

# INFORMATION FOR NEW STUDENTS

Summer Semester 2025



**asta**

HOCHSCHULE OFFENBURG

# Auf einen Blick

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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/en](http://asta.hs-offenburg.de/en)

Wishing you lots of fun and success in your studies.

## Your AStA-Team



**STAY INFORMED!**

**FOLLOW US ON FACEBOOK AND INSTAGRAM @astagram\_og**

# 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.

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. So go on 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.

## The Numbers

Foundation year:	<b>1964</b>
Campuses:	<b>2</b>
Departments:	<b>4</b>
Students:	<b>4000</b>
Professors:	<b>130</b>
Adjunct instructors:	<b>200</b>
Staff:	<b>350</b>
Bachelor’s degree programs:	<b>25</b>
Master’s degree programs:	<b>22</b>

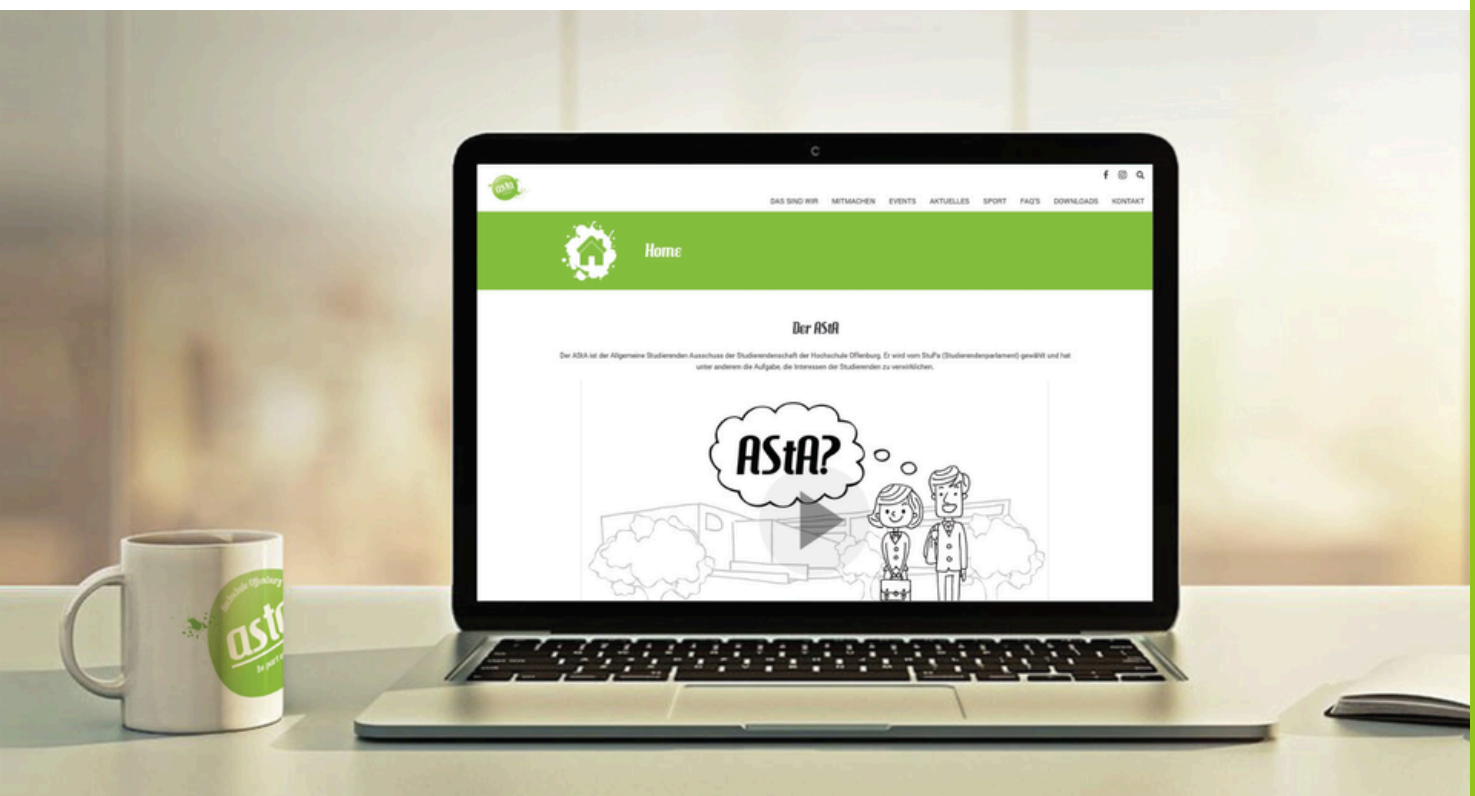


# What is AStA?

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 and their Responsibilities

## **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

# AStA Departments and their Responsibilities

## 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 Studierendenvorkurs
- Coordination of individual departments’ cooperation

# Tasks of AStA

## **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!



A group of people is shown from behind, their arms raised and hands joined to form a large heart shape. The background is a bright, hazy sunset or sunrise, with the sun low on the horizon, creating a warm, golden glow. The hands are silhouetted against the light, and the overall atmosphere is one of unity and celebration.

## **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 Departmental Committees

## **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.



# Dpt. Business

## MANAGEMENT

<b>Dean:</b>	Prof. Dr. Philipp Eudelle
<b>Vice-Dean, Research and Dev.:</b>	Prof. Dr. Stefan Junk
<b>Vice-Dean, Academic Affairs:</b>	Prof. Dr. Thomas Baumgärtler
