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The information in this brochure was collected according to the best of our knowledge. However, the University reserves the right to alter any course, procedure or fee. Prospective students are advised to check with the International Office (University of West Bohemia and Hof University of Applied Sciences) for any changes. September 2011

DOUBLE DEGREE PROGRAMME

Dear students,

In the following text, allow me to explain a bit about the so-called "double-degree" program. It is a unique opportunity to gain a degree at both the University of West Bohemia in Pilsen as well as University of Applied Sciences in Hof. This will undoubtedly increase the job market value of the graduates of this study program. Apart from the two university degrees, the graduates will be equipped with excellent knowledge of the English language, and partially also the German language. A significant benefit of the program is the nearly five-month-long internship in a foreign business environment!

I am convinced that the program of the Faculty of Economics in Pilsen offers a major added value, and, upon graduating, you will not regret your decision to take part in the project!

*Ing. Dita Hommerová, Ph.D., MBA
Project Manager*

„Double degree“

- cooperation between the Faculty of Economics at UWB and Hochschule Hof

Hochschule Hof, with its Business Studies program, and the Faculty of Economics at the University of West Bohemia in Pilsen, with its Retail Management program, have signed an agreement on cooperation aimed at issuing a "double degree" to graduates of the said study programs. By implementing this agreement, both universities take another step towards internationalization and cooperation in the study of the said fields.

Eligible students

Only students of the Faculty of Economics at UWB who have good knowledge of German and English and who, as of the beginning of their study at

the host university, have completed the first stage of their studies, i.e. the first and second years (112 credits), are eligible to apply for the "double-degree program".

The double-degree program involves two semesters of study at the partner university and a bachelor thesis at one of the participating universities. For students of the Faculty of Economics at UWB, the study program includes an internship of a minimum length of 18 weeks (preferably at a German company – arranged by Hochschule Hof), according to instructions by Hochschule Hof. The study program in Hof is thus divided into 3 semesters.

Conditions for acquiring a double degree Both universities pledge to issue a double degree to students according to the following conditions:

I. Conditions – bachelor thesis

To successfully complete his or her studies, the student must write a bachelor thesis at one of the participating universities, the choice of which is the student's decision. The bachelor thesis is supervised by an academician at the chosen university. The student will either choose a supervisor for his/her thesis, or the university will assign a supervisor to the student. The bachelor thesis must meet all the conditions of the university at which the thesis will be written. Another assessor of the thesis (the opponent) will be an academician from the other university.

II. Transfer of credits from the Faculty of Economics at UWB to HS Hof

Students at the Faculty of Economics at UWB will take classes from the third and fourth year of study (sixth and seventh semester) of the Business Studies program

at Hochschule Hof. The subjects are determined by the Hochschule Hof university depending on the previous subjects that the student took at his/her home university (Faculty of Economics at UWB), and which can be accepted at UWB. The number of subjects that a student takes at Hochschule Hof is equivalent to 60 ECTS in two semesters.

- ≈ Practical semester 30 credits (internship with a length of 18 weeks at a company in Germany, and the completion of two subjects to defend the internship)
- ≈ This number of credits is recognized as the last academic year of the study program, based on the list of comparable subjects in the field of study.
- ≈ Following the successful completion of one's studies at both universities, the student will receive the title of "Bachelor of Arts" at Hochschule Hof.

Support for students

Both universities pledge to provide support and consultations for participating students to enable their regular studies. Among other things, this also means that the universities provide assistance in the search for accommodation in an adequate price range, or help arrange internships for students.

For the year 2011, the Faculty of Economics at UWB has acquired financial means from the Development and Transformation Project of the Ministry of Education, Youth and Sports intended to support the launch of the "double-degree" project. The project application will be filed also for 2012, and chances are that the University will gain means to offer scholarships for students of the Faculty of Economics at UWB studying in Germany,

covering their accommodation, and partly their travel and other living expenses. During the periods of November/December 2011 and February/March 2012, information workshops are planned for prospective students, possibly with the participation of Professor Fischer of HS Hof.

Instructions for candidates

If you are interested in joining the "double-degree" project and studying at Hof during the academic year 2012/13, send in your application, including a cover letter, by March 31, 2012, to hommer@kmo.zcu.cz.

In the event of a large number of candidates, the selection criterion will be a brief interview with applicants and their academic results and study activities.

Should you have any questions regarding the project, please contact Ing. Dita Hommerová (Department of Marketing, Trade and Services, Door No. TY212b).



GREETINGS

Dear students,

It is my pleasure to be able to address you as potential applicants for the so-called "double-degree" study program of the Faculty of Economics in Pilsen and Hochschule Hof – the University of Applied Sciences. After several years of preparations, on July 13, 2010, a bilateral agreement on cooperation and realization of the double-degree program was ceremonially signed.



The Faculty of Economics at the University of West Bohemia is one of the few faculties at UWB, and in the entire Czech Republic for that matter, that can offer its students such an opportunity. The benefits of the project for students, future graduates of both universities, are unequivocal. However, everything comes at a price, and therefore to become successful graduates with two degrees, you will be required to exert much effort not only in class at both universities and during your internship in companies, but also in your free time in the form of self-study. It is not an easy path, but I believe that the achieved results will more than compensate your efforts, mainly in the huge advantage this study program offers on the job market of the European Union. I believe that you will personally discover the possibilities and advantages of this prestigious study program,

prepared for you by the Faculty of Economics and its partner, Hochschule Hof.

I would like to voice my support for the project teams at both universities, as well as the selected students – participants in the double-degree project. Upon signing the agreement, both institutions have pledged to acquire certain financial means that could be used for scholarships covering the students' living expenses abroad; on behalf of the Czech party, I can confirm that efforts are being made in this respect. I would like to wish all participants of the program lots of academic success, and I will gladly welcome you in person at the Faculty of Economics in Pilsen.

Doc. Dr. Ing. Miroslav Plevný
Dean of the Faculty of Economics, University of
West Bohemia in Pilsen

1 A Portrait

1.1 Information about the Faculty of Economics

The Faculty of Economics was founded in 1990 and in 1991 became one of the founding faculties of the newly established University of West Bohemia in Pilsen. Over the years, it has gained the position of a representative university institution, which can boast of its own well qualified staff and external lecturers and of good material back-up for teaching and researching activities. Within the study activities, the Faculty now offers more economics programmes leading to both Bachelor and Master's degrees and therefore more specialized fields of study. It uses both locations in Cheb and in Pilsen to collaborate with the regions in specializations and cross-bordering and international cooperation. The focus on issues of the European Union is an important innovation factor, together with the use of information and communication technologies (ICT). The Faculty has

all the necessary facilities for lectures as well as for self-study.

The Centre for Lifelong Education offers a part-time form of study (for employed students) at both locations. This Centre also organizes specialist courses and a special form of the Open University in Cheb.

Research activities are guaranteed by the specialist departments. These participate in projects of different agencies, such as the Grant Agency of the Czech Republic and projects of the European Union. The Faculty takes part in a whole range of research projects and studies at the regional level for companies and for public administration institutions, development agencies and other subjects.

