

**THE ESSLINGEN UNIVERSITY OF APPLIED SCIENCES**

**GRADUATE SCHOOL**



## **INFORMATION BOOKLET**

for the

**MBA in International Industrial Management**

**M.Eng. in Automotive Systems**

**M.Eng. in Design and Development in Automotive and Mechanical Engineering**



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## Welcome to the Graduate School !



# Excerpts from the

## RULES AND REGULATIONS

### for the

### MBA in International Industrial Management

#### Grading

The marks for each examination are calculated by each individual examiner. Marks are given out on a scale of 1 to 5, where 1 is the highest mark, 4.0 is the minimum pass mark, and 4.3, 4.7, 5.0 are a failure. For the assignment of the marks, the following table is used:

1.0 to 1.5	very good	an outstanding achievement
1.6 to 2.5	good	an achievement that is significantly above average
2.6 to 3.5	satisfactory	an average achievement
3.6 to 4.0	sufficient	an achievement that fulfils programme requirements
4.1 to 5.0	failure	an achievement that does not fulfil programme requirements

The German marking system is used:

1.0	1.3	1.7	2.0	2.3	2.7
3.0	3.3	3.7	4.0	5.0	

#### Missed Exams, Cheating, Irregular Proceedings

- a. An examination is considered a “failure” (5.0) if the student misses the examination without sufficient reason. The same applies if a written examination assignment is not submitted within the set time period.
- b. The reason why the student failed to take the examination must be given in to the Graduate School Office immediately, in writing, and prove to be well-founded. If the student was ill, the student must bring a written certification from his or her doctor to this effect. If this reason is found to be acceptable, a new examination date will be set.
- c. The above is valid not only if the student is ill, but also if his or her child is ill.
- d. In the case of a student trying to influence his or her grade by means of dishonest practices or with the help of materials that are not allowed in the examination, the examination will be marked “failure” (5.0). In extreme cases, the Board can refuse the student permission to retake the examination.

## Passing and Failing

- a. An examination is considered passed if the mark received is at least “sufficient” (4.0). In certain cases, an examination that combines a number of different tasks is only considered passed if certain of these tasks have been given a mark of at least “sufficient” (4.0).
- b. The master’s examination is considered passed if all core courses taken have been passed and the master’s thesis has been awarded at least the mark “sufficient” (4.0).

## Invalidation of Examinations

- a. If the student has cheated in an examination and if this fact becomes known after the transcripts have been handed out, the marks given can be changed. In this case, the examination can be declared as “failed” and the student declared as not qualified for the master’s degree. The same applies to the master’s thesis.
- b. If the prerequisites for an examination have not been met by a student, but the student is unaware at the time of the examination of this, and this is first known to him or her after the transcript has been handed out, then this lack will be considered to have been rectified by the passing of the examination. If the student acted in full knowledge that the prerequisites were not fulfilled, then he or she will receive that mark “failed” (5.0) for the examination.
- c. Before this is finalized, the student is given the opportunity to make a statement.
- d. The incorrect transcript must be handed back to the office and a new one will be issued. Should the master’s examination be considered nullified by such a case, the master’s diploma must also be handed back to the office. This can apply to all examinations taken for 5 years after the date of the transcript.

## Retaking Examinations

- a. Failed examinations can be retaken once. Passed examinations may not be retaken.
- b. The re-test must be taken within the examination period of the following semester at the latest. If this deadline is not met, the student loses the right to retake the examination, unless this is due to circumstances beyond his or her control.

See this link for more information: <http://www.hs-esslingen.de/de/studierende/satzungen-und-sonstige-bekanntmachungen/studien-und-pruefungsordnungen.html>

## Assignment and Duration of the Industry Placement

- a. The industry placement of minimum 6 months and maximum 7 months is a mandatory part of the programme. It consists of a Corporate Report (CR) and Master’s Thesis (MT).
- b. The CR and MT are examinations in which each student must prove that he or she is capable of working independently on a specific topic in an academic manner.
- c. The CR and MT are supervised by a professor (or an external MBA programme lecturer) and the industry supervisor.

## Submission and Evaluation of the Corporate Report and Master's Thesis

- The CR and MT must be submitted to the GS Office by the deadline specified. The student must confirm that he or she completed the CR and MT independently and used none other than those sources listed.
- The CR and MT are officially evaluated by one examiner (professor or external MBA programme lecturer) supported by the industry supervisor.
- If the CR or MT are evaluated with a mark of less than "sufficient" (4.0), a new CR or MT can be written once: a second time is not allowed. A new topic must be requested in writing within 2 months of the announcement that the CR or MT was not passed. If the student does not meet this deadline, he or she loses the right to write a new CR or MT, unless this is due to circumstances beyond his or her control.

### COURSES AND CREDITS MBA

1st Semester				
Data Analytics and Information Management 6 ECTS	Marketing, Sales and Economics 6 ECTS	Finance 6 ECTS	Operations 6 ECTS	Organizational Behaviour and Strategy 6 ECTS
2nd Semester				
Entrepreneurial Management 6 ECTS	Production and Technology 6 ECTS	General Management 8 ECTS	Enterprise Management 8 ECTS	Project General Management 10 ECTS
		Sustainable Production and Technology 8 ECTS	Sustainable Management 8 ECTS	Project Sustainable Production and Technology 10 ECTS
		Digital Transformation 8 ECTS	Digital Management 8 ECTS	Project Digital Transformation 10 ECTS
3rd Semester				
Master's Thesis 30 ECTS				

1	2	3	4	5			6	7	8
Modulnummer	Modulname	Teil-Creditpunkte	Teilgebiet	Lehrum-fang SWS je Semester			Studienleistung	Prüfungsleistung	Creditpunkte
IM				1	2	3			
<b>Vorbereitungskurs</b>									
		0	German Language and Culture	x			TE		0
5211	Data Analytics and Information Management	2	Quantitative Methods	2				KL90	6
		2	Data Science	2					
		2	Information Management	2			TE		
5212	Marketing, Sales and Economics	2	Industrial Marketing	2				KL90 (2)	6
		2	Market and Competitive Intelligence	2					
		2	Economics	2				KL60 (1)	
5213	Finance	2	Financial Reporting and Analysis	2				KL150	6
		2	Corporate Finance	2					
		2	Investments	2					
5214	Operations	2	Project Management	2				KL120	6
		2	Quality Management	2					
		2	Operations and Supply Chain Management	2					
5215	Organisational Behaviour and Strategy	2	Organisational Development	2				PA	6
		2	Leadership and Negotiations	2			TE		
		2	Corporate Strategy	2					
<b>Summe 1. Semester</b>				<b>30</b>					<b>30</b>
5216	Entrepreneurial Management	2	Corporate Governance and Business Ethics	2			TE	PA (2)	6
		2	Business Law	2					
		2	Entrepreneurship and Innovation Strategies	4				PA (1)	
5217	Production and Technology	2	Production Systems	2				KL150	6
		2	Technology Management	2					
		2	Sustainability Management	2					
<b>Summe 2. Semester</b>									<b>12</b>
5218	Master's Thesis	1	Scientific Methodology			1		PA (1)	30
		10	Corporate Report			x		BE (10)	
		15	Thesis			x		BE (15)	
		4	Colloquium			x		RE (4)	
<b>Summe 3. Semester</b>						x+1			<b>30</b>
<b>Summe gesamtes Studium</b>				<b>55</b>					<b>90</b>

