

# Information for new Students

Winter Semester 2023/24

Hochschule Offenburg

**asta**

be part of it



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# PREFACE

Dear Student,

Welcome to Hochschule Offenburg!

In this brochure, we have compiled some of the most important information about studying at the University to make your first steps on campus easier. Between lectures and labs you can look forward to what the University has in store for you. In addition to a wide range of sports activities, we offer seminars and other educational opportunities, including language courses and semesters abroad at partner universities around the world. Take advantage of these additional offerings and get to know the University and your fellow students better! Attend university events and experience Offenburg's party scene and pub culture.

The "AStA" (General Student Committee) also organizes events for a fun and eventful campus experience: For example, the Filmring provides you with a blockbuster movie once a month, also offering drinks and freshly prepared popcorn for one euro each.

If you have any questions or problems, just drop by at our AStA office (Offenburg Campus, room B020; Gengenbach Campus, room 208). We are happy to help you but also look forward to your own ideas and support! Visit our website for more information: [asta.hs-offenburg.de](http://asta.hs-offenburg.de)

Wishing you lots of fun and success in your studies.

**AStA-Team**



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# ABOUT OFFENBURG UNIVERSITY

Offenburg University is the home of the “Schluckspecht” – the prize-winning vehicle that relies on external heating and cooling to drive pistons – and the speaking seat rail for in-flight entertainment. Computer hackers are welcome here, as long as they are willing to side with the good guys! What began in 1964 in Offenburg as a “State School of Engineering” is now a University of Applied Sciences.

Offenburg University is one of the major educational institutions in the Upper Rhine region. Located in the heart of the Ortenau District, it is anything but provincial: More than 4500 young people from many different countries are studying at one of the two campus locations, Offenburg und Gengenbach – now including you!

Four departments in the fields of business, media and technology offer a total of 25 Bachelor’s and 22 Master’s degree programs. What they have in common is an interdisciplinary and practical orientation.

## *The Numbers*

Foundation year: 1964

Campuses: 2

Departments: 4

Students: 4000

Professors: 130

Adjunct instructors: 200

Staff: 350

Bachelor’s degree programs: 25

Master’s degree programs: 22

This allows you to implement what you have learned in one of the University’s many successful projects, even when you are still a student. Since 1998, for example, “Team Schluckspecht” of Hochschule Offenburg has taken part in the European Shell Eco-Marathon. Hacking, energy-efficient vehicles, humanoid robots – there is a suitable project for everyone. Take the guts and join in!

That today’s study contents are not only interdisciplinary, but geared to the needs of the labor market to such a high degree is mainly due to the close integration with the regional economy in Offenburg.

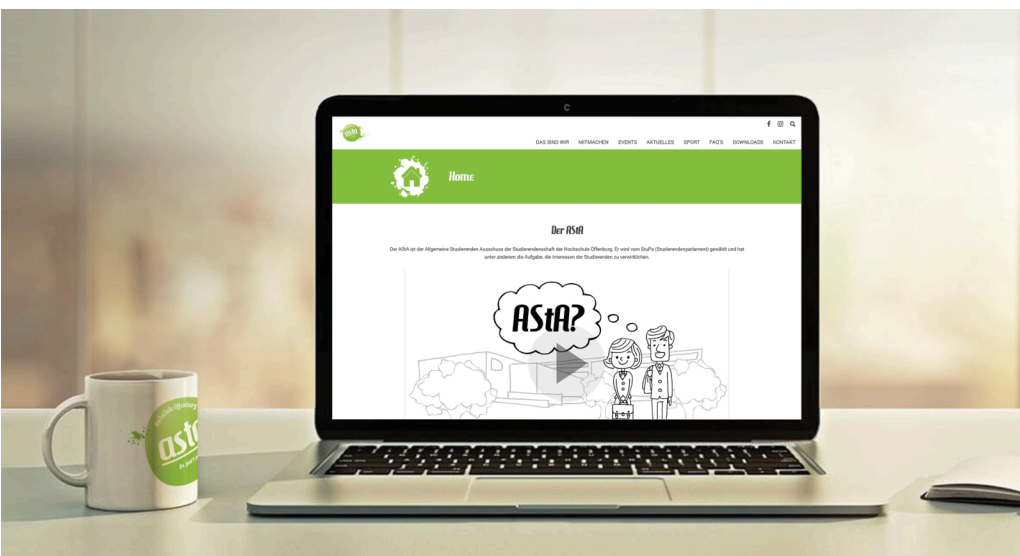


# WHAT IS AStA?

**AStA (Allgemeiner Studierenden Ausschuss)** is the executive committee of Hochschule Offenburg's student body. It is elected by the StuPa (student parliament) and has the task of implementing students' interests, among other things.

Both AStA and StuPa are laid down by law, in the State University Act. This is also the reason for the semester fee for the student body, which is currently 18 euros per semester. The money is mainly used for events, activities, for the AStA office and student-body administration.

If you have any questions or would like to support us, you can find us on the Offenburg campus in the AStA office B020, in Gengenbach by appointment in the monastery 2.08. Visit us on our website: [asta.hs-offenburg.de/en](http://asta.hs-offenburg.de/en)



# **ASTA DEPARTMENTS & RESPONSIBILITIES**

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## **EXTERNAL RELATIONS**

- ➡ Involvement in state-level student representation
- ➡ Higher-education policy and legislation
- ➡ Contacts with other universities and student bodies
- ➡ Studierendenwerk Freiburg
- ➡ Contacts with fzs (Free Association of Students)

## **FINANCES**

- ➡ Responsibility for AStA's payment transactions
- ➡ Contact for the University and student parliament in financial matters
- ➡ Budgeting for the following financial year
- ➡ Preparation of AStA's final reports

## **PR, IT & WEBSITE**

- ➡ First-semester-student welcome
- ➡ Updating of information for first-semester students
- ➡ Compilation and editing of texts and images for the homepage, print products and social media
- ➡ Poster design for events
- ➡ Administration of AStA's CMS
- ➡ Social media maintenance (Facebook and Instagram)

## **ADVISORY SERVICES**

- ➡ Applications for extension
- ➡ Problems with professors
- ➡ Equal opportunities

## **UNIVERSITY SPORTS**

- ➔ Gym-occupancy coordination
- ➔ Administration of contracts for sports group leaders
- ➔ Organization of competitive sports and “University Sports Day”
- ➔ Administration of the sports grounds and materials

## **CULTURE & EVENTS**

- ➔ Cultural program (e. g. international barbecue)
- ➔ First-semester party
- ➔ Excursions (one-day and multi-day)
- ➔ Co-organization of university-wide events (e. g. Hochschulsporttag)
- ➔ Communication with party organizers
- ➔ Support of project groups (e. g. through the Filmring)

## **INTERNATIONAL AFFAIRS**

- ➔ “By Internationals for Internationals”
- ➔ Integration of international students
- ➔ Support in dealing with authorities and everyday issues

## **BOARD OF DIRECTORS**

- ➔ AStA representation at official meetings and events
- ➔ Convening and chairing of AStA meetings
- ➔ Addresses at first-semester welcome and student assembly
- ➔ Communication with university leadership and Studierendenwerk
- ➔ Coordination of individual departments' cooperation

# TASKS OF AStA

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## UNIVERSITY POLICY

AStA is your contact for your questions, requests and suggestions even beyond the University; relations with other universities are also an important element of our work. AStA is active at the state level in the state student representation, and participates in higher-education policy and other cross-university topics.

## LAB REPORTS

With a deposit (e. g. student ID), you can borrow and make copies of laboratory reports in the AStA office during the breaks between lectures. This can help you to prepare for labs. All documents are meant to be supportive of your own work, not to replace it! The complete copying of a lab report can lead to the failure of the exam. Don't think your professors aren't smart enough! You are also welcome to make your own materials available for students in future semesters.

