M.A. International Tourism Management (MITM)
M.A. International Business & Intercultural Management (MIBIM)
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Welcome to Heilbronn University

We are pleased to welcome you to Heilbronn University and we would like to congratulate you for joining our Master’s programmes at the Faculty of International Business.

Our teaching staff are all respected academics with extensive experience in industry, commerce and research. They publish widely in international journals, and several have authored the leading textbooks in their subject areas. Many have been invited to teach as Visiting Professors at other respected universities around the world. As a student, therefore, you will be taught by international experts in many of the subjects that you study.

We wish you all the best for your studies at Heilbronn University!

Prof. Dr. Markus Wimmer, Dean of Studies, marcus.wimmer@hs-heilbronn.de, Room N3.17

Prof Dr. Michael Ruf, Programme Director MIBIM, Prof. Dr. Lauren Uğur, Programme Director MITM
B.A. Nina Kleiber, Coordinator MIBIM, Dipl.-Betriebsw. Susanne Hilland, Coordinator MITM

Support and advice

During your studies, your main contact persons for coordination and administrative questions, thesis advice and general questions are:

MIBIM: Ms. Nina Kleiber
Room N 415 Phone: 07131 504-6709
E-mail: mibim@hs-heilbronn.de
Office Hours: On Appointment

MITM: Ms. Susanne Hilland
Room N 415 Phone: 07131 504-426
E-mail: mitm@hs-heilbronn.de
Office Hours: On Appointment

Other questions/comments you might have should be forwarded to the Programme Directors:

MIBIM: Prof. Dr. Michael Ruf
Room N 414 Phone: 07131 504-6694
E-mail: michael.ruf@hs-heilbronn.de

MITM: Prof. Dr. Lauren Uğur
Room N 340 Phone: 07131 504-6807
E-mail: lauren.ugur@hs-heilbronn.de
1 INTRODUCTION

This study guide is designed to provide you with all the information that you will need to study the Master of Arts in International Business & Intercultural Management (MIBIM) and in International Tourism Management (MITM) at the University of Heilbronn. 

It serves as a guide to the courses and their structure, assessment procedures and regulations. Please do not hesitate to contact the Coordinators of the Master Programmes if there are any elements of this guide which are not clear to you. We do not expect you to read this study guide from cover to cover; rather it is designed as a reference manual and a source of important links to be consulted as the need arises.

2 HEILBRONN UNIVERSITY AND THE FACULTY OF INTERNATIONAL BUSINESS

2.1 General Overview

Heilbronn University has four campuses:

Campus Heilbronn – Sontheim

Campus Künzelsau

Campus Heilbronn – Bildungscampus

Campus Schwäbisch Hall
2.2 The Faculty International Business

The Faculty International Business is located close to the city centre of Heilbronn. Around 1,500 students are enrolled in one of the eight degree programmes offered by our faculty:

Bachelor Programmes (B. A.), 210 ECTS Credits, 7 semesters

- International Business – Intercultural Studies (IBIS)
- Hotel- und Restaurantmanagement (HM)
- Tourismusmanagement (TM)
- Weinmarketing und Management (WMM)

Master Programmes (M. A.), 90 ECTS Credits, 3 semesters

- International Business & Intercultural Management (MIBIM)
- International Tourism Management (MITM)
- Nachhaltige Tourismusentwicklung (NTE)
2.3 Bildungscampus

Lectures for MIBIM and MITM subjects take place at the Bildungscampus. Most of your professors and the coordinators of the MA Programmes have their offices in the N-Building.

All the maps and bus connections are available here:
12 = N-building/lectures
2.4 Campus Sontheim

On this campus, you will find the administration of Heilbronn University, like the Office of Student Services, the Registrar’s Office, the Examination Office and the International Office.

**Campus Sontheim**

**Address**
Max-Planck-Str. 39  
74081 Heilbronn

External buildings:
X building: Gottwarabahnstr. 70  
Y building: Robert-Bosch-Str. 32

**Contact**
Telephone: +49 (0)7131 504 – 0  
Telefax: +49 (0)7131 252470

Email address for all academic affairs:  
info@hs-heilbronn.de

**How to get there**

**Public Transport**
The university can be easily accessed via public transport with the bus services from the central station (outside the main entrance).