Attention is also paid to EU accession and the preparation of graduates for business activities in the environment of the EU market. Students can take advantage of studying abroad within international programmes (Erasmus, Leonardo, etc.) and other projects in EU countries. The Faculty attempts to offer international experience when preparing its graduates for their careers.

The Faculty is interested in developing relationships with other universities, and even more with companies and institutions in the regions. The importance of practical experience is stressed during seminars, especially when preparing students for Bachelor or Master's theses.

The Faculty has created good conditions for its continuous development, necessary innovations and fulfillment of its specific role in the regions of Pilsen and Karlovy Vary when participating in EU activities.

1.2 About us

The University of West Bohemia was established by Act of the Czech National Council No. 314/1991 Coll. in 1991 through the merger of the Institute of Technology and the Faculty of Education. At the time of its foundation, the University had five faculties – the Faculty of Applied Sciences, the Faculty of Economics, the Faculty of Electrical Engineering, the Faculty of Education and the Faculty of Mechanical Engineering, and about 4,200 students. The original five faculties were joined by the Faculty of Law in 1993, the Faculty of Philosophy and Arts (former Faculty of Humanities) in 1999 and the Faculty of Health Care Studies in 2008.

The Institute of Technology was founded in 1949 as a branch of the Czech Technical University in Prague. In 1953 it became an independent institution and began to grow rapidly. In 1960 it was divided into two faculties - the Faculty of Mechanical Engineering and the Faculty of Electrical Engineering. For the greater part of its existence, the Institute provided courses for students preparing for careers in mechanical and electrical engineering. Two new faculties - the Faculty of Applied Sciences and the Faculty of Economics - were established in 1990, a few months after the Velvet Revolution.

The College of Education was founded in 1948 as part of the Faculty of Education of Charles University, Prague. For some time it operated as an independent Higher School of Education, then as an Institute of Education and since 1964 as an independent College of Education training teachers for both primary and secondary schools. Since 1991, the Faculty of Education has been part of the University of West Bohemia.

In 1993, two years after the University of West Bohemia was founded, a sixth faculty - the Faculty of Law - was established in order to meet the increased demand for legal education arising from changes in the Czech economic, social and legal systems after 1989.

After the introduction of the Higher Education Act, the University of West Bohemia officially became the University of West Bohemia in Pilsen in 1999.

Ten years after the Revolution, a seventh faculty - the Faculty of Humanities - was established, after having existed as the Centre for Humanities at the Faculty of Law from 1998. On 3 January 2005, the Faculty of Humanities was renamed the Faculty of Philosophy and Arts.



The Institute of Art and Design was established as an independent Institute of Higher Education in 2004. The Faculty of Health Care Studies was established in 2008 and the Institute of Language Studies in the same year, too.



At present, the University has eight faculties with more than 60 departments and three institutes of higher education. Nearly 19,000 students can choose from a wide range of Bachelor, Master and PhD course programmes. The broad structure provides students with the widest range of study possibilities with the options of full-time or combined study.

UWB also provides a wide range of life-long learning programmes which corresponds thematically to the fields of study offered by the University of West Bohemia. The University of the Third Age serves senior citizens very successfully.

UWB has a significant position in the field of higher education both among universities in the Czech Republic and in Europe.

Together with the Faculty of Medicine, which is part of Charles University, Prague, the University of West Bohemia is able to provide higher education in most of the major areas. Although it attracts students from all over the country and also from abroad, its main focus is on students from West Bohemia. It is the only institution of higher education in that part of the country which prepares students for careers in engineering (electrical and mechanical), sciences (computer science, applied mathematics, physics, mechanics), education (for both

primary and secondary school teachers in a wide range of subjects), fine arts, economics, humanities (philosophy, sociology, foreign languages, social and cultural anthropology, archaeology), law and public administration and health.

Study Programmes offered by UWB

Three different types of degrees can be attained at UWB:

Bachelor's course

Bachelor's study programmes are intended to provide a qualification to enter a profession using current knowledge and methodologies and they also contain selected theoretical knowledge. The standard length of the course including practice is 3 or 4 years (180 or 240 ECTS credits). The course is completed with a state final exam which generally includes a defense of the bachelor's thesis. Graduates receive the academic degree "bakalář" (i.e. "Bachelor"), abbreviated as "Bc." or "bakalář umění" (i.e. "Bachelor of Arts"), abbreviated as "BcA."

Master's course

Master's study programmes are intended to provide theoretical knowledge based on the current state of scientific knowledge, research and development, and their practical application; they also focus on developing creative skills. The standard length of the course is 2 - 3 years (120 - 180 ECTS credits). Master's study programmes that do not follow on after a bachelor's study programme take 5 years (300 ECTS credits). The course is completed with a state final exam which includes a defense of the master's thesis. Graduates receive the academic degree "inženýr" (i.e. "Engineer") abbreviated as "Ing." or "magistr" (i.e. "Master"),

abbreviated as "Mgr." or "magistr umění" (i.e. "Master of Arts"), abbreviated as "MgA."

Doctoral course

Doctoral study programmes are focused on scientific research and independent creative activity in research or development or on independent theoretical and creative activity in the arts. The standard length of a doctoral study programme is 3 or 4 years. The course follows an individual study plan under the guidance of a supervisor. The course is completed with a state doctoral exam and a defense of the doctoral thesis. Graduates receive the academic degree "doktor" (i.e. "Doctor"), abbreviated as "Ph.D."

Only the Faculty of Philosophy and Arts applies a credit system to doctoral study programmes.

A study programme can be full-time, combined or distance. In the full-time form, most of the teaching is carried out through regular lectures, tutorials, seminars, practical laboratory lessons, consultations, etc. The student is in direct contact with the lecturers.

In the distance form, the study is multimedia-based without direct contact with the lecturers. The combined form of study incorporates methods from full-time and distance forms. This means that study comprises regular consultations and self-study which is supported by study facilities, including e-learning tools.

The study programmes offered by UWB are displayed when you click on the name of the required faculty and the type of study programme in the menu on the left.

List of accredited study programmes

In the following table you can find a list of accredited study programmes and fields at UWB. The fact that a faculty lists a study programme/accredited field does not mean that it is open for applications. Information about study programmes and fields (including the form of study) that are offered to applicants can be found on the web page with information about application procedures. If you want to make sure that the field and form of study you have chosen is open for applications, please contact the study department of the faculty that guarantees teaching of the chosen field.

