



Welcome Brochure for International Students 2019

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As of Jan 29, 2019, changes possible

1.) GENERAL INFORMATION

1.1 Germany

The Federal Republic of Germany is situated in the center of Europe. 82 million people live in Germany, including 8.2 million people from abroad. Nearly half of the German population lives in the 85 cities with a population of more than 100,000. A lively, multinational scene thrives in the population centers.

Germany has nine neighboring countries: Denmark to the north, the Netherlands and Belgium to the north-west, France and Luxembourg to the west, Austria and Switzerland to the south, the Czech Republic and Poland to the east. Although regional dialects differ widely from each other, the nation is united by its common language: "High German".

The German landscape is as diverse as its dialects. In the north, chains of islands can be found with extensive sand dunes and marshlands. Dense mixed forests and medieval castles line the river valleys and mountains in central Germany, once praised by the German Romantic poets. Even the industrial landscape of the Ruhr area is dotted with open green spaces. The Alps with their crystal clear mountain lakes rise majestically in the south.

The Federal Republic of Germany has been a parliamentary democracy since the Basic Law (Grundgesetz - the German constitution) was passed in 1949. Under Basic Law, everyone is guaranteed fundamental rights, such as freedom of belief, free speech, and equality before the law. Berlin is the German capital. It is the seat of government and the ministries are located there.

Car manufacturing, electronics, and pharmaceutical industries are the backbone of the German economy. Noteworthy is the applied concept of Germany's social market economy. It provides public health insurance, pensions, and a security net in case of injuries and accidents.

1.2 Heilbronn



Heilbronn (HN) is a medium-sized city (125,000 inhabitants) in the province of Baden-Württemberg located in the northern corner of the beautiful Neckar basin. It is spread out on both banks of the Neckar on a fertile terrace. The highest elevation within city limits is the "Schweinsberg" with 372 m.

Heilbronn is situated between the tourist cities of Stuttgart to the south and Heidelberg to the

north. These cities can both easily be reached by students and offer many sights and activities to visitors, attracting many students due to their vibrant nightlife.

It is easy to travel to many popular tourist destinations in Baden-Württemberg by train on a simple day trip and using a discounted Baden-Württemberg ticket or Metropolticket. Heilbronn is less than two hours away from Frankfurt – one of the most international cities in Germany - and just three hours away from the Bavarian capital Munich.

For more details about Heilbronn, please take a look at the following website: www.heilbronn-tourist.de

1.3 Living in Germany

The Office of Student Services (“Studentisches Servicebüro”), the Student Union (“Studierendenwerk Heidelberg”) and the AStA (Allgemeiner Studierendenausschuss – “General Student Committee”) can provide helpful information when looking for an apartment. As a rule, apart from the first month’s rent, one normally has to pay a security deposit equaling a combined amount of 1-3 month`s rent before moving in. Apartment vacancies and available rooms can be found on different websites. Here are some of the sites that may be useful resources when you are looking for housing:

www.studenten-wg.de

www.wg-suche.de

www.wg-gesucht.de

General information regarding housing can be found on the HHN website: www.hs-heilbronn.de/wohnen

When moving into a new apartment, it is important to familiarize yourself with the house rules that need to be followed by you and your neighbors. Here are some points that you should consider:

- Cleaning the hallway
- Cleaning / removing snow in front of the building
- Quiet hours
- How is trash separated? What kinds of trash cans are available? When are trash cans picked up?
- Are there community areas for washing and drying clothes?
- Are animals allowed in the apartment?

1.4 The Heilbronn Region

Heilbronn is situated in the „Heilbronn-Franken region“. The region is characterized by high quality of living and a diverse landscape with lots of biking and hiking trails as well as many cultural events. Heilbronn-Franken is also the biggest wine-growing region in Germany with regards to red wine. The economy in Heilbronn-Franken is very strong and continuously growing. Many world market leaders and successful medium-sized companies are based in Heilbronn-Franken which makes Heilbronn-Franken the region with the most world-market leading companies in Germany. Hence, students and graduates have lots of opportunities to find work or internships. The illustration below shows some of the companies based in the Heilbronn-Franken region.



1.5 Public Holidays and Opening Hours

Germany is said to be the country with the most public holidays. On these days, shops are usually closed and lectures are cancelled. Sometimes there are so-called “bridge days” if the holiday is close to a weekend. Yet, some holidays are only regional holidays.

Public holidays at a glance:

January: 1st: New Year’s Day, 6th: Epiphany

March/April: Good Friday, Easter Sunday, Easter Monday

May: 1st: Labor Day, Ascension Day (Thursday), Whit Sunday, Whit Monday, Corpus Christi (Thursday)

October: 3rd: National Holiday
November: 1st: All Saints' Day
December: 25th, 26th: Christmas

The opening hours of stores in Germany often depend on the size of the store. Smaller stores mostly open from 9 am to 6 pm during the week and on Saturdays. Bigger stores and food discounters (such as *Lidl* and *Aldi*) open from 7 / 8 am to 9 pm from Monday to Saturday. Some big stores and discounters such as *Kaufland* and *Rewe* are open until 10 pm. Shops are usually closed on Sundays. In case of urgency you can buy some basic items at the *gas station*. Bars and restaurants usually close around 12 pm during the week and around 1 or 2 am during the weekend.