Use the following bus lines:
- Service 61, 62, 83 towards Flein/Gansacker, bus stop Sontheim Hochschule
- Service 64 towards Flein/Hochheimer Str., bus stop Sontheim Hochschule
- Service 5 final destination Hochschule

To check out the timetables, go to:  
HIV Timetables (Heilbronner Hohenloher Haller Nahverkehr/Local Public Transport Provider)
2.5 Campus Card and Student Identity Card

Once all the necessary paperwork for your enrolment is done, you will receive your Campus Card at the Campus Heilbronn – Sontheim, in the Registrar’s Office (please don’t forget your ID card or passport).

The Campus card unites different functions:

- Student ID Card with photo: You can benefit from special prices in cinemas, museums, theatres, etc. Just ask for a student discount and show your Campus Card.
- Access Card for the parking lot Bildungscampus Ost (Dammstr. 1) and Bildungscampus West (Weipertstr. 51)
- Library Card
- Card for copying, printing and scanning -> more information
- Mensa Card

You can upload credit onto the card at the cash points, using cash or your EC card. At Campus Sontheim, there are two counters where you can charge your card. At the Bildungcampus, there is one machine to charge your Mensa Card in the Atrium. A second machine is located in the café on the Bildungscampus and a third is located in the Mensa. Please note that you can pay for your food in the café and Mensa only with this card. You will also need your Campus card to buy beverages from the vending machines in the university buildings.

If there are problems regarding the Campus Card, please contact Claudia Schmidt or Florian Kronberger.
3 SERVICE FOR STUDENTS AND PRACTICAL INFORMATION

3.1 Office of Student Services and Student Clubs

The Office of Student Services provides advice and support regarding issues or problems students may have with their everyday university life. A variety of free time activities, such as sports, a band, an orchestra and a theatre club are offered as well.

Campus Heilbronn – Sontheim, Room B026
Monday through Thursday, from 8:30 – 15:00
Friday from 8:30 – 13:00.

Currently, you can join more than 20 student clubs at Heilbronn University. You will find culture and sports clubs, religious communities or clubs related to different study programmes. More information.

3.2 Study Guidance and Psychological advice

Students of Heilbronn University who are going through study-related or private problems may also contact the psychosocial counselling centre (Psychosoziale Beratungsstelle or PBS) of Heidelberg Student Services (Studierendenwerk Heidelberg). As first stop you can contact the Office of Student Services.

Office hours – Bildungscampus:
Monday 09:30 – 16:30, only with appointment
Contact:
Volker Kreß, psychologist, phone: 0173 5853171 or email: pbs hn@stw.uni-heidelberg.de
Bildungscampus Europaplatz Ost, Gebäude F, Raum 2.14
Am Bildungscampus Europaplatz 4, 74076 Heilbronn

3.3 Language courses

“German as a foreign language” is offered both in the winter and summer semester and there are two options depending on the level of previous knowledge you have:

For those having no or little knowledge of German: We will offer a course in collaboration with the AIM Academy starting Monday 7th October. It will be offered Monday and Wednesday afternoon and includes intensive language trainings as well. All details on the course, its content and the registration will be provided by the AIM Academy.

For those already having (some) knowledge in German: The University Heilbronn offers respective lectures for all levels and you might wish to have a look at the details here: https://www.hs-heilbronn.de/6152449/language-
A placement test (registration necessary) will take place on Friday, 20th September at 09:15 a.m. in the “Aula”, B-building at Campus Sontheim. Afterwards the students will be grouped according to their proficiency level. If you want to register for the placement test, please contact Hannelore Lang or Kathrin Koç of the International Office.

3.4 Facilities

3.4.1 Library

The brand new library LIV will soon open at the Bildungscampus. This library will be available for all students of the Universities on the Bildungscampus. You will have an introduction to the literature research (1.30 pm) as well as a guided tour through the library (2.30 pm) on Friday 11th October. You can find the information about the current library on our website:

Information and online catalogue

Opening hours

(Information will change as soon as LIV opens.)

