Survival Guide for Exchange Students
Summer Semester 2020
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1. GENERAL INFORMATION

1.1 About Germany

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

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

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

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

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

1.2 Understanding German(y)

You may wonder whether your German will be good enough to get by. Fortunately, you will find that most Germans are very helpful. Quite a lot have a good knowledge of English, with some also speaking French. If you come from an English-speaking country you might even have difficulties in getting to speak German, due to people’s eagerness to practice their English language skills with you.

If you should talk to Germans who have absolutely no knowledge of any foreign language, they will at least speak very slowly and in simple sentences to give you a chance to understand them. A useful phrase to keep in mind for such moments is: “Könnten Sie bitte langsamer sprechen?” – Please could you speak slower?
1.3 Heilbronn

The City

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

Heilbronn is situated between the tourist cities of Stuttgart to the south and Heidelberg to the north. These cities can both easily be reached by students and offer many sights and activities to visitors, and also attracting many students due to their vibrant nightlife.

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

For more details about Heilbronn, please take a look at the following website: [www.heilbronn-tourist.de](http://www.heilbronn-tourist.de)

Region & Economy

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

Public Holidays and Opening Hours

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

Public holidays at a glance in 2020:

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

**April:** 10th Good Friday, 12th Easter Sunday, 13th Easter Monday

**May:** 1st: Labor Day, 21st Ascension Day (Thursday), 31st Whit Sunday

**June:** 1st Whit Monday, 11th Corpus Christi (Thursday)

**October:** 3rd: National Holiday

**November:** 1st: All Saints’ Day

**December:** 25th, 26th: Christmas
The opening hours of stores in Germany often depend on the size of the store. Smaller stores mostly open from 9am to 6pm during the week and on Saturdays. Bigger stores and food discounters (such as Lidl and Aldi) open from 7 / 8am to 9pm from Monday to Saturday. Some big stores and discounters such as Kaufland and Rewe open their shops until 10pm. Shops are usually closed on Sundays. In case of urgency, you can buy some basic items at the gas station. Bars and restaurants usually close around 12pm during the week and around 1or 2am during the weekend.

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

www.heilbronn.de/leben/gesundheit/medizinische-notdienste-apothekennotdienste.html

In addition, you can make a general emergency call at 112 in very urgent situations.

2. STUDYING IN GERMANY

2.1 The German Higher Education System

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

2.2 Course Scheduling

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

You will find that you have a considerable amount of spare time during the week when you do not have any contact hours. However, you are expected to develop quickly in order to become an independent learner and to be able to manage your time efficiently to achieve your desired learning outcomes. Lecturers will give you tasks to complete outside class time where you are expected to work on your own using learning resources as directed. In addition, you will be expected to work in teams on group projects and this will require you to coordinate your time with all group members.
2.3 Attendance

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

2.4 Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A) Excellent</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>(B) Good</td>
<td>1.7</td>
</tr>
<tr>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>(C) Satisfactory</td>
<td>2.7</td>
</tr>
<tr>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>(D) Sufficient</td>
<td>3.7</td>
</tr>
<tr>
<td></td>
<td>4.0</td>
</tr>
<tr>
<td>(F) Fail</td>
<td>5.0</td>
</tr>
</tbody>
</table>

Please note: ECTS grades may differ as they are calculated based on a different process.

2.5 Academic Culture

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

Openness and the courage to ask questions can be helpful traits when talking to other students as well. Most students will be happy to help you with questions you might have or to give you
their notes if you missed an important topic in a lecture. Among German students there are also some people that are more introvert and might seem distant towards you. That should not keep you from approaching them.

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

2.6 Internships in Germany

If you plan to do an internship after your semester at Heilbronn University, be advised to begin looking and applying for a suitable position early. Neither the International Office nor the Department of Mechanics and Electronics can support you in finding a position. Just like your fellow German students, it is your own responsibility to organise your internship.

Our advice:

- Begin researching companies early, before your arrival in Heilbronn even.
- During your time at HHN, ask German students about their experiences.
- Ask a professor/teacher who knows you personally from courses to write you a reference.
- Be prepared to move to a smaller town for the internship.
- Do not only apply at famous companies such as Bosch or Mercedes, look also for smaller or medium-sized companies in your field of interest.

