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:

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

This document is online at
https://fw.htwk-leipzig.de/de/studium/auslandsstudiuminternationales/

We wish you successful studies at our faculty!

International Relations Coordinators
Daniela Brandt
Prof. Dr. Cornelia Manger-Nestler
Prof. Dr. Bodo Sturm

Leipzig, 2018-04-03
How do I find the schedule for the lectures?

1. Choose the link “Stundenplan” in the blue bottom field at the bottom of our university’s homepage (http://www.htwk-leipzig.de).

2. In degree course, scroll down to the Faculty of Business Administration and Industrial Engineering (“Studiengang“ → “Wirtschaftswissenschaften”).

3. Select your particular degree course:
   - Business Administration/Betriebswirtschaft (Bachelor of Arts), BW-B
   - International Management (Bachelor of Arts), IM-B
   - Civil Engineering and Business Administration/ Wirtschaftsingenieurwesen Bau (Bachelor of Science), WB-B
   - Business Administration/ Betriebswirtschaft (Master of Arts), BW-M
   - General Management (Master of Arts), GM-M
   - Civil Engineering and Business Administration/ Wirtschaftsingenieurwesen Bau (Master of Science), WB-M

4. Choose the year when the degree course started and the seminars group number:
   - e.g. 15BW1-B, 14BW2-B, 13BW2-B

5. Choose overview for all weeks (“Alle Wochen”)²

6. Click on the list, save or print it.

A good alternative provides the **HTWK2iCal!** A former student of the HTWK developed an online tool that helps you to arrange your schedule and add it to your smartphone, tablet etc. calendar.

Similar to guideline above, first you need to choose the degree course. The tool will propose the regular lectures corresponding to degree course and starting year. Delete the tick of the lectures that you do not want to attend and then click on “Module aus anderem Studiengang hinzufügen” to add lectures corresponding to a different degree course and/or starting year.

When you have chosen all lectures, save the file and import it to your calendar. Further, this way you can easily detect any overlapping lectures.

Just follow the link: [http://www.htwk-stundenplan.de/de/](http://www.htwk-stundenplan.de/de/)

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¹ The number 13, 14, 15 refers to the year students started their study at the university (2013, 2014, 2015). The number 1, 2 refers to each seminar group. There is only one seminar group for IM-B.
² The terms „Planungswoche“ (PW) or „Kalenderwoche“ (KW) are used.
Which lectures can be attended in which semester and which degree course?

1. 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 employee Ms Maria Garbe (email: maria.garbe@htwk-leipzig.de or studienamt.fw@htwk-leipzig.de) until 31st 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.

2. 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 Ms Maria Garbe. 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.

3. Further important information e.g. exam schedule (“Prüfungspläne”) as well as the office hours of the Examination Office provides the following web page by the student association: https://fsrwiwi.htwk-leipzig.de/.

4. 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 Mr Benjamin Blisse (Examination Office) is informed about this matter after publishing the preliminary exam schedule. Therefore, it is necessary that you get in contact with him as soon as you notice such a case.

5. Further, you have the possibility to receive a “Certificate of Attendance”. This requires that you attend to at least 80% of the specific lecture. Please use the form “Confirmation of attending lectures” which you find in this document and let the lecturer sign after every lecture. Without this paper there is no possibility to receive the certificate! And remember that there is no recognition of ECTS! Please hand the form to Ms Maria Garbe after the course has ended.
Registration for examinations

Please fill in:
Name, first name: .................................................................
Matriculation number: ...........................................................
Partner university: ...............................................................
e-mail address: .................................................................
Home address: ..............................................................
ADDRESS IN LEIPZIG: ......................................................
Telephone number: ..........................................................

Module no. and name | Degree Course
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1  | 2  |
2  | 3  |
3  | 4  |
4  | 5  |
5  | 6  |
6  | 7  |
7  | 8  |
8  | 9  |
9  | 10 |

* Module number according to study regulation (“Studienordnung”) / examination regulation (“Prüfungsordnung”) https://fw.htwk-leipzig.de/de/studium/studiengaenge/
How do I receive evidence of my academic achievements (e.g. certificates) or further achievements?

1. Certificate including ECTS points and grade

To receive ECTS points and a grade, you need to pass the subjects requirements, which are stated in its respective module information (“Modulbeschreibung”). Each module information is available as an attachment to the study regulation of the degree course on the web page of the Faculty of Business Administration https://fw.htwk-leipzig.de/de/studium/studiengaenge/.

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.

2. Confirmation of attending a lecture (“Teilnahmeschein”) and/or marked evidence of academic achievement without ECTS points

It is up to each student whether he/she selects just a confirmation of attending a lecture. Furthermore, there is a possibility to arrange with the lecturer in advance that marked evidence of academic achievements is to be provided (e.g. presentation).

In both cases there won’t be any ECTS points confirmed. To receive a confirmation of attending a lecture you need to have attended at least 80% of the offered lectures in each subject. Attending lectures requires evidence by using the attached form (page 6), which needs to be handed in to Ms Maria Garbe, Student Office employee.

3. Advice

Please note that Ms Maria Garbe is your first contact. For any questions please contact her via e-mail (maria.garbe@htwk-leipzig.de or studienamt.fw@htwk-leipzig.de) or use her office hours. Furthermore, you can contact the student representatives of your faculty in charge of international students (e-mail: internationales@fachschaftwiwi.de).

If necessary, you can arrange an appointment with our International Relations Coordinators:

- Daniela Brandt
  - Office: Z 316a – Office hours: see office door, Telephone: +49 (0)341 / 3076-6391
  - e-mail: daniela.brandt@htwk-leipzig.de

- Prof Dr Cornelia Manger-Nestler
  - Office: Z 111 – Office hours: see web page, Telephone: +49 (0)341 / 3076-6720
  - e-mail: cornelia.manger@htwk-leipzig.de

- Prof Dr Bodo Sturm
  - Office: Z 119 – Office hours: see web page, Telephone: +49 (0)341 / 3076-6388
  - e-mail: bodo.sturm@htwk-leipzig.de
Confirmation of attending lectures winter semester 20…/ summer semester 20…/

(To receive a confirmation of attending a lecture you need to have attended at least 80% of the offered lectures in each subject. There are no ECTS for this certificate.)

Name of student: .................................................................
Lecture: .................................................................
Semester/study load per week: ....................../ ................................
University lecturer: .................................................................

Degree Course: (Tick as appropriate)
- Bachelor Degree Courses
  o Business Administration/Betriebswirtschaft (BW-B)
  o International Management (IM-B)
  o Civil Engineering and Business Administration/Wirtschaftsingenieurwesen Bau (WB-B)
- Master Degree Courses (Requirement: Successful completion of a Bachelor's degree)
  o Business Administration/Betriebswirtschaft (BW-M)
  o General Management (GM-M)
  o Civil Engineering and Business Administration/Wirtschaftsingenieurwesen Bau (WB-M)

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