At the Offenburg office you can also rent sports and barbecue equipment, reserve a fridge, or rent a locker in the B building (for a deposit of 50€).

## STUDENT ASSEMBLY

The Student General Assembly meets once every semester. If you want to be in the know about current developments at the Hochschule and other study-related topics, or want to contribute your opinions and ideas, please attend!



## ***Culture & Fun***

Each semester, AStA organizes the First-Semester Party, the kick-off event for your studies and a good opportunity to make contact with students in higher semesters.

There is also an International BBQ, which brings German and international students together at a barbecue in a comfortable atmosphere; a pub tour; a cozy film evening with beer and popcorn organized through the Filmring; or the newly created Mensa Party – all opportunities to party on campus and get to know people better.

# DEPARTMENTS AND DEPARTMENT COUNCILS

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## DEPARTMENTS AT HOCHSCHULE OFFENBURG

Hochschule Offenburg has four major departments in two campus locations. The Department of Business and Industrial Engineering ("B+W") is located on the Gengenbach Campus. The other three departments are on the Offenburg Campus: Electrical Engineering and Information Technology (E+I), Media (M), and Mechanical and Process Engineering (M+V).

Even if the departments are in different buildings or different locations, you should try to be open towards the other departments and their students, because you can help each other with projects and learn a lot from each other.

## DEPARTMENTAL COUNCILS

The elected student representatives who participate in the meetings of the respective Department Councils are called "Fakultätsräte." Like the participating professors and members of staff, they each have one vote with which they can vote for or against a proposal (or abstain from the vote). The number of student representatives in the councils vary, depending on the total number of members and type of department council in each case.

Among the topics discussed by the Department Council are the distribution of credits and associated workload for individual modules, job advertisements for professorships, and suggestions for improving the course of study.

## SENATE

There are four elected student representatives on the Senate. The Senate is responsible for decisions in matters of research, teaching, academic studies and further education. Typical items on the agenda of a Senate meeting are the rector's report, current appointment procedures, Senate mandates (committees), and the discussion and adoption of statutes.



## MANAGEMENT

Dean:  
Vice-Dean, Research and Dev.:  
Vice-Dean, Academic Affairs:  
Departmental Office:

Prof. Dr. Philipp Eudelle  
Prof. Dr. Stefan Junk  
Prof. Dr. Thomas Baumgärtler  
Annette Niklaus, G1.08

WI, WIM:  
BW, BWM, LH:  
MBA-part time:  
WIN, WINM:  
IBC:  
DEC:  
WP:

Prof. Dr. Andreas Friedel  
Prof. Dr. Thomas Baumgärtler  
Prof. Dr. Steffen Rietz  
Prof. Dr. Tobias Hagen  
Prof. Dr. Rainer Fischer  
Prof. Dr. Christopher Zerres  
Prof. Dr. Julia Roederer

## REGISTRAR'S, EXAM AND INTERNSHIP OFFICES III

### BW, LH, WP, MBA-part time

**Gudrun Plüschke**

☎ G1.03

☎ 07803 / 9698-4436

✉ [plueschke@hs-offenburg.de](mailto:plueschke@hs-offenburg.de)

### IBC

**Komila Topal**

☎ G2.05

☎ 07803 / 9698-4468

✉ [komila.topal@hs-offenburg.de](mailto:komila.topal@hs-offenburg.de)

### WI, WIN

**Bruno Litterst**

☎ BC2.2.20

☎ 07803 / 9698-4412

✉ [b.litterst@hs-offenburg.de](mailto:b.litterst@hs-offenburg.de)

### BWM, WIM, DEC, WINM

**Beate Burgert**

☎ BC2.2.19

☎ 07803 / 9698-4430

✉ [beate.burgert@hs-offenburg.de](mailto:beate.burgert@hs-offenburg.de)

# ELECTR. ENG., MEDICAL ENG. & COMPUTER SCIENCE <sup>EMI</sup>

## MANAGEMENT

Dean:

Vice-Dean 1:

Vice-Dean 2:

Departmental Office:

AI, INFM:

AKI:

WIN+:

EI, EI+, EI-3nat:

MKA, MK+, MMR:

EP, EP+:

MT, MTM:

CME:

EIM:

Prof. Dr. Elke Mackensen

Prof. Dr. Stefan Hensel

Prof. Dr. Tobias Felhauer

Lea Portscher, B111

Prof. Dr. Tobias Lauer

Prof. Dr. Daniela Oelke

Prof. Dr. Joachim Orb

Prof. Dr. Stephan Pfletschinger

Prof. Dr. Christian Klöffer

Prof. Dr. Patrick König

Prof. Dr. Christoph Nachtigall

Prof. Dr. Harald Hoppe

Prof. Dr. Marlene Harter

Prof. Dr. Tobias Felhauer

## REGISTRAR'S, EXAM AND INTERSHIP OFFICES *EMI*

### AI, EI, EI+, EI-3nat, MT, EIM, EI-BS, INFM, MTM

**Mathias Klein**



B119



0781 / 205-238



[mathias.klein@hs-offenburg.de](mailto:mathias.klein@hs-offenburg.de)

### AKI, EP, EP+, EP-BS, MKA, MK+, MK-BS, WIN+, MMR, IW-BS

**Roselinde Breinich**



B119



0781 / 205-168



[breinich@hs-offenburg.de](mailto:breinich@hs-offenburg.de)

## startING

**Judith Huck**



A007



0781 / 205-232



[judith.huck@hs-offenburg.de](mailto:judith.huck@hs-offenburg.de)

## CME

**Renata Eisenmann**



E001



0781 / 205-4964



[renata.eisenmann@hs-offenburg.de](mailto:renata.eisenmann@hs-offenburg.de)

## MANAGEMENT

Dean:

Vice-Dean Research and Development:

Vice-Dean Study and Teaching:

Departmental Office:

Prof. Dr. Erik Zenner

Prof. Dr. Oliver Korn

Prof. Sabine Hirtes

Heike Isenmann, D310

MI, mukB:

MW+:

mgp:

ViW

UNITS:

MuK:

ENITS:

Prof. Sabine Hirtes

Prof. Dr. Dan Curticapean

Prof. Markus Birkle

Prof. Dr. Daniel Görlich

Prof. Dr. Andreas Schaad

Prof. Daniel Fetzner


Prof. Dr. Dirk Westhoff

## REGISTRAR'S, EXAM AND INTERSHIP OFFICES <sup>M</sup>

### MI, UNITS, mukB, ViW

**Sabine Prehn**

 D310


 0781 / 205-228

 [sabine.prehn@hs-offenburg.de](mailto:sabine.prehn@hs-offenburg.de)

### MW+, mgp

**Monika Selent**

 D312


 0781 / 205-137

 [monika.selent@hs-offenburg.de](mailto:monika.selent@hs-offenburg.de)

### MUK, ENITS, MW-BS

**Heike Dietrich**

 D312

 0781 / 205-157

 [heike.dietrich@hs-offenburg.de](mailto:heike.dietrich@hs-offenburg.de)

More information about the department Media can be found on:

[honey.mi.hs-offenburg.de](http://honey.mi.hs-offenburg.de)

# MECHANICAL AND PROCESS ENGINEERING <sup>M+U</sup>

## MANAGEMENT

Dean:  
Vice-Dean:  
Vice-Dean:  
Departmental Office:

Prof. Dr. Jens Pfafferott  
Prof. Dr. Günther Waibel  
Prof. Dr. Niklas Hartmann  
Carola Lasch, E402

BM:  
BT:  
MA:  
NES:  
UT:

Prof. Dr. Steffen Wolf  
Prof. Dr. Fabian Eber  
Prof. Dr. Christian Wetzel  
Prof. Dr. Niklas Hartmann  
Prof. Dr. Susanne Mall-Gleißle

MBT:  
MME:  
MPE:  
RED: Prof.

