

**To all exchange students (Incoming Students)
at the Faculty of Business Administration and Industrial Engineering**

International Relations
Coordinators

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Leipzig, 2020-03-04

**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 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?

This document is online at: <https://fww.htwk-leipzig.de/en/study-here/>.

We wish you successful studies at our faculty!

International Relations Coordinators

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How do I find the schedule for the lectures?

1. Choose the link “Stundenpläne” 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“ → “Wirtschaftswissenschaft und Wirtschaftsingenieurwesen”).
3. Select your particular degree course:
 - Business Administration/Betriebswirtschaft (Bachelor of Arts), BW-B
 - International Management (Bachelor of Arts), IM-B
 - Industrial Engineering and Business Administration/ Wirtschaftsingenieurwesen (Bachelor of Engineering), SB-B, ST-B, SM-B or SG-B
 - Business Administration/ Betriebswirtschaft (Master of Arts), BW-M
 - General Management (Master of Arts), GM-M
 - Industrial Engineering and Business Administration/ Wirtschaftsingenieurwesen (Master of Engineering), SB-M, SM-M or ST-M
4. Choose the year when the degree course started and the seminars group number:
 - e.g. 18BW1-B, 18BW2-B, 18IM-B¹
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/>

¹ The number 18, 17, 16 refers to the year students started their study at the university (2016, 2017, 2018). 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.

Attending lectures and examinations

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: 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.
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: <https://fww.htwk-leipzig.de/de/studium/pruefungen/>.
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 **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.
5. 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/fileadmin/portal/htwk/studieren/download/Antrag_Ruecktritt_PU.pdf!
6. In case of **failing an examination**, there is the possibility of a re-examination in the next regular examination period in 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 Ms Maria Garbe** via e-mail after receiving your grades. She clarifies the further process with you. 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.

7. 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.
8. **OPAL** is an e-learning tool, which many universities in Saxony use. Most of our lecturers put their course material on it. You have to log in with your HTWK-student account. Now you can choose the faculty. Then you look on the degree to which your module belongs. Last you choose the semester and now you see all modules of the semester. Please sign in the courses to see the course material (e.g. this path: faculty “Wirtschaftswissenschaft und Wirtschaftsingenieurwesen” – “Bachelor” – “International Management” – “1. Semester” – “Introduction to International Management” – „Zutritt zum Kurs“ – „einschreiben“). You find a link to OPAL on our website on the bottom of the homepage.

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
E.g.	8.3.7 International Economics	IMB-17
1		
2		
3		
4		
5		
6		
7		
8		

* Module number according to study regulation (“Studienordnung”) /examination regulation (“Prüfungsordnung”) <https://fww.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://fww.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. You will get your transcript of records after your stay from Ms Franziska Schmidt (International Office).

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).

Advice

Please note that Ms Maria Garbe **is your first contact**. For any questions please contact her via e-mail (studienamt.fww@htwk-leipzig.de) or use her office hours (<https://fww.htwk-leipzig.de/de/fakultaet/leitung-und-aemter/studienamt/>).

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

- Daniela Brandt
 - Office: Z 207 – 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:

Degree Course:

University lecturer:

Date of the lecture	Signature of the university lecturer
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	