If you urgently need medication from a pharmacy or you need to see a doctor after regular opening hours or on Sundays / Public Holidays, there is always an emergency service. Please note that pharmacies might charge an extra fee during emergency service hours. A list with the respective doctors and pharmacies can be found here:

<http://lak-bw.notdienst-portal.de/>

2.) STUDYING IN GERMANY

2.1 The German Higher Education System

A couple of years ago, the traditional German diploma system was changed into a system with Bachelor's (3-3.5 years) and Master's programs (1.5-2 years). Being a student in Germany requires you to be highly independent. On the one hand, this means that you are relatively free in setting up your schedule, study plan, etc. and that you usually will not have a lot of assignments until the beginning of the exam period. On the other hand, it also means that you will have to study on your own. Just because nobody checks on you does not mean you don't need to do it. Therefore, as a (prospective) student at a German university you are expected to be fully independent, which starts with setting up your personal timetable and ends with your studying efforts for exams.

2.2 Course Scheduling

Your scheduled classes, direct contact hours with professors, play a vital role in the learning process. These scheduled sessions may be based on different learning concepts and your lecturers will use methods that suit the content of the unit. Practice-oriented approaches may involve methods such as workshops, case studies, and laboratories. Theoretical or conceptual learning will mainly be used in lectures and seminars.

You will find that you have a considerable amount of spare time during the week when you do not have any contact hours. However, you are expected to develop quickly in order to become an independent learner and to be able to manage your time efficiently to achieve your desired learning outcomes. Lecturers will give you tasks to complete outside class time where you are

expected to work on your own using learning resources as directed. In addition, you will be expected to work in teams on group projects and this will require you to coordinate your time with all group members.

2.3 Attendance

Students are expected to attend all scheduled lectures and engage in all learning activities. In some instances, class attendance is compulsory. Due to the fact that lectures represent your main contact with your professors and lecturers, we highly recommend that you maximize the opportunity to learn and engage in all learning activities. Please ensure that other meetings, part-time jobs or appointments do not conflict with class time and keep in mind that sustained absence may jeopardize your chances of being a successful student

2.4 Grading System

In accordance with the German grading system, your work will be evaluated based on a scale ranging from (1) to (5). A more accurate description of the grading system is listed below:

(A) Excellent	1.0
	1.3
(B) Good	1.7
	2.0
	2.3
(C) Satisfactory	2.7
	3.0
	3.3
(D) Sufficient	3.7
	4.0
(F) Fail	5.0

2.5 Academic Culture

Every country has its own cultural rules and customs with regards to communication. These communication patterns do not only play an important role in everyday life but especially in a university or work setting. Germans like to communicate in a very direct way. Your lecturers and professors expect you to be open for discussion and to ask questions. If you are having problems understanding what your lecturer is saying or you require more information, you can ask the lecturer either in class or right after class. If possible, the professor will give you the information you need or inform you where to find additional information. On the university website under “Person Search” you can find your professors’ contact information (phone / e-mail / office location) as well as their office hours. Most professors have weekly office hours which gives students the opportunity to ask questions during that time. Of course, you can also email your professor if you have a question. Please note that you should always add a clear subject line and state your question in an explicit and structured way. Furthermore, you should use a formal salutation and end your email in a formal way including your name.

Openness and the courage to ask questions can be helpful traits when talking to other students as well. Most students will be happy to help you with questions you might have or to give you their notes if you missed an important topic in a lecture. Among German students there are also some people that are more introvert so don't worry if they are not approaching you right away. Just take the initiative and talk to them!

If you feel like there is a problem with one of your classes or your study program, do not hesitate to voice your concern. Depending on the issue you can either talk to one of your professors, to the departmental advisor or the contact person for equal opportunity and diversity.

3.) HOCHSCHULE HEILBRONN (HHN)

3.1 Heilbronn University of Applied Sciences

Heilbronn University ranks amongst the major institutions of Higher Education in the state of Baden-Württemberg. Founded in 1961 as a School of Engineering, it was awarded its current University status in 1971. It now caters for approximately 8.000 degree-seeking students. It is a vibrant institution working closely with its many partners in business, industry and the local community to create a sustainable learning environment.

HHN's study programs provide graduates with a sound theoretical grounding while integrating vocationally-oriented elements such as work placements or project work commissioned by business organizations.

Over the last two decades, Heilbronn University of Applied Sciences has become a regional leader in technology- driven research and has established its own Institute of Applied Research.

3.2 University Campus

Heilbronn University of Applied Sciences has four campuses: two in Heilbronn (Sontheim / Bildungscampus), Reinhold Würth Hochschule - Campus Künzelsau and Campus Schwäbisch-Hall. Different degree programs are offered at each one of these campuses.

Künzelsau is a small city with 15,000 inhabitants, located 60 km northeast of Heilbronn. Reinhold Würth Hochschule - Campus Künzelsau is also known as "campus at the river" due to its location right next to the river "Kocher".

Schwäbisch Hall is the second biggest city (38,000) in the Heilbronn-Franken region. Schwäbisch Hall is located in between Stuttgart, Nürnberg and Frankfurt around 50 km east of Heilbronn. It is a charming small town characterized by medieval flair and timbered houses.



Campus Sontheim
ca. 4.100 students



Bildungscampus
ca. 1.500 students



Campus Künzelsau
Reinhold-Würth-
Hochschule
ca. 1.500 students



Campus
Schwäbisch Hall
ca. 900 students



HHN's two campuses in Heilbronn are spread out in the northern part of the city and in the southern part of the city. Bildungscampus (also called „Am Europaplatz“ or „Europaplatz“) is located in the north and is the newest campus. It will be further expanded in the next few years.