1.3 Our Mission

The Mission of the University of West Bohemia is to

- ≈ Guarantee access to education and independent research
- ≈ Offer specific as well as universal educational programmes pursuing humanitarian aims and thus contributing to the social maturation of students
- ≈ Design and implement study programmes that respond to the changing requirements of society and are based on projects solving current problems
- ≈ Support the permanent exchange of knowledge, ideas, information, staff and students with the rest of the world
- ≈ Maintain permanent professional as well as social relationships with the graduates of the University
- ≈ Develop life-long education in co-operation with other institutions
- ≈ Support scientific, technical and humanitarian-orientated innovation applicable in everyday life

- ≈ Plan and implement a mutually beneficial and creative partnership with the public as well as the private sector both in this country and abroad
- ≈ Play the role of a major higher education institution for education, research and development in the region of West Bohemia
- ≈ Contribute to the closer integration of the University with regional, national, European and world communities
- ≈ Prepare young people for careers bringing success and satisfaction, serve the region and society, and support business and entrepreneurial activities

1.4 Fast Facts and Figures

UWB – Basic data

- ≈ Number of students: 17530
- ≈ Number of Ph.D. students: 987
- ≈ Number of academic staff: 1009
- ≈ Number of non-academic staff: 1060
- ≈ Total number of staff: 2069

Groups of accredited study programs total:

- ≈ Applications received by: 23581
- ≈ Applicants who took the entrance exams: 15145
- ≈ Approved applications: 15675
- ≈ Accepted applicants*: 8055
- ≈ Enrolled students: 6639

Groups of accredited study programs Faculty of Economics:

- ≈ Applications received by: 2892
- ≈ Applicants who took the entrance exams: 2460
- ≈ Approved applications: 805
- ≈ Accepted applicants*: 1378
- ≈ Enrolled students: 990

* The total figure includes the number of accepted candidates; students accepted to multiple fields of study are included in each of the fields of study.

Source: INIS

1.5 Research Activities

Faculty of Economics

The projects of the Faculty of Economics can be divided into three main groups:

Student grant competition – internal projects of UWB, research projects (Czech Science Foundation, Technology Agency of the Czech Republic, significant projects, etc.), and educational, development projects (Ministry of Education, Youth and Sports, Higher Education Development Fund).

In these, most attention is devoted to innovations of study programs and fields of study, basic research in economics, systems and processes, foreign mobility of academic staff and students, international cooperation and internationalization. Studies are taught completely in English and are specially aimed at international students.

1.6 International Relations

The International Office encompasses the following activities:

- ≈ Providing information about EU educational programs
- ≈ Counselling on study and work placement opportunities abroad
- ≈ Coordinating Socrates-Erasmus projects on the institutional level
- ≈ Coordinating Leonardo da Vinci projects (IN-CO work placements)
- ≈ Recruiting and taking care of international students

- ≈ Recruiting and taking care of international lecturers
- ≈ Organising the annual International Summer Language School (ISLS)
- ≈ Developing and strengthening international links on the institutional level (in cooperation with international partners, foundations, embassies etc.)
- ≈ Marketing the University abroad

The most significant project in terms of international cooperation is the Erasmus project, which is coordinated by the International Office of the UWB in Pilsen.



As part of this project, the Faculty of Economics offers foreign internships at the following universities and colleges:

Denmark

- ≈ Roskilde University (taught completely in English)
- ≈ Business Academy Lyngby Uddannelsescenter (taught completely in English)

Finland

- ≈ Central Ostrobothnia Polytechnic (taught completely in English)

France

- ≈ Groupe Sup. de Commerce d'Amiens Picardie
- ≈ L'Université de Limoges (IUT)
- ≈ Institut d'Etudes Politiques de Toulouse
- ≈ L'Université Montpellier I
- ≈ REIMS Management School (taught completely in English)
- ≈ Université Montpellier 2 - IAE

Italy

- ≈ Università degli Studi di Verona (taught completely in English)
- ≈ Università degli studi di Genova (taught completely in English)

Lichtenstein

- ≈ Hochschule Liechtenstein

Germany

- ≈ FH Amberg - Weiden
- ≈ Universität Bayreuth
- ≈ Hochschule Hof
- ≈ Technische Universität Chemnitz
- ≈ Technische Universität Kaiserslautern
- ≈ Georg-Simon-Ohm-FH Nürnberg
- ≈ Hochschule Harz Wernigerode
- ≈ FH Würzburg-Schweinfurt
- ≈ FH Regensburg

The Netherlands

- ≈ Fontys University of Applied Science (taught completely in English)

Poland

- ≈ Wyższa Szkoła Bankowa w Poznaniu
- ≈ Torun School of Banking
- ≈ OLYMPUS – Szkoła Wyższa - Warszawa

Portugal

- ≈ Instituto Superior Dom Afonso III (INUAF)

Austria

- ≈ Upper Austria University of Applied Sciences

Slovakia

- ≈ Univerzita Konštantína Filozofa v Nitre (only for doctoral studies),

Spain

- ≈ Universidad de Vigo
- ≈ Universidad de Sevilla

Turkey

- ≈ Erciyes University (taught completely in English)
- ≈ ATATÜRK University

Great Britain

- ≈ University of Salford

Students of the Faculty of Economics can take semester- or year-long internships. The Faculty offers approximately 100 student mobilities a year. As part of the Erasmus project, teachers at the Faculty of Economics go abroad for week-long stays to give lectures at foreign universities.

In Pilsen, lessons for foreign students from UWB's partner schools are taught in English, and during the semester there are up to 25 students from various EU countries.

The Faculty of Economics is also involved in the all-university INSTERSTUD project, which brings students from Uzbekistan to study at the Faculty of Economics. The study program is delivered in Czech.

Every year, a number of other activities are organized in cooperation with colleges, businesses and other institutions in the area of international relations. For more than 10 years, UWB has been cooperating with Marquette University in the U.S.A.; students from this university work on joint projects with students of the Faculty of Economics; they meet at workshops in the Czech Republic, in the United States, and also on the Internet.

Every year, these international projects conclude with a joint defense. Part of the project are also lectures delivered by teachers from the partner schools.

The Faculty maintains bilateral relations with the Ural State University of Economics and the Faculty of Economics of the Ural State University in Ekaterinburg (Russia), the Gif University (Japan), the University of Banking and Commerce in Mexico City (Mexico), and the Dagestan State Institute of National Economy (Russia). Bilateral agreements cover both students' and teachers' mobility, as well as science and research cooperation.

2 Undergraduate Programmes

2.1 Faculty of Economics - Retail Management

The graduate has knowledge that helps him/her orientate, both practically and theoretically, in basic topics of market economy and play an active role in managing business, economic or

administrative subjects. The graduate in the above field holds specialist knowledge in the field of:

- ≈ economic theories,
- ≈ business economics and
- ≈ management and
- ≈ basic of other special economic disciplines.

Advanced knowledge has been achieved in the field of

- ≈ marketing,
- ≈ logistics,
- ≈ management of commercial companies,
- ≈ management of destinations and services in the travel industry,

and here, thanks to the achieved knowledge and experience, he/she is ready to competently work in the real world.

The graduate has gained necessary skills in the ICT field and is able to communicate in one world language competently (B2 level) and optionally also in another world language. He/she is ready to work responsibly and solve problems both in a team and autonomously. He/she is well equipped for future lifelong education.



The graduate of the bachelor study programme is equipped with the necessary skills enabling him/her to function in economic and managerial positions in companies and institutions operating in the field of trade and the travel industry as well as in non-profit organizations and state administration. The duration of the course is 6 theoretical semesters.