3.4.2 Mensa and Cafeterias

There is a canteen, or “Mensa” in German, on every campus of Heilbronn University, offering a vast selection of salads and vegetables, vegetarian, vegan and meat dishes, fruit and desserts, as well as sandwiches, soup and hot drinks. There are also cafés on each Campus, offering cold and hot drinks and snacks.

Canteen/Mensa on the educational campus
(Mensa am Bildungscampus)

Canteen Mensa Heilbronn-Sontheim

The food in the canteens is weighed and paid by weight (prices are on view on the menus). Payment is made using the "Campus Card".

Opening hours

More information

3.4.3 Computer Pools (Rechenzentrum) and printing system

There are numerous computers in the HHN. Most of them are in the RZ on the ground floor of building F, Campus Sontheim. Pools: F024, F025, F026 (Linux, Windows and Solaris).

The computer pools at the Bildungcampus are located in the rooms N 110 and N 152. In the same rooms, you will find the printers and scanners. During your first weeks at the HHN you will get your user ID and your password. Then you are allowed to use every computer without limit.
3.4.4 “Schwarze Bretter” – News Boards

There are a lot of information boards at the HHN. Important information, job offers, and so on can be found there. Dates, times, and rooms of exams are displayed here as well.

3.5 Semester Schedule Winter Term 2019

The semester schedule for the winter term is already available under the following link: Winter Term 2019. Here you will find important days for the University (including dates for exam registration) as well as any and all public holidays that you should be aware of.

3.6 Timetables Winter Term 2019/ 2020 MIBIM and MITM

Please check the information online on a regular base. Your schedule will be kept up to date here: Timetables. To check your schedule for the upcoming term you will need to fill in the sidebar of the timetable.

For Semester, select WS 2019
Selection: Course
Study Course: Either MITM for International Tourism or MIBM for International Business
Group: MITM 1 (Tourism) or MIBIM 1 (Business)
### Stundenpläne HHN

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<th>Semester</th>
<th>SS 2018</th>
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**Auswahl:**
- Kurs
- Raum

**Studiengang:** MITHMT

**Gruppe:** MITHMT 2

**Exportieren:**
- Druckausdruck
- PDF-Datei
- ICAL-Datei
- Inform. Treffen / Spreekuren

**Farbschema:**
- Wochentäglich
- Alle 3 Wochen
- Alle 4 Wochen
- Einzeltermine
- Freistellung / Vorausreservierung

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<th>Montag</th>
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4 LEARNING AND TEACHING

4.1 Scheduled Classes and Independent Learning

Your scheduled classes, direct contact hours with professors, play a vital role in your learning. These scheduled sessions can take many forms and methods. Practical learning may involve methods such as workshop visits, case studies and fieldwork. Theoretical or conceptual learning will involve mainly lectures and seminars. However, at every university you will find that you have a considerable amount of spare time during the week when you do not have any contact hours.

You are expected to develop quickly in order to become an independent learner and be able to manage your time to achieve your learning outcomes. Lecturers will give you tasks to do outside class time where you are expected to work on your own using learning resources as directed. In addition, you will be expected to work in teams on group projects and this will require you to co-ordinate your time with all group members.

4.2 Student Workload

A 4-credit unit (4 ECTS) approximates to 120 learning hours across the taught programme. Some of this will be in-class but the majority will involve independent and group work on tasks directed by your unit lecturers. Credits are assigned to each course, representing the scope of the course. One semester of study generally covers 30 ECTS.

4.3 Attendance

Students are expected to attend all scheduled teaching activities and undertake such work as may be required of them. In some instances, for good reason, class attendance is compulsory. Scheduled classes occupy only a maximum of 25% of your study time. Due to this being your main contact with your lecturers, it is important that you maximize your opportunity to learn. Please ensure that other meetings, visits or appointments do not conflict with class times. If you really cannot attend a class, please let the course lecturer know in advance. Sustained absence will jeopardize your chances of success.