Address:

Bildungscampus	
Visitor address	University Opening Hours
Am Europaplatz 11	<i>During the lecture and exam periods:</i>
74076 Heilbronn	Monday to Friday: 6:45 am - 10:00 pm, Saturday: 7:30 am – 1:00 pm
Postal address	<i>During the summer break:</i>
Max-Planck-Str. 39	Monday to Friday: 6:45 am – 7:00 pm
74081 Heilbronn	Contact:
	Phone: 07131 504 – 0
	Fax: 07131 252470

Map:



Campus Sontheim is located in the southern part of Heilbronn. Sontheim is a district of Heilbronn. It only takes a few minutes by bus to get to Sontheim from the city center.

Address:

Campus Sontheim

Visitor address

Max-Planck-Str. 39
74081 Heilbronn

Postal address

Max-Planck-Str. 39
74081 Heilbronn

University Opening Hours

During the lecture and exam periods:

Monday to Friday: 7:00 am - 10:00 pm, Saturday: 7:30 am – 1:00 pm

During the summer break:

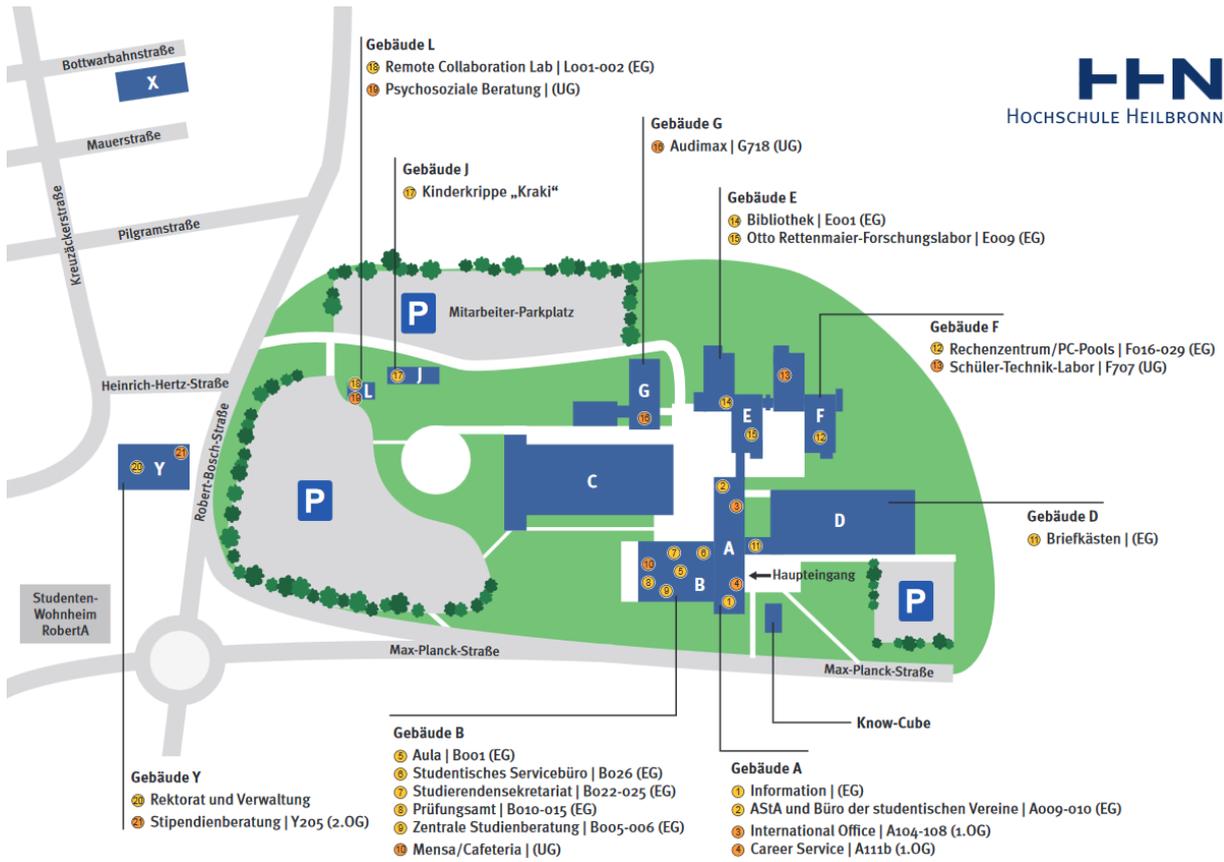
Monday to Friday: 7:00 am - 7:00 pm

Contact:

Phone: 07131 504 – 0

Fax: 07131 252470

Map:



3.3 The Faculties of HHN

Campus Sontheim	Bildungscampus	Campus Künzelsau	Campus Schwäbisch-Hall
Mechanics and Electronics (T1)	International Business (IB)	Economics and Engineering (TW)	Management and Sales (MV)
Industrial and Process Engineering (TP)			
Informatics (IT)			
Business and Transport Management (WV)			

All study programs are listed here: <https://www.hs-heilbronn.de/programmes>

3.4 Public Transportation

In order to reach campus Sontheim from “Bildungscampus”, you need to take two different buses. Across the road from “Bildungscampus”, you will find the “Europaplatz Süd” bus stop, here you can take the bus number 31, 32, 41, or 42 into town. You have to get off at “Allee Post West” and then board the bus number 61, 62, or 64 until you reach the bus stop appropriately named “Sontheim Hochschule”. The same buses should be taken if you wish to travel in the opposite direction. However, the bus stops will go by the names “Europaplatz West” and “Allee Post Ost”.

In order to view the timetables, follow the links below:

Line number 31-32: <https://www.h3nv.de/fileadmin//pdf/fahrplan/30.pdf>

Line number 41-42: <https://www.h3nv.de/fileadmin//pdf/fahrplan/40.pdf>

Line number 61, 62, 64: <https://www.h3nv.de/fileadmin//pdf/fahrplan/60.pdf>

The DB navigator is a useful app which can be downloaded from your app store: “DB navigator” (for all domestic trips; can also be used to look up the bus schedule for the busses that run between “Bildungscampus” and “Sontheim”).