<b>Departmental Office:</b>	Annette Niklaus, G1.08
<b>WI, WIM:</b>	Prof. Dr. Andreas Friedel
<b>BW, BWM, LH:</b>	Prof. Dr. Thomas Baumgärtler
<b>MBA-part time:</b>	Prof. Dr. Steffen Rietz
<b>WIN, WINM:</b>	Prof. Dr. Tobias Hagen
<b>IBC:</b>	Prof. Dr. Rainer Fischer
<b>DEC:</b>	Prof. Dr. Christopher Zerres
<b>WP:</b>	Prof. Dr. Julia Roederer

## REGISTRAR'S, EXAM AND INTERNSHIP OFFICES (W)

### BW, WP, MBA

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### IBC

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### WI, WIN

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### BWM, WIM, DEC, WINM

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# Dpt. Elec. Engineering, Medical Engineering and Computer Science

## MANAGEMENT

<b>Dean:</b>	Prof. Dr. Elke Mackensen
<b>Vice-Dean 1:</b>	Prof. Dr. Stefan Hensel
<b>Vice-Dean 2:</b>	Prof. Dr. Tobias Felhauer
<b>Departmental Office:</b>	Raum B111
<b>AI, INFM:</b>	Prof. Dr. Tobias Lauer
<b>AKI:</b>	Prof. Dr. Daniela Oelke
<b>WIN+:</b>	Prof. Dr. Joachim Orb
<b>EI, EI+, EI-3nat:</b>	Prof. Dr. Stephan Pfletschinger
<b>MKA, MK+, MMR:</b>	Prof. Dr. Christian Klöffer
	Prof. Dr. Patrick König
<b>Digital Health:</b>	Prof. Dr. Markus Schinle
	Prof. Dr. Anja Kohlhaas
<b>MT, MTM:</b>	Prof. Dr. Harald Hoppe
<b>CME:</b>	Prof. Dr. Marlene Harter
<b>EIM:</b>	Prof. Dr. Tobias Felhauer

## REGISTRAR'S, EXAM AND INTERNSHIP OFFICES EMI

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**startING**

**B119**

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WIN+, MMR, IW-BS**

**Roselinde Breinich**

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**CME**

**Renata Eisenmann**

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# Dpt. Media

## MANAGEMENT

<b>Dean:</b>	Prof. Dr. Erik Zenner
<b>Vice-Dean Research and Development:</b>	Prof. Dr. Oliver Korn
<b>Vice-Dean Study and Teaching:</b>	Prof. Sabine Hirtes
<b>Departmental Office:</b>	Heike Isenmann, D310

