

Information for Incoming Students at the Faculty of Business Administration and Industrial Engineering

Welcome to the Faculty of Business Administration and Industrial Engineering at the Leipzig University of Applied Sciences!

With this document we would like to provide you with some useful information regarding your studies at the Faculty of Business Administration and Industrial Engineering:

- How do I find the schedule for the lectures?
- Lectures and exams of which semester and degree course can I attend?
- How do I receive evidence of my academic achievements (e.g. certificates) or further achievements?

We wish you successful studies at our faculty!

Contacts

Student Office FWW

Daniela Pausch
room ZU216 b, Tel. 0341/3076 6707,
studienamt.fww@htwk-leipzig.de

Examination Office

Christina Rößler
room TR C 0.82, Tel. 0341/3076 8455,
pruefungsamt.fww@htwk-leipzig.de

International Relations Coordinators FWW

Prof. Dr. Bodo Sturm
Prof. Dr. Cornelia Manger-Nestler

How do I find the schedule for the lectures?

Choose the **link “Stundenpläne”** in the grey bottom field at the bottom of our university’s homepage (<http://www.htwk-leipzig.de>).

The topic **“Seminargruppenplan”** appears, where the schedules of the degree courses can be chosen.

In degree course („Studiengang“ >>“Wirtschaftswissenschaft und Wirtschaftsingenieurwesen”), **scroll down to the Faculty of Business Administration and Industrial Engineering**. Here you can **select your particular degree course**, for example:

International Management (Bachelor of Arts), IMB
Business Administration/ Betriebswirtschaft (Bachelor of Arts), BWB
Business Administration/ Betriebswirtschaft (Master of Arts), BWM
General Management (Master of Arts), GMM

On the topic “**Seminargruppe**” you can choose the year when the degree course starts and the seminars group number, for example:

24IMB (1st semester, winter), 23IMB (3rd semester, winter), 22IMB (5th semester, winter)
24BWB-1 or 24BWB-2 (1st semester, winter), 23BWB-1 or 23BWB-2 (3rd semester, winter),
22BWB-1 or 22BWB-2 (5th semester, winter)

Choose the overview for all weeks (“Alle Wochen”). Click on the list, save or print it. A good alternative provides the **HTWK2iCal!** You will find it on the same page.

Attending lectures and examinations

Please compare the lectures of your **Learning Agreement** with those you have chosen in the schedule. Changes **must be noted** in the Learning Agreement in accordance to prior agreement with the **Student Office** (email: studienamt.fww@htwk-leipzig.de) **until 31th of October (winter semester) respectively 30th of April (summer semester)**. Following it has to be signed by one of the Faculty’s International Relations coordinators.

According to your (updated) Learning Agreement, you can participate in the exams. You need to pass the examination requirements in order to receive the credit points (ECTS). Please use the form “**Registration for examinations**” which you find in this document and **hand it in to the Student Office**. The enrolment has to be done **until the 15th of November (winter semester) respectively 15th of May (summer semester)**. This date has to be understood as a **deadline** – if this deadline is missed, there is no further possibility to enrol for any exam! Remember: Without enrolment there will be no participation in any exam and hence no recognition of ECTS. Further important information e.g. **exam schedule (“Prüfungspläne”)** as well as the office hours of the **Examination Office** provides the following web page: <https://fww.htwk-leipzig.de/studium/pruefungen>.

Attending lectures of different degree courses and years can lead to an overlapping of lectures; unfortunately, this cannot be avoided. However, an overlapping in exams can be

avoided, if Ms Christina Rößler (Examination Office) is informed about this matter after publishing the preliminary exam schedule. Therefore, it is necessary that you get in contact with her as soon as you notice such a case.

In case of **examination inability** (e.g. because of a disease) you have to **hand in the form “Prüfungsrücktritt”** (which has to be filled out and signed by a doctor) **within three days to the examination office**. You find the form here:

<https://www.htwk-leipzig.de/studieren/im-studium/pruefungen/ruecktritt-krankheit-und-versaeumnis>

In case of **failing an examination**, there is the possibility of a **re-examination in the next regular examination period** at the end the following semester. The re-examination is taking place either at HTWK Leipzig or as an exception at your home university in case a professor or the international relations coordinator takes on responsibility for supervision of your examination. The date and time of the exam has to be the same as at HTWK Leipzig! **For the re-examination you have to contact as soon as possible the Student Office via e-mail** after receiving your grades. *Re-examinations in the current semester or a change of the method of examination (e. g. oral exam instead of written exam) are not possible.*

The **basis for communication** at the university is the **user account provided and the e-mail box for students**. Please check the e-mails regularly or forward them to a private e-mail address. Please use your HTWK email address when contacting university staff so that you can be identified without doubt as a HTWK student.

How do I receive evidence of my academic achievements?

To receive ECTS points and a grade, you need to pass the subjects requirements, which are stated in its respective **module information** (“Modulbeschreibung”).

The **examination requirements** (e.g. written exam) as well as the **examination language** (German or English) **in any case** refer to its module information of each subject at the Leipzig University of Applied Sciences. You will get your transcript of records after your stay from Ms Xu Xiao (Incoming Mobilität, Dezernat Studienangelegenheiten).