Prof. Dr. Christiane Zell  
Prof. Dr. Bernd Waltersberger  
Prof. Dr. Thomas Eisele  
Dr. Jörg Bausch

## REGISTRAR'S, EXAM AND INTERNSHIP OFFICES <sup>M+U</sup>

### ES, BM, aBM, RED

**Claudia Baaß**



E002

☎ 0781 / 205-395

✉ [claudia.baass@hs-offenburg.de](mailto:claudia.baass@hs-offenburg.de)

### BT, UT, NES, DIW

**Heidi Hug**



B256

☎ 0781 / 205-234

✉ [heidi.hug@hs-offenburg.de](mailto:heidi.hug@hs-offenburg.de)

### MA, MME

**Jutta Lehmann-Korndorff**



E002

☎ 0781 / 205-207

✉ [j-korndorff@hs-offenburg.de](mailto:j-korndorff@hs-offenburg.de)

### MPE, MBT

**Renata Eisenmann**



E001

☎ 0781 / 205-4964

✉ [renata.eisenmann@hs-offenburg.de](mailto:renata.eisenmann@hs-offenburg.de)



## WE WANT YOU!

Help students with questions about studying, meet new friends and earn money. Gather a lot of interesting experiences as a mentor!

In the mentoring program, higher semester students supervise the first semester of their own course each year. The whole thing is organized by the MINT College. At the beginning of the semester, each mentor is assigned a small group of first-time students, which he then looks after in the current semester.

If there are any questions left, we will be at your service:  
[mentorenprogramm@hs-offenburg.de](mailto:mentorenprogramm@hs-offenburg.de)

## Facilities and services for students

- A campus user account for access to the university network as well as email and online administration services (e. g. exam registration, reregistration),
- An email account with an official university address  
(**<Campus-Username>@stud.hs-offenburg.de**),
- 1-GB hard-disk space in your home directory and additional disk space in your email account
- Network access for mobile devices on campus viaWiFi and from home via VPN client
- Several PC pools for independent work outside the classroom

## PC Pools

- In Offenburg, a total of 142 PCs are available in rooms B205a, B205b, B206 and B207. In addition, the PC pools D115 and D116 in building D and E007 in building E are open to students.
- Every computer room is equipped with a multifunctional machine for copying, printing and scanning with the "Follow-me" system.
- The computer rooms in Offenburg are open Monday through Friday from 7 a.m. to 9 p.m..
- In late evenings and on weekends, room B205b is accessible with your OSKAR card, provided you have it activated for off-hour access (for OSKAR activation, go to the technical management office, room A001).
- If no lecture or other class are held in the computer rooms, they can be used for 'free play'!

## Bildungscampus and Kloster

- In Gengenbach, rooms BC2.1.4, BC2.1.5, BC2.2.4, BC2.2.5 & G002, G007, G009, G210 are PC pools.
- One multifunctional machine for copying, printing and scanning with the "Follow-me" system is in BC2.1.14 and BC2.2.26 and two are in G007.
- In Gengenbach the rooms are open from 7 a.m. to 10 p.m.
- These rooms are always open except in the exam phase.
- If no lecture or other class are held in the computer rooms, they can be used for 'free play'! BC2.2.5 and G007 are learning rooms, so they are always available.

### Further information:

[hs-offenburg.de/en/study-programs/-/student-services/about-online-studying](https://hs-offenburg.de/en/study-programs/-/student-services/about-online-studying)



## Campus user account and home directory

- All students receive the access data for the campus user account by post with their confirmation of enrollment
- This user account allows registration in the PC pools and thus access to the university network, your personal home directory (H:) on the server cluster, as well as your email account
- With this user account you can also log in to other services of the University, e.g. Moodle (e-learning), Filr, VPN, WiFi and online administrative services.
- With the user account, a personal home directory is created automatically.
- On computers of the University that are equipped with the OES client (formerly Novell Client), the home directory is automatically mounted as drive H:.
- From computers without an OES client, you can access the home directory via a web browser/Filr: [filr.hs-offenburg.de](https://filr.hs-offenburg.de) (without VPN connection).
- More information about access to the University's network drives can be found in our service portal.

## Printing and scanning

You can use the "Follow-me" printing systems for printing, scanning and copying, using your user account and OSKAR. After logging in with your campus user ID, use the web application: [follow-me.hs-offenburg.de](https://follow-me.hs-offenburg.de) to manage your print and scan jobs.

## Network access

Students connect to the internet on campus with their notebooks via WiFi or the public, yellow-marked network sockets in connection with VPN.

For more information, go to our service portal at [cit.hs-offenburg.de](https://cit.hs-offenburg.de)



**An important note: When you withdraw from the University, your home directory will be deleted along with your user account. Therefore, make sure to copy any data you wish to keep to a separate data carrier in good time.**

# Z3 - Digital Teaching and Media

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Z3 is the central information service provider of the University and responsible for providing literature (Library), e-learning tools and other media. The Z3 manages the Moodle learning platform at [elearning.hs-offenburg.de](https://elearning.hs-offenburg.de) and is responsible for the the operation of the university website: [hs-offenburg.de](https://hs-offenburg.de)

Most instructors use Moodle to provide their lecture materials (such as slides, scripts, exercise sheets), organize appointments, groups, labs and projects, collect and evaluate homework, or provide exams, quizzes and solutions. Besides these courses, Moodle also offers:

- ➞ Collection of past exams  
<https://elearning.hs-offenburg.de/moodle/course/view.php?id=5595>
- ➞ Online math preparatory course  
<https://elearning.hs-offenburg.de/fit4study/>
- ➞ Information about the Math-App and Physics-App  
<https://elearning.hs-offenburg.de/moodle/course/view.php?id=2150>
- ➞ Registration for language courses of the University  
<https://elearning.hs-offenburg.de/moodle/course/view.php?id=500>

Registration in Moodle is done with your campus user login. If you have any questions or problems, please send an e-mail to [moodle@hs-offenburg.de](mailto:moodle@hs-offenburg.de)



Einmal im  
Monat

Popcorn 1€

Getränke 1€

Raum 0001

Hochschule Offenburg

**asta**

be part of it

# UNIVERSITY LIBRARY

**“The most useful books are those that encourage the reader to supplement them.”**

Voltaire (French philosopher and writer, 1694-1778)

Studying without reading – that’s impossible! The literature you need for your studies is available at the University Library. And that’s why there are two outlets at Offenburg University: one on the ground floor of the B building in Offenburg, and one on the Gengenbach Campus in the former Vorbeck School (opposite the main building – use the side entrance!).

## Library Offerings?

In addition to books – printed and electronic – the library offers you daily and weekly newspapers, specialist journals and, at the Offenburg branch, movies and documentaries. Via the homepage: [hs-offenburg.de/bibliothek](https://hs-offenburg.de/bibliothek) (fast access with the “quicklinks” on the top of the homepage), you can view the holdings and access the video tutorials. The OPAC catalogue lists all available books and other media available at the Library.

## E-Books?

You can access the e-books from home using VPN: Install the software from the CampusIT website and log in with your campus account. Some publishers also use “Shibboleth”: First select this service directly on the publishing platform (under “Login”), select “Hochschule Offenburg,” and enter the login data of your campus account. Note that publishers offer e-books for a wide variety of uses. Use the OPAC catalogue to find the corresponding information for each individual ebook.