<b>MI, mukB:</b>	Prof. Markus Birkle
<b>MW+:</b>	Prof. Dr. Dan Curticapean
<b>mgp, MGP-B:</b>	Prof. Markus Birkle
<b>ViW:</b>	Prof. Dr. Daniel Görlich
<b>UNITS:</b>	Prof. Dr. Daniel Görlich
<b>MuK:</b>	Prof. Daniel Fetzner
<b>ENITS:</b>	Prof. Dr. Dirk Westhoff

## SREGISTRAR'S, EXAM AND INTERNSHIP OFFICES M

### MI, mukB, UNITS

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### MUK, ENITS, MW-BS

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### ViW

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More information about the department Media can be found on:  
[honey.mi.hs-offenburg.de](http://honey.mi.hs-offenburg.de)

# Dpt. Mechanical and Process Engineering

## MANAGEMENT

<b>Dean:</b>	Prof. Dr. Jens Pfafferott
<b>Vice-Dean:</b>	Prof. Dr. Günther Waibel
<b>Vice-Dean:</b>	Prof. Dr. Niklas Hartmann
<b>Departmental Office:</b>	Carola Lasch, E402
<b>BM:</b>	Prof. Dr. Steffen Wolf
<b>BT:</b>	Prof. Dr. Fabian Eber
<b>MA:</b>	Prof. Dr. Christian Wetzel
<b>NES:</b>	Prof. Dr. Niklas Hartmann
<b>UT:</b>	Prof. Dr. Susanne Mall-Gleißle
<b>MBT:</b>	SProf. Dr. Christiane Zell
<b>MME:</b>	Prof. Dr. Bernd Waltersberger
<b>MPE:</b>	Prof. Dr. Thomas Eisele
<b>RED:</b>	Prof. Dr. Jörg Bausch

## REGISTRAR'S, EXAM AND INTERNSHIP OFFICES M+V

**ES, BM, aBM, RED**

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**BT, UT, NES, DIW**

**Heidi Hug**

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**MA, MME**

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**MPE, MBT**

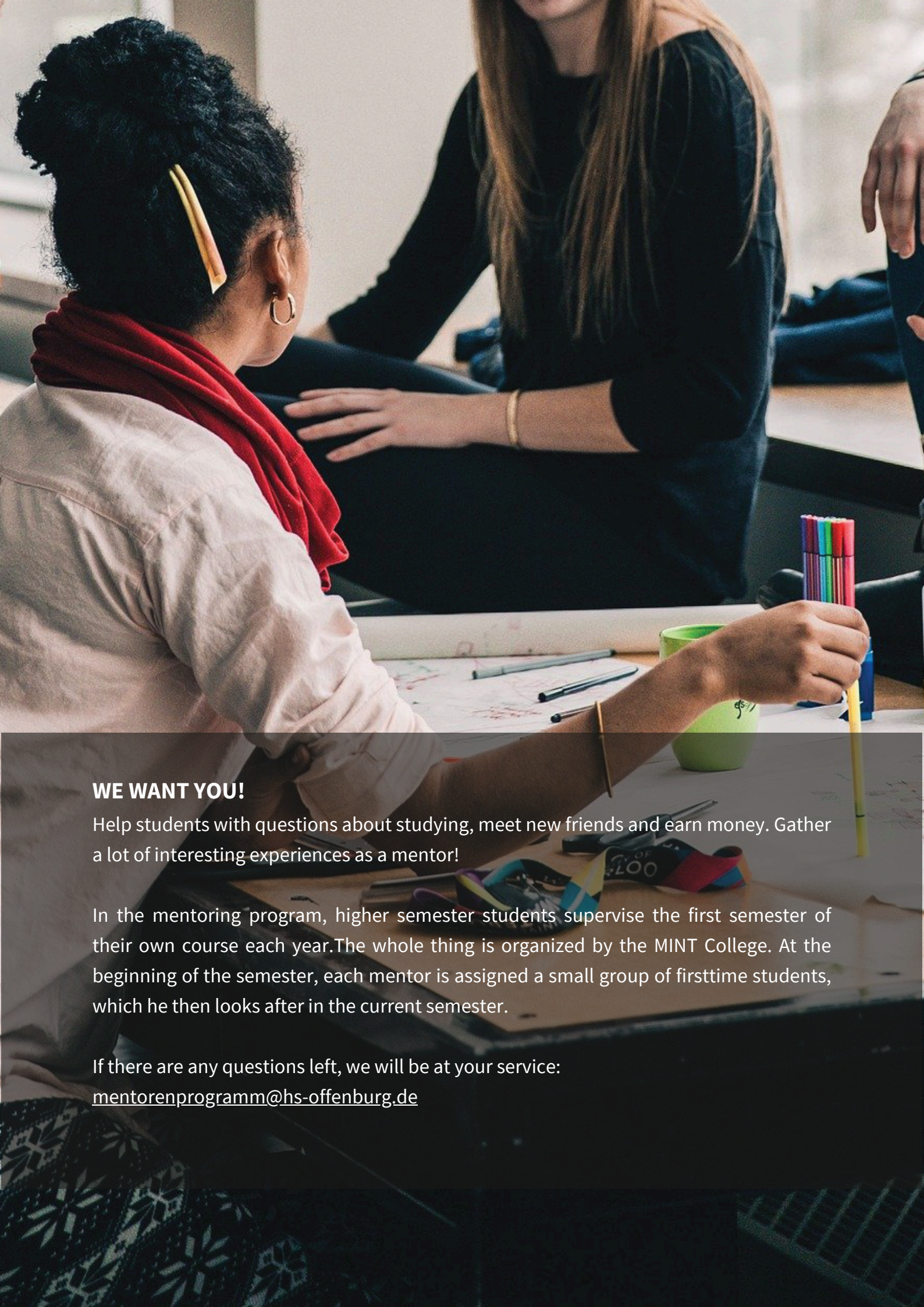
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## WE WANT YOU!