1	2	3	4	5			6	7	8	
Modulnummer	Modulname	Teil-Creditpunkte	Teilgebiet	Lehrumfang SWS je Semester			Studienleistung	Prüfungsleistung	Creditpunkte	
				1	2	3				
Schwerpunkt: General Management										18
5219	Enterprise Management	2	Management Accounting		2			KL120	8	
		2	International Finance and Risk Management		2					
		2	International Marketing		2			PA		
		2	Business Simulation		1		TE			
5220	Project General Management	2	Best-Practice-Solutions		1		TE	PA	10	
		8	Project Work		2					
Schwerpunkt: Sustainable Production and Technology										18
5221	Sustainable Management	2	Sustainable Technology Management		2			KL120	8	
		2	Sustainability Assessment		2					
		2	Sustainable Supply Chain Management		2			PA		
		2	Business Simulation		1		TE			
5222	Project Sustainable Production and Technology	2	Best-Practice-Solutions		1		TE	PA	10	
		8	Project Work		2					
Schwerpunkt: Digital Transformation										18
5223	Digital Management	2	Digital Enterprise and Information Systems		2			KL120	8	
		2	Smart Manufacturing		2					
		2	Digital Change and Process Management		2			PA		
		2	Business Simulation		1		TE			
5224	Project Digital Transformation	2	Best-Practice-Solutions		1		TE	PA	10	
		8	Project Work		2					

# Excerpts from the

## RULES AND REGULATIONS

for the

M.Eng. in Automotive Systems

and the

M.Eng. in Design and Development in Automotive and Mechanical Engineering

### 2) Grading

The marks for each examination are calculated by each individual examiner. Marks are given out on a scale of 1 to 5, where 1 is the highest mark, 4 is the minimum pass mark, and 5 is a failure.

For the assignment of the marks, the following table is used:

1.0 to 1.5	very good	an outstanding achievement
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2.6 to 3.5	satisfactory	an average achievement
3.6 to 4.0	sufficient	an achievement that fulfils programme requirements
4.1 to 5.0	failure	an achievement that does not fulfil programme requirements

### 3) Missed Exams, Cheating, Irregular Proceedings

- An examination is considered a “failure” (5.0) if the student misses the examination without sufficient reason. The same applies if a written examination assignment is not submitted within the set time period.
- The reason why the student failed to take the examination must be stated to the Graduate School Office immediately in writing, and proved to be well-founded. In the case of illness, this must be reported before the exam and written certification from a doctor must be supplied. This also applies if a student becomes acutely ill during an exam. In this case certification from a doctor must be supplied immediately afterwards. A student who is ill but takes part in the exam in spite poor health, does this at their own risk and must accept the given exam result.
- The above is valid not only if the student is ill, but also if his or her child is ill.
- In the case of a student trying to influence his or her grade by means of dishonest practices or with the help of materials that are not allowed in the examination, the examination will be marked “failure” (5.0). In extreme cases, the Board can refuse the student permission to retake the examination.



#### 4) Invalidation of Examinations

- a. If the student has cheated in an examination and if this fact becomes known after the transcripts have been handed out, the marks given can be changed. In this case, the examination can be declared as “failed” and the student declared as not qualified for the master’s degree. The same applies to the master’s thesis.
- b. If the prerequisites for an examination have not been met by a student, but the student is unaware at the time of the examination of this, and this is first known to him or her after the transcript has been handed out, then this lack will be considered to have been rectified by the passing of the examination. If the student acted in full knowledge that the prerequisites were not fulfilled, then he or she will receive that mark “failed” (5.0) for the examination.
- c. Before this is finalized, the student is given the opportunity to make a statement.
- d. The incorrect transcript must be handed back to the office and a new one will be issued. Should the master’s examination be considered nullified by such a case, the master’s diploma must also be handed back to the office. This can apply to all examinations taken for 5 years after the date of the transcript.

#### 5) Passing and Failing

- a. An examination is considered passed if the mark received is at least “sufficient” (4.0). In certain cases, an examination that combines a number of different tasks is only considered passed if certain of these tasks have been given a mark of at least “sufficient” (4.0).
- b. The master’s examination is considered passed if all core courses taken have been passed and the master’s thesis has been awarded at least the mark “sufficient” (4.0).

#### 6) Master’s Thesis

- a. The master’s thesis is an examination. It should show that the student is capable of working independently on a specific topic in an academic manner.
- b. The master’s thesis is supervised by a professor or, if no professors are available, by a lecturer who is teaching in the course. The first supervisor has to be a professor at the University and teaching a subject/module related to the study programme. The master’s thesis can also be supervised by an expert from the industry. He should have at least the title and background of a Dipl.-Ing. or MSc. or M.Eng.
- c. The duration of the master’s thesis work is within 6 months. The thesis topic should be limited by the student and supervisor so that this period of time is sufficient for all work.
- d. The master’s thesis is usually evaluated by two examiners. One of the examiners is the thesis supervisor. The evaluation should not take longer than 4 weeks.
- e. If the master’s thesis is evaluated with a mark of less than “sufficient” (4.0), a new thesis can be written once: a second time is not allowed. A new topic must be requested in writing within 2 months of the announcement that the thesis was not passed. If the student does not meet this deadline, he or she loses the right to write a new thesis, unless this is due to circumstances beyond his or her control.

#### 8) Retaking Examinations

- a. Passed examinations may not be retaken.
- b. The re-test must be taken at the beginning of the following semester. If this deadline is not met, the student loses the right to retake the examination, unless this is due to circumstances beyond his or her control.