Degree awarded: Bc.

3 Study Regulation in Pilsen

3.1 Academic Calendar

TIME SCHEDULE OF THE ACADEMIC YEAR 2011/2012

As agreed by faculty deans and approved by University management, the schedule for the academic year 2011/12, binding for all UWB faculties and complied with in individual faculty and other departmental schedules, will be as follows:

≈ *Academic year September 1, 2011 – August 31, 2012*

≈ *Enrollment for the following year of study September 6, 2011*

≈ *Preparatory week for freshman year students September 12 – September 16, 2011*

≈ *Winter semester classes September 19 – December 21, 2011 (13 weeks of classes, first even-numbered week)*

≈ *Combined study program starts in week 37*

≈ *Exam period January 2 – February 10, 2012 (6 weeks)*

≈ *Deadline for meeting the set conditions for the first semester of study February 24, 2012*

≈ *Deadline for credits in the winter semester February 24, 2012*

≈ *Summer semester classes February 13 – May 18, 2012 (13 weeks, first odd-numbered week)*

≈ *Combined study program starts in week 6*

≈ *Easter break (Thursday and Friday) April 5–6, 2012*

≈ *Deadline for setting exam dates in the summer semester April 20, 2012*

≈ *Exam period May 21 – July 4, 2012*

≈ *August 27 – September 6, 2012 (8 weeks)*

3.2 How to apply

If you are interested in enrolling in the double-degree study program, do not hesitate to contact the appropriate coordinators at either of the two universities, or the International Office, who will gladly give you advice, explain the procedure, and get you ready for your studies abroad.

Faculty of Economics, University of West Bohemia in Pilsen:

Ing. Dita Hommerová, Ph.D., MBA

Senior Lecturer–Department of Marketing, Trade and Services

Faculty of Economics

University of West Bohemia in Pilsen

306 14 Plzeň

E-mail: hommer@kmo.zcu.cz

Tel.: +420 377 633 307

3.3 Financial Matters

Living expenses

Monthly expenses during studies at Czech universities are approximately 6,000 CZK. This sum includes:

≈ Accommodation: 3,000 CZK / per month

≈ Board: 2,500 CZK / per month

≈ Public transport (1 month season ticket): 200 CZK

≈ Other expenses (study materials, cultural events, etc.): 1,500 CZK

≈ Travel expenses to/from the Czech Republic and other expenditures, such as clothing, are not included.

≈ Tentative prices of selected foods in the Czech Republic:

Groceries price in CZK

bread	20 CZK / 1 loaf
roll, bun	2 CZK / 1 piece
water	10 CZK / 1.5 litre
beer	25 CZK / 0.5 litre
milk	15 CZK / 1 litre
ham	150 CZK / 1 kg
eggs	25 CZK / 10 eggs
butter	25 CZK / 1 container
cheese	25 CZK / small box
yoghurt	10 CZK / 0.2 litre
coffee	25 CZK / cup
tea	15 CZK / cup
sugar	20 CZK / 1 kg
potatoes	15 CZK / 1 kg
tomatoes	40 CZK / 1 kg
peppers	60 CZK / 1 kg
apples	30 CZK / 1 kg
oranges	30 CZK / 1 kg
bananas	30 CZK / 1 kg
cereals	40 CZK / 750g

≈ Cost of a meal at a restaurant: CZK 75–150

≈ McDonalds' menu: CZK 125

≈ Pizza (30 cm in diameter): CZK 120

Fuel costs

≈ gasoline (natural 95): CZK 33 / litre

≈ diesel: CZK 32 / litre

≈ Note: 1 EUR = approx. 26 CZK; 1 USD = approx. 17 CZK

3.4 Health Insurance

After arriving in the Czech Republic, students from EU countries should register with one of the local health

insurance companies. Students will be given a local health insurance number, which will simplify and speed up the administrative procedure if they have to see a Czech doctor.

EU students should bring with them to the Czech Republic a European Health Insurance Card.

These documents, however, only cover medically necessary care. For this reason, students may also wish to take out additional coverage for their stay in the Czech Republic.

Students from countries outside the EU must have a personal health insurance policy. Should they visit a doctor while in the Czech Republic, they will have to pay for their treatment in cash; after returning to their home country they should contact their health insurance company for reimbursement.

For all students, a small additional administrative fee is paid when visiting the doctor owing to a new system applied in the Czech Republic since January 2008.

3.5 Services for International Students

Student affairs office

The list of contacts to the Students affairs offices can be found below:

Faculty of Applied Sciences (FAV)

≈ tel.: 377 632 010

≈ fav@service.zcu.cz

Faculty of Economics (FEK)

≈ tel.: 377 633 011 (Plzeň)

≈ 377 633 510 (Cheb)

≈ fek@service.zcu.cz

Faculty of Electrical Engineering (FEL)
≈ tel.: 377 634 010
≈ fel@service.zcu.cz

Faculty of Philosophy and Arts (FF)
≈ tel.: 377 635 010
≈ ff@service.zcu.cz

Faculty of Education (FPE)
≈ tel.: 377 636 010
≈ fpe@service.zcu.cz

Faculty of Law (FPR)
≈ tel.: 377 637 684
≈ fpr@service.zcu.cz

Faculty of Mechanical Engineering (FST)
≈ tel.: 377 638 010
≈ fst@service.zcu.cz

Faculty of Health Care Studies (FZS)
≈ tel.: 377 633 710
≈ fzs@service.zcu.cz

Institute of Art and Design (UUD)
≈ tel.: 377 636 710
≈ uud@service.zcu.cz

International Office

The International Office provides information and guidance to outgoing and incoming Erasmus students and other international students. Special services for international students include:

- ≈ Introductory / orientation week to life at UWB and in Pilsen
- ≈ Accompanied assistance provided by the International Office, e.g. visits to institutions, offices, banks, etc.
- ≈ Assistance in matters concerning everyday life and accommodation in student dormitories

≈ Czech language lessons offered to international students while studying at UWB

Contact for international students at UWB in Pilsen:

International Office
University of West Bohemia
Univerzitni 8
CZ 30614 Pilsen

3.6 Accommodation

Like other universities, UWB in Pilsen provides students with accommodation in its dormitories.

Contact:

Dpt. of Hostels and Students' Halls
Kollárova 19
CZ 301 12 Plzeň
tel.: 00 420 377 631 737

Information about dormitories

There are 7 dormitories available for students (6 in Pilsen, 1 in Cheb), with more than 3,000 beds (approx. 2,800 in Pilsen and 204 in Cheb). Students may choose from single, two-bed, three-bed, or four-bed rooms. Toilets and showers are common to all and are situated across the hallway. Some rooms have their own toilet and bathroom. The accommodation costs range from 1,900 to 2,590 CZK per month. Internet connection is available in the dormitories. Students are further provided with a kitchen equipped with cooker and fridge, and laundry facilities. Some buildings are easily accessible. A cycle depository is available in some dormitories. Adjacent sports areas and student clubs are available for students during their leisure time.