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)



# Campus IT

## 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 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.



# Campus IT

## 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 <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 (with VPN connection if you are not connected to the University WiFi) <https://hilfe.cit.hs-offenburg.de/>

## 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: <https://follow-me.hs-offenburg.de> to manage your print and scan jobs.

## Network access

On campus students can connect their mobile devices to the internet via WiFi (HSO-SecureNet or Eduroam with a VPN)

For more information, go to our service portal at: <https://hilfe.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.**

# CeLT - Servicecenter For Teaching

The Center for Learning and Teaching (CeLT) is a central information service provider of the University when it comes to teaching and learning.

The CeLT manages the Moodle learning platform at [elearning.hs-offenburg.de](https://elearning.hs-offenburg.de) und die and the Video platform VIMP [video.hs-offenburg.de](https://video.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:

- Registration for language courses of the University: [elearning.hs-offenburg.de/moodle/course/view.php?id=500](https://elearning.hs-offenburg.de/moodle/course/view.php?id=500)
- Information about the Math-App and Physics-App: [elearning.hs-offenburg.de/moodle/course/view.php?id=2150](https://elearning.hs-offenburg.de/moodle/course/view.php?id=2150)
- Collection of past exams: [elearning.hs-offenburg.de/moodle/course/view.php?id=5595](https://elearning.hs-offenburg.de/moodle/course/view.php?id=5595)

For Moodle you need the 2-factor authentication: You can open Moodle in the browser and log in with your campus user login (login name + password) and the 2nd factor.

To refresh the necessary basics, you can log in to our Fit4Study learning platform [moodle.hs-offenburg.de/fit4study](https://moodle.hs-offenburg.de/fit4study) and complete the online pre-courses in math and physics by yourself.

If you have any questions or problems with Moodle, please send an e-mail to [moodle@hsoffenburg.de](mailto:moodle@hsoffenburg.de).



Einmal im  
Monat

Popcorn 1€

Getränke 1€

Raum 0001



# University Library

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.

Throughout your studies, our writing office will support you with training courses on all aspects of academic writing (literature research, structure of a term paper, working with AI, etc.). Just take a look at our homepage under “Workshops” to make sure you don't miss a single event!