3. HOCHSCHULE HEILBRONN (HHN)

3.1 Heilbronn University

Heilbronn University ranks amongst the major institutions of Higher Education in the state of Baden-Württemberg. Founded in 1961 as a School of Engineering, it was awarded its current University status in 1971. It now caters for approximately 8,000 degree-seeking students. It is a vibrant and successful institution working closely with its many partners in business, industry and the local community to create a sustainable, creative, and ethical learning environment.

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

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

<table>
<thead>
<tr>
<th>Campus Sontheim</th>
<th>Bildungscampus</th>
<th>Campus Künzelsau</th>
<th>Campus Schwäbisch-Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mechanics and Electronics (T1)</td>
<td>International Business (IB)</td>
<td>Economics and Engineering (TW)</td>
<td>Management and Sales (MV)</td>
</tr>
<tr>
<td>Industrial and Process Engineering (TP)</td>
<td>Business and Transport Management (WV)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informatics (IT)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All study programs are listed here: [https://www.hs-heilbronn.de/programmes](https://www.hs-heilbronn.de/programmes)

3.2 University Campus

All engineering study programs take place at the main campus in Heilbronn – Sontheim.
3.3 Department of Mechanics and Electronics (T1)

Situated at the main campus in Heilbronn-Sontheim, the department of Mechanics and Electronics (in short, T1) is the university’s largest engineering department. Around 45 professors and over 70 assistants provide students with excellent training in the following areas:

- B.Eng. Automotive Systems Engineering
- B.Eng. Electrical Systems Engineering
- B.Eng. Mechanical Engineering
- B.Eng. Mechatronics and Robotics
- M.Eng. Automotive Systems Engineering
- M.Eng. Electrical Systems Engineering
- M.Eng. Mechanical Engineering
- M.Eng. Mechatronics and Robotics

Adapting to the rising demands, more and more courses are held in English. In winter semester Sept. 2020, we are offering bachelor basic studies in English.

3.4 Public Transportation

In order to reach campus Sontheim from “Bildungscampus”, you need to take two different buses. Across the road from “Bildungscampus”, you will find the “Europaplatz Süd” bus stop, here you can take the bus number 31, 32, 40, 41, or 42 into town. You have to get off at “Allee Post West” and then board the bus number 61, 62, or 64 to the bus stop appropriately named “Sontheim Hochschule”. The same buses should be taken if you wish to travel in the opposite direction, however, the bus stops will go by the names; “Europaplatz West” and “Allee Post Ost”.

Campus Heilbronn – Sontheim

<table>
<thead>
<tr>
<th>Visitors' address</th>
<th>University Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max-Planck-Str.39, 74081 Heilbronn</td>
<td>during the lecture and exam periods: Monday - Friday, 7:00 - 22:00, Saturday 7:30 - 13:00</td>
</tr>
<tr>
<td>Postal address</td>
<td>during the lecture-free period between the summer and winter semester: Monday through Friday, 7:00 - 19:00</td>
</tr>
<tr>
<td>Max-Planck-Str. 39 74081 Heilbronn</td>
<td>Telephone: 07131 504 – 0</td>
</tr>
<tr>
<td></td>
<td>Telefax: 07131 252470</td>
</tr>
<tr>
<td></td>
<td>General Email address: <a href="mailto:info@hs-heilbronn.de">info@hs-heilbronn.de</a></td>
</tr>
</tbody>
</table>
In order to view the timetables, follow the links below:

Line number 30: https://www.h3nv.de/fileadmin//pdf/fahrplan/30.pdf
Line number 40: https://www.h3nv.de/fileadmin//pdf/fahrplan/40.pdf
Line number 60: https://www.h3nv.de/fileadmin//pdf/fahrplan/60.pdf

The DB navigator is a useful app which can be downloaded from your app store:

“DB navigator”: (for all domestic trips; can also be used to look up the bus schedule for the busses that run between “Bildungscampus” and “Sontheim”)

Besides going by train, you can try long-distance busses for exploring other towns in Germany or even Europe for a reasonable price. On the following page, you can also change the language to English and compare different offers:

https://www.busradar.com/?currency=EUR

4. INFORMATION REGARDING COURSES

4.1 Course choices for Exchange Students

Exchange students can choose courses on the Bachelor level (in English and German) or Master level (in English and German). Please ask your home university about the courses that they will accept. You will have full access to all of the courses listed in our department’s course list no matter the field or level you are enrolled at.