List of dormitories

≈ Dormitory - B1 Máchova 14 - 16, Pilsen (379 beds, around 10 min by public transport from the campus in Bory, 15 min from the center)

≈ Dormitory - B2 Máchova 20, Pilsen (498 beds, around 10 min by public transport from the campus in Bory, 15 min from the center)

≈ Dormitory - B3 Baarova 36, Pilsen (494 beds, around 10 min by public transport from the campus in Bory, 15 min from the center)

≈ Dormitory - A1 - 3 Borská 53, Pilsen (574 beds, situated on the outskirts of the city, 10 minutes from the nearest public transport stop)

≈ Dormitory - L1 - 2 Bolevecká 30, Pilsen (714 beds, situated close to the city, approx. 5 minutes from the nearest public transport stop)

≈ Dormitory - K1- Klatovská 200, Pilsen (155 beds, situated close to the university campus in Bory)

≈ Dormitory - V - Dyleňská 24, Cheb (204 beds, situated 15 minutes from the faculty and the city center, 5 minutes from the main station)

3.7 Location - The City of Pilsen

The University of West Bohemia (UWB) is located in Pilsen, the largest city in West Bohemia and the fourth largest city in the Czech Republic.

Pilsen lies about 78 km southwest of Prague and its international airport, and 80 km from the German border.

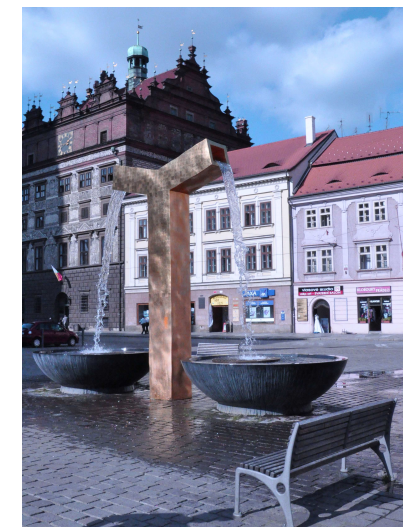
3.8 Contact University of West Bohemia

Postal address:
Univerzitni 8, 306 14 Pilsen,
Czech Republic

Phone: +420 377 631 111(Univerzitni 8)
FAX Number:

≈ +420 377 631 112 (Univerzitni 8)
≈ +420 377 631 522 (s. Petatricatniku 14)

ID Number: 49777513
VAT Number: CZ-49777513



4 After Arrival

Prior to arriving at UWB, you need to fill in these documents:

- ≈ Application (to a particular mobility programme) – send the application to the Study Department of the relevant faculty, or to the International Office;
- ≈ Study agreement – a document that defines study duties which a student must fulfil during his/her study period. The study agreement must be approved (signed) by the ECTS coordinator of your home university. Send the study agreement to the Study Department or the International Office of the host university.

Deadlines for applications

- ≈ For winter semester: 30th May
- ≈ For summer semester: 30th November

International student identity card (ISIC)

We recommend you arrange the card before you arrive in the Czech Republic.

This card will allow you to benefit from student reductions on such things as public transport passes, most museum and theatre tickets, and many bus, rail and air tickets. If for some reason you are not able to do so before coming to Pilsen. For more information, visit: www.isic.cz

Arrival in Pilsen

If you plan to travel to the Czech Republic by plane, we recommend that you choose the airport in the capital city: Airport Prague – Ruzyně. At the airport you can get information about local transport. You can take a bus to Pilsen (either from the Florence bus station in Prague or the

Prague Zličín bus station) or you can travel by train (Prague Main Station). If you choose to travel by bus, get off at the bus stop Pilsen Central Bus Station. If you choose the train, get off at the Pilsen Main Station.

Information about connections to Pilsen can be found at: <http://jizdnirady.idnes.cz>



UWB faculties are located as follows:

- ≈ Campus Bory – Faculty of Applied Sciences (Univerzitní 22), Faculty of Electrical Engineering (Univerzitní 26), Faculty of Mechanical Engineering (Univerzitní 22), Institute of Art and Design (Univerzitní 22)
- ≈ City center – Faculty of Economics (Husova 11), Faculty of Philosophy and Arts (Sedláčkova 38), Faculty of Education (Sedláčkova 38), Faculty of Law (sady Pětatřicátníků 14), Faculty of Health Care Studies (Tylova 57)

≈ The UWB Rectorate is located at the Bory campus (Univerzitní 8), the International Office (Univerzitní 20).

Other practical information can be found on the International Office web.

5 Studying in Pilsen

General registration procedures

A student applies for a course through an electronic application or sends in a paper application. The Faculty invites him/her to an entrance exam or interview. The result of the exam is given in the form of a Decision on admission or non-admission.

A student applies for a short term study stay through an electronic application at the university portal. Subjects from the Information package & Course catalogue of UWB are to be filled in the electronic application and then transferred to the Learning Agreement. A list of courses that faculties offer in a foreign language (mainly in English) is published for every academic year. The Faculty approves or rejects a student application for a short-term study stay based on the submitted application form. A student is registered electronically in the university Information System (IS/STAG). After the student's arrival, the final registration is made by the responsible officer at the faculty's admission office. An orientation week is organized prior to each semester for all incoming international students to make them acquainted with the university facilities and the place of study.

ECTS credit allocation

The number of credits ascribed to each subject is based on its weight in terms of the workload students need to undertake in order to achieve the learning outcomes.

1 credit represents 26 hours of study. The workload covers contact hours, projects, practical training, the elaboration of seminar assignments, qualifying works, preparation for exams and other forms of self-study. The syllabus of each subject with a credit value higher than 0 includes planned study and learning activities, and the standard number of hours needed is provided. Allocation of credits is discussed at the university level in the UWB Accreditation Committee. Each subject has the same credit value for all students, regardless of the subject's status.

Credits are awarded to individual students after the completion of learning activities and the successful assessment of the achieved learning outcomes.

The full number of credits students can obtain is 60 credits/full-time academic year (i.e. 30 credits/semester). This number includes compulsory (A), compulsory-elective (B) and free elective (C) courses.



6 IT Services and Library

University Library

The UWB university library (UK) consists of five specialized libraries – the Faculty of Education library, the Faculty of Law library, the library in Bory, the health care studies library, and the economics library

in Cheb. UK membership is free of charge for all students. The unified identification system card (JIS) serves as a student ID. The library and information service regulations are stipulated in the Library Regulations document, which is available in each of the libraries mentioned above.

Thanks to the lending services in each library, students may borrow study materials and take them home. Study rooms provide students with basic literature for their studies, encyclopedias and dictionaries, textbooks, professional journals, daily newspapers and audiovisual materials. With the help of their JIS card, students may also make use of self-service printing and copying through the SafeQ system.

Electronic information resources are accessible from all computers (with minor exceptions) in UWB areas.