## 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 am - 6 pm + Saturday: 9 am to 1 pm

**In Gengenbach:** Monday to Friday: 9 am to 5 pm

# University Library

Die Ausleihdauer für Bücher beträgt 3 Wochen und kann über den OPAC insgesamt 20 mal verlängert werden. Das reicht locker über's gesamte Semester! Voraussetzung ist, dass keines der Bücher vorgemerkt wurde – in diesem Fall müsst ihr das vorgemerkte Buch abgeben. Bitte denkt daran, die ausgeliehenen Bücher rechtzeitig zu verlängern, denn sonst müsst ihr nach nur einem (!) Kulanztag Mahngebühren bezahlen. Abgeben könnt ihr Bücher am Campus Offenburg an der Rückgabestation direkt vor der Bibliothek in der Zeit in der das Gebäude B1 geöffnet ist. Während der Öffnungszeiten der Bibliotheken geht das natürlich auch direkt beim Bibliotheksteam.

## 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 Campus Offenburg

0781 / 205-240

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

### Library Campus Gengenbach

07803/9698-4413

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

## Opening hours during lectur-free time

**In Offenburg:** Monday to Wednesday & Friday: 9 am to 4 pm, Thursday: 9 am to 6 pm

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

# Academic Advising

## 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 illness

### **Leonie Gürtler**

A006 & G2.05 (the 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**

B035

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 telephone)**

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



# Academic Advising

## 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 Thekla Witte-Uhl and Konrad Braun directly:

### **Konrad Braun**

Dipl.-Psych., Psychological psychotherapist

0781 / 33370

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

Office hours during the lecture periods in even calendar weeks

Monday 4.30 pm 5.30 pm

### **Thekla Witte-Uhl**

Dipl.-Psych., Systemic therapist

0176 / 588 53877

[witte-uhl@swfr.de](mailto:witte-uhl@swfr.de)

Office hours during the lecture periods in odd calendar weeks

Thursday 9 am to 10 am

# Sustainability Club

**WIR MACHEN DIE HOCHSCHULE GRÜN.  
MACH MIT IN DER AG NACHHALTIGKEIT!**

## **Commitment, environmental awareness, sustainability - that's the Sustainability Club**

No matter what you are studying, how long you have been studying, whether you are in your first semester or in your Master's, whether you already have precise ideas about how you would like to improve our university or whether you would just like to get a taste of it: **We're looking for people like you. Because we need all of you to make a difference.**

In the Sustainability Club, we work together on exciting projects to make our environment greener and face the challenges of a sustainable future. Who are “we”? We are a mix of students, staff and educators who want to improve the university in a sustainable way. Do you want to get involved and get to know new things outside of your degree? Do you want to help make our university more sustainable?

## **THEN YOU ARE THE RIGHT PERSON FOR THE SUSTAINABILITY CLUB**

Contact us if you have any questions: [ag-nachhaltigkeit@hsoffenburg.de](mailto:ag-nachhaltigkeit@hsoffenburg.de). We meet every two weeks to talk about our next steps.

And if you would like to go even deeper, we also offer the sustainability club as a elective subject, where we can support you with your own project and you can learn a lot about the topic of sustainability.

You can find all the information here:

<https://nachhaltigkeit.hs-offenburg.de/agnachhaltigkeit>

# 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 has the following key topics:

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

The seminars can be booked as soon as the semester starts. The program is available on our homepage at <https://career-center.hs-offenburg.de/>

Registration is possible over our website (or Indico and Jobteaser): [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

# Entrepreneurshipcenter

**If you have a business idea or are interested in becoming self-employed we can help you!**

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:** We offer seminars and workshops on a wide range of start-up topics. In the summer semester 2025, participation can be credited as the elective subject “Start-up models” for Bachelor students of all faculties.

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

Contact:

**Wolf-H. Blochowitz**

0781/205-4638

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

**Julia Reichwein**

0781 / 205-4690

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

# Mentor Program

Starting university raises many questions:

- **How do I organize my daily study routine?**
- **How do I prepare for exams?**
- **Who can I turn to if I have problems?**
- **What's going on in Offenburg or Gengenbach in the evenings?**

Experienced students (mentors) are on hand to help you with these and many other topics. They will help you find your way around your studies and give you valuable tips.

You will meet regularly for **Meet & Greets**, get to know other students from your degree program and exchange ideas. In a relaxed atmosphere, you can ask your mentors questions, discuss challenges or simply do something together.