The campus in Künzelsau and the campus in Schwäbisch Hall can best be reached by car. You can find directions on the HHN website (www.hs-heilbronn.de/kontakt).

4.) INFORMATION REGARDING COURSES

4.1 Changing your Course Selection at the beginning of the Semester

Course changes are usually permitted during the first two weeks of classes. Ultimately, it is up to the professor / instructor to determine whether you can join their class. Many of the classrooms are quite small and size constraints need to be taken into consideration.

4.2 Classroom Changes

In the first few weeks class room changes and time changes of courses are typical (sometimes without giving you much notice). It is important to attend your first class because this is often where these changes are announced. Please also try to regularly check your inbox and notifications on ILIAS “The Learning Portal”.

4.3 Block Courses

You may notice that some courses are denoted as “Block Courses”. These are classes that usually occur on the weekends and run at a very fast pace but only for a limited amount of days (for example 2 weekends). They carry the same amount of credit as the regular courses and also cover the same material. The main difference is that the courses take place on the weekends, eg. several hours on Fridays / Saturdays. It can make the course load of a semester feel lighter.

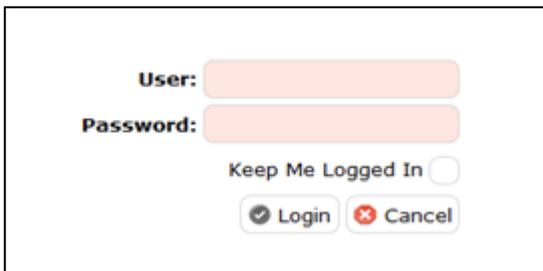
4.4 Attending Courses regularly

It is important to attend your courses regularly. Unless the professor / lecturer has explicitly stated that attendance is not required, you should plan to attend all of your classes each week.

4.5 Course Scheduling

At the beginning of the semester, students should choose the courses they would like to take and create their schedule online. The main steps in regards to how you can create your individual course schedule are listed below:

Step 1: Go to the student plan official site <https://splan.hs-heilbronn.de> and log in with your username and password.

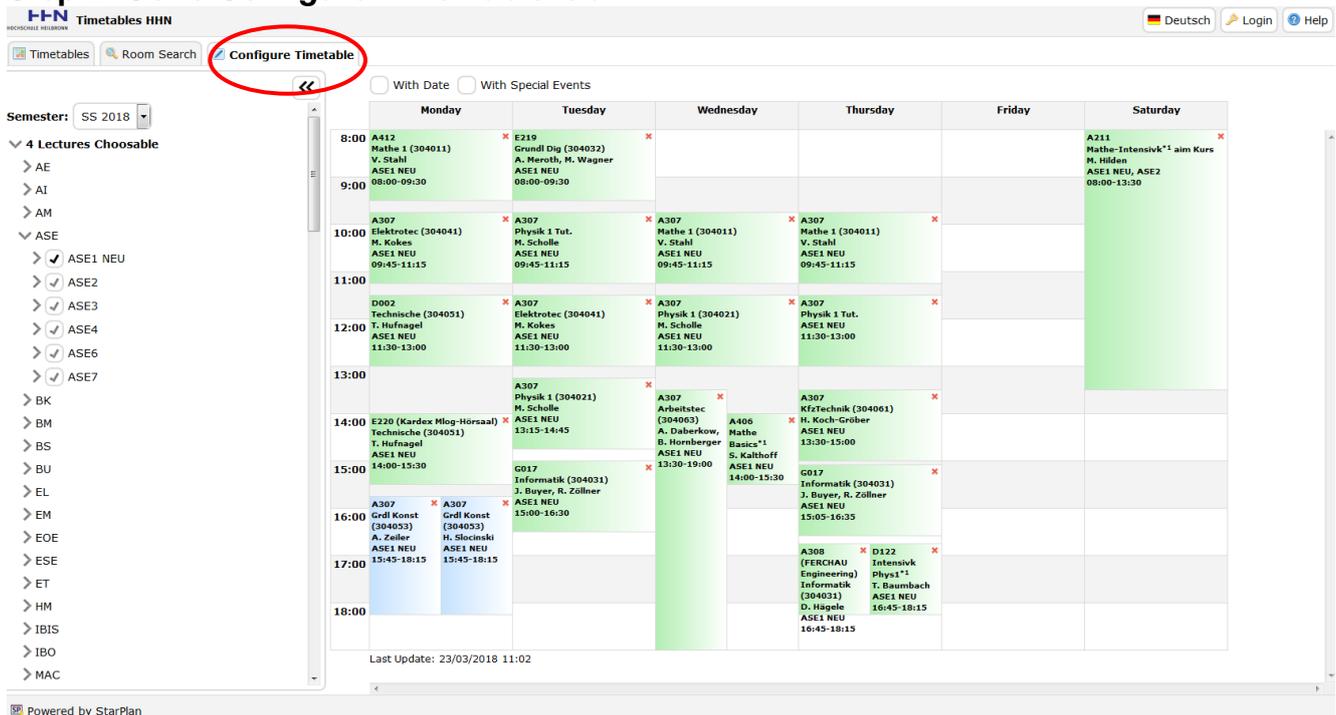


User:

Password:

Keep Me Logged In

Step 2: Go to *Configure Time Table* tab:



HHN Timetables HHN

Deutsch Login Help

Timetables Room Search **Configure Timetable**

With Date With Special Events

Semester: SS 2018

4 Lectures Choosable

- AE
- AI
- AM
- ASE
 - ASE1 NEU
 - ASE2
 - ASE3
 - ASE4
 - ASE6
 - ASE7
- BK
- BM
- BS
- BU
- EL
- EOE
- ESE
- ET
- HM
- IBO
- MAC

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00	A412 Mathe 1 (304011) V. Stahl ASE1 NEU 08:00-09:30	E219 Grundl Dig (304032) A. Merelth, M. Wagner ASE1 NEU 08:00-09:30				A211 Mathe-Intensivk*1 aim Kurs R. Hilden ASE1 NEU, ASE2 08:00-13:30
9:00						
10:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 09:45-11:15	A307 Physik 1 Tut. M. Scholle ASE1 NEU 09:45-11:15	A307 Mathe 1 (304011) V. Stahl ASE1 NEU 09:45-11:15	A307 Mathe 1 (304011) V. Stahl ASE1 NEU 09:45-11:15		
11:00						
12:00	D002 Technische (304051) T. Hufnagel ASE1 NEU 11:30-13:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 11:30-13:00	A307 Physik 1 (304021) M. Scholle ASE1 NEU 11:30-13:00	A307 Physik 1 Tut. ASE1 NEU 11:30-13:00		
13:00						
14:00	E220 (Kardex Mlog-Hörsaal) Technische (304051) T. Hufnagel ASE1 NEU 14:00-15:30	A307 Physik 1 (304021) M. Scholle ASE1 NEU 13:15-14:45	A307 Arbeitstec (304063) A. Daberkow, B. Hornberger ASE1 NEU 13:30-14:00	A400 Mathe Basics*1 S. Kalthoff ASE1 NEU 14:00-15:30	A307 KfzTechnik (304061) R. Koch-Gröber ASE1 NEU 13:30-15:00	
15:00		G017 Informatik (304031) J. Buyer, R. Zöllner ASE1 NEU 15:00-16:30			G017 Informatik (304031) J. Buyer, R. Zöllner ASE1 NEU 15:05-16:35	
16:00	A307 Gedl Konst (304053) A. Zeller ASE1 NEU 15:45-18:15	A307 Gedl Konst (304053) H. Slocinski ASE1 NEU 15:45-18:15				
17:00					A308 (FERNFAU Engineering) Intensivk Physik*1 T. Baumbach (304031) ASE1 NEU 16:45-18:15	
18:00						

Last Update: 23/03/2018 11:02

Powered by StarPlan

Step 3: Select your degree program, eg. ASE


Timetables HHN
HOCHSCHULE HEILBRONN

 Timetables
  Room Search
  Configure Timetable

Semester: SS 2018

With Date
 With Special Events

Monday
 Tuesday

8:00		
9:00		
10:00		
11:00		
12:00		
13:00		
14:00		
15:00		
16:00		
17:00		

20 Lectures Choosable
 > AE
 > AI
 > AM
 > **ASE**
 > BK
 > BM
 > BS
 > BU
 > EL
 > EM
 > EOE
 > ESE
 > ET
 > HM
 > IBIS
 > IBO
 > MAC
 > MAS
 > MB
 > MBK
 > MBM
 > MBW

Step 4: Select a study semester, eg. ASE1 NEU


Timetables HHN
HOCHSCHULE HEILBRONN

 Timetables
  Room Search
  Configure Timetable

Semester: SS 2018

With Date
 With Special Events

Monday
 Tuesday

8:00	A412 Mathe 1 (304011) V. Stahl ASE1 NEU 08:00-09:30	✗ E219 Grundl Dig (304032) A. Meroth, M. Wagner ASE1 NEU 08:00-09:30
9:00		
10:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 09:45-11:15	✗ A307 Physik 1 Tut. M. Scholle ASE1 NEU 09:45-11:15
11:00		
12:00	D002 Technische (304051) T. Hufnagel ASE1 NEU 11:30-13:00	✗ A307 Elektrotec (304041) M. Kokes ASE1 NEU 11:30-13:00
13:00		A307 Physik 1 (304021) M. Scholle ASE1 NEU 13:15-14:45
14:00	E220 (Kardex Mlog-Hörsaal) Technische (304051) T. Hufnagel ASE1 NEU	✗

4 Lectures Choosable
 > AE
 > AI
 > AM
 > ASE
 > ASE1 NEU
 > ASE2
 > ASE3
 > ASE4
 > ASE6
 > ASE7
 > BK
 > BM
 > BS

Step 5: Click on the courses that you would like to take and the time and day will be added to the schedule:

Chosen Lectures (14/20)

- Arbeitstec (304063)
- Elektrotec (304041)
- Erstsem.beg.ASE
- Grdl Konst (304053)
- Grundl Dig (304032)
- Informatik (304031)
- Intensivk Phys1
- KfzTechnik (304061)
- Mathe 1 (304011)
- Mathe Basics
- Mathe-Intensivk
- Physik 1 (304021)
- Physik 1 Tut.
- Technische (304051)
- 0 Apps. to recover
- Display Exams Only