## Printed Books?

Your Oskar card also serves as your library card, with which you can easily borrow printed books at the self-checkout desk. The loan period for books is three weeks and can be renewed via OPAC up to ten times. That covers the whole semester! Only if the book has been reserved by another user you cannot extend the loan period and have to return the book. Please remember to renew in time, as otherwise you will have to pay late fees after only one grace day.

### opening hours during the lecture period

**In Offenburg:** Monday to Friday: 8:00 am - 6:00 pm + Saturday: 9:00 am to 1:00 pm

**In Gengenbach:** Monday to Friday: 9:00 am to 6:00 pm

## Fees?

Use of the library is free of charge – provided you hand in or renew your loans in time. If that is not possible for whatever reason, please contact the library staff within the loan period. Otherwise, late fees are due: 1.50 EUR after one day, an additional 5 EUR after seven days, an additional 10 EUR after another seven days. In advanced semesters you may need books or articles from other libraries. For each such “interlibrary loan” a small fee will be charged (1.50 EUR handling fee, plus postage if applicable).

## Places to read and study?

The library's a perfect place for you to study: On the Offenburg Campus, there is the „Kinzig-Saal“ with individual workstations (no talking!) and the „Mühlbach-Saal“ (on the right-hand side near the entrance) with group workspaces. In the library on the Gengenbach Campus you will find booths for team study on the first floor as well as some individual workstations. Please note that you are not allowed to bring bags, food or open drinks into the library.

## Any Questions?

Have a look at our FAQ, contact us at the reception desk, write an email or call us:

### Library Offenburg

☎ 0781 / 205-240

✉ [bibliothek@hs-offenburg.de](mailto:bibliothek@hs-offenburg.de)

### Library Gengenbach

☎ 07803 / 9698-4413

✉ [gengenbach@hs-offenburg.de](mailto:gengenbach@hs-offenburg.de)

## opening hours during lectur-free time

**In Offenburg:** Monday, Tuesday, Wednesday, Friday: 9:00 am to 4:00 pm + Saturday: 9:00 am to 6:00 pm

**In Gengenbach:** Monday to Friday: 9:00 am to 4:00 pm

# ACADEMIC ADVISING

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## CENTRAL ACADEMIC ADVISING

- First point of contact for questions and problems regarding your studies
- Reflection talks to clarify individual situations
- Advising on courses of study, study organization and exams, learning difficulties, switching study programs and alternatives to academic studies
- Advising on student maternity and parental leave
- Counseling and support for students with disabilities and chronic illnesses

### Leonie Gürtler

 A008 & G2.05 (latter only on Wednesdays)

 0781 / 205-4866

 [studienberatung@hs-offenburg.de](mailto:studienberatung@hs-offenburg.de)

## INTERNATIONALS

Advising and support for international students.

### Vera Vanié

 B030

 0781 205-159

 [vera.vanie@hs-offenburg.de](mailto:vera.vanie@hs-offenburg.de)

## 1:1 COACHING FOR MOTIVATION AND LEARNING DIFFICULTIES

Support with motivation lows, procrastination and exam anxiety. Flexible consulting via zoom, telephone or in person.

### Kim Eckstein (Coaching in person)

 [kim.eckstein@hs-offenburg.de](mailto:kim.eckstein@hs-offenburg.de)

### Nina Bach (Coaching via Zoom or phone)

 [nina.bach@hs-offenburg.de](mailto:nina.bach@hs-offenburg.de)



## **STUDIERENDENWERK**

Advice on BAföG, social counseling, insurance, childcare, student jobs, dormitories and private rooms.

### **Renate Litterst**



B017



0781 / 205-328



[litterst@swfr.de](mailto:litterst@swfr.de)

## **PSYCHOTHERAPEUTIC COUNSELING**

We know that studying at university is not always easy!

If you find yourself in a difficult situation or just want to get something ('off your chest,') do not hesitate to use the Studierendenwerk's offering of psychotherapeutic counseling, which is free of charge for students. Contact the psychologists Jutta Kopp-Kalic and Konrad Braun directly:

### **Dipl.-Psychologen Jutta Kopp-Kalic & Konrad Braun**



0781 / 33370



[jutta2k@web.de](mailto:jutta2k@web.de)



[konrad.braun@gmx.de](mailto:konrad.braun@gmx.de)

WIR  
MACHEN  
DIE  
HOCHSCHULE  
GRÜN.\*

\* MACH MIT.  
IN DER AG NACHHALTIGKEIT.



# LEARNING CENTER

**Do you have problems with mathematics or questions about physics, programming and other natural sciences?**

Experienced tutors from various courses offer you individual help in the learning center and advise you on solving your tasks for the lecture or during the exam preparation. The tutors are happy to be able to support students in the basic subjects of science and technology courses.

## **Open learning center**

**Where:** at Campus Offenburg

**available:** Monday-Thursday afternoons

In addition, we offer sessions on special subjects (e.g. on programming) and compact courses (e.g. on topics in mathematics). Learning groups can be supported by tutors, e. g. for exam preparation.

The current offers and dates can be found on our website at:

[hs-offenburg.de/lernzentrum](https://hs-offenburg.de/lernzentrum)

**All offers of the learning center are free of charge.**

## **Questions about the learning center?**

Contact person see [hs-offenburg.de/lernzentrum](https://hs-offenburg.de/lernzentrum)

E-Mail: [lernzentrum@hs-offenburg.de](mailto:lernzentrum@hs-offenburg.de)



# CAREER CENTER

The Career Center supports students in developing their personal and professional profiles and in starting their careers. We offer personal advising, a wide range of seminars, workshops and lectures, and the arrangement of contacts to employers.

Our program brochure is published at the beginning of each semester and distributed on campus (Offenburg and Gengenbach). It contains the following main sections:

- ➡ Studying successfully
- ➡ Career entry
- ➡ The first job
- ➡ Business start-up
- ➡ International Career

The program is also available on our homepage at [career-center.hs-offenburg.de](https://career-center.hs-offenburg.de).

Registration form:

[career-center.hs-offenburg.de](https://career-center.hs-offenburg.de)

Information per E-Mail:

[career@hs-offenburg.de](mailto:career@hs-offenburg.de)

*Office hours by appointment:*

✉ [career@hs-offenburg.de](mailto:career@hs-offenburg.de)

☎ Rebecca Späth: 0781 / 205-4916

☎ Dörte Rössler: 0781 / 205-164

# ENTREPRENEURSHIP CENTER

If you have a business idea or are interested in becoming self-employed

Offenburg University can support you in various ways:

- **Start-up Office**

Offers personal advising, seminars and workshops on all aspects of business start-ups

- **Open Game & Fablab**

The OGFLab is the launching pad for a business start-up at the University. It is coworking space, MakerSpace and idea incubator in one.

- **Lectures & seminars**

In the 2023/24 winter semester, the inter-departmental lecture series "Entrepreneurship" is offered every Wednesday, 17:30 - 19:00 hrs, in room D001.

You can find our complete offerings at [hs-offenburg.de/angebote-fuer-studierende/gruenderbuero](https://hs-offenburg.de/angebote-fuer-studierende/gruenderbuero) and [ogflab.hs-offenburg.de](https://ogflab.hs-offenburg.de), as well as in Moodle> Entrepreneurship.

Contact:

**Wolf-H. Blochowicz**

☎ 0781 / 205-405-4638

☎ 0176 / 23163252 0781 / 205-4690

✉ [wolf.blochowicz@hs-offenburg.de](mailto:wolf.blochowicz@hs-offenburg.de)

**Julia Reichwein**

☎ 0781 / 205-4690

✉ [julia.reichwein@hs-offenburg.de](mailto:julia.reichwein@hs-offenburg.de)

# ***MENTOR PROGRAM***

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If you are new to university, you may not yet know your way around and have many questions:

- ➡ What is the best way to organize my day-to-day life at university?
- ➡ How do I prepare for exams?
- ➡ Who can I contact in case of problems?
- ➡ What's on at night in Offenburg or Gengenbach?