**Good to know:** All mentors are trained, their work is compensated (money or credits) and they receive an official certificate for their participation.

**You can find all information and dates in our introductory course (Moodle).**

**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 lesserknown 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 BadenWürttemberg Stiftung. All information on stays abroad and related scholarships can be found on our website at: [outgoing.hs-offenburg.de](http://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 (Leiter)**

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)

## **Klara Wehrlein (Praktikum im Ausland)**

B032

0781 / 205-175

[klara.wehrlein@hs-offenburg.de](mailto:klara.wehrlein@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-foreignlanguagecourses 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](http://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

B030

0781 / 205-4856

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

### Raphaela Völkle

B030

0781 / 205-4823

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

Dominik Hölz, Semester in Hong Kong



# Studierendenwerk

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 Studierenden-werksdarlehen. You can find the different services of the Studierendenwerk on: [swfr.de](http://swfr.de)

## STUDIARENDEWERK

### **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 following website you will get the help and information you need:

[hs-offenburg.de/die-hochschule/organisation/infos-services/oskaroffenburger-studierendenkarte](https://hs-offenburg.de/die-hochschule/organisation/infos-services/oskaroffenburger-studierendenkarte)

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

[www.swfr.de/essen/chipkarte/autoload](http://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

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 B027. 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.

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





**UKBW**

Unfallkasse  
Baden-Württemberg

## 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/>

**Mehr Infos findest du unter**  
[www.ukbw.de/studierende](http://www.ukbw.de/studierende)

[www.facebook.com/unfallkasse.bw](https://www.facebook.com/unfallkasse.bw)  
[www.instagram.com/unfallkasse\\_bw](https://www.instagram.com/unfallkasse_bw)

# University Sports

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 (Band)

**“Music is the universal language of mankind.”**

Henry Wadsworth Longfellow (American poet, 1807-1882)

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

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.

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





# University Choir

The university choir exists since May 2022. It currently consists of 15 to 20 motivated students, staff and professors who enjoy getting together to sing. The choir rehearses weekly under the direction of Annika Tetens. The repertoire ranges from classical to pop to musical hits.

We welcome new voices. Choir experience is not necessary, so come along to a regular rehearsal and give it a try. There is no registration, no prerequisites and no auditions, it should just be fun!

Contact: **Annika Tetens**

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

Homepage:

<https://www.hs-offenburg.de/studium/waehrend-des-studiums/campusleben/hochschulchor>



# Equal Opportunities

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 bench-mark, 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](http://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](http://gleichstellung.hs-offenburg.de)

## **Prof. Dr. Simone Braun**

2.18 (Gengenbach)

+49 7803 9698-4438

[simone.braun@hs-offenburg.de](mailto:simone.braun@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.**

Hochschulseelsorger,

Pastoralreferent und Leiter der KHG

0781 / 20 55 19 77

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

KHG Offenburg-Kehl

Zähringerstr. 38

77652 Offenburg

Weitere Informationen

[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

## 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)

# Exams

## REPORTS AND CERTIFICATES

You can check your exam results as part of the online services (under “Prüfungsanmeldung, Notenbescheinigungen“). Official grade certificates as well as Englishlanguage 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

## **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.

# Exams

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

**ASSISTENT\*INNEN** Work for 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\*IN** 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.

**FAKULTÄTSRÄT\*INNEN** Members of department councils. Motivated students who engage themselves in departmental politics besides studying.

# Words to Know

**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!

**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.



# Words to Know

**SPINDE** 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\*IN** 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.

# Words to Know

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!

[bildungsspender.de/vdf-offenburgsmile.amazon.de/ch/14-047-50210](https://bildungsspender.de/vdf-offenburgsmile.amazon.de/ch/14-047-50210)

**ZERTIFIKAT „INTERKULTURELLE KOMPETENZ“** 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 and Culture in Offenburg | Gengenbach

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
- Bombay, Offenburg
- Essgut, Offenburg (Gifiz)
- Frei, Gengenbach
- Mum Aroi, Offenburg (Thai)
- Rialto, Gengenbach (Pizzeria)
- Yam Yam, Offenburg (Sushi-Bar)
- Zeus Palast, Offenburg (Greek)
- Burger Marie, Offenburg (Burgers 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 (8,50 Euro alle Pizzen)
- Die Kaffeebohne, Offenburg (doner kebab/pizza to go)
- Quoc Thai, Offenburg
- KFC, Burger King, Mc Donalds (Offenburg)