4.4 E-learning platform ILIAS

Students should familiarise themselves with the university’s e-learning platform ILIAS. You will have an introduction course in your first week at the university (Thursday, 26th September, 10.15 – 11.15 am).

You will find your study programme by clicking on “Repository → Fakultät für International Business → Your study programme”.

Most of your lecturers will share their presentations and lecture material with you via this platform. Sometimes the lecturers lock their ILIAS courses with a password which will be given to you in one of the first sessions. If you find that you have missed a password, please ask your fellow students first before contacting the lecturer.
Not only lecturers but also coordinators of the Master programmes share important information with you via ILIAS. You can find them in the folder “General information and documents”. Here you can find information on the MA thesis, additional ECTS options or Course Outlines.

Please note that you must always be logged in to ILIAS in order to access its contents.

4.5 Course Outlines
In the ILIAS folder “General information and documents” you will find the Course Outlines for your Master courses. These will inform you about the main course content, expectations, and recommended reading.

We advise you to read through the course outlines in order to understand the expectations of the lecturer.

4.6 Academic Writing
One of the most important topics that will accompany you during your whole studies is writing academic texts using the appropriate style and conventions.

It is expected that you follow the rules of academic writing in your Master thesis as well as in every other written assignment you will submit during your studies.

We highly recommend the book Academic Writing, A Handbook for International Students (Stephen Bailey). A few hard copies are available in the library. You can also download the e-book as a PDF file. Please note that you have to be connected with the VPN of Heilbronn University to access it.
5 ASSESSMENT

5.1 Study and Exam Regulations

The legal basis of your studies is recorded in the Study and Exam Regulations. The Study and Exam Regulations are composed of:

- General Regulations of 3-semester Master’s Programmes
- Specific Regulations of MIBIM or MITM.

Both documents are available as a download on our website under ‘Study and Exam Regulations’.

MIBIM: https://www.hs-heilbronn.de/mibim/students
MITM: https://www.hs-heilbronn.de/mitm/students

5.2 Purpose of Assessment

The principles of assessment in the programmes can be summarised as follows:

- to ensure that consistent progress is maintained by students;
- to ensure that learning outcomes are met;
- to stimulate and consolidate learning;
- to evaluate students’ knowledge, understanding and skills;
- to achieve consistency of standards;
- to meet the requirements for effective feedback;
- to determine the levels of awards.

5.3 Type of Examination

A Master’s programme consists of different courses, categorized as lectures, exercises, laboratory and seminars. A final thesis is obligatory in each programme, MIBIM and MITM. To successfully complete each course, you will be asked to undertake a variety of assignments, for example: reports; essays; presentations; or written examinations.

5.3.1 Presentation and Practical Assignment

When preparing for an assignment, you will be required to read around the topic: using books, journals, the internet and other resources. This is valuable for your learning, and helps to shape your opinion on a topic. However, you must make sure that the work you submit is your own. You will, of course, use information from published and unpublished materials, but you must use your own words when writing your essay, otherwise you are guilty of plagiarism. Equally important, you must not copy work from a fellow student. Even if you undertake group work, you must write your essay, or your part of the essay, in your own words.

Assignments and presentations usually take place during the lecture period, prior to the commencement of written exams.

5.3.2 Written Examination

Written exams will usually be held after the lecture period. The examination period lasts approximately 3 weeks. The duration of each written examination lies between 60 and 120 minutes. Some examinations will consist of a group of subjects within one written examination.
5.3.3 Master Thesis

Please see a detailed description in the Master Thesis Handbook, which is available in the Master Thesis folder on ILIAS. Here you will find the Master Thesis Handbook with all regulations as well as the forms you need for registration.

All relevant information can also be found on our homepage:

Helpful information on the Master Thesis for MIBIM and MITM students can be found at the following links:
MIBIM https://www.hs-heilbronn.de/897878/05_thesis
MITM https://www.hs-heilbronn.de/938279/05_thesis

The Confidential Agreement also known as Non-Disclosure Agreement is an essential document when writing your master thesis in cooperation with a company. The German equivalent is Geheimhaltungsvereinbarung, a contract that has to be concluded between the Heilbronn University and the corresponding company to ensure that confidential information or data exchanged will be kept secret. As a result, no third party can access the master thesis. Thus it cannot be published, however it will be stored securely once the examination procedure is complete.