**COURSES AND CREDITS M.ENG./ASM**

1	2		3	4			5	6	7
Modul- nummer	Modulname	Teil- Credit-Punkte	Teilgebiet	Lehrumfang SWS je Semester			Studien- Leistung	Prüfungs- Leistung (Gewicht)	Credit- Punkte (Gewicht)
ASM				1	2	3			
101	Mathematical Methods in Engineering	4	Numerical Analysis	4				KL 120	7
		3	Numerical Differential Equations	3					
102	System Design	4	Automotive System and Software Architectures	4				KL 120	8
		4	Automotive Systems Development Process and System Test	4					
103	Simulation and Control 1	3	Basic Control	3				KL 120	8
		3	Advanced Control	3					
		2	Lab Simulation and Control	2			BE		
Ergänzungsmodule. Zu studieren ist Modul 104 oder 105 je nach Vorkenntnissen; siehe Absatz Fehler! Verweisquelle konnte nicht gefunden werden..									
104	Vehicles Technology	3	Motor Vehicles	3				KL 120	7
		3	Internal Combustion Engines	3					
		1	Lab Motor Vehicles	1			BE		
105	Electronics, Sensors, and Measurement Techniques	3	Electronic Systems	3				KL 120	7
		3	Sensors and Measurement Technology	3					
		1	Lab Actuators	1			BE		
Summen 1. Semester				30					30
201	Simulation and Control 2	1	Longitudinal Dynamics		1			KL 120	7
		2	Ride Comfort Modeling and Simulation		2				
		1	Automotive Controller Systems		1				
		3	Lab Long. Dynamics, Ride Comfort and Aut. Contr. Systems		3		BE		
202	Team Project	7	Project Work		3			PA	7
Zwei Spezialisierungs-Module je Studienschwerpunkt									
Nur Studierende mit dem Schwerpunkt <b>Software Based Automotive Systems</b>									
213	Automotive Communications	4	Wireless and Wired Onboard and Offboard Communication Systems		4			KL 120 +ST*	8
		4	Man-Machine-Interactions (MMI)		4				
214	Reliable Embedded Systems	4	Safety and Security		4			KL 120	8
		4	Selected Topics on Real-Time Systems		4				
Nur Studierende mit dem Schwerpunkt <b>Vehicle Dynamics</b>									
223	Ride and Handling	4	Handling		4			KL 120	8
		4	Suspension Modeling		4				
224	Powertrain	3	Transmission Systems		3			KL 150	8
		3	Transmission Control		3				
		2	Engine Control Systems		2				
Nur Studierende mit dem Schwerpunkt <b>Car Electronics</b>									
233	Electric and Electronic Architecture	2	Electronics and Communication 1		2			KL 150	9
		2	Prototyping and Simulation		2				
		4	Optical Systems		4				
		1	Lab Optical Systems		1		BE		
234	Packaging and Integration	2	Packaging and Wiring Harness		2			KL 150	7
		1	Automotive EMC		1				
		2	Electronics and Communication 2		2				
		2	Lab Car Electronics		2		BE + PA		
Summen 2. Semester									30
301	Softskills	2	Global Engineering			2		KL 90+RE* (4)	7
		2	Project Management			2			
		3	International Negotiations			3		KL 60 (3)	
302	Master Thesis	21	Master Thesis Project					BE (7)	23
		2	Presentation and Defence					MP 30 (1)	
Summen gesamtes Studium									90

**COURSES AND CREDITS M.Eng./DDM**

1	2		3	4			5	6	7
Modul- nummer	Modulname	Teil- Credit-Punkte	Teilgebiet	Lehrumfang SWS je Semester			Studien- Leistung	Prüfungs- Leistung (Gewicht)	Credit- Punkte (Gewicht)
DDM				1	2	3			
101	Numerical Methods in CAE	2	Numerical Mathematics	2				KL 90	4
		2	CAE Methods an Algorithms	2					
102	Design and Development 1	2	Design Methodology	2			TE	KL 90	6
		2	Ecologic and Economic Design	2				KL 60	
		2	Reliability	2					
103	Advanced Strength of Materials	4	Light Weight Design	4				KL 120	6
		2	Advanced Finite Element Method	2			ST		
104	Vibrations and Acoustics 1	2	Vibration and Acoustics Measurement	2				KL 90	4
		2	Laboratory Vibration and Acoustics Measurement	2			TE		
105	Integrity of Structures	3	Integrity of Structures	3				KL 120	6
		1	Laboratory Integrity of Structures	1			TE		
		2	Failure Analysis	2					
106	Dynamics	2	Multi Body Systems	2				KL 90	4
		2	Simulation of Multi Body Systems	2			ST		
<b>Summen 1. Semester</b>				<b>30</b>					<b>30</b>
201	Advanced Materials Technology	2	Advanced Engineering Materials		2			KL 120	6
		2	Surface Technology		2				
		2	Composite Materials		2				
202	Design and Development 2	2	Advanced CAD		2			PA	4
		2	Design of Experiments		2			KL 60	
203	Design for Manufacturing	6	Production-orientated Product Design		6			KL 120	8
		1	Product Life Cycle Management		1				
		1	Product Life Cycle Management Laboratory		1		PA		
204	Vibrations and Acoustics 2	2	Vibrations		2			KL 90	4
		1	NVH in Automotive Systems		1				
		1	Laboratory Computer-Aided Vibration Analysis (CAT)		1		TE		
205	Project Work	7	Project Work		7		PA+BE		8
		1	Project Work - Presentation		1			MP 30	
<b>Summen 2. Semester</b>									<b>30</b>
301	Master Thesis	3	Soft Skills			3	RE		30
		24	Master Thesis			24		BE (8)	
		3	Defence			3		RE+MP30 (1)	
<b>Summen gesamtes Studium</b>									<b>90</b>

See this link for more information: <http://www.hs-esslingen.de/en/students/regulations-and-announcements/study-and-examination-regulations.html>  
(see "Masterstudiengänge" 3<sup>rd</sup> item down)

# RULES AND REGULATIONS

## German Classes

### General Information

German is part of the Esslingen master programmes but students do not receive credits for it. However, German knowledge is an admission requirement and is regarded as an important prerequisite for the student's internship and master's thesis, which should be completed in a German company.

For admission to the third semester, all students must prove German language skills of at least level A 2 or above. (Level A2 = end of basic level according to the CEFR)

<https://www.examenglish.com/CEFR/cefr.php>

If students do not reach this level by the end of the 2 semester they will be ex-matriculated.

German classes start as an intensive course in September and continue once a week throughout the first semester.

### Levels

For our students we offer German courses (free of charge) covering levels A2 & B1.

### Tests

For students who do not already hold a certificate in German at level A2 or above, an internal can be taken at the end of the course.

If a student does not take part, or fails this test, he/she must attend an external exam at a licensed language school and produce a German certificate at level A2 or higher *before* the end of the 2<sup>nd</sup> semester.

The cost and organisation of this test is the responsibility of the student.

The minimum certificate required for entry to the 3<sup>rd</sup> semester is either:

**“Goethe-Zertifikat A2 / Start Deutsch 2”**(Goethe-Institut) or **„telc Deutsch A2 / Start Deutsch 2”** (telc GmbH)

### Certificate

Students who have passed the internal test and have attended classes regularly (70%), will receive a certificate from the Hochschule indicating

- the achieved level according to the CEFR
- the amount of lessons
- the final grade
- a short description of the student's proficiency in the German language

In the second semester students can join language German classes at the following places:

Volkshochschule Esslingen - <https://www.vhs-esslingen.de/programm/deutsch-und-integration/>

ifa Akademie - <https://www.ifa-akademie.de/en/german-courses>

anglo-german institute - <https://www.anglo-german.com/en/language-courses/german/>

didactica Esslingen - <https://www.didactica-es.de/en/home/>

# RULES AND REGULATIONS

## Excursions

### Prepayment

Every student who registers to join a cultural excursion has to pay an excursion prepayment of 130 €. This should cover all excursions for September.

