sealed LA at ISP office two days later
  (ISP arranges for countersignature of Pforzheim University's International Programs Office)

• **Step 3:** Send the LA via e-mail to your home university for approval & signature

• **Step 4:** After approval by your home university: (possible after Friday, March 27, 2020)
  • Bring hardcopy of the LA to the ISP-Office (W2.3.19) or
  • Send softcopy to isp@hs-pforzheim.de
3. Registration for exams

- Online: March 30th – April 9th
- Starting shot via follow up e-mail by ISP-office

+++ Please avoid belated registration – you will 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
4. Exams

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

Further hints:
- 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:
- See a doctor and get a sick note
- Forward the sick note to isp@hs-pforzheim.de (we will inform the examination office)
ISP
Learning Strategy

Recommendations:

- Your learning performance in most courses is measured by the final exam during examination period (many exams within two final weeks)

- Therefore, it’s important to be prepared for passing these exams

- Starting last minute before the exams in June/July might be risky….
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 resitting exams 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
ISP checklist for the end of the semester

☐ Erasmus form to be filled in and signed by the International Programs Office („Akademisches Auslandsamt“), W1.2.12

☐ 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 at the International Programs Office, Building W1, room W1.2.12 before departure

+++ requirement for the issuance of your transcripts +++
<table>
<thead>
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<th>What?</th>
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<tr>
<td>• ISP website</td>
<td><a href="https://businesspf.hs-pforzheim.de/isp">https://businesspf.hs-pforzheim.de/isp</a></td>
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<td>• ISP courses, course descriptions, online time table</td>
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<td>• Presentations</td>
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<td>• Brochures</td>
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<td>• Campus map</td>
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### Pforzheim University’s International Programs Office
(“Akademisches Auslandsamt”)

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Pforzheim University’s **Examination Office** (“Prüfungsamt”)

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<td>• Online transcripts</td>
<td><a href="https://hic.hs-pforzheim.de/qispos/">https://hic.hs-pforzheim.de/qispos/</a></td>
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Pforzheim University’s **Language Center**

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<td>• German as a Foreign Language</td>
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<td>• Cross cultural communication</td>
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ISP Meeting with Pforzheim University professors, being responsible for your home university

You will receive an invitation via e-mail
14:15 – 15:30
IT infrastructure / Individual Questions on ISP / Information on Internships in Germany
Now meet for a tour through Pforzheim University’s Business School with the Students’ representatives 😊
Appendix 1

- 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 Programs Office ("Akademisches Auslandsamt") of Pforzheim University for the next semester.

2. After having received the official acceptance letter, issued by the International Programs Office of Pforzheim University, you would have to arrange for your re-registration ("Rückmeldung").

3. Re-registration period at International Programs Office:
   a. For continuing in a Winter semester:
      July 1 – July 31 (deadline)
   b. For continuing in a Summer semester:
      January 15 – February 15 (deadline)
Appendix 2

- 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 sent off to your Home Universities as soon as your records are completed.

- Deadline for our professors to submit grades are for the
  o Summer semesters: end of August;
  o Winter semesters: end of February.
  o In addition we might need approximately two weeks to finalize uploads to https://hic.hs-pforzheim.de/qispos/.
  o Hereafter your official transcripts of records as well as your ISP certificates and ISP diplomas will be send to your home universities

- 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 (normally within the examination period) (please see: https://www.hs-pforzheim.de/isp/calendar/)

- 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.
### Appendix 3

- **Contact Persons for Exchange Students**

<table>
<thead>
<tr>
<th>- ISP Business School –</th>
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<tbody>
<tr>
<td><strong>Jochen Ebert</strong></td>
</tr>
<tr>
<td>Head International Department Business School</td>
</tr>
<tr>
<td>Function within ISP: Advising international students, course selection, learning agreements</td>
</tr>
<tr>
<td>Building: W2</td>
</tr>
<tr>
<td>Room: W2.3.19</td>
</tr>
<tr>
<td>Phone: 49-(0) 7231 - 28 – 6447 / 49-(0) 7231 - 28 – 6098/6093</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:isp@hs-pforzheim.de">isp@hs-pforzheim.de</a></td>
</tr>
<tr>
<td><strong>Rebecca Dürr</strong></td>
</tr>
<tr>
<td>ISP Office Management</td>
</tr>
<tr>
<td><strong>Uta Hampele</strong></td>
</tr>
<tr>
<td>ISP Office Management</td>
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<tr>
<th>- ISP School of Engineering -</th>
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<tbody>
<tr>
<td><strong>Henriette Schürger</strong></td>
</tr>
<tr>
<td>Program Coordinator</td>
</tr>
<tr>
<td>Advising international students, course selection, learning agreements engineering / industrial engineering students</td>
</tr>
<tr>
<td>Building: Building T1, Room T1.5.29 (contact hours Mo through Wed 09:00-14:00)</td>
</tr>
<tr>
<td>Phone: +49-(0) 7231 - 28 – 6120</td>
</tr>
<tr>
<td>E-Mail: <a href="mailto:isp-engineering@hs-pforzheim.de">isp-engineering@hs-pforzheim.de</a></td>
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Pforzheim University’s International Programs Office
(“Akademisches Auslandsamt“)

Nelly Latzko

Admission, housing, health insurances, advising international students (incl. financial support within DAAD programs)

Building: W1
Room: W1.2.12
phone: +49-(0)7231-28-6147
E-Mail: aaa@hs-pforzheim.de
Institute for Industrial Ecology
B1 Blücherstraße 32

School of Design
G3 Eutinger Straße 111
G2 Östl. Karl-Friedrich-Straße 24
G1 Holzgartenstraße 36

School of Engineering
G2 Östl. Karl-Friedrich-Straße 24
T1 Tiefenbronner Straße 66
T2 Tiefenbronner Straße 66

Business School
W1, 2, 3, 4

V1 Administration

Z2 Audimax
Library
Walter-Witzenmann-Hörsaal
Tiefenbronner Str. 65
75175 Pforzheim
Germany
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