The necessary forms can be provided by your coordinator or at the Examination Office. Often the company has its own standardised forms.

5.4 Registration for Examinations

Each semester, you will register at the examination registration database for all courses you are attending during the semester. It is important to note that you will register for every class, even if there is not an examination component to the class. For example, if your final grade is dependent of a research paper, you will still have to register for the exam in order to receive a grade and credit for the class. The time period of registering for all examinations is listed in the “Semester Schedule”.

5.5 Grading Scheme

Performance for each examination is evaluated by the particular lecturer of the course. For the evaluation the following grades are used.

1 = “very good” = a very outstanding achievement
2 = “good” = a considerable achievement above the average performance
3 = “satisfactory” = an achievement which complies with average performance in every aspect
4= “sufficient” = an achievement which in spite of its deficiencies complies with the minimum performances
5 = “not sufficient” = an achievement which does not suffice anymore because of severe deficiencies

Intermediate values may also be used in grading process: 1.3; 1.7; 2.3; 2.7; 3.3; 3.7. The examination is passed if it was graded with at least “sufficient” (4.0).
Where the unit is assessed by a combination of formally defined separate elements of assessment, a pass will be awarded where the total unit mark is at least 50% and the mark in each separate component of the unit assessment is not less than 46%.

The Master’s exams are passed, when the mark of the Master thesis and the marks of all subjects are at least passed with “sufficient” (4.0). The overall mark is calculated by the average of the weighted marks (assigned credits) of the subjects. In the certificate the particular grade is named with the following terms:

with an average up to 1.5 “very good”
with an average above 1.5 to 2.5 “good”
with an average above 2.5 to 3.5 “satisfactory”
with an average above 3.5 to 4.0 “sufficient”

5.6 Repeating of Examinations
Failed examinations, assignments and presentations will have to be repeated within the following semester if possible, in the Master’s programme this is not always possible. Instead, repetitions must take place in the semester following the subsequent semester. You are asked to inform the course coordinator about the failure of the course.

A second repetition is possible only if the examination board agrees and can only take place during the following regular examination period.

If the Master’s thesis is graded with “not sufficient” (5.0), the student may make a request to the examination board for a repetition with a new topic.

5.7 Assessment Policy
Feedback on presentations and written papers
Students may receive feedback on all presentations and written papers, to receive individual feedback it is important that the student asks the relevant professor. All feedback will clearly describe and explain the performance against the assessment criteria and will be sufficient to ensure the student understand why they received the mark they did, and how they could have gained additional marks.

Feedback on examinations
Students do not have automatic access to their marked examination papers. However, if a student wishes to see the marked examination paper, they may request this information from the relevant lecturer.

5.8 Absence, Withdrawal, Deception
An examination performance is considered as graded with “not sufficient” (5.0) if the examinee, without severe reasons does not appear for an examination or withdraws from the examination. The examination board must be immediately informed about the reasons for the withdrawal or absence in written form and it must be made plausible. In regards to illness, an official confirmation has to be presented. The illness of the candidate is equivalent to the illness of a child that is mainly under his or her care. If the reasons are recognized a new
examination appointment will be given. Plausible grounds for excusable withdrawal must be promptly reported in writing to the Dean of the programme. In case of sickness, a medical certificate will be needed.

Should the examinee try to influence his or her result of the examination through deception or with the use of not approved devices the concerned examination performance will be graded “not sufficient” (5.0).

5.9 Additional Subjects (Extra ECTS)

To participate in the Master’s programme you need to have 210 ECTS obtained from your Bachelor’s degree. It is not unusual to have obtained just 180 ECTS and this will not hinder you. In order to obtain the missing 30 ECTS credits you can choose from a list of courses included in the Bachelor’s programmes. Only choose advanced level courses. All courses have to be agreed with the Master’s Programmes Office and acknowledged by the examination board. To be counted for the “30 additional ECTS credits”, the exams have to be passed. However, these marks will not influence the overall mark of your Master studies. Please note: The additional ECTS regulation has no prolonging effect on your Master studies. More information on the available courses as well as the form you need to register for the courses can be found in the “General information and documents” folder on ILIAS.