### Information

Details (exact time, meeting point, schedule, costs etc.) will be announced before the excursion takes place. See also the excursion overview, which will be distributed to you at the beginning of the September programme.

### Deadline

The registration for excursions takes place during the welcome at the beginning of September. An excursion will generally be cancelled if less than 15 people have registered.

### Cancellation fee

Before you sign up – check your calendar first! Registrations for all excursions are binding. If you do not cancel your registration one week before the excursion takes place, or you cannot find a substitute person from the Graduate School to take your place, there will be no refund.

## WHOM TO CONTACT

facilities, information, contacts and office hours

### Graduate School staff

<b>Prof. Dr. rer. nat. Siegfried G. Zürn, M.BC.</b> International Centre and Graduate School	☎ 0711 / 397- 4460 <a href="mailto:Siegfried.Zuern@hs-esslingen.de">Siegfried.Zuern@hs-esslingen.de</a>	Director
<b>Prof. Dr. rer. pol. Michael Flad</b> International Centre and Graduate School	☎ 0711 / 397 – 4367 <a href="mailto:Michael.Flad@hs-esslingen.de">Michael.Flad@hs-esslingen.de</a>	Deputy Director
<b>Petra Gülck Dipl.-Soz.arb. und -Soz.päd.</b> Qualified Social Worker and Social Pedagogue	☎ 0711 / 397-4461, Fax: ...-4463 <a href="mailto:Petra.Guelck@hs-esslingen.de">Petra.Guelck@hs-esslingen.de</a>	Management Assistant

### Graduate School-Office

room F 2.118	- Office Hours: Mon, Weds, Fri    08.30 – 11:30 Tues & Thurs    13.00 – 15.00
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### MBA Programme

<b>Prof. Dr. rer. pol. Michael Flad</b> Programme Coordination - International Industrial Management (MBA)	room F 2.121 ☎ 0711 / 397- 4367 <a href="mailto:Michael.Flad@hs-esslingen.de">Michael.Flad@hs-esslingen.de</a>	▪ MBA programme
<b>TuDao Luong B.A.</b> MBA Programme Coordinator	room F 2.118 ☎ 0711 / 397-4466 <a href="mailto:TuDao.Luong@hs-esslingen.de">TuDao.Luong@hs-esslingen.de</a>	▪ MBA programme

### M.Eng. Programmes

<b>Prof. Mathias Oberhauser</b> Programme Coordination M.Eng./ASM	room S 13.201 ☎ 0711 / 397-3342 <a href="mailto:Mathias.Oberhauser@hs-esslingen.de">Mathias.Oberhauser@hs-esslingen.de</a>	▪ ASM programme
<b>Prof. Dr.-Ing. Stefan Wagner</b> Programme Coordination M.Eng./DDM	room S 09.109 ☎ 0711 / 397-3586 <a href="mailto:Stefan.Wagner@hs-esslingen.de">Stefan.Wagner@hs-esslingen.de</a>	▪ DDM programme
<b>Ute Brinkmann</b> Graduate Translator M.Eng. Programme Coordinator	room F 2.118 ☎ 0711 / 397-4474 <a href="mailto:Ute.Brinkmann@hs-esslingen.de">Ute.Brinkmann@hs-esslingen.de</a>	▪ M. Eng. programme

### Social Services, Language and Culture Programme

<b>Sara Pohl</b> Student Services & German courses	room F 2.118 ☎ 0711 / 397-4470 <a href="mailto:Sara.Pohl@hs-esslingen.de">Sara.Pohl@hs-esslingen.de</a>	▪ visa, ▪ health insurance ▪ social matters ▪ registration ▪ German/culture
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### Web manager, Alumni Network, MBA Class Profile

<b>Phillip McDowell B.A.</b> Marketing Management Graduate School	☎ 0711 / 397 – 4465 <a href="mailto:Phillip.McDowell@hs-esslingen.de">Phillip.McDowell@hs-esslingen.de</a>	▪ Student ambassadors ▪ GS Website
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## Computer support

<b>Computer center</b>	room F 1.203 ☎ 0711 / 397-4112 room S 7.008 ☎ 0711 / 397-3141 Mon - Fri 08:30-12:00 & 13.30 – 16.00  room S 7.004 (Tues & Thurs 13.00 – 16.00)	▪ Computer support
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## Housing

<b>Andrea Hilebrand-Schmidt / Xuemei Ladewig</b> Studierendenwerk Stuttgart Mettinger Str. 127 - Westpoint 73728 Esslingen	Office Hours: Mon, Tues, Thurs 09.00 – 11.00 ☎ 0711 / 203731 102 + 101 <a href="mailto:x.ladewig@sw-stuttgart.de">x.ladewig@sw-stuttgart.de</a> <a href="mailto:a.h-schmidt@sw-stuttgart.de">a.h-schmidt@sw-stuttgart.de</a>	▪ All aspects of housing
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## Copy shop

City campus - room S 1.-104 ☎ 0711 / 397-3399	Mon-Thurs 08.00 – 17.00 Fri 08.00 – 14.00	▪ Copies ▪ Print jobs
Hilltop campus - room F 1.001 ☎ 0711 / 397-4688	Mon-Fri 09.00 – 15.00	

## Student Office

City campus - room S 1.125 ☎ 0711 / 397-3050 Hilltop campus - room F 1.073 ☎ 0711 / 397-4515	- Office hours: Mon, Wed, Fri: 09.00 - 11:30 Tues 09.00 – 15.00 Thursday closed	▪ New TAN's ▪ Chip Card replacement
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## Student Cafeteria „Mensa“

The Mensa offers 4 different meals every weekday during semester, one is always vegetarian, plus drinks (Partly closed during summer holidays!!)	Opening hours “hilltop” cafeteria: Monday-Friday: 07.30 – 16.00 Friday 07.30 – 15.00 Lunch served daily from 11.15 - 14.15  Opening hours “city” cafeteria: Monday-Thursday: 06.45 – 16.00 Friday 06.45 – 15.00 Lunch served daily from 11.15 am 14.15
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## Library

Hilltop, main building 5 <sup>th</sup> floor ☎ 0711 / 397-4102+4103 Fax 0711 / 397-4099 <a href="mailto:bibliothek@hs-esslingen.de">bibliothek@hs-esslingen.de</a>	Open hours during lecture times Monday – Friday 08.30 – 19.00
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## Opening hours of University buildings

All buildings: Monday-Friday: 06:30 – 19:00

**By means of a chipcard, students gain access to study rooms, computer pools, communal faculty space and labs at the following times:**

