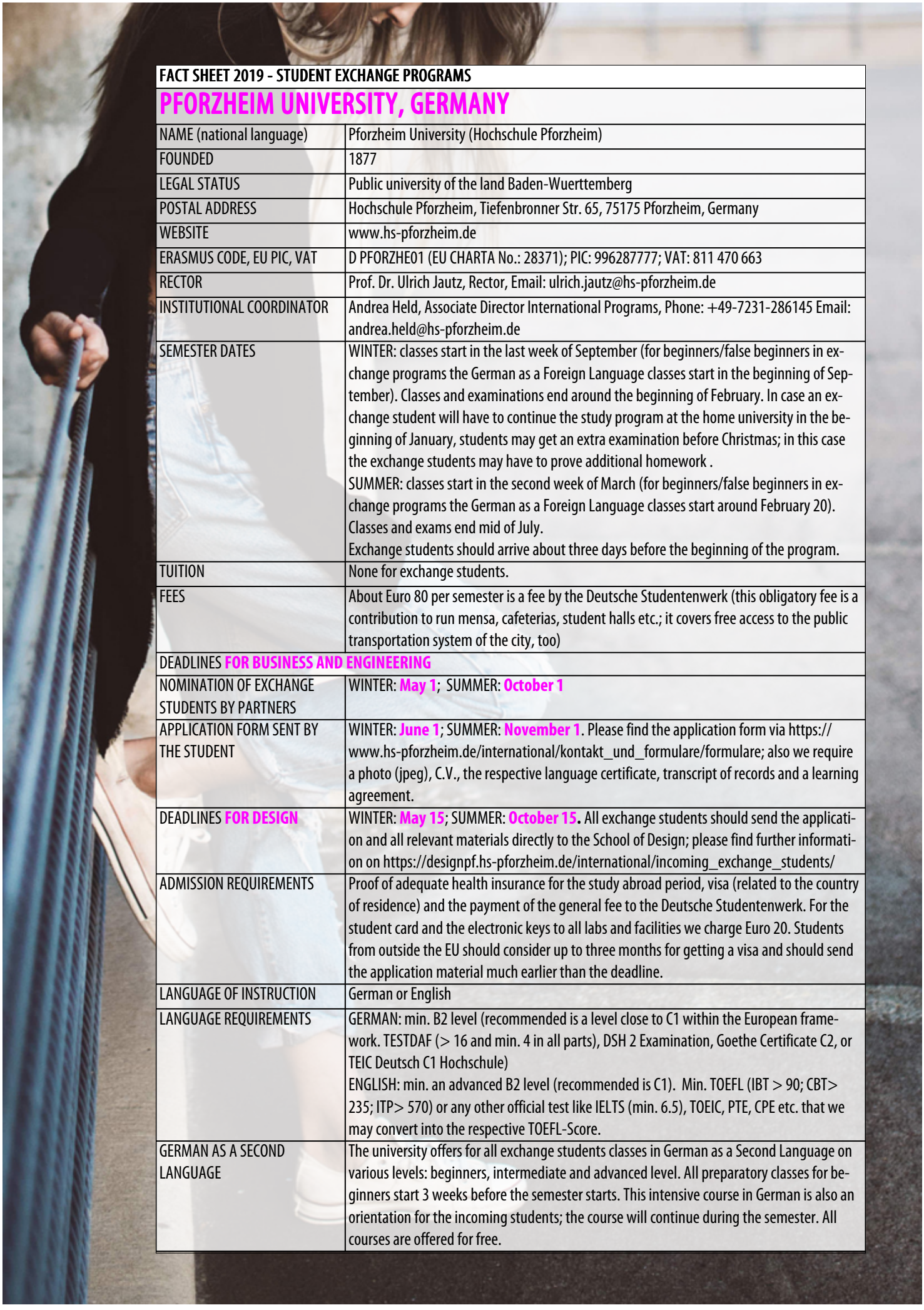


FACT SHEET 2019 - STUDENT EXCHANGE PROGRAMS	
PFORZHEIM UNIVERSITY, GERMANY	
NAME (national language)	Pforzheim University (Hochschule Pforzheim)
FOUNDED	1877
LEGAL STATUS	Public university of the land Baden-Wuerttemberg
POSTAL ADDRESS	Hochschule Pforzheim, Tiefenbronner Str. 65, 75175 Pforzheim, Germany
WEBSITE	www.hs-pforzheim.de
ERASMUS CODE, EU PIC, VAT	D PFORZHE01 (EU CHARTA No.: 28371); PIC: 996287777; VAT: 811 470 663
RECTOR	Prof. Dr. Ulrich Jautz, Rector, Email: ulrich.jautz@hs-pforzheim.de
INSTITUTIONAL COORDINATOR	Andrea Held, Associate Director International Programs, Phone: +49-7231-286145 Email: andrea.held@hs-pforzheim.de
SEMESTER DATES	WINTER: classes start in the last week of September (for beginners/false beginners in exchange programs the German as a Foreign Language classes start in the beginning of September). Classes and examinations end around the beginning of February. In case an exchange student will have to continue the study program at the home university in the beginning of January, students may get an extra examination before Christmas; in this case the exchange students may have to prove additional homework . SUMMER: classes start in the second week of March (for beginners/false beginners in exchange programs the German as a Foreign Language classes start around February 20). Classes and exams end mid of July. Exchange students should arrive about three days before the beginning of the program.
TUITION	None for exchange students.
FEES	About Euro 80 per semester is a fee by the Deutsche Studentenwerk (this obligatory fee is a contribution to run mensa, cafeterias, student halls etc.; it covers free access to the public transportation system of the city, too)
DEADLINES **FOR BUSINESS AND ENGINEERING**	
NOMINATION OF EXCHANGE STUDENTS BY PARTNERS	WINTER: **May 1**; SUMMER: **October 1**