Addresses and opening hours

Bory library

≈ Study room Bory - Univerzitní 18, Pilsen; Mon-Thu 8.00-20.00, Fri 8.00-15.00

≈ Study room Husova - Husova 11, Pilsen; Mon-Thu 8.00-18.00, Fri 8.00-15.00

Faculty of Education library

≈ Study room Klatovská - Klatovská 51, Pilsen; Mon-Thu 8.00-18.00, Fri 8.00-15.00

≈ Study room Veleslavínova - Veleslavínova 42, Pilsen; Mon-Thu 8.00-18.00, Fri 8.00-15.00

≈ Study room Jungmannova - Jungmannova 3, Pilsen; Mon-Thu 8.00-18.00, Fri 8.00-15.00

≈ Faculty of Law and Faculty of Philosophy and Arts library - sady Pětatřicátníků 16, Pilsen; Mon-Thu 8.00-20.00, Fri 8.00-15.00

≈ Faculty of Health Care Studies library - Sedláčkova 31, Pilsen; Mon, Wed 10.00-14.00, 14.30-18.00, Tue, Thu, Fri 9.00-11.00, 11.30-16.00

≈ Faculty of Economics library in Cheb - Hradební 22, Cheb; Mon-Thu 9.00-20.00, Fri 9.00-12.00

Purchase of university textbooks and other materials

University textbooks and other materials which are recommended for courses at UWB may be purchased at specialized UWB Publishers shops. UWB promotional materials may also be purchased at these shops.

University campus Pilsen-Bory, Univerzitní 22 (UB 105)

The shop is situated in the University Library on the ground floor. You can find all textbooks published by UWB, as well as specialized literature from other publishers – especially for the Faculties of Applied Sciences, Mechanical Engineering, Electrical Engineering and Economics.

Faculty of Economics Pilsen, Husova 11 (HJ 107)

The shop is situated on the ground floor. The textbooks and other resources on offer are suitable mainly for courses at the Faculty of Economics and the Faculty of Philosophy and Arts. However, textbooks

for the Faculty of Education and the Faculty of Law, published by UWB, are also available.

Faculty of Economics Cheb, Hradební 22 (CD 250)

The shop is situated in the Technical and Economic Science Library. Students of the Faculty of Economics may find all the textbooks and resources needed for their courses.

IT space at UWB

The Center for Information Technology (CIV) is an all-university service, which controls all aspects of the UWB information system. CIV provides various services to students necessary for successful studies. Here is some basic information about the services provided:

≈ Issuing a student card – JIS – which enables access to the UWB precincts, laboratories and other areas, dining in UWB canteens, lending services in the university library, etc.).

≈ Publishing the information guide First Steps in the UWB IT Space, which should make it easier for users to get acquainted with the UWB electronic space. The guide outlines the procedures needed for the successful issue of a JIS card, the creation of a user's account in the university system, and other necessary steps that have to be taken after enrollment.

≈ Control and maintenance of the support web for users (<http://support.zcu.cz>). This web covers the majority of guides and service descriptions that CIV provides for its users. The documents are continually upgraded as a result of newly installed changes and improve-

ments to individual systems. In addition, various updates and information about system breakdowns or standby conditions, invitations to seminars and similar events are published on this web.

≈ HelpDesk CIV – main contact spot for users, where all possible problems with IS UWB are dealt with.

Students may take advantage of 16 public computer rooms in the UWB precincts in Pilsen with more than 200 computers. The rooms are open from 8 a.m. to 8 p.m. (some till 9 p.m.) during a semester. However, the opening hours are different during the exam period.

Besides public computer rooms, students also have access to specialized computer labs at their faculty. It is further possible to make use of information UWB stands which are available in the entrance halls of some UWB buildings. Wireless connection is a matter of course.

Copy Center

Students may need the services of the Copy Center in Univerzitní 22. The opening hours during workdays are 8 a.m. to 3 p.m. Services offered: copying, printing, scanning, binding, etc. Costs are listed in a price list.

7 Eating on Campus

Board

The Department of Hostels and Students' Halls UWB in Pilsen runs two canteens situated directly on the campus or in its proximity (Canteen I - Kollárova 19, Pilsen, Canteen IV - Univerzitní 12, Pilsen). Besides lunch, the canteens also

provide dinners, both vegetarian and non-vegetarian.



How does it work?

Each diner must have a JIS card, which works both as a student's ID and electronic wallet. In either of the canteens, the diner can place a deposit on the card (min. 200 CZK) and use it to pay for meals. Diners may choose from 6 meals on the spot. There is no ordering system at meal times in the in our canteens. Each student is entitled to two meals (hot or cold) every day. However, the evening meal must be ordered in advance. The average cost of one meal is 30 CZK. Soup costs 5 CZK. Students may also choose from a wide range of fast food (pizza, gyros, hamburger, sandwiches, drinks, pastry, etc.) offered by the three following buffets:

- ≈ Buffet Bolevecká Halls
- ≈ Buffet Univerzitní 22
- ≈ Buffet Faculty of Education, Klatovská 51

Students' boarding in Cheb

Students from the Faculty of Economics UWB may dine at the Integrated High School of Agriculture and Management, where they can choose from two hot meals every day, including evening meals.

8 Sport and Leisure

The city of Plzeň, as well as UWB itself, provides plenty of opportunities for students interested in sport and leisure activities. Here are some options:

Sport

Gym and fitness training is available at the university campus in Bory.

≈ Swimming pools: Lochotín (Sokolovská 46, Plzeň, open daily), Slovany (nám. Generála Píky 42, Plzeň, open daily)

≈ City sports hall (TJ Lokomotiva), Úslavská 75, Plzeň; for a complete list of events (both social and sports events) go to <http://www.tjloko-plzen.cz>

≈ Sports premises TJ Slávie VŠ (U Borského parku 21, Plzeň)

≈ Football field (Štruncovy sady 3), winter stadium (Štefánikovo nám. 1, Plzeň)

Students can participate in sports days, common sporting events, visit matches, ask to join a sports club, etc.

Sports lessons offered by the University include:

orienteeing, gym, volleyball, climbing, tennis, squash, softball, self-defense for women, swimming (3 versions), downhill skiing, cross-country skiing, aerobics, fitness, karate, judo, handball, football, floorball, badminton, basketball

Prepared Sports days:

- ≈ Bike trip
- ≈ Skiing trip
- ≈ Bowling tournament

≈ Squash tournament

≈ Climbing day

≈ Skating

≈ "Ice" skating. The surface of the ice rink isn't real ice, it is a special surface for ice skating. There you can borrow ice skates.

University gym in the Lochotín dormitories: It's possible to buy a pass at 15 Tylova Street. Turn left past the lodge – you will see a door with white paper on it. There is an English speaking person available to assist you. You need one photo and an ID card.

Common sports lessons

Foreign students can also attend common sports lessons:

≈ Sports offered:
<http://www.tjloko-plzen.cz>

≈ If interested, contact your sports tutor or assistant.