Monday - Friday: 19:00 – 22:00 Saturday: 08:00 – 18:00

## Student Union (Asta)

Room S 5.013 ☎ 0711 / 397 – 3150 <a href="mailto:asta@hs-esslingen.de">asta@hs-esslingen.de</a>	- Office Hours: Mon, Tues, Thurs, Fri 09:00 – 11:30
The self-administered executive body of the student union is called AstA (Allgemeiner Studierendenausschuss“). AstA represents student interests outside and inside university. They are members of the university senate and take part in the university’s decision-making processes. Furthermore, Asta provides various services:	
<ul style="list-style-type: none"> <li>- keeping you informed about current issues and events</li> <li>- running a university cinema (movies for free!)</li> <li>- a stationer’s offering cheap stationery (hilltop and downtown)</li> <li>- „Waschsalon“ (washing machine and dryer)</li> <li>- offering advice and giving hints for students in social or school matters, in cases of hardship...</li> <li>- international student identity card (<a href="http://www.isic.de">www.isic.de</a> )</li> <li>- accommodation (private, currently very difficult situation)</li> <li>- bike rental</li> <li>- locker</li> </ul>	
<a href="https://www.hs-esslingen.de/en/study/leisure-time/asta/">https://www.hs-esslingen.de/en/study/leisure-time/asta/</a>	

## Parking on the campus

- hilltop: there is a park house available – fees daily, monthly, term.  
[https://www.pbw.de/?cmd=Kurzparker&id\\_city=4&id\\_object=-1](https://www.pbw.de/?cmd=Kurzparker&id_city=4&id_object=-1)

## Sports

Sports facilities (gym, weight room, climbing wall etc.) are located in the hilltop campus. Various classes such as tennis, ball games, ballroom dancing, aerobics, stretching, table tennis, taekwondo etc. Competitive teams for ball games and championships, for which new talent is always sought...

<https://www.hs-esslingen.de/en/study/leisure-time/university-sport/>

## Institute of Foreign Languages

The Institute of Foreign Languages provides language services to the university. Primarily, language courses are offered in Chinese, English and Spanish.

<https://www.hs-esslingen.de/en/international/languages-and-intercultural-competence/foreign-languages/>

## University Orchestra

Consists of students, staff, professors and others. The orchestra performs at graduation ceremonies and gives a university concert once a year. They play baroque, classical and romantic works. If you play a classical instrument like violin, cello, flute etc. you are heartily welcome.

Rehearsals Thursdays 17:00-21:00 in the „Aula“ (grand hall), hilltop campus.

## Pep Band

Are you a percussionist, double bass, woodwind or brass player? Then simply come along!

Rehearsals on Thursdays from 19.45-21.15 in the “Aula” Hilltop Campus, Flandernstrasse, 101.

## University Choir – Let’s sing

If you enjoy music, would like to meet new people, and like singing, this could be for you! Choir experience is an advantage, but not essential.

We sing modern and classical pieces for public occasions. Modern, pop and jazz arrangements as well as madrigals or classics. Rehearsals on Wednesdays from 19.00–20.30pm in Aula, Hilltop Campus, Flandernstraße.

<https://www.hs-esslingen.de/en/study/leisure-time/music/>

## Health Insurance

<b>AOK</b> Plochinger Str. 13, 73730 Esslingen ☎ 07021 / 721 211	<a href="mailto:Can.gueler@bw.aok.de">Can.gueler@bw.aok.de</a> customer centre for Students	Open Hours: Monday to Wednesday: 08:30-17:00 Thursday: 08:30-18:00
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		Friday: 08:30-16:00
<b>MAWISTA</b> Albstraße 26 73240 Wendlingen ☎ +49 7024 469510	Private health insurance for students over 30 years	Online application under: <a href="http://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-students/">http://www.mawista.com/en/health-insurance-for-foreign-nationals-in-germany/health-insurance-for-students/</a>

### Immigration Office

Beblinger Str. 3 and 1, 73728 Esslingen ☎ 0711 / 3512-2802 Fax 0711 / 3512-2590	Open Hours: Mon, Tues, Thurs & Fri 07:30-12:00 Thurs 14:30-18:00
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### Banks

<b>Kreissparkasse Esslingen</b> Main office: Bahnhofstr. 9, 73728 Esslingen ☎ 0711 / 398-5000	Open Hours: Monday-Friday: 09:00-17:00 (student service)
<b>Volksbank Esslingen</b> Main office: Fabrikstr. 5, 73728 Esslingen ☎ 0711 / 3909-0	Opening hours: Monday-Friday 09:00-12:00 and 14:00-17:00
<b>Landesbank Baden Württemberg LB-BW</b> Main office: Innere Brücke 26, 73728 Esslingen ☎ 0711 / 1244-6570	Open Hours: Monday-Friday 09:00-13:00, and 14:00-16:30 Thursday: 14:00-18:00
<b>Deutsche Bank</b> Am Hafenmarkt, 73728 Esslingen ☎ 0711 / 39990	Open Hours: Monday-Friday: 09:00-13:00 Mon, Tue, Fri: 14:00-17:00 Thursday: 14:00-18:00

### Post Offices

Berliner Straße, Esslingen  
Open Hours:  
Monday-Friday: 09:00-18.30  
Saturday: 09:00-13:00

Wäldenbronner Str. 18, Esslingen  
Open Hours:  
Monday-Friday: 08.30-12.30 & 14.30-18.00  
Saturday: 08.30-12.30

### Information about local Buses/Trams:

<http://www.vvs.de/>










### Information about Trains:

<http://reiseauskunft.bahn.de/bin/query.exe/d> (international guests)

### Information about Esslingen Hospital: (Städtische Kliniken)

This hospital has an accident and emergency department  
Hirschlandstr. 97, 73730 Esslingen  
☎ 0711 / 3103-0

### Information about Doctors & Dentists

<u>General:</u>  Dr. Elke Schubert, Obertorstr. 39, 73728 Esslingen Dr. Ali Faredin Oglou, Martinstr. 9, 73728 Esslingen Dr. Lochmann-Kesselheim, Obertürkheimer Str. 7-9, Esslingen-Mettingen	 0711/353888  0711/5502051   0711/322223	English spoken English & Turkish spoken  English & Spanish spoken
<u>Internal specialist</u>  Dr. Eppler, Berliner Str. 4, 73728 Esslingen	 0711/356840	English spoken
<u>Gynaecologist:</u>  Drs. Brock & Steinmacher, Fischbrunnenstr. 1, ES Dr. Claudia Birkel, Neckarstr. 86, 73728 Esslingen	 0711/357045  0711/352630	English spoken English & French spoken
<u>Dentist:</u>  Bodendorf & Heiter, Neckarstraße 79, ES Tobias Günkinger, Neckarstr. 55, 73728 Esslingen	 0711/939210-0  0711/88242110	English spoken English & Portuguese
<u>Eye specialist</u>  Dr. Jürgen Krüger, Sirnauer Str. 6, 73728 Esslingen	 0711/357500	English spoken

**See also:** <http://www.info-aerzte.de/arzt/aerzte-esslingen-256.html>

We also have information about local doctors and specialists in the Graduate School office.