5.10 Assessment Offences

5.10.1 Principles

Upon entering higher education, students commit themselves to a process of becoming recognized by society as having achieved a certain level of learning. A student who misleads society as to the authenticity of this achievement is academically dishonest not only to those on whom the deception is practiced, but also to him or herself. The dishonesty relates to the process of education in that the evidence on which society’s recognition is based has been obtained in an unethical manner, and to the outcome of education in that the level of achievement is based on a false claim.

The maintenance of fair and honest conduct is therefore an essential requirement of the system for assessing students’ learning and it is in their, and the University’s interests that this should be the guiding principle at all times.

5.10.2 Definitions

Academic dishonesty may be defined as any attempt by a student, or any attempt by an individual to aid a student, to gain an unfair advantage in any assessment (including an assessment of practice or an assessment in practice) by deception or fraudulent means.

Academic dishonesty may be exhibited in a number of ways of which the following are examples.

(i) Aiding and supporting a student in any form of dishonest practice.
(ii) Bribery: paying or offering inducements to another person to obtain or to attempt to obtain an unfair advantage.
(iii) Calculator fraud: the use of unauthorized material stored in the memory of a programmable calculator with storage facilities.
(iv) Collusion: the representation of a piece of unauthorized group work is the work of a single candidate.
Commissioning another person to complete an assignment which is then submitted as the student’s own work.

Computer fraud – The use of the material which belongs to another person and which is stored on a hard or floppy disk without acknowledgement and/or without the written permission of the owner.

Duplication: the inclusion in coursework of any material which is identical or substantially similar to material which has already been submitted for any other assessment within the university or elsewhere (for example, the use of essay banks).

False declarations made in order to receive special consideration by a board of examination to obtain extensions to deadlines or exemption from work.

Falsification of data: the presentation of data, e.g. in laboratory reports, projects, clinical profiles, assessment portfolios, based on work alleged to have been carried out by the student, but which have been invented by the student or altered, copied or obtained by unfair means.

Forgery: the falsification of signature(s) or documents related to certification or assessment.

Misconduct in examinations or tests: behaviour aimed at gaining an unfair advantage, for example:
- taking unauthorized materials into an examination or test;
- obtaining an advance copy of an “unseen” written examination or test paper;
- communicating, or trying to communicate, in any way with another student during an examination or test;
- copying from another student;
- leaving the examination or test venue to consult pre-hidden cribs/notes;
- removing any items of stationery or other materials from the examination or test venue without permission or contrary to instructions.

Impersonation: arranging or attempting to arrange for another person to take one’s place in an examination or test; or being a party to an impersonation.

Plagiarism: the representation of another person’s work as one’s own or the use of another person’s work without acknowledgement, for example:
- the direct importation into one’s work of more than a single phrase from another person’s work without the use of quotation marks and identification of the source;
- making a copy of all or part of another person’s work and presenting it as one’s own;
- by failing to disclose the source;
- making extensive use of another person’s work, either by summarizing or paraphrasing it merely by changing a few words or altering the order of presentation, without acknowledgement;
- the use of the ideas of another person without acknowledgement of the source, or the submission or presentation of work as one’s own which is substantially the ideas or intellectual data of another.

5.10.3 Responsibilities
It is the responsibility of staff to frame assessment requirements and procedures in a clear and unambiguous manner in the light of the guidelines. It is the responsibility of students to acquaint themselves with these guidelines and to act in accordance with them.

5.10.4 Academic Offences Procedure
Where an academic offence is suspected the evidence will be considered initially by the relevant lecturer, the Dean of the programme and a senior academic. Such evidence may have come to light through a variety of means including the use of plagiarism detection software.
Where the preliminary consideration concludes that there is evidence to indicate that an academic offence may have occurred, the student shall be informed of this in writing and the matter shall be remitted to the Academic Programme Committee. The student must also be informed that advice and guidance can be obtained from the Student Advice Centre.