Export: Print View, PDF File, ICal Link

Weekly Schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	A412 Mathe 1 (304011) V. Stahl ASE1 NEU 08:00-09:30	E219 Grundl Dig (304032) A. Meroth, M. Wagner ASE1 NEU 08:00-09:30			
9:00					
10:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 09:45-11:15	A307 Physik 1 Tut. M. Scholle ASE1 NEU 09:45-11:15	A307 Mathe 1 (304011) V. Stahl ASE1 NEU 09:45-11:15	A307 Mathe 1 (304011) V. Stahl ASE1 NEU 09:45-11:15	
11:00					
12:00	D002 Technische (304051) T. Hufnagel ASE1 NEU 11:30-13:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 11:30-13:00	A307 Physik 1 (304021) M. Scholle ASE1 NEU 11:30-13:00	A307 Physik 1 Tut. ASE1 NEU 11:30-13:00	
13:00					
14:00	E220 (Kardex Mlog-Hörsaal) Technische (304051) T. Hufnagel ASE1 NEU 14:00-15:30	A307 Physik 1 (304021) M. Scholle ASE1 NEU 13:15-14:45	A307 Arbeitstec (304063) A. Daberkow, B. Hornberger ASE1 NEU 13:30-19:00	A406 Mathe Basics*1 S. Kalthoff ASE1 NEU 14:00-15:30	A307 KfzTechnik (304061) H. Koch-Grober ASE1 NEU 13:30-15:00
15:00		G017 Informatik (304031) J. Buyer, R. Zöllner ASE1 NEU 15:00-16:30			
16:00	A307 Grdl Konst (304053) A. Zeller ASE1 NEU 15:45-18:15	A307 Grdl Konst (304053) H. Slocinski ASE1 NEU 15:45-18:15			
17:00				A308 (FERCHAU Engineering) Informatik (304031) D. Hägele ASE1 NEU 16:45-18:15	D122 Intensivk Phys1*1 T. Baumbach ASE1 NEU 16:45-18:15
18:00					

Last Update: 23/03/2018 11:02

Step 6: Pay attention to the colors of each course

Not all courses are offered on a weekly basis. The color indicates what type of course it is.

Color Scheme:

- Weekly
- Every 2 Weeks
- Every 3 Weeks
- Every 4 Weeks
- Special Event
- Holiday / Vacation
- Exam

Weekly Schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	A412 Mathe 1 (304011) V. Stahl ASE1 NEU 08:00-09:30	E219 Grundl Dig (304032) A. Meroth, M. Wagner ASE1 NEU 08:00-09:30			
9:00					
10:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 09:45-11:15	A307 Physik 1 Tut. M. Scholle ASE1 NEU 09:45-11:15	A307 Mathe 1 (304011) V. Stahl ASE1 NEU 09:45-11:15	A307 Mathe 1 (304011) V. Stahl ASE1 NEU 09:45-11:15	
11:00					
12:00	D002 Technische (304051) T. Hufnagel ASE1 NEU 11:30-13:00	A307 Elektrotec (304041) M. Kokes ASE1 NEU 11:30-13:00	A307 Physik 1 (304021) M. Scholle ASE1 NEU 11:30-13:00	A307 Physik 1 Tut. ASE1 NEU 11:30-13:00	
13:00					
14:00	E220 (Kardex Mlog-Hörsaal) Technische (304051) T. Hufnagel ASE1 NEU 14:00-15:30	A307 Physik 1 (304021) M. Scholle ASE1 NEU 13:15-14:45	A307 Arbeitstec (304063) A. Daberkow, B. Hornberger ASE1 NEU 13:30-19:00	A406 Mathe Basics*1 S. Kalthoff ASE1 NEU 14:00-15:30	A307 KfzTechnik (304061) H. Koch-Grober ASE1 NEU 13:30-15:00
15:00		G017 Informatik (304031) J. Buyer, R. Zöllner ASE1 NEU 15:00-16:30			
16:00	A307 Grdl Konst (304053) A. Zeller ASE1 NEU 15:45-18:15	A307 Grdl Konst (304053) H. Slocinski ASE1 NEU 15:45-18:15			
17:00				A308 (FERCHAU Engineering) Informatik (304031) D. Hägele ASE1 NEU 16:45-18:15	D122 Intensivk Phys1*1 T. Baumbach ASE1 NEU 16:45-18:15
18:00					

Last Update: 23/03/2018 11:02

Step 7: Click on „Stay Informed“

In order to keep up with changes that might occur regarding your course

The screenshot shows the 'Timetables HHH' interface. On the left sidebar, under the 'Export:' section, the 'Stay Informed / Save' button is circled in red. The main area displays a weekly timetable grid from Monday to Friday, with time slots from 8:00 to 18:00. The grid contains course entries such as 'Mathe 1 (304011)', 'Physik 1 (304021)', and 'Technische (304051)'. At the bottom of the grid, it says 'Last Update: 23/03/2018 11:02'. The footer of the interface includes 'Powered by StarPlan'.

At the end you can save your course schedule as pdf document and print it for your files.