# Life and Culture in Offenburg | Gengenbach

## **PUBLIC TRANSPORT**

- Einfach Mobil - Carpooling exchange for commuters and occasional drivers in the Ortenau district and beyond. Linked in the Uni Now app or at <https://einfach-mobil.pendlerportal.de/>
- Nextbike - Cross-location bike rental, e.g. with stations at the Offenburg campus, Offenburg train station and in Gengenbach.

## **CLUBS**

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

## **MISCELLANEOUS**

- Forum Cinema (8 rooms)
- 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**

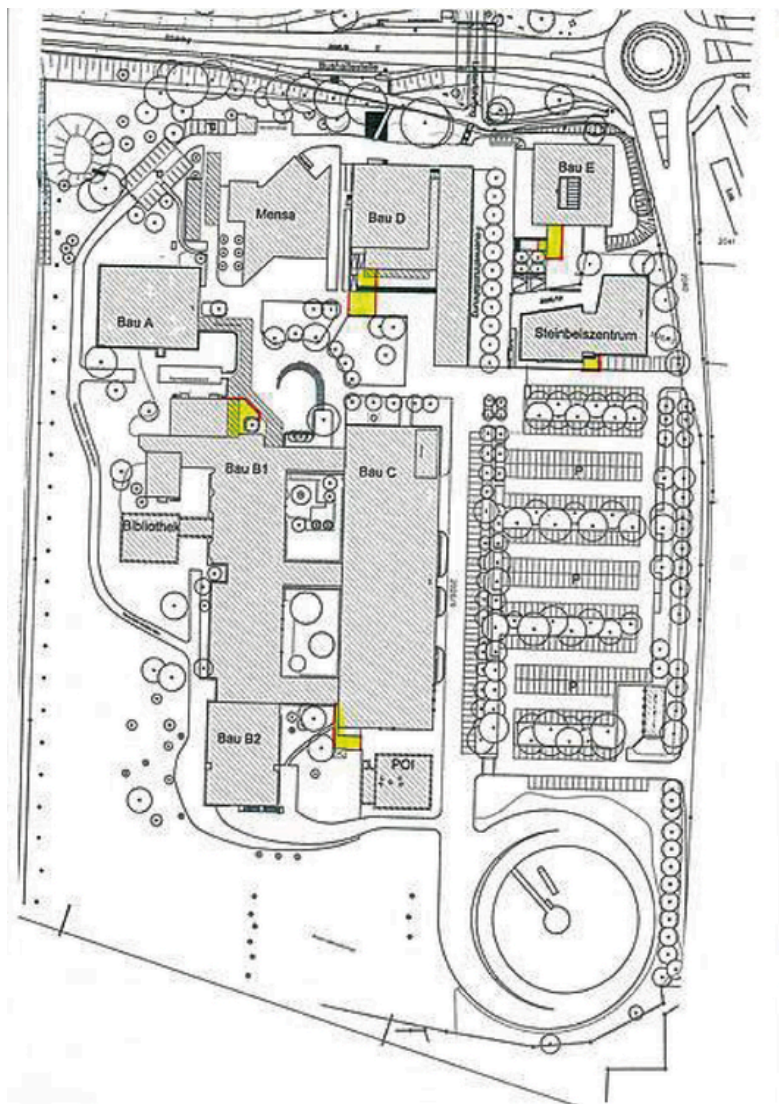
The Ortenau Region extends over more than just Offenburg. For nature lovers, both the Kinzig Valley and the Black Forest offer beautiful variety. A trip to nearby Strasbourg/France – easily accessible by public transport or by car – is highly recommended at any time of the year. The same applies to Freiburg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

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## **PUBLISHER**

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Simone Schede

## **CIRCULATION**

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online (englisch + deutsch)

## **VERSION**

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Sommersemester 2025

## **LECTURE TIMES**

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### **Winter Semester:**

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

### **Summer Semester:**

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



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