### Religious associations

If you are interested in faith-based activities, you will find many different possibilities in the student community:

Student pastor catholic PR Uwe Schindera	 0711 / 31 54 60 20
Student pastor protestant Pfr. Stefan Schwarzer	 0711 / 316 76 33
SMD – Student mission	<a href="http://www.esslingen.smd.org">http://www.esslingen.smd.org</a>
Mosque in Esslingen	<a href="http://esslinger-moschee.de/">http://esslinger-moschee.de/</a>

See also: [http://www.esslingen.de/Len/startseite/es\\_people/Beliefs+and+Church.html](http://www.esslingen.de/Len/startseite/es_people/Beliefs+and+Church.html)

# RULES AND REGULATIONS

for

## handling the chip card

### Applicable to users of the chip-card at Esslingen-city-campus, Esslingen-hilltop-campus and Göppingen campus

With your chip-card you have received an intelligent contactless and interactive memory card, having the following functions:

- Copying and printing (via purse/wallet)
- Entrance key
- Library ID
- Clock-in/out
- Student ID card
- Payment in the Mensa (via purse/wallet)
- Public transport free of charge from 18:00-06:00 in the Stuttgart area network

Important information about your chip-card as well as regulations for using it are as stated below

### ➔ Chip-card as a purse / wallet for copying, printing and in the Mensa

The chip-card is equipped with an electronic private account.

What can be paid and where with the card?

Copies/prints (at all copy machines incl. printing office) as well as additional services of the printing office.  
Payment in the Mensa/cafeteria (only private account)

You can top-up your private account with money at the following loading stations:

- City-campus: Building 1, 1st floor (in front of „Studierendensekretariat“)  
Building 8 ground floor (old Mensa)  
cash top-up Building 16 (Mensa)
- Hilltop-campus Building 1 ground floor (Foyer) also cash top-up  
Building 3 ground floor (Mensa)
- Göppingen: Building 4 ground floor (room G 04.016)

A PIN is not necessary for topping-up the card; however, you will need one for making copies and for printing. There is no pre-set PIN. You must enter a 4 figure PIN the first time you use the card at the copy/print terminal (PayCons). The PIN can be changed at any copy terminal.

Please keep your PIN number secret to avoid miss use by others.

### ➔ Chip-card as an entrance key

The chip-card also entitles the owner to enter rooms and buildings within the university locations. Please pay attention to the following regulations for entrance to buildings and rooms on the campuses:

- Binding hours of opening see website see: <https://intranetportal.hs-esslingen.de/de/he-portal/meine-hochschule/technik/haus-und-raumverwaltung.html>  
Afterwards entrance is only possible by means of chip-card or key.

To enter, the chip-card must be placed on the card-reader near the entrance

- The doors must be closed after entering.
- Property and inventory have to be treated with special caution. Waste must be put into the waste paper baskets. Furniture must be left in the same order as found when entering the room.
- Windows and doors must not be opened, if not necessary; lights must be switched off if not needed.
- No one "external" is allowed to accompany Students outside opening hours.
- Orders of the authorized staff have to be followed. The chip-card must be shown if required.
- Participants of an approved event or meeting are entitled to enter for the purpose of the same.

#### ➔ Chip-card as library ID card

By way of the barcode on your chip-card you can borrow books from the library in Esslingen-Flandernstraße and Göppingen.

#### ➔ Chip-card as a student ID card

The chip-card is also used as a student ID card. The period of validity is printed on the back of the card at the beginning of each semester.

Validity if the card can be extended at the following loading stations:

- Downtown-campus: Building 1, 1st floor (in front of „Studentensekretariat“)
- Hilltop-campus: Building 1 (Foyer)
- Göppingen: Building 4, ground floor (room G 04.016)

The eligibility for the purchase of study ticket will also be printed on the back of the chip-card for students at the locations downtown-campus and hilltop-campus.

#### ➔ Additional general regulations for the use of the chip-card

- The chip-card has to be kept safely and must not be used by third parties.
- In case of loss of the chip-card you have to inform about the same by e-mail to the following central e-mail address within four hours, at least on the same day:  
[chipkarte@hs-esslingen.de](mailto:chipkarte@hs-esslingen.de) concerning entry problems contact: Herr Liedle, Tel. 0711 397 3037  
by chip-card problems contact: Frau Ciftci, Tel. 0711 397 3036
- Abuse, defects and malfunction must be reported to the following address:  
[chipkarte@hs-esslingen.de](mailto:chipkarte@hs-esslingen.de)
- In order to avoid impairment of functions, the chip-card must be handled with care; that means it should not be bent, folded, written on or exposed to high temperatures etc. It is recommended to use a cover for the card.
- Manipulation or an attempt to manipulate the chip-card can result in the irrevocable deletion of the data on the chip thus rendering it unusable. In case of an unusable chip-card or loss of chip card, a duplicate chip-card can be obtained by paying a fee of 10 €. The fee must be paid at the "Zahlstelle" and the receipt must be handed into the "Studierendensekretariat" Room. S 1.125.
- Users who offend against the „Regulations for handling the chip-card“, can temporarily or permanently be excluded from the use of the same. The head of the university will decide to which extent.
- The chip-card is the property of the Hochschule Esslingen and as such can be reclaimed at any time.

#### ➔ Hints concerning data security

According to § 21. progress report of the land's commissioner for data security we draw the chip-card owner's attention to the fact, that the following data is stored on the chip-card:

- definite number of the card (UID)
- definite number for the entry system

➔ **By confirming receipt of the chip-card the above mentioned regulations are accepted**

Suggestions and improvements would be appreciated. Please send them to the project group chip-card under: [chipkarte@hs-esslingen.de](mailto:chipkarte@hs-esslingen.de). We wish all chip-card owners successful use of the chip-card 😊.

## Introduction for the local access at the University of Applied Sciences Esslingen via the domain of the Computer Center (Rechenzentrum)

### WE USE DIFFERENT OPERATING SYSTEMS WITHIN OUR DOMAIN

- Windows 7 / Linux  
The offered user-account (LOGINNAME) and the password are valid for all our publicly accessible computer systems

### LOGIN ON WINDOWS 7

- Press STRG+ALT+ENTF
- Enter your LOGINNAME
- Enter your password
- Verify that "RZNT" has been selected in the dropdown-box below the password (i.e. 'Kennwort'!)

### CHANGING THE PASSWORD

- During your Windows session: press 'STRG+ALT+ENTF', select the button 'Kennwort ändern' and follow then the instructions
- To change the password via Internet Browser start the 'SquirrelMail'-webmail (located at the HE-Homepage/Schnellzugriff/"Email über Web") and then press 'options/change password'

### HOME

- You can find your personal disk space through the file manager (e.g. 'Windows Explorer') mapped on the drive "Z: LOGINNAME\$ auf '(Z:)' and the drive "'S':LOGINNAME auf '(S:)'"
- Your whole (Home-)disk space is limited to 2 GBytes

### PUBLIC DRIVE

- Using the file manager every user can also find the public drive "*public auf '(T:)'*"
- On 'T:\Temp' all users can exchange data (this volume will be deleted daily!)
- On 'W:\Dozenten' you can find some information about various lectures and exercises, created by your teachers

### SOFTWARE-Download

- The "computer-center"-software-download-portal offers some free-of-charge Microsoft-, VMware- and AutoDesk-Software-Modules (c/o Homepage of the "computer center"-Rechenzentrum- → Softwareangebot)