5.) IMPORTANT DATES AND DEADLINES

5.1 Semester Schedule

Current semester schedule: <https://www.hs-heilbronn.de/2591940/schedule>

Friday	01.03.19	Start of summer term
Monday	11.03.19	Start of lectures
Saturday	16.03.19	Brunch for freshman
Wednesday	27.03.19	Student general meeting
Thursday	28.03.19	Girls' Day, Campus Sontheim and Künzelsau
Thursday	23.05.19	Campus Night Schwäbisch Hall
Friday	24.05.19	Open Campus Night Künzelsau
Tuesday to Thursday	09.04.19 11.04.19	Meetings of the faculties' examination boards
Wednesday	10.04.19	Summer term reception for professors and staff (1 pm)
Tuesday to Thursday	23.04.19 25.04.19	„Studieren probieren“ at all four campuses
Wednesday	17.04.19	Submission deadline for examination boards
Friday	19.04.19	Good Friday - no lectures
Friday to Friday	19.04.19 03.05.19	Registration for examinations https://stud.zv.hs-heilbronn.de
Monday	22.04.19	Easter Monday - no lectures
Tuesday to Thursday	23.04.19 25.04.19	„Studieren probieren“ at all four Locations
Tuesday	01.05.19	Labor Day - no lectures
Saturday	04.05.19	Graduation ceremonies Heilbronn – Campus Sontheim and Bildungscampus, Part 1
Tuesday	07.05.19	Job Fair vitamin, Campus Künzelsau
Tuesday	14.05.19	Job Fair MeetBUSINESS, Bildungscampus
Friday	17.05.19	Graduation ceremonies Heilbronn – Campus Sontheim and Bildungscampus, Part 2 Graduation ceremony Campus Künzelsau – Reinhold-Würth-Hochschule
Monday and Tuesday	20.05.19 21.05.19	Elections for representatives to Senate and faculties' boards
Wednesday	22.05.19	sports `n summer – big summer sport event for students, lecturer and employees. All campus are invited. (start 1:30 pm, Campus Sontheim)
Thursday	30.05.19	Ascension of Christ – no lectures
Monday	10.06.19	Whit Monday – no lectures
Monday to Wednesday	10.06.19 19.06.19	Cancellation period for examinations https://stud.zv.hs-heilbronn.de
Tuesday to Friday	11.06.19 14.06.19	No lectures
Mittwoch	12.06.19	examination dates are final
Thursday	20.06.19	Public holiday – Fronleichnam
Friday	28.06.19	End of lectures
Mittwoch	03.07.2019	Works outing for staff and professors
Thursday	04.07.19	Examination period
Thursday	25.07.19	End of examination period
Monday to	08.07.19	Period for winter term fee payment
Monday	05.08.19	
Monday	05.08.19	Deadline for submitting final grades online (Lectures)
Monday	12.08.19	Deadline for submitting approved grades and other documents Required for the participation in the graduation ceremony (Students)
Friday	30.08.19	End of summer term

Start of lectures winter term 2019/20: Monday, 23 september 2019
End of lectures winter term 2019/20: Friday, 17 january 2020

5.2 Exam Registration / Deregistration

Every semester, there is a set period for exam registration as well as for exam deregistration. Please carefully check the semester schedule so you don't miss the registration / deregistration period. For the summer term 2019 exam registration starts on April 19, 2019 until May 3, 2019. You have to register through the online student portal. In order to do so you need a special user ID and password which you will receive in the first weeks of the semester (<https://stud.zv.hs-heilbronn.de>).

If you decide against taking one of the exams that you registered for, there is the possibility of cancelling the registration during the deregistration period. For the summer term 2019 the exam deregistration period starts on June 10, 2019 until June 19, 2019. You can cancel the registration by using the same student portal.

5.3 Re-enrollment for the upcoming semester

In order to continue your studies in the upcoming semester, you need to re-enroll by paying the semester fee within the re-enrollment period. Currently, the semester fee is 142.50 € per semester. If you are an international student (NON-EU / EEA) and you are required to pay additional tuition fees (1,500 € per semester), you need to transfer the tuition fee together with the semester fee. Please note that you will not be able to continue your studies if you do not re-enroll.

The re-enrollment period for the winter term 2019/20 starts on July 8, 2019 and ends on August 5, 2019.

For more information, please check the following link: <https://www.hs-heilbronn.de/re-enrolment>

6.) SERVICES

6.1 Central Student Advisory Office („Zentrale Studienberatung“)

The team of the Central Student Advisory Office offers individual consultations for prospective and current international degree seeking students and refugees seeking information about studying at Heilbronn University of Applied Science. Some of the questions that can be discussed might include e.g. finding your way around Heilbronn University of Applied Science, information regarding the German university system and academic culture, learning strategies, organizing your studies, reconsidering a selected degree program, studying part-time, intercultural exchange etc.. Consultations are confidential and offered in German and English.

For further information and upcoming events, please check the following link: <https://www.hs-heilbronn.de/central-student-advisory-office>

6.2 Office of Student Services („Studentisches Servicebüro“)

The Office of Student Services is available for anyone seeking support with, e.g. accommodation, part-time-jobs, and for those who may require information concerning disabilities. It is located on the Campus Heilbronn-Sontheim in room B026. You can find the contact information and office hours here:

<https://www.hs-heilbronn.de/studentisches-servicebuero>

6.3 International Office

The International Office is the first point of contact for exchange students from abroad studying at HHN for one or two semesters. The team of the International Office also provides information for students interested in studying abroad. Don't hesitate to contact them if you are interested in studying abroad. You can find their contact information and office hours on their website:

<https://www.hs-heilbronn.de/international-office>

6.4 Registration Office („Studierendensekretariat“)

The Registration Office is responsible of handling all matters related to application processes, admissions, and certificates of study. The Registration Office is also in charge of enrollment, re-enrollment, taking a semester pause (Urlaubssemester – “leave of absence”), and returning. In case you lose your student ID, you can get a new one at the Registration Office.

You can find a list with the respective contact persons here:

<https://www.hs-heilbronn.de/17333344/ihre-ansprechpartner-im-studierendensekretariat>

6.5 Examination Office („Prüfungsamt“)

The Examination Office is responsible for administering the study and exam regulations. If you have any questions regarding exams or the processing of your grades, you can contact the Examination Office. Diplomas and certificates can also be picked up at the Examination Office.

You can find a list with the respective contact persons here:

<https://www.hs-heilbronn.de/pruefungsamt>

6.6 Library („Bibliothek“)

The library is situated on the ground floor of building E (Campus Sontheim) / ground floor of building N (Bildungscampus). If you borrow a book from the library, you will usually have to return it after three weeks. You will receive an email with the return date. In order to borrow books from the library, you will need your student identity card.