APPLICATION FORM SENT BY THE STUDENT	WINTER: **June 1**; SUMMER: **November 1**. Please find the application form via https://www.hs-pforzheim.de/international/kontakt_und_formulare/formulare; also we require a photo (jpeg), C.V., the respective language certificate, transcript of records and a learning agreement.
DEADLINES **FOR DESIGN**	WINTER: **May 15**; SUMMER: **October 15.** All exchange students should send the application and all relevant materials directly to the School of Design; please find further information on https://designpf.hs-pforzheim.de/international/incoming_exchange_students/
ADMISSION REQUIREMENTS	Proof of adequate health insurance for the study abroad period, visa (related to the country of residence) and the payment of the general fee to the Deutsche Studentenwerk. For the student card and the electronic keys to all labs and facilities we charge Euro 20. Students from outside the EU should consider up to three months for getting a visa and should send the application material much earlier than the deadline.
LANGUAGE OF INSTRUCTION	German or English
LANGUAGE REQUIREMENTS	GERMAN: min. B2 level (recommended is a level close to C1 within the European framework. TESTDAF (> 16 and min. 4 in all parts), DSH 2 Examination, Goethe Certificate C2, or TEIC Deutsch C1 Hochschule) ENGLISH: min. an advanced B2 level (recommended is C1). Min. TOEFL (IBT > 90; CBT> 235; ITP> 570) or any other official test like IELTS (min. 6.5), TOEIC, PTE, CPE etc. that we may convert into the respective TOEFL-Score.
GERMAN AS A SECOND LANGUAGE	The university offers for all exchange students classes in German as a Second Language on various levels: beginners, intermediate and advanced level. All preparatory classes for beginners start 3 weeks before the semester starts. This intensive course in German is also an orientation for the incoming students; the course will continue during the semester. All courses are offered for free.