≈ Note: When you choose a sport, it is recommended that you attend regularly

Leisure

≈ Cinemas: CineStar Plzeň, CiminaCity, Kino Beseda, Summer outdoor Cinema - Lochotín

≈ Theaters: J. K. Tyl Theater, Komorní Divadlo (Chamber Theater); Divadlo Alfa, Divadlo Čas, Divadlo Dialog, Divadlo Miroslava Horníčka, Divadlo pod Lampou),

≈ University clubs: University club Bastila, University club Pivoňka, University club Studna, University club Ucho, University club Ostrov Naporo,

Museums and other sights:

≈ The Škoda Museum, Korandova 6, Plzeň; Museum of West Bohemia, Kopeckého sady 2, Plzeň; Brewery Museum, Veleslavínova 6, Plzeň; Diocese Museum, Františkánská 11, Plzeň,

≈ Pilsen Historical Underground; Patton Memorial Pilsen; Victims of Evil Memorial,

≈ Galleries: University Gallery, Galerie nad schody, Gallery of West Bohemia,

≈ Zoo and botanical garden in Pilsen

More information about cultural events in Plzeň at <http://www.pilsen.eu/en/>. A visit to the Plzeň Information Center is recommended (nám. Republiky 41, Plzeň).

9 The City of Pilsen and the Region

Introduction

The Town of Pilsen was founded at the confluence of four rivers – the Radbúza, Mže, Úhlava and Úslava, one hour from the capital Prague – following a decree issued by the Czech king Wenceslas II in 1295. From its very beginnings, the town was a busy trade center located at the crossroads of two important trade routes linking the Czech lands with the German cities of Nuremberg and Regensburg. Pilsen experienced tremendous growth in the first half of the 19th century. The City Brewery was founded in 1842 and the Skoda Works in 1859. With a population of 167,000 inhabitants, Pilsen, the fourth largest city in the Czech Republic, prides itself on being the seat of the University of West Bohemia and Bishopric.



The historical core of the city of Pilsen is limited by the line of former town fortification walls. In the middle of the 19th century, they gave way to a green belt of town parks. Entering the grounds of the historic center, you walk through streets that still respect the original Gothic urban layout, i.e. the unique developed chessboard ground plan.

The historic heart of the City - almost identical to the original Gothic layout –

was declared a protected historic city reserve in 1989.

Pilsen became known for beer with a specific taste and particular quality. The popularity of the beer resulted in massive attempts by other breweries to produce similar products. However, their quality harmed the reputation of the real golden hoppy Pilsen beer. To bring it to an end, the Pilsner Urquell trademark was established in 1898. It was to guarantee the quality of the beer as well as to distinguish the brand from other Pilsen beers. Nothing was able to interfere with the success of Pilsner Urquell and the trademark soon became a synonym for quality all over the world. So, come taste our beer!

Pilsen is a center of international cultural events and festivals that include the Smetana Days, the Theatre Festival, International Drawing Biennial, Skupa's Plzen, and the International Big-Band Festival. The Pilsen Cultural Summer offers various open-air-stage concerts in the city.

In an effort to increase the quality of education in the area, the University of West Bohemia was founded and several international institutions are also located here: the Alliance Francaise, the British Library, the Austrian Library, and the American Centre. Performances in the J. K. Tyl Theatre are among the most precious traditions of Pilsen culture. In 2015, Pilsen is to become the European capital of culture. For inspiration on what to do in Pilsen, please visit:

≈ <http://en.pilsnerpubs.net/>

≈ <http://www.plzen.eu/>

GREETINGS

Dear students and visitors,

Are you interested in becoming a student of Hof University of Applied Sciences? With this brochure we would like to introduce you to our various degree programmes and the advantages of studying in Hof. We hope this will help you make your decision: "I want to study in Hof!"

We place special emphasis on the practice orientation of all our degree programmes, e.g. by practical exercises and integrated internships. Thus, our graduates are well prepared for the domestic and the international labour market. Internationalization is not just a buzzword for us but something that is really lived in our university. We are currently fostering relations with more than 60 partner universities all around the world and encourage our students to go abroad for both study periods and practical work periods. With about 10 percent of our students coming from abroad, we have a multicultural campus. To our students, we offer an outstanding variety of foreign languages for free.

Our Master programme Software Engineering for Industrial Applications and the MBA German-Indian Management Studies are completely taught in English, and we are currently developing further international study programmes.

So if you are looking for first-class, hands-on education with a personal touch, Hof University of Applied Sciences is just right for you!

We are looking forward to welcoming you!

Prof. Dr. Dr. h. c. Jürgen Lehmann
President



10 A Portrait

10.1 Information about the University of Applied Sciences

While foreign students will have no problems imagining what a university or technical college is, Universities of Applied Sciences (in German "Hochschule für angewandte Wissenschaften") are a special feature of the German higher education system. The term reflects the fact that the courses tend to be more professionally oriented than programmes at regular universities which usually focus on scientific education and basic research.

Degree programmes at Universities of Applied Sciences have proven to be very popular with international students and normally feature practical exercises and internships as integral parts of their programmes in order to provide students with the opportunity to directly apply what they have learnt. Universities of Applied

Sciences are also involved in research, often in close cooperation with local industries.

What primarily attracts students to the Universities of Applied Sciences is the result-oriented route to their future profession. Studies at Universities of Applied Sciences - and this is a special feature - are highly practice-oriented. Tight organisation of the degree programmes, teaching in small groups, continuous assessment by examination, and a choice of subjects matching the needs of professional practice permit shorter average studies compared to those which are generally achieved at universities. The range of subjects is directed towards the needs of professionals with a practical and academic education, particularly in engineering, in business administration and in design.

10.2 About us

Founded in 1994, our university forms a very attractive studying environment with its modern architecture and its state-of-the-art classrooms, laboratories and dormitories. Here you get first-class, hands-on education at affordable rates. We offer modern Bachelor and Master programmes in the faculties Business, IT and Engineering which meet the demands of the industry.

We are known for our friendly study atmosphere. Communication between students and professors is frequent and without complications. With a very comfortable student-lecturer ratio, students get intensive personal support during their studies.

As a University of Applied Sciences, we pay special attention to the practice orientation of all courses and assignments.

Our professors have profound experience both in the industry and in academia. In cooperation with the International Graduate School (IHI) Zittau, we offer you the possibility to study for a PhD. In addition to our brand-new campus in Hof, we also have a second campus located in Münchberg, a town about 20 kilometres south of Hof which looks back on more than 150 years of textile production. Our degree programmes Innovative Textiles and Textile Design are unique in all of Bavaria. Today, new computer technologies and modern machinery as well as multimedia presentation of textile products are integral parts of these degree programmes.



10.3 Our Mission

We are devoted to the education of graduates with a high-level of professional competence in the field of both cognitive knowledge and its instrumental application. We achieve this goal by close co-operation with industry, the integration of working periods and applied research activities.