It is also possible for you to attend courses from the Department of Technical Processes at Heilbronn University, but we cannot guarantee you to be accepted in all courses. You will need a permission from the teacher of the course to attend it.

4.2 Classroom Changes

It is typical in the first few weeks that courses can change their room location or time in which they take place (without much notice). It is important to attend your first class, because this is often where courses changes are announced. Please also try to regularly check your inbox and notifications on ILIAS as well.

4.3 Block Courses

You may notice that some courses are denoted as “Block Courses”. These are classes that usually occur on the weekends or take place during the course of several hours on Fridays and Saturday, and run at a very fast pace, but only for a limited amount (for example 2 weekends). They carry the same amount of credit as the regular courses and also cover the same material.
4.4 Changing your courses during the start of the semester

Please be advised that courses changes are usually permitted during the first two weeks of classes. Before changing your courses, please check with your advisor at your home university about the change.

4.5 Language Courses

If you are interested in taking German or English, do not miss the language placement exams (taking place during the orientation week). Once your language level has been determined, please refrain from making changes to your courses by switching to a higher or lower level without first consulting with the professor/teacher. Moreover, the University offers some additional courses such as Spanish, French, Arabic or Russian that are available for you to take. Please note that some level of German is required.

4.6 Certificates

After your last semester as a student at Heilbronn University, a certificate listing all the courses you have taken will be checked, signed and send to the International Office of your home university.

4.7 Creating your Course Schedule

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

Step 1: Go to the student plan official site https://splan.hs-heilbronn.de and log in with your username and password:
Step 2: Go to *Configure Time Table* tab:

![Configure Time Table](image1)

Step 3: Click on the study program of the course (check list of English courses):

You can choose courses from different study programs.

![Study Program](image2)
Step 4: Choose the semester of the course (check list of English courses):

Step 5: Click on the courses you would like to take: Course titles are shown in German (check list of English courses).
Step 6: Language courses:

Step 7: Pay attention to the course color and stay informed about changes:

Not all courses are offered on a weekly basis. Therefore, each course has a certain color that indicates what type of course it is.
Step 8: Overview and cancellation of courses:

Step 9: Special Events:

Some courses like block courses are only held on some days during the semester, not regularly.
Step 10: Overview with specific date:

Step 11: Safe and print your schedule:
4.8 Ilias – E-Learning Platform

For some courses within our department you have to register in ILIAS (https://ilias.hs-heilbronn.de) to take the course. Some professors use this platform to communicate or to upload documents and presentations. Please note that not all of professor’s use ILIAS E-Learning system, therefore you might not be able to find some courses. The professor will let you know if they uploaded documents on ILIAS in your 1st class.

Step 1: Change the language at the right upper corner (Sprache):

Step 2: Log in with your account name and password

Step 3: Search for professor or course number

Once you have searched for the course and clicked on the link, you can enroll in the course by clicking “Beitreten” or “Registering”. You might be asked to enter a password to join the course. This password will normally be announced in your first lecture.
5. IMPORTANT DATES AND DEADLINES