Students of higher semesters (mentors) will help you with these and many other questions and provide you with initial orientation during your studies. Each mentor is assigned a small group of first-year students. You meet regularly, get to know other students in your degree program and exchange ideas. In the meetings you can ask questions and discuss problems in a relaxed atmosphere – or just go out together.

All mentors are trained for the task and are remunerated for their work. Every mentor also receives a certificate of their participation in the program.

Contact: [mentorenprogramm@hs-offenburg.de](mailto:mentorenprogramm@hs-offenburg.de)



# SCHOLARSHIPS

There are hundreds of scholarship programs – but only few students take advantage of them. Increase your chances by getting informed and learning about lesser-known scholarship opportunities.

Visit the scholarship page for a first overview: [hs-offenburg.de/stipendien](https://hs-offenburg.de/stipendien). The Moodle course “Stipendienberatung” additionally also offers a lot of information and tips on scholarships [both sites in German only].

## SEARCH FOR SCHOLARSHIPS

➡ MyStipendium - [mystipendium.de](https://mystipendium.de)

## IMPORTANT SCHOLARSHIPS FOR STUDENTS AT HS OFFENBURG

- ➡ Deutschlandstipendium
- ➡ Stipendium der Thomas Gessmann-Stiftung
- ➡ Printus-Stipendium
- ➡ Grants of the Vereins der Freunde und Förderer

## SUPPORT FOR GIFTED STUDENTS

13 agencies for the promotion of gifted students have come together under the Federal Ministry of Education and Research to support students and young researchers with special talents. The Stipendium Plus internet platform provides an overview of all 13 scholarships for gifted students: [stipendiumplus.de](https://stipendiumplus.de).

# INTERNATIONAL OFFICE

The **International Office (IO)** has maintained intensive contact with carefully selected foreign partner universities for many years. Students at Offenburg University are offered the opportunity to spend a semester studying at one of round about 80 partner universities around the world, or to complete a practical semester, project or thesis work abroad. Various institutions contribute to the financing of stays abroad; the most important are the European Commission ("Erasmus+" program), the DAAD (German Academic Exchange Service) and the BadenWuerttemberg Stiftung. All information on stays abroad and related scholarships can be found on our website at: [outgoing.hs-offenburg.de](https://outgoing.hs-offenburg.de)

In the IO's Moodle course you will find reports prepared by students who have completed a semester abroad. In addition, the IO is always looking for new buddies from partner universities who can help our international students settle in at the University and in the Offenburg region.

**Alexander Burdumy** (Head)



B030



0781 / 205-4884



[alexander.burdumy@hs-offenburg.de](mailto:alexander.burdumy@hs-offenburg.de)

**Andrea Wilhelmy** (Outgoings)



B032



0781 / 205-147



[andrea.wilhelmy@hs-offenburg.de](mailto:andrea.wilhelmy@hs-offenburg.de)

**Melanie Schlüter** (Internship Abroad)



B032



0781 / 205-175



[melanie.schluter@hs-offenburg.de](mailto:melanie.schluter@hs-offenburg.de)

**Susanne Ziemer** (Buddies)



B034



0781 / 205-399



[susanne.ziemer@hs.offenburg.de](mailto:susanne.ziemer@hs.offenburg.de)

**Denise Emard** (Incomings)



B034



0781 / 205-4800



[incoming@hs-offenburg.de](mailto:incoming@hs-offenburg.de)

# LANGUAGE CENTER

The Language Center offers foreign-language and German-as-a-foreignlanguage courses both during the semester and in semester breaks. For some of the courses you can earn credits towards your degree; it is advisable to consult your program's office regarding the conditions for this.

A list of the language-course offerings and online registration for them can be found on the website at: [sprachenzentrum.hs-offenburg.de](https://sprachenzentrum.hs-offenburg.de)

## Language Center Offenburg:

Central e-mail address for your inquiries: [sprachenzentrum@hs-offenburg.de](mailto:sprachenzentrum@hs-offenburg.de)

### Andrea Klumpp

📍 B022

☎ 0781 / 205-4856

✉ [andrea.klumpp@hs-offenburg.de](mailto:andrea.klumpp@hs-offenburg.de)

### Tatiana Shakhtyr

📍 B022

☎ 0781 / 205-1160

✉ [tatiana.shakhtyr@hs-offenburg.de](mailto:tatiana.shakhtyr@hs-offenburg.de)

### Raphaela Völkle

📍 B033

☎ 0781 / 205-4823

✉ [raphaela.voelkle@hs-offenburg.de](mailto:raphaela.voelkle@hs-offenburg.de)

Dominik Hölz, Semester in Hong Kong



# STUDIERENDENWERK

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The Studierendenwerk Freiburg is a public agency supporting more than 40,000 students in Freiburg, Offenburg, Gengenbach, Furtwangen, Kehl and Villingen-Schwenningen. It is financed by federal and state grants, by its own funds and by the social contributions which students are required to pay by law. Each student pays a solidarity fee each semester, regardless of the services they actually use.

Every semester each student pays a student loan, no matter which services are made use of.

At Offenburg University, the Studierendenwerk runs the Mensa and cafeteria on campus as well as the three student residence halls in Offenburg and Gengenbach. Students with children can also take advantage of childcare services close to the Offenburg campus.

Further services such as counseling on various topics are also offered at the Offenburg campus. You can also find out about student loans, pick up BAföG applications and ask questions if anything is unclear. There are information about the insurance, that is included in the Studierendenwerksbeitrag (student loans). You can also inform yourself about education- and studentcredits, or the Studierendenwerksdarlehen. You can find the different services of the Studierendenwerk on: [swfr.de](https://www.swfr.de)

## STUDIERENDENWERK

### **Renate Litterst**



B017



0781 / 205-328



[litterst@swfr.de](mailto:litterst@swfr.de)

For further information on student finance, please contact the Studierendenwerk's loan office:

### **Birgit Rosalowsky und Leni Rimpler**



0761 2101 253



[stufi@swfr.de](mailto:stufi@swfr.de)

# OSKAR CARD

OSKAR stands for **O**ffenburger **S**tudierenden **KAR**te, which will be handed out to you for free. This chipcard replaces cash money on the campus.

What should I do in case of loss or defect of the OSKAR, or if I need an activation?

On the website <https://www.hs-offenburg.de/die-hochschule/organisation/infos-services/oskar-offenburger-studierendenkarte> you will get the help and information you need.

For more information contact the cafeteria staff or visit this website:

<https://www.swfr.de/essen/chipkarte/autoload>

OSKAR also serves as your library card and grants access to the campus buildings in Offenburg outside the regular opening hours as well as to many of the studios in the D building. To receive access you need to have your OSKAR activated by the caretakers. For the activation for studios or computer rooms you also need the written permission of a professor.

## Lost & Found

If you have lost your OSKAR or other item, you can find the lost-and-found office at the information desk in the foyer of the B building (B026). Another possibility to report a loss or find is the online bulletin board on the AStA Facebook page [facebook.com/asta.hs.offenburg](https://facebook.com/asta.hs.offenburg).

# *COPYSHOP OF THE COMPANY URIOT/BOD LAHR*

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Prints and copies for the University Offenburg can be ordered via digital copyshop. There you can have your posters, documentations, final papers etc. printed, punched and bound. Payment is possible via PayPal or OSKAR, if you pick up your prints at room A004. For each of your work to be printed, the copyshop needs accurate information such as number of copies, black-and-white or color print, one- or double-sided printing, type of binding and exact final format.