The library (Campus Sontheim) is open from Monday to Friday from 9 am to 8 pm, Saturday from 9 am to 5 pm. At Bildungscampus, the library has the following opening hours: Monday-Friday from 9 am to 4:30 pm. During the summer break, hours may differ.

For further information and the online catalogue, follow this link: <https://www.hs-heilbronn.de/5595226/university-library>

6.7 Computing Center („Rechenzentrum“)

The Computing Center oversees the computer labs and the printing and scanning infrastructure. Students can also receive free / discounted software through the Computing Center.

A list with all computer labs can be found here: <https://www.hs-heilbronn.de/13203274/pc-pools>

General information regarding the Computing Center can be found here: <https://www.hs-heilbronn.de/computingcenter>

6.8 Career Center

The Career Center supports students with entering the job market after graduation. Services include an application document check, information events and job fairs with local companies.

<https://www.hs-heilbronn.de/7911327/career-service>

6.9 Student Union („Studierendenwerk“)

The Student Union „Studierendenwerk Heidelberg“ is the main point of contact for everything in relation to the cafeteria, the student dormitories and financing your studies. The Student Union offers counseling services for social, legal, and psychosocial issues.

An overview of the services offered can be found here: <http://www.stw.uni-heidelberg.de/en>

6.10 Equality and Diversity

The Equal Opportunities Department offers consultations with regards to issues related to equality and diversity, the „family-friendly university“- program and anti-discrimination. You can also find information regarding several mentoring programs on their website:

<https://www.hs-heilbronn.de/diversitaet>

6.11 Student Body (“Verfasste Studierendenschaft“)

The Student Body represents the students of HHN. It has a democratic structure and consists of the following committees:

Student Parliament (Legislative) <https://vs.hs-heilbronn.de/stupa/>

AStA (Executive) <https://vs.hs-heilbronn.de/asta/>

Dispute Committee (Judiciary) <https://vs.hs-heilbronn.de/stupa/gremien/>

6.12 Faculty Student Body („Fachschaft“)

The student body of a faculty is called „Fachschaft“ which represents all the students from one faculty. Every faculty has their own student body (Fachschaft WV, Fachschaft IB etc.). The student bodies are represented in the faculty council. Here, you can receive information about the organization of your studies. It provides a good opportunity to meet other students.

<https://vs.hs-heilbronn.de/fachschaften/>

6.13 Sports at HHN

HHN offers a great variety of different types of sports that students can participate in. Please register on time for the respective class through ILIAS (link is provided on the website):

<https://www.hs-heilbronn.de/sportangebot>

6.14 Extracurricular Studies („Studium Generale“)

The extracurricular program of HHN offers seminars and courses regarding the following topics:

1. Ethics, environment & sustainability
2. It & technology
3. Personal excellence & culture
4. Politics, economics & society
5. Languages

Most courses are free of charge. You can find a list with all seminars as well as the respective dates and contact information here: <https://www.hs-heilbronn.de/6152530/extracurricular-studies-studium-generale>

6.15 Language Classes („Sprachkurse“)

HHN offers a large number of language classes that students can register for. Some of the classes are extracurricular classes (the completion of the class is not a requirement of your study program). Other classes are part of the curriculum of your study program (in this case, the class will be listed in the study and exam regulations).

A list with all the language classes can be found here: <https://www.hs-heilbronn.de/5967053/sprachkurse-heilbronn>

In addition, HHN offers a German language class called „Deutsch für den Studienalltag“, which takes place every Saturday from 9am to 1pm (Campus Sontheim). You can register through ILIAS > Studium Generale > Campus HN Sontheim > Sprache.

If you would like to take an English or German language class, please note that you need to take a placement test during the first week of the semester. Once the level of your language proficiency has been determined, you should not switch to another language class without talking to the professor / instructor first.

6.16 Student Groups

Are you interested in a certain topic or would you like to engage in a student group with other students? Become a member of one of the following students group of HHN!

You can find various groups representing different fields of interest at HHN:

<https://www.hs-heilbronn.de/studentische-gruppen>

6.17 Akademie für Innovative Bildung und Management (aim)

Aside from IT courses and language classes for students, aim also offers courses for exam preparation and workshops on organizational and time management skills. All courses and workshops are free of charge. You can find the course schedule here: <https://www.aim-akademie.org/kurse-anmeldung.html>

7.) STUDENT LIFE IN HEILBRONN

Here is an overview of several restaurants and venues that Heilbronn has to offer:

Cafés:

- Café Schümli
- Alex
- Wohnzimmer Heilbronn
- Täglich
- Kaffeebucht

Restaurants/"Biergärten":

- Brasserie Mangold
- Wilma Wunder
- L'Osteria
- Burgerheart
- Food Court
- Biergarten Trappensee
- Hans im Glück
- Lehner's

Bars:

- Manhattan
- Caipirinha
- Coco
- Sharkey's
- Laube
- Enchilada
- Chillers
- Data 77112
- Flavour
- Sausalitos
- Superbude

Clubs:

- Music Park
- Green Door
- Mobilat
- Crème 21
- The Rooms Club
- Bukowski-life
- Laube

Apart from the sports program of HHN, there are also several sports associations and clubs in the Heilbronn area offering all kinds of different sports from Aikido to Hiking. You can search for them here: <http://www.sport-heilbronn.de/>.

Every year in May the Trollinger Marathon with thousands of participants takes place. It is possible to register individually or to sign up as a team. The Trollinger Marathon will be held on May 5, 2019.

We hope that you find this information brochure helpful. We wish you all the best for your studies and hope that you have a successful and enjoyable first year at HHN!