5.1 Summer semester schedule

<table>
<thead>
<tr>
<th>Academic Calendar Summer Term 2020 (effective: 27.6.2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 01.03.20 Start of summer term 2020</td>
</tr>
<tr>
<td>Monday 16.03.20 Start of lecture period summer term 2020</td>
</tr>
<tr>
<td>Saturday 21.03.20 Freshman Brunch</td>
</tr>
<tr>
<td>Thursday 26.03.20 Girls Day - Campus Sonthheim and Campus Künzelsau</td>
</tr>
<tr>
<td>Friday 27.03.20 Open day &quot;Nacht der Technik&quot; - Campus Sonthheim (prospective date)</td>
</tr>
<tr>
<td>Wednesday 01.04.20 Students assembly, 11:30am to 1:00pm - Aula (live broadcast)</td>
</tr>
<tr>
<td>Tuesday to Thursday 07.04.20 Faculty examination board meetings</td>
</tr>
<tr>
<td>Friday 10.04.20 Public holiday – Karfreitag</td>
</tr>
<tr>
<td>Monday 13.04.20 Public holiday – Ostermontag</td>
</tr>
<tr>
<td>Tuesday to Thursday 14.04.20 „Studieren probieren“ – at all four campuses</td>
</tr>
<tr>
<td>Wednesday 15.04.20 Submission deadline for examination board resolutions</td>
</tr>
<tr>
<td>Friday to Monday 17.04.20 Exam registration (students) – <a href="https://stud.zv.hs-heilbronn.de">https://stud.zv.hs-heilbronn.de</a></td>
</tr>
<tr>
<td>Friday to Monday 20.04.20 Exam registration (staff) – <a href="https://stud.zv.hs-heilbronn.de">https://stud.zv.hs-heilbronn.de</a></td>
</tr>
<tr>
<td>Friday 24.04.20 Graduation ceremony faculty Wirtschaft und Verkehr and HILL/Wefterbildung (Heilbronn)</td>
</tr>
<tr>
<td>Saturday 25.04.20 Graduation ceremony faculties Informatik, Mechanik und Elektronik, Technische Prozesse, International Business, HILL/Wefterbildung (Heilbronn)</td>
</tr>
<tr>
<td>Friday 01.05.20 Public holiday – Tag der Arbeit</td>
</tr>
<tr>
<td>Tuesday 05.05.20 Career fair vitaminb – Campus Künzelsau</td>
</tr>
<tr>
<td>Tuesday 05.05.20 Career fair MeetBUSINESS – Bildungscampus</td>
</tr>
<tr>
<td>Friday 08.05.20 Graduation ceremony faculty Technik und Wirtschaft (Künzelsau)</td>
</tr>
<tr>
<td>Thursday 21.05.20 Public holiday – Christi Himmelfahrt</td>
</tr>
<tr>
<td>Friday 22.05.20 Recess</td>
</tr>
<tr>
<td>Wednesday 27.05.20 Sports ’n Summer – for students and staff of all four campuses – Campus Sonthheim (starting 1:00pm)</td>
</tr>
<tr>
<td>Monday 01.06.20 Public holiday – Pfingstmontag</td>
</tr>
<tr>
<td>Tuesday to Friday 02.06.20 Recess – Pfingstwoche</td>
</tr>
<tr>
<td>From Monday 08.06.20 Exam cancellation (students) – <a href="https://stud.zv.hs-heilbronn.de">https://stud.zv.hs-heilbronn.de</a></td>
</tr>
<tr>
<td>Cancellation possible up until four days prior to each exam</td>
</tr>
<tr>
<td>Wednesday 10.06.20 Examination dates are definite</td>
</tr>
<tr>
<td>Thursday 11.06.20 Public holiday – Fronleichnam</td>
</tr>
<tr>
<td>Monday and Tuesday 15.06.20 Students representatives election for senate and faculty councils</td>
</tr>
<tr>
<td>Friday 26.06.20 End of lecture period summer term 2020</td>
</tr>
<tr>
<td>Wednesday 01.07.20 Staff outing</td>
</tr>
<tr>
<td>Thursday to Thursday 02.07.20 23.07.20 Examination Period</td>
</tr>
<tr>
<td>Monday to Monday 08.07.20 03.08.20 Semester fee payment – winter term 2020/21</td>
</tr>
<tr>
<td>Monday 03.08.20 Submission deadline for final grades (teaching staff) – online</td>
</tr>
<tr>
<td>Monday 10.08.20 Submission deadline for approved grades and other documents required to participate in the graduation ceremony (students)</td>
</tr>
<tr>
<td>Monday 31.08.20 End of summer term 2020</td>
</tr>
</tbody>
</table>

**Lecture period Winter Term 2020/21**: Monday, 26.09.2020 to Friday, 22.01.2021
5.2 Exam registration / Cancellation

Signing up for exams is an important procedure at Heilbronn University. This usually takes place halfway through the semester and you will be notified in advance. Generally speaking, registering for exams is how you prove that you were enrolled in the class during the semester. If you did not register for a certain exam/s for whatever reason, it is possible to do so after the official registration period. However, a registration fee is required. In that case you should immediately contact the international office for further information.