Drucke und Kopien können über den digitalen Copyshop für die Hochschule Offenburg beauftragt werden. Ihr könnt eure Plakate, Dokumentationen, Abschlussarbeiten und vieles mehr drucken, lochen und ebenso binden lassen. Die Bezahlung erfolgt per PayPal oder bei Abholung (Raum A004) über die OSKAR. Für jede eurer Arbeiten, die gedruckt werden soll, benötigt die Druckerei genaue Angaben wie Druckauflage, sw- oder Farbdruck, ein- oder doppelseitig, Bindeart und das genaue Endformat.

You will find entrance to the copyshop and all other important information via: [copyshop.hs-offenburg.de](https://copyshop.hs-offenburg.de)

## ***COPYING & SCANNING***

You can copy your materials using one of the many the photocopiers throughout campus, and paying with OSKAR. Scanning is even free of charge! You will find information about the various functions and prices directly at the copy machines.



## Während des gesamten Studiums – Unfallversichert!

**Alle Studierenden sind automatisch und kostenfrei bei der Unfallkasse Baden-Württemberg unfallversichert!**

Dies gilt bei studienbezogenen Tätigkeiten wie (Online-)Vorlesungen, Hochschulsport, Hochschulveranstaltungen sowie auf allen Wegen in Verbindung mit dem Studium.

Melde einen Unfall schnellstmöglich beim Studierendenwerk und teile deiner Ärztin oder deinem Arzt mit, dass der Unfall beim Studium passiert ist.

### **Fit & gesund im Studium**

Schau gerne bei unseren kostenfreien Seminaren zum Thema „Fit & Gesund im Studium“ vorbei unter <https://akademie.ukbw.de/>.

# UNIVERSITY SPORTS

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Whether you want to stay active through recreational sports, try out a new sport, or develop further in your existing sport – you can pursue all of these goals at Offenburg University! Our comprehensive sports program covers everything from health-preventive offerings to games'n'fun to high-level championships. The current listings can be found in the university sports Moodle-Course.

We are committed to making the sports program as attractive as possible. If you have any suggestions for improvement, please contact us and take advantage of the opportunity to actively contribute to the sports program!

Make the best of the sports program, get to know other students, share the fun of sport and stay fit together!





# UNIVERSITY ORCHESTRA

**"Music is the universal language of mankind."**

Henry Wadsworth Longfellow (American poet, 1807-1882)

The University Orchestra was founded in 2014 on the occasion of the University's 50th anniversary. Since then, students, professors and staff members have been playing together under the baton of Udo Sutter. The repertoire of the orchestra includes modern, intermediate-level brass music. Rehearsals are tuesdays at 6 o'clock in the foyer of the B building.

We are always happy to welcome new members who already play an instrument. Contact us or join us for a tryout rehearsal!

Contact:

**Petra Möhringer**

✉ [moehringer@hs-offenburg.de](mailto:moehringer@hs-offenburg.de)

✉ [hochschulorchester@hs-offenburg.de](mailto:hochschulorchester@hs-offenburg.de)

Website: Studium ► Campusleben ► Hochschulorchester

[hs-offenburg.de/studium/campusleben/hochschulorchester](https://hs-offenburg.de/studium/campusleben/hochschulorchester)



Photographer: Martina Wagner

# EQUAL OPPORTUNITIES

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Although according to law women and men do have equal rights, there are still areas in which gender equality does not exist. At Hochschule Offenburg, too, only 17 percent of professorships are held by women, and the representation of female students, especially in the technical courses of study, is far below the 50/50 benchmark, at around 30 percent. We, the University's equal opportunity representatives, aim at ensuring that men and women have equal career opportunities. We are committed to this at different levels – for example, by making sure that gender-appropriate language and teaching are respected at the University and that female students receive specific career support.

It is also important to us to support students with children or with parents in need of care. For example, they have the possibility to complete their studies on a parttime basis. If you need help with your application for part-time study, you can contact the University's Student Advising Center. [beratungszentrum.hs-offenburg.de](https://beratungszentrum.hs-offenburg.de)

Children are welcome on campus! There is a family room in Offenburg as well as in Gengenbach, which parents can use for feeding and playing with their children, or to meet with other parents.

You are also encouraged to contact them or the AStA about anything on your mind related to equal opportunities on campus! If you have questions or suggestions relating to equality, the University's Equal Opportunities Officer, Prof. Dr. Andrea Müller, her representatives at the different departments, Equal Opportunities Officer Christine Parsdorfer, and the AStA Speaker for Inclusion will be happy to hear from you. For more information and contact addresses, go to: [gleichstellung.hs-offenburg.de/](https://gleichstellung.hs-offenburg.de/)

## **Prof. Evgenia Sikorski**



E205



0781 / 205-254



[gleichstellungsbuero@hs-offenburg.de](mailto:gleichstellungsbuero@hs-offenburg.de)

## **AStA**



[asta-beratung@hs-offenburg.de](mailto:asta-beratung@hs-offenburg.de)

# CATHOLIC UNIVERSITY COMMUNITY

People with diverse interests and different backgrounds shape the life of the **Catholic University Community (KHG)**. We meet at contemporary events and church services and also discuss current topics of religion and society in an informed and sometimes controversial way. The KHG is open-minded towards every culture and religion, and aims to be a relaxed and friendly place to get together, learn together, and receive personal and spiritual guidance.

A warm invitation to all who are interested:

**Just come by – have a look – join in!**

More offerings:

- ➡ Advice on scholarship opportunities by the Church
- ➡ Relief assistance for students in difficult situations
- ➡ Application training and help with application writing
- ➡ Church services
- ➡ Pastoral counseling
- ➡ Spiritual guidance

## **Marcel Oertwig, Dipl. Theol.**

University chaplain, lay minister and head of the local KHG (Catholic University Community)

☎ 0781 / 20 55 19 77

✉ [info@khg-offenburg-kehl.de](mailto:info@khg-offenburg-kehl.de)

KHG Offenburg-Kehl

Zähringerstr. 38

77652 Offenburg

More Information

[khg-offenburg-kehl.de](http://khg-offenburg-kehl.de)

Another way to connect with other believing students is via **Campus Connect** at: [campus-connect.de](http://campus-connect.de)

# EXAMS

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## EXAM SCHEDULES

The **exam schedules** are available online at:

[hs-offenburg.de/fileadmin/Einrichtungen/zentrale\\_Seiten/Pruefungsplaene/Gesamtpruefungsplan.pdf](https://hs-offenburg.de/fileadmin/Einrichtungen/zentrale_Seiten/Pruefungsplaene/Gesamtpruefungsplan.pdf)

Note that the schedules may undergo repeated changes even after publication on the website!

## REGISTRATION AND DEADLINES

### Automatic registration

You are automatically registered for all exams of the first semester, for exams in the following semester after failing an exam, after excused absence from an exam due to illness. Note that you cannot back out of automatic exam registrations.

### Deadlines

Registrations must be submitted at least one week before the start of the exam period. De-registrations (from exams other than automatically registered ones) can be made until the end of the penultimate day before the exam date. You should print out and check the overview of exams you have registered for, to make sure all requested exams were accepted. If you are not officially registered for an exam, you will not be able to take it. It is also not possible to back out of automatically registered exams.