## PRINTING

- ❓ You can use all public printers by starting the printer manager at "Start → Einstellungen → Drucker"
- ❓ Attention please: better print at first to a '\*.pdf'-file and then print to paper.
- ❓ Choose your printer within the application (e.g. MS Office ..) or mark your printer as standard, while using the right mouse button
- ❑ You can manage your print jobs by directly double-clicking on the printer tablet

## E-MAIL

- ❓ For accessing your emails please use <https://webmail.hs-esslingen.de/>. (i.e. 'SquirrelMail'-webmail), using your account and your password
- ❓ Your standard-mail address is: < LOGINNAME@hs-esslingen.de >  
Furthermore you can apply per online for a further Email-address like < firstname.surname@stud.hs-esslingen.de >  
*P.S.: we only accept using the officially presented university mail address!*

## Further Services

- ❓ You can get your Notebook connected to our campus-local area network by using the "HE-Mobile-Net":  
<http://mobile-net.hs-esslingen.de/>

## More Information needed?

- ❓ For further tips and hints about the "RZNT"-domain please visit the Homepage of the computer center. c/o [rzinfo@hs-esslingen.de](mailto:rzinfo@hs-esslingen.de)

## PC Pools

F 01.201	G 04.015	S 07.001
F 01.205	G 04.017	S 07.002
F 01.207	G 04.122	S 07.003
	G 04.124	S 07.010
		S 07.011
F 02.116 English software		

**Opening times of PC Pools: Monday - Friday: 19:00 – 22:00 Saturday: 08:00 – 18:00**

**PLEASE NOTE THAT ONLY E-MAILS SENT FROM YOUR HOCHSCHULE E-MAIL ADDRESS (e.g. [abcdgs00@hs-esslingen.de](mailto:abcdgs00@hs-esslingen.de)) WILL BE ANSWERED BY THE GRADUATE SCHOOL OFFICE !**

## ON-LINE FUNCTIONS (VIA WEBSITE)

1. **Use of the self-service features** (Selbstbedienungsfunktionen)
2. **TAN administration** (TAN-Verwaltung)
3. **Registration for examinations** (Prüfungsanmeldung online)
4. **Grades on-line** (Noten online)
5. **Re-registration / Certificates** (Rückmeldung / Bescheinigungen)
6. **Change of address / telephone number** (Adressenänderung)

### 1. Use of the self-service features



The on-line features can be reached via [LOGIN](#) at the top of the main Hochschule homepage. Enter your user name and password. (the same login as the e-mail system).

After login switch to English  and choose **“LSF” (Lehre-Studium-Forschung)** from the menu bar.

### 2. TAN administration – LSF “General administration”

For Re-registration / Certificates and Change of address / telephone number you will need to enter a 6 figure TAN number (transaction number).

You will receive the first TAN's directly from the Hochschule-Verwaltung. You will have to create further TAN's yourself. You will need **2 “old” TAN's** to create and activate a new TAN list so make sure you save at least 2 TAN's for this purpose. As soon as a new TAN list has been created and activated, the old ones will be no longer valid.

#### **Important:**

You can create a new TAN list at any time. **You need 2 TAN's to create and activate a new list!!!!**

### 3. Registration for examinations – LSF “Administration of exams”

Via LSF you will have to register for all your exams – choose Administration of exams.

### 4. Grades on-line – LSF “Administration of exams”

Via LSF you can look at your grades.

### 5. Re-registration / Certificates – LSF “Administration of study”

Re-registration is done on-line and the registration fee is collected by bank direct. Procedure

On the right hand side of the homepage click on “Schnellzugriff “ / “HE-Online-Portal” / “Lehre-Studium-Forschung (LSF)” then login.

Under “Meine Funktionen” choose “Studiumsverwaltung” / Bezahlen & Rückmelden”.

Enter your bank details. To complete the transaction you will have to enter a 6-figure TAN number.

After this you can print out a study confirmation under “Studienbescheinigungen”.

For this you will also need a TAN number.

You will be informed via E-Mail when the re-registration periods start/end; you can also check the HE-website link “Terminkalender”.

Once the re-registration period has ended you can up-grade your chip card automatically at one of the “top-up” units (blue machines).

### 6. Change of address / telephone number – LSF “General administration”

You can enter a new/change of address or telephone number on-line. It is important that we have your current address for postal deliveries.



## GENERAL INFORMATION

### Dormitory contract

Please note that your dormitory contract only lasts for 1 year.

This is because new students starting in September *must* be guaranteed a room on arrival.

For this reason you have to leave your dormitory at the end of the second semester and move to another place.

- When you move out of your dormitory room it must be in the same condition as it was when you moved in. If this is not the case you will be charged for the cost of cleaning the room or any repairs necessary.
- Remember to look for alternative accommodation well in advance. The housing office and Graduate School cannot offer you any help with this.

### To buy 2nd hand (used) furniture, clothes, household items & appliances etc.

Diakonieladen, Küferstr. 13/1, Tel. 0711/3006152 and Ottilienplatz 13

EBI Shop, Kiesstr. 11, Tel. 0711/352070

Wirtschaftshilfe, Sirnauerstr. 7, Tel. 0711/356320

There is also a flea-market (second hand goods) on the first Saturday of every month in Blarerplatz Esslingen.

### via Newspapers and the internet

“Sperrmüll. is printed once a week on Thursdays. It contains all sorts of ads. They also have a website: [www.sperrmuell.de](http://www.sperrmuell.de).

“Flohmarkt”, is printed once a week on a Tuesday.

website: <http://www.quoka.de/>

And of course on <https://www.ebay.de/>

### How to understand Hochschule locations

e.g. F 1.217

First letter      F – Flandernstrasse = hill-top campus

                     S – Stadtmitte = city campus

                     G – Göppingen

Digit before dot - building number e.g. F 1 = building 1 / F2 = building 2

Number after dot - floor/room number, e.g.      F1.001 = floor 0 (ground) room 1

Example = F 1.217 = Flandernstrasse, building 1, second floor, room 17.

## FAQ'S

Q: Where do I send the **bank "direct debit" forms** (Einzugsermächtigung) for my rent and Health Insurance?

A: "direct debit" forms (Einzugsermächtigung) for your rent and Health Insurance can be handed to the Graduate School Office, Sara Pohl

Q: How do I **print out documents**?

A: When you want to print a document you have to choose the printer.

You can then go to *any* printer *anywhere* in the Hochschule and retrieve the print job: lay your chip-card on the pad next to the printer / put in your PIN number and choose "# drücken" then choose "Alle Druckjobs" or document name. After printing remove your card from the pad.

Q: What should I do with the **"ANMELDEBESTÄTIGUNG"**? (the registration document given to you by the Ausländeramt/Immigration office).

A: This is the proof that you are registered with the German authorities. Keep this document safe at home. You may be asked to show it as proof of residency.

Q: Can I **travel to other European countries on my Visa**?