Summer Semester

*Exam Registration Period:* April 17th – May 4th 2020

*Exam Cancellation Period:* from June 8th 2020 (until 4 days prior to each exam)

*Examination Period:* July 2nd to 23rd 2020

Process of Registration for Exams

In order to officially register for exams, please follow the steps listed below.

**Have your schedule with course numbers ready to register.**

**Step 1:** Login - [https://stud.zv.hs-heilbronn.de](https://stud.zv.hs-heilbronn.de):

**Step 2:** Click on *Administration of Exams*:
Step 3: Click on Registration & Cancellation:

Step 4: Check I accept box and then click next:

Step 5: A folder with all courses of your registered study program opens:
Step 6: Choose the correct course with help of course number and click registration of exam:

Step 7: Verify the course to register and click yes:

Step 8: Click continue registration ➔ Repeat for each course:
Step 9: Sign up for courses from other study programs or departments and search for right study program and register:

Step 10: Overview of the courses you have registered for:

Click *pdf* to save or print the overview.
Step 11: Link to exam dates in your schedule:

5.3 Cancellation of Exams

In order to cancel your registration for exams, please follow the steps listed below:

**Step 1:** Click *cancel registration of exam* next to course:
Step 2: Verify the course to cancel and then click yes:

Step 3: Overview of the courses you have canceled:

6. SUPPORT & ADVICE

6.1 Office of Student Services

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

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

6.2 International Office

The International Office at the Faculty is the students’ first contact when arriving at the University. It represents the primary source for incoming students from partner universities and for current students who would like to go abroad. The International Office provides you with all the information needed for your studies and will support you throughout your time at the university. Do not hesitate to contact any of the staff members if you have any questions or concerns in regards to your studies. The best way to contact the international office is by E-mail or office hours that are stated on the university’s website.

6.3 Library

The Campus library is situated on the ground floor of building E. Introductory events are held Tuesdays (17.03.2020, 24.03.2020) and Thursdays (19.03.2020, 26.03.2020) at 9:00 a.m. and 1:00 p.m. If you borrow a book from the library, you will usually have to return it after three
weeks. You will receive an email with the return date. In order to borrow books from the library, you will need your student identity card.

The library (Campus Sontheim) is open from Monday to Thursday from 9am to 6pm, Friday from 9am to 2pm.

The university library LiV is situated at Bildungscampus. You also have access to this library and may use it for meetings and exam preparations. It has the following opening hours: Monday-Friday from 8am to 6pm (6pm to midnight no services), Saturday 9am to 5pm (5pm to midnight no services).

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

6.4 Computing Center (Rechenzentrum)
The computing center oversees the computer labs and the printing and scanning infrastructure. Students can also receive free or discounted software through the computing center.

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

General information regarding the computing center can be found here: https://www.hs-heilbronn.de/computingcenter

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

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

6.6 Equality and Diversity
The Equal Opportunities Department offers consultations with regards to issues related to equality and diversity, the „family-friendly university“- program, and anti-discrimination. You can also find information regarding several mentoring programs on their website: https://www.hs-heilbronn.de/diversitaet

6.7 Faculty Student Body (Fachschaft)
The student body of a faculty is called „Fachschaft“ and represents all the students from one faculty. Every faculty has their own student body (Fachschaft WV, Fachschaft IB etc.). The student bodies are represented in the faculty council. Here, you can receive information about the organization of your studies. It provides a good opportunity to meet other students. Please refer to: https://vs.hs-heilbronn.de/fachschaften/fachschaft-me/
6.8 Sports at HHN