5.10.5 Penalties

In considering which penalty to impose, the Academic Programme Committee shall take into consideration the seriousness of the offence. Relevant precedents should also be considered.

5.10.6 Appeals Stage

Students have the right to appeal against decisions made by the Academic Programme Committee or by the Examination Board. Any student wishing to lodge an appeal must do so within 10 working days of official notification by the Committee or by the Examination Board.
6 GUIDANCE FOR STUDY ADMINISTRATION AND REGISTRATION PROCEDURES

6.1 Introduction to HIS – the online portal for students at Heilbronn University

https://stud.zv.hs-heilbronn.de/qisstudent/rds?state=user&type=0&noDBAction=y&init=y

You will also find online instructions for the exam registration: https://hs-heilbronn.de/6474933/anleitung_pruefungsanmeldung_en_layout_neu_inarial_pdf_140515.pdf

Username: “Matrikel-Nr.” (enrolment number)
Password: You will find it on the paper received at the programme start

→ click on "Login"

The English version of the online portal can be found clicking on the English flag on the right side.

My Functions
You are here: Home

- General Administration
- Study Administration
- Examination Administration

General Administration
- TAN list
- Contact Details
- Change Password

Study Administration
Certificate of Studies
(Under this link you can download your current certificate of studies as pdf-file.)
6.2 Step-by-Step Guide for Exam Registration

Examination Administration

- Examination Registration and Withdrawal
- Examination registered
- Withdrawals
- Performance Record
  (Under this link you will find an overview on results of all exams and courses. Grades will be published gradually at the end of semester.)
- Registration for Examination of extra courses which do not belong to your programme

Examination Registration and Withdrawal

(Information relevant for Bachelor students)

Please tick the box and click on “Weiter” to be forwarded to the next page.

✓ I accept
Examination Registration and Withdrawal

Please pick examinations you want to register for (and courses you completed alternative assignments in during the semester) by clicking on the appropriate modules and courses in the structure below.

You can register for at most 18 courses. For further registration you use this pdf form.

- you are registered for this course – cancel registration for this course
- you withdraw from this course
- you passed this course

⇒ Name of examiner and semester recommended to take the course in
6.3 Step-by-Step Guide for Semester Registration and Re-registration

At the end of each semester you have to re-enrol for the upcoming semester. Upon re-registration you will need to pay the semester fees, these are currently **149 €** each semester. You will get an e-mail as a reminder.

More information on tuition fees for international students.

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Sample SEPA – Bank Transfer

![Sample SEPA – Bank Transfer](image)

**Euro-Überweisung**

Angaben zum Empfänger: Name, Vorname/Adresse (max. 30 Zeilen, bei mechanischer Beschreibung max. 35 Zeilen)

**SEPA**

Landesoberkasse Baden-Württemberg

DE 02 600 05 10 174 95 53 01 02

BIC: SOLADES1ST6

Name, first name

Code of University

Matriculation number

Reason for payment

Amount – see homepage

Code for degree course
(e.g. Software Engineering and Management = SEM; International Business & Intercultural Management = IBM; International Tourism Management = TBM)

Additional information for an international bank transfer:

Beneficiary: Landesoberkasse Baden-Württemberg

Name of Bank: BW-Bank Karlsruhe

Address of Bank: Landesoberkasse Baden-Württemberg

Steinhauserstraße 11

76335 Karlsruhe

Germany
7 SUMMARY OF WEB LINKS FOR ADMINISTRATIVE PURPOSES

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<td>Ms. Andrea Dänner</td>
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<td>Campus Sontheim: Office B 023</td>
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<td>Contact Person MIBIM and MITM:</td>
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<td>Ms. Sabine Buchali</td>
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8 LIST OF PROFESSORS: FACULTY OF INTERNATIONAL BUSINESS (CONTINUED ON PG 25)

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<thead>
<tr>
<th>Professor</th>
<th>Field Function</th>
<th>Email-Address</th>
<th>Phone: (07131) 504-</th>
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<tbody>
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