A: If you have a Schengen Visa for 3 months you can visit the countries within the Schengen agreement. You can apply for an extension for your visa early if you wish to travel outside one of the Schengen countries.

Important - when making your extension application, make sure you request the Visa be issued until the end of the programme.

Q: For what is the **"Immatrikulations-Bescheinigung"**? (blue sheet handed to you the first day with your chip-card).

A: You can use the "tear-off" slips as proof that you are a Student. You may be asked for this proof when buying items with Student discount but normally the Chip-card is accepted.

You can also print out a copy of your study confirmation (Studienbescheinigung) from the on-line functions on our website once you have got your TAN list. (transaction number list).

Q: Where can I **hire a bike**?

A: For a small deposit you can borrow a bike from the Asta workshop. <https://www.hs-esslingen.de/en/study/leisure-time/asta/>

You can also hire bikes from the following bike shops:

Bike Doctor, Küferstr. 24, Esslingen

Sportpedale.es, Strohstrasse 16, Esslingen

Q: Where can I get/rent a **key for a locker** in the city campus?

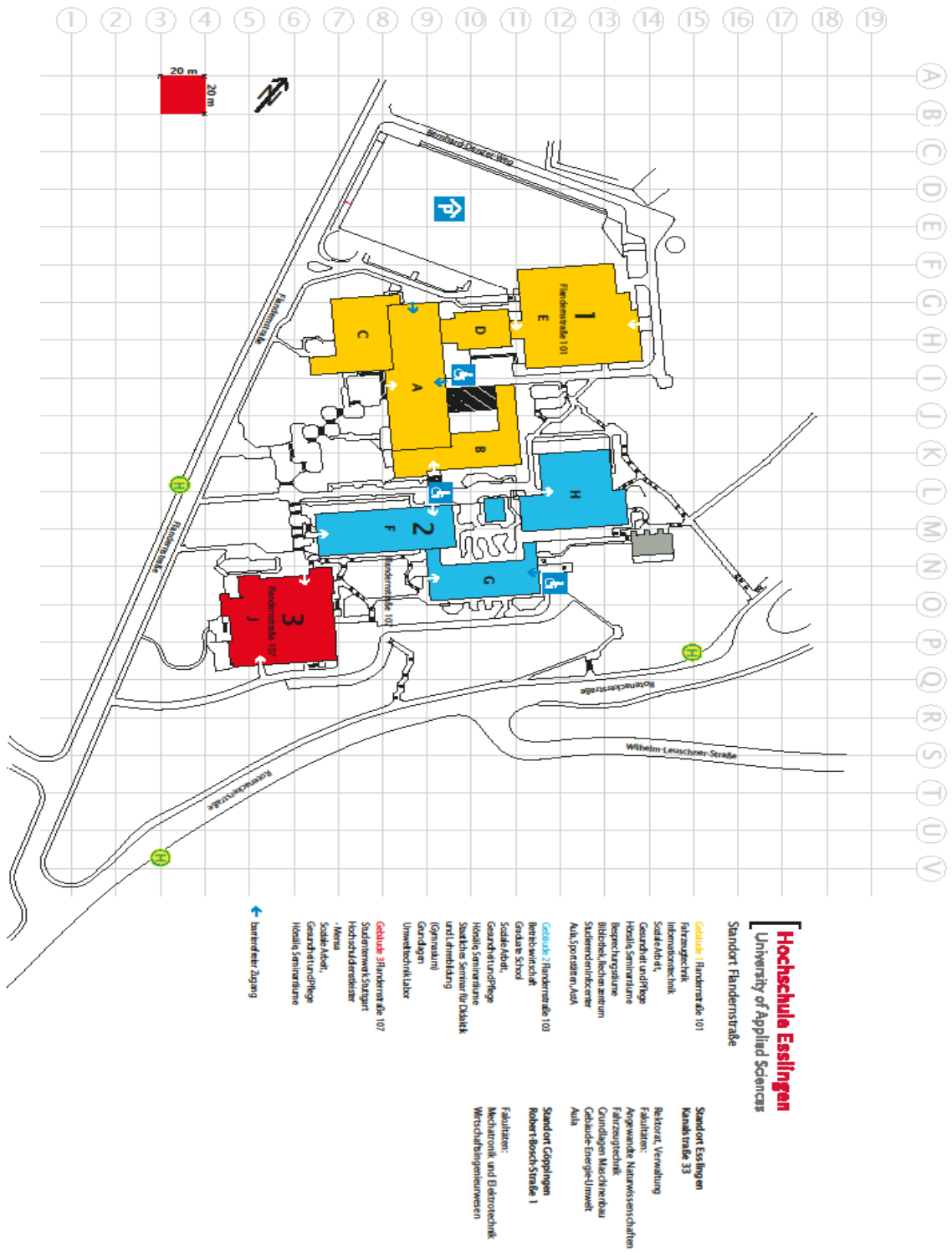
A: At the AstA office: [asta@hs-esslingen.de](mailto:asta@hs-esslingen.de)

Tel. 0711/397 3150 / Room S 5.013 Mon-Fr. 9-11.30am

## Vocabulary

German	English	Meaning
Die Bücherei	Library	
Der Studierendenausweis	Student ID Card	
Das Studierendensekretariat	Student Affairs Office	
Die Aufenthaltsgenehmigung	Residence permit	The German residence permit is a document issued to non-EU citizens living in Germany.
Das Wohnheim	Dormitory	
Der Hausmeister	Janitor	
Die Mensa	Cafeteria/canteen	
VVS – der Verkehrs-Verbund-Stuttgart	Local transport system	All trams, trains, and buses within the metropolitan Stuttgart area.
Die Hausdruckerei	Internal printing department	
Das Fundbüro	Lost-and-found office	
Die Zahlstelle	Cashiers Office	
Das Prüfungsamt	Examination office	
Das Rektorat	President's office	
AstA - Allgemeiner Studierenden Ausschuss	Students Union	Representation of students in the Senate
Der Rektor	President	
Der Stundenplan	Schedule	
Die Küche	Kitchen	
Die Ausländerbehörde	Immigration Office	
Das Kino	Cinema	
Das Wörterbuch	Dictionary	
Verfasste Studierendenschaft	Student Body	Independant student council
Die Wirtschaft	Economy	
Der Schlüssel	Key	
Das Akademisches Auslandsamt	International office	
Die Bushaltestelle	Bus stop	
Das Rechenzentrum (RZ)	Computer centre	
Der Ausflug	Excursion	
Das Bürgeramt	Citizens centre	
Der Handytarifanbieter	Mobile phone provider	
Die Bankkarte	Bank card	
Der Busfahrplan	Bus timetable	
Der Putzeimer	Bucket	
Die Klobürste	Toilet brush	
Der Besen	Broom/sweeping brush	
Das Putzmittel	Cleaning agent/detergent	
Die Matrikelnummer	Matriculation/registration number	

# HILLTOP CAMPUS PLAN



## CITY CAMPUS PLAN



## Emergency telephone numbers



**Ambulance 112**

**Fire department 112**

**Police 110**