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

6.9 Extracurricular Studies (Studium Generale)

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

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

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

6.10 Study to stay – career support for international students

We offer a range of services and events to support the career development of international students in Germany. We assist you to understand the local job market, to search for an internship or job and to write a cover letter and CV. More information here: https://hs-heilbronn.de/23529417/career-support-for-international-students

6.11 Student life in Heilbronn

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

<table>
<thead>
<tr>
<th>Cafés:</th>
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<tbody>
<tr>
<td>Café Schümli</td>
</tr>
<tr>
<td>Alex</td>
</tr>
<tr>
<td>Wohnzimmer Heilbronn</td>
</tr>
<tr>
<td>Täglich</td>
</tr>
<tr>
<td>Kaffeebucht</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Restaurants/&quot;Biergärten&quot;:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brasserie Mangold</td>
</tr>
<tr>
<td>Wilma Wunder</td>
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<tr>
<td>L'Osteria</td>
</tr>
<tr>
<td>Burgerheart</td>
</tr>
<tr>
<td>Food Court</td>
</tr>
<tr>
<td>Biergarten Trappensee</td>
</tr>
<tr>
<td>Hans im Glück</td>
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<tr>
<td>Lehners</td>
</tr>
</tbody>
</table>
7. SUMMARY OF IMPORTANT WEBLINKS AND CONTACTS

<table>
<thead>
<tr>
<th>Department of Mechanics and Electronics</th>
<th><a href="https://www.hs-heilbronn.de/t1">https://www.hs-heilbronn.de/t1</a> (German)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Office of Heilbronn University</td>
<td><a href="https://www.hs-heilbronn.de/6505254/staff-contacts-and-office-hours">https://www.hs-heilbronn.de/6505254/staff-contacts-and-office-hours</a></td>
</tr>
<tr>
<td>University Portal</td>
<td><a href="https://stud.zv.hs-heilbronn.de/qisstudent/rds?state=user&amp;type=0&amp;noDBAction=y&amp;init=y">https://stud.zv.hs-heilbronn.de/qisstudent/rds?state=user&amp;type=0&amp;noDBAction=y&amp;init=y</a> (exam registration, overview of grades)</td>
</tr>
<tr>
<td>Library of Heilbronn University</td>
<td><a href="https://www.hs-heilbronn.de/5595226/university-library">https://www.hs-heilbronn.de/5595226/university-library</a></td>
</tr>
<tr>
<td>German Language Courses at Heilbronn University</td>
<td><a href="https://www.hs-heilbronn.de/6152449/language-courses">https://www.hs-heilbronn.de/6152449/language-courses</a></td>
</tr>
</tbody>
</table>

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

Clubs:
- Music Park
- Green Door
- Mobilat
- Crème 21
- Hemingway's
- Barococo
- Fahrenheit
- The Rooms Club
- Bukowski
- Laube
## Contact Persons

| Faculty of Mechanics and Electronics | Prof. Dr. – Ing. Ansgar Meroth  
Director International Relations  
*Room:* G111, Campus  
Heilbronn – Sontheim  
*E-Mail:* [t1-international@hs-heilbronn.de](mailto:t1-international@hs-heilbronn.de)  
Mine Altunkas, Evelyn Teng  
International Relations Coordinators  
*Room:* E109, Campus  
Heilbronn – Sontheim  
*E-Mail:* [t1-international@hs-heilbronn.de](mailto:t1-international@hs-heilbronn.de)  
*Contact hours:*  
Tuesdays: 13:00 – 15:00  
Thursdays: 10:00 – 12:00  
or by appointment |  |
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</table>
- Academic advising  
- Schedule planning  
- Exam registration  
- Signature of Learning Agreement |  |
| International Office of the University | Coordinators for Incoming Students  
*Room:* S.2.20, Bildungscampus  
*E-Mail:* [io-incomings@hs-heilbronn.de](mailto:io-incomings@hs-heilbronn.de)  
*Office hours:*  
Mondays: 09:30 – 11:30  
Wednesdays: 09:30 – 11:30  
Thursdays: 09:30 – 11:30  
Fridays: 09:30 – 11:30 |  |
|  
- Application  
- Accommodation  
- Re-enrollment  
- Semester - Prolonging  
- Arrival and Departure Documents |  |