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ECTS	Yes, 30 ECTS credits per semester are recommended, 24 ECTS credits are the minimum, 36 credits will be the maximum to take. Pforzheim University is a national and international accredited institution.
GRADING SYSTEM	The German grading system ranges from 1.0 (excellent) to 4.0 (pass). Marks are: 1.0; 1.3; 1.7 (excellent and very good) 2.0; 2,3; 2,7 (good) 3.0; 3,3 (satisfactory) 3,7; 4.0 (pass) 4,3; 4,7; 5,0 (fail)
DISTRIBUTION OF GRADES	At Pforzheim University the distribution of grades in the Business School (incl. Industrial Engineering) is: 1,0 = 8,5 %; 1,3 = 12,6 %; 1,7 = 13,2 %; 2,0 = 12,8 %; 2,3 = 12,5 %; 2,7 = 9,9 %; 3,0 = 8,7 %; 3,3 = 7,9 %; 3,7 = 6,2 %; 4,0 = 7,8 %. The distribution covers the successful students only and is based on about 70.000 grades from 2008-2011.
ADMISSION POLICY FOR EXCHANGE STUDENTS	Minimum lenght of the study abroad is one semester (15 weeks). The maximum length of the study abroad is one year. Students may combine the study abroad with an internship (normally 100 working days or 5 months). So a total of 18 months is the maximum lenght a student may stay on exchange basis. Most of the students stay for one semester of studying and will add an internship in the second semester.
HOUSING	Students are responsible for finding adequate housing by themselves. International Programs supports the exchange students to find accomodation by sending updated housing information material (incl. a list of available rooms and apartments).
TRANSCRIPT OF RECORDS	Available for all students via the examination offices of the faculties. Transcripts will be sent to the students and/or to the coordinators at the home university.
DIPLOMA SUPPLEMENT	Available for all students via the central university administration.
INTERNSHIPS	For all Bachelor degree students in Pforzheim an internship in a company (min. 100 working days) is obligatory and therefore at all times around 1.000 students of the university are working in companies and hundreds of companies offer internships. For international students - as long as they keep the legal status of a student - it is relatively easy to get an internship and to combine the study abroad period with an internship. The location of Pforzheim University in one the most industrialized regions of Europe is for exchange students a good starting point for getting an internship.
OTHER RELEVANT INFORMATION AND OR SPECIFIC CONDITIONS:	Most exchange students will take classes in English. The Business School offers an International Study Program (ISP) with various tracks for studying either one semester or two semesters in English. The International Master Exchange Program (IMEP) offers a one semester track for graduate students. The School of Engineering offers a one semester study program "Engineers made in Germany" in English. Pforzheim University is member of various international consortia like the Network of International Business and Economic Schools (NIBES), Global Education for European Engineers and Entrepreneurs (GE4), International Association of Universities and Colleges of Art, Design and Media (CUMULUS). The university offers various double degree programs in Business/Management and Industrial Engineering; the admission criteria and the study options in these programs might be different to the outlined structure. The Business School (incl. all study programs in Industrial Engineering) is accredited by AACSB International.
IN CHARGE FOR INCOMING STUDENTS	Gelsomina di Laurenzio, Manager International Programs, Phone: +49-7231-286147, Fax: +49-7231-286140, Email: gelsomina.dilaurenzio@hs-pforzheim.de
IN CHARGE FOR OUTGOING STUDENTS	Alina Ziss, Manager International Programs, Phone + 49-7231-286150, Email: alina.ziss@hs-pforzheim.de
EMERGENCY CONTACT	+49 1522 8365410 (cellphone rector's office)
FURTHER INFORMATION	General website: http://www.hs-pforzheim.de. All course descriptions are online. You will find the International Study Program under http://www.hs-pforzheim.de/ISP. About two weeks after receiving the application the exchange student will receive a "letter of acceptance" and we will come in contact with the student via email. Transfer from Stuttgart International Airport via a shuttle service is optional.