### Falling ill during the exam period

You must participate in exams you have registered for. Otherwise, the exam performance is evaluated as failed (5.0). If a registered exam cannot be taken for good reason (e. g. illness), this must be reported immediately to the relevant exam office, and corresponding documentation (e. g. a medical certificate) must be submitted within three workdays. The doctor must be released from confidentiality and complete the form available for download here:

[hs-offenburg.de/studium/waehrend-des-studiums/pruefungen](https://hs-offenburg.de/studium/waehrend-des-studiums/pruefungen)

## REPORTS AND CERTIFICATES

You can check your exam results as part of the online services (under “Prüfungsanmeldung, Notenbescheinigungen”). Official grade certificates as well as English-language records of your grades can be found under: [hs-offenburg.de/studium/waehrend-des-studiums/pruefungen](https://hs-offenburg.de/studium/waehrend-des-studiums/pruefungen)

## REPEAT EXAMS AND EXCEPTIONS

### Failing a repeated exam?

If you have twice failed the same exam, you will receive a letter by the Exam Office stating that a third attempt at the exam (Drittversuch) is permitted only if you submit proof of having undergone a subject-specific advising session with the instructor/professor. You are yourself responsible for arranging the session, at the end of which you will be issued a certificate. With the certificate you can then apply for taking the third-attempt exam at the Exam Office. Without it, you will not be registered for the third-attempt exam.

### Third-attempt exam

After failing an exam twice, as described above you have to make an appointment with the professor/instructor for a subject advisory session. With the certificate issued at the end of the sessions you register for the third attempt at the Exam Office of your study program. If you do not provide the certificate by the end of the exam registration period (one week before the start of the exam period), the third attempt will be considered as not having taken place and will be graded as „not sufficient“. This will be followed by forced de-registration. Therefore, make sure to arrange the advisory session in time!

The third attempt must be made in the semester following the second failed attempt at the latest; it cannot be postponed. If a student does not register for the third attempt in time with proof of the advising session, this will be considered as non-participation (5.0) and forced de-registration, including the loss of the right to take exams. A hardship application is also no longer possible.

The Study and Examination Regulations do not allow for a further (fourth) attempt.

# EXAMS

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## ***EXAMS DURING THE PRACTICAL SEMESTER***

During the practical semester you will not be automatically registered for exams, so if you failed an exam in the previous semester, you do not have to take the repeat exam in the practical semester. However, if you want to take an exam during the practical semester anyway, you can do so by registering for it within the required deadlines.

## ***LOSING THE RIGHT TO TAKE EXAMS AND ORAL MAKE-UP EXAMS***

After the fourth semester, all 60 credits from the first two semesters must have been earned. Exceeding this deadline can be the basis for ex officio de-registration, meaning you have to leave the University. After the eleventh semester of the Bachelor's program (or after the sixth semester in case of the three-semester Master's and after the seventh semester of the four-semester Master's program), all required exams must be completed.

Failing to do so also leads to a notice of exclusion, which can then also be the basis for ex-officio de-registration. Students who were enrolled in their course of studies in Summer Semester 2020 and/or Winter Semester 2020/21 and/or Summer Semester 2021, however, receive an additional semester for each of the semesters, where the amount is limited to three semesters in total. Hence, if you were enrolled in all four of these semesters, you gain a maximum of three additional semesters (not four) to keep the deadline. If you were enrolled in only one of these semesters, you only gain one additional semester. This applies to both the 60-credit-rule and the rule of exceeding the standard period of study.

You can object to either notification by submitting an application for an extension of the deadline. The application must be addressed to the chairman of the exam board responsible for your course of study; the decision is made by the exam board at its meeting. It is best if you hand in or mail by post your application to the Registrar's office of your study program. Please note the deadlines – applications received late will not be considered. The application must be made in writing in the form of a business letter and must contain the reason why you are not responsible for not having achieved the required credits in the required time. The burden of proof lies with you, so it is advisable to enclose suitable documents. There is no ready-made form for this, so you have to explain and prove in your own words why you could not meet the required deadlines and/or complete the credit requirements.

## ***ORAL MAKE-UP EXAM***

If you have failed a written exam in the repeat exam (not the first attempt) with a grade of 4.3 or better, you will be given the opportunity to take a supplementary oral exam. At best, an overall grade of 4.0 can be achieved in a make-up exam.

# WORDS TO KNOW

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## **ASSISTENTEN**

'Serfs' of the professors on time-limited contracts. They support the professors and lecturers as research assistants while being trained as young scientists themselves.

## **AUSLANDSSEMESTER**

A study phase at a university abroad. Some of the exams you take there can be credited to your studies here. You will get to know a foreign language and culture better and gain a lot of life experience at the same time..

## **BACHELOR**

A short course of study based on the Anglo-Saxon model. It has replaced the traditional German Diplom program and is intended to ensure shorter study periods and increase the chances of German students on the international job market.

## **FACHSCHAFTEN**

Student representatives of a department. The Fachschaft takes care of students' non-subject-specific problems and provides advice on studying and student life. At Offenburg University, the office of Fachschaft is often held by the members of the department councils.

## **DEKAN**

The 'boss of everything and everyone' at a department.

## **EXMATRIKULATION**

Deregistration from university. This can be due to graduation after successfully completing your studies, switching to another study program or another university, or 'involuntarily,' due to failing exams or not paying semester fees.



## **FAKULTÄTSRÄTE**

Members of department councils. Motivated students who engage themselves in departmental politics besides studying.

## **FUSSNOTEN**

Footnotes proving citations. Even with appropriate training, the basically simple principle (author, title, place and year of publication, pages) is often complicated due to different rules for essays, internet sources, bibliographies, and so on. However, practice makes perfect! Or simply use Citavi, a literature management program that compiles the citations for you! See the homepage of the university library under "Wissenschaftliches Arbeiten".

(See the library's homepage ► Wissenschaftliches Arbeiten)

## **GRUNDSTUDIUM**

First, "basic" study phase with great 'screening potential.'The basics are taught without the students always understanding why they are necessary at all. A lot of work and tricky tasks are on the agenda.Then, in the "main" study phase (Hauptstudium), the basic knowledge thus acquired is applied, and one realizes that everything learned before made sense after all..

## **HÖRSAAL**

The location of lectures and seminars.Too many students in a very confined space, one lecturer speaking to himself.There is one good thing about the "restricted" situation:You quickly get to know a lot of new people!

## **MATRIKELNUMMER**

Your proof of identity.Without the number you do not exist at a university, because the "Matrikel" is the list of all students.You are given the number at enrolment and should always have it memorized, as it is required on all kinds of forms and for written exams. In case you've forgotten it: look on your OSKAR card!

# WORDS TO KNOW

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**MENSA** The place of daily food intake between lectures. Prices are lower than in restaurants because the state subsidizes food for those willing to educate themselves.

**PRAXISSEMESTER** Internship semester to gain experience during your studies. Insights into research and business as well as interpersonal training are top priorities. Start researching positions and writing applications well ahead in time!

**SPENDER FÜR HYGIENEARTIKEL** A dispenser for women's hygiene items is placed in front of the AStA-office (B020) and in Gengenbach in the women toilets on the first floor.

**SPIND** At the AStA-office you can rent a locker for a deposit.

**SPRACHENCAFÉ** Once a month the Sprachencafé offers you the possibility to communicate with new or old acquaintances while simultaneously improving your language skills. The dates will be announced at the start of the semester.

**SPRECHSTUNDE** Professors'/instructors' office hours. At regular intervals, you are invited to personal audiences lasting a few minutes or hours and addressing term papers, exams or final theses. Depending on the professor, appointments can be requested personally, by email or via online registration.

**STUDIUMPLUS** The PLUS-study models Studium + Ausbildung and Studium + Trainee enable studies with regular practical time in a company within the region and therefore lead to financial independence and work experience. The application for the trainee-model is possible, until the third semester. More information at: [hs-offenburg.de/studium/studiengaenge/plus-studienmodelle](https://hs-offenburg.de/studium/studiengaenge/plus-studienmodelle).

**TAUSCHREGAL** At the AStA-office (B020) you will find the Tauschregal (swap shelf), where you can leave or take objects, that are too good to go.

**TUTOR** Student assistant. They give tips on lectures and exams, mostly on the basis of exercises, and help with the creation of formularies.

**VEREIN DER FREUNDE** The „Friends and Sponsors of Hochschule Offenburg“ is an

association of companies, entrepreneurs, private sponsors, and graduates and staff members of Hochschule Offenburg. Its mission is to support the University and its students by providing advice and assistance.

We are looking for you! As a friend and supporter for the promotion of young talents- the strongest resource of our society.

You are able to help the VdF by shopping online: Just use one of the following links. The sellers donate a small percentage of the income they generate through your purchase. You will not have any additional costs!

[bildungsspende.de/vdf-offenburg](https://bildungsspende.de/vdf-offenburg)

[hs-offenburg.de/studium/studiengaenge/plus-studienmodelle](https://hs-offenburg.de/studium/studiengaenge/plus-studienmodelle)

**„INTERCULTURAL COMPETENCE“ CERTIFICATE** In a world that is ever growing closer together, it is becoming more and more important for people starting out on their careers to qualify for the job market through intercultural competences. The International Center therefore offers the „Intercultural Competence“ certificate, which allows students who do not have the opportunity to go abroad to acquire key qualifications in this area.

**ZIMMERVERMITTLUNG** Help with finding student accommodation. The student dormitories St. Martin and Zähringerstraße are only a 5-minute walk from the University, while Haus Goldgasse is located in the center of Offenburg, only a few minutes by bicycle from the University. Students live in furnished, shared apartments and share kitchen and bathroom/toilet; there are also a few individual apartments in the house on Zähringerstraße. All rooms have internet access. In each house there is a washing machine and dryer available to the residents (payable with OSKAR). You can apply for housing in the student dorms online, on the website of the Studierendenwerktenhäusern bewerben: [swfr.de](https://swfr.de)

Look for the section under “Wohnen/Wohnportal” to apply online [swfr.de](https://swfr.de).

Private room offers are also posted on the Studierendenwerk’s website. Under “Wohnen/Serviceportal” you can register after admission or enrolment at the University to view the private room offerings.

# LIFE & CULTURE IN OFFENBURG | GENGENBACH

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Here are some suggestions for off-campus eateries and entertainment in Offenburg and Gengenbach, catering for different tastes and wallet sizes:

## RESTAURANTS

- ➡ Badischer Hof, Offenburg (regional cuisine)
- ➡ Bombay, Offenburg
- ➡ Essgut, Offenburg (at Lake Gifiz)
- ➡ Frei, Gengenbach
- ➡ Mum Aroi, Offenburg (Thai)
- ➡ Rialto, Gengenbach (Pizzeria)
- ➡ YamYam, Offenburg (Sushi-Bar)
- ➡ Zeus Palast, Offenburg (Greek)
- ➡ Burger Marie, Offenburg (hamburgers and more)
- ➡ Zauberflöte, Offenburg
- ➡ Brauwerk Baden, Offenburg

## BARs

- ➡ Laubenlinde, Offenburg
- ➡ Oststadtliebe, Offenburg
- ➡ The Square, Offenburg
- ➡ Gecko, Offenburg
- ➡ Kakadu, Offenburg
- ➡ Barbier, Offenburg
- ➡ Biermichel, Offenburg
- ➡ Schoellmanns, Offenburg
- ➡ Sisha Oase, Offenburg
- ➡ Mocca, Offenburg + Gengenbach
- ➡ Bistro Unter den Pagoden, Offenburg
- ➡ SICHT.BAR, Offenburg

## FAST FOOD

- ➔ King Kebab (7,90 Euro all Pizzas)
- ➔ Die Kaffeebohne, Offenburg (doner kebab/pizza to go)
- ➔ QuocThai, Offenburg
- ➔ KFC, Burger King, Mc Donalds (Offenburg)

## CLUBS

- ➔ Etage 1, Offenburg (large capacity/several floors)
- ➔ Freiraum, Offenburg (must be 21 to enter)
- ➔ Circle Club (Offenburg's electronic scene)

## MISCELLANEOUS

- ➔ Forum Kino (8 cinemas)
- ➔ VIA ///Visionen und Ideen Akademie /// Kreativraum (Poetry Slam, Movie bar, Vernissages)
- ➔ Freizeitanlage Gengenbach
- ➔ KiK (art center/Platz der Verfassungsfreunde)
- ➔ Kulturbüro Offenburg (information on cultural events around OG)
- ➔ Kulturförderverein Stud e.V. (rock & pop Live events, student nights)
- ➔ Salmen (events/Innenstadt)
- ➔ Reithalle (events / Platz der Verfassungsfreunde)
- ➔ Spitalkeller

## REGIONAL VICINITY

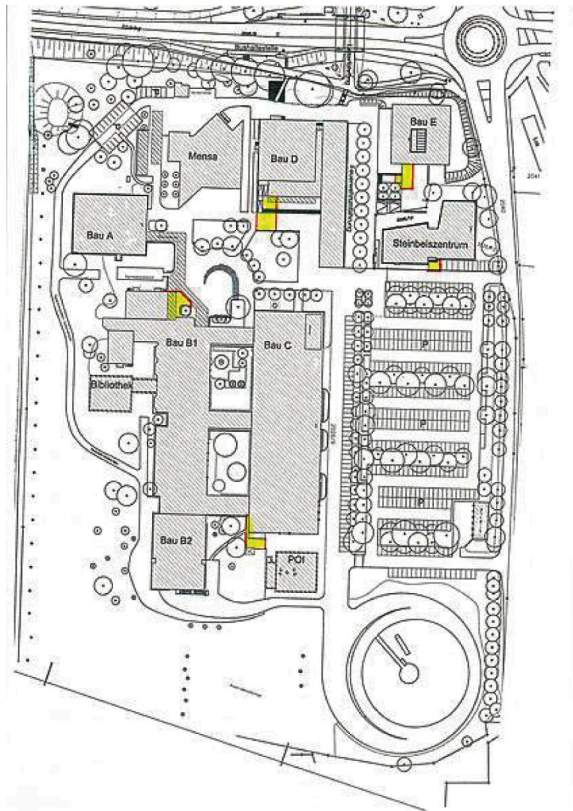
The Ortenau Region extends over more than just Offenburg. For nature lovers, both the Kinzig Valley and the Black Forest offer beautiful variety. A trip to nearby Strasbourg/France – easily accessible by public transport or by car – is highly recommended at any time of the year. The same applies to Freiburg in the south and Karlsruhe and Baden-Baden north of Offenburg.

# SMOKING ON CAMPUS

Smoking areas have been set up on campus to avoid passive smoking.

They are marked with yellow lines (similar to the ones at German train stations). The smoking areas are located in front of buildings B (right entrance only), D and E. There are ashtrays – please use them, as tipping stubs on the floor mean annoying and expensive extra work for the cleaning staff!

**Smokers, please be considerate!**



# IMPRINT

## PUBLISHER

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## EDITORS

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## TRANSLATION

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Simone Schede

## CIRCULATION

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500 (deutsch)  
online (englisch + deutsch)

## VERSION

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Winter Semester 2023/24

## LECTURE TIMES

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### Winter Semester:

1. period: 08:00-09:30
2. period: 09:45-11:15
3. period: 12:00-13:30 (M+V)
3. period: 11:35-13:05 (EMI, M, B+W)
4. period: 14:00-15:30
5. period: 15:45-17:15
6. period: 17:30-19:00

### Summer Semester:

1. period: 08:00-09:30
2. period: 09:45-11:15
3. period: 12:00-13:30 (M+V, B+W)
3. period: 11:35-13:05 (EMI, M)
4. period: 14:00-15:30
5. period: 15:45-17:15
6. period: 17:30-19:00

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Hochschule Offenburg

asta

be part of it