10.4 Fast Facts and Figures

- ≈ founded in 1994 and run by the Free State of Bavaria
- ≈ strong practice-orientation
- ≈ short duration of studies (Bachelor: 3.5 years, Master: 1.5-2 years)
- ≈ integrated practical semesters
- ≈ intensive company contacts
- ≈ close network of international partner institutions

- ≈ Number of students: 3.100
- ≈ International students: 10% from more than 30 nations
- ≈ Professors: 74
- ≈ Teaching staff: 12
- ≈ Ratio teaching staff/students: 1:31

10.5 Research Activities

Faculty of Business

In marketing, the main focus lies on empirical research. In our new research lab, we can fall back on digital audio and video recording, a mini call center with a professional telephone system, equipment for eyetracking, devices for physiological measurements like skin resistance and breathing as well as several work stations for multivariate data analysis. In addition, we have been conducting applied field research for many years, for instance, all kinds of opinion surveys, image analyses

and market segmentation studies. Our competence center for logistics looks at national and international company-wide logistic concepts such as supply chain management or supply chain collaboration. Our research activities are oriented on the value chain in a company and include inbound logistics, production and in-house logistics and distribution and outbound logistics. In addition to the logistic processes, also the closed loop supply chain is a major research area at Hof University of Applied Sciences.

10.6 International Relations

Hof University of Applied Sciences places strong emphasis on its international relations. We maintain a close network of more than 60 partner institutions in more than 30 countries. Since many years, we have been active in the ERASMUS programme. Double degree programmes currently exist with five foreign universities in different disciplines. Guest lecturers from abroad are regularly invited to teach at our university. We encourage all our students to spend at least one semester in a foreign country, either at a university or with a company doing a work placement.

In the International Management degree programme, both a semester abroad and a work placement abroad are mandatory part of the curriculum. Students have the opportunity to learn many foreign languages. In addition to English, French, Spanish and Italian, our Centre for Languages and Intercultural Competence also offers courses in Chinese, Czech and Polish at various levels. We are eager to become the alma mater of many international students. So we are looking forward to welcoming you at our university, be it as an exchange student, free-mover or for a full degree

programme. Our Master programme Software Engineering for Industrial Applications and the MBA German-Indian Management Studies are taught completely in English and are specially aimed at international students.

11 Undergraduate Programmes

Faculty of Business - Business Management

This programme prepares students for complex management tasks in the fields of business administration and economics. A major focus lies on applying theoretical principles to real problems. You learn to transfer scientific methods to the occupational assignments of a business manager. The programme comprises 6 theoretical semesters and 1 practical semester; graduates are awarded a Bachelor of Arts.

During their last year of studies, students specialise in at least one of the following areas:

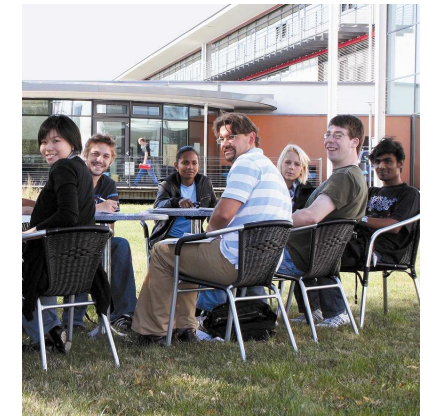
- ≈ Marketing
- ≈ Controlling and Financial management
- ≈ HR and Organisation
- ≈ Logistics and Production management
- ≈ IT management
- ≈ Public management
- ≈ Tax and Accounting
- ≈ Entrepreneurship
- ≈ Social & Healthcare management
- ≈ Languages

The following specialisation areas require a study period abroad:

- ≈ Tourism management
- ≈ Commerce

≈ Business management in special economic regions

In addition, you need to complete one practical semester which is closely related to the theoretical contents of the programme plus an application-oriented thesis. Thus the learning spot is shifted from university to companies. This practical experience boosts the advantage over degree programmes at a university. This fact is also highly valued by companies.



Job perspectives

Graduates are able to structure and successfully run complex projects in operational management. Problem solutions for economic and entrepreneurial issues can be developed independently. Therefore, the future occupational area is characterised by an extraordinary wide range of industries. Graduates take on functions in the operational management of national and international companies.

12 Postgraduate Programmes

Currently, we are offering seven Master degree programmes at three faculties, four of them in the Faculty of Business. All programmes are taught full-time.

As we are currently developing new international Master degree programmes, please check our website for the latest news. For further information, please contact us at master@hof-university.de.

Faculty of Business

German-Indian Management Studies (MBA):

- ≈ 3 theoretical semesters
- ≈ 1 practical semester
- ≈ Language: English

Marketing Management (MBA):

- ≈ 3 theoretical semesters
- ≈ Language: German

Supply Chain Management (MBA):

- ≈ 3 theoretical semesters
- ≈ Language: German, English

Human Resources Management and Labour Law (LL.M./M.A.)

- ≈ 2 theoretical semesters
- ≈ 1 practical semester
- ≈ Language: German

13 Study Abroad Programme

Degree awarded: None
Duration: 1 or 2 semesters
Commence: both semesters

Fees: 75,30 EUR per semester
(for students from partner universities)

Language of instruction: DE/EN

Application deadlines:

- ≈ June 30 (winter semester)
- ≈ November 30 (summer semester)

Within the Study Abroad programme, you can study at Hof University of Applied Sciences for one or two semesters. As an exchange student, you have several options regarding your course selection:



If you have sufficient knowledge to follow lectures taught in German, you can choose any undergraduate course from any faculty lectured in German.

We also offer a wide range of courses lectured in English in the Business, IT and Engineering faculties. Every semester, courses worth at least 30 ECTS are lectured in English language. Among the courses that are taught regularly are:

Courses regularly taught in English language

Winter semester (WS)

- ≈ International Trade
- ≈ International Management I.
- ≈ International Marketing
- ≈ European Union, History, Legal Framework and Economic Freedom
- ≈ Managing Cultural Diversity
- ≈ European Economics
- ≈ Introduction to SAP ERP
- ≈ Doing Business in China
- ≈ Managing Cultural Diversity
- ≈ Intercultural Training

Summer semester (SS)

- ≈ International Accounting
- ≈ International Tax
- ≈ Leadership
- ≈ Data Analysis
- ≈ European Economics
- ≈ The new Asian Dragons (doing Business in Asia)
- ≈ Aviation Knowledge and Aviation Management
- ≈ Intercultural Training

In addition, we offer German language courses on various levels.

If you visit the advanced German course, you can even take the Test DaF examination (Test of German as a Foreign Language, a highly recognized language certificate) at the end of the semester.

You can also participate in any of our foreign language courses.

For students participating in the Study Abroad Programme, we offer a two-week German intensive course and orientation period before the start of each semester. During this period, you will, among other things, meet the other international students and get to know the university. We will also help you with all administrative issues needed for studying in Hof (e.g. registration with the Foreigner's Office, enrolment, time table, rental contract, health insurance, etc.). Thus, you can have a relaxed start when your actual lectures begin.

In order to be enrolled as an exchange student, you have to apply online and pay a small administrative fee per semester. At the end of your studies in Hof, you will receive a detailed Transcript of Records.

14 Study Regulations in Hof

14.1 Academic Calendar

In Germany, the academic year starts in October and is divided into two semesters:

Winter semester (semester 1):

- ≈ Duration of the semester: 01.10.-14.03.
- ≈ Lecture period: 01.10.-25.01.
- ≈ Examination period: 26.01.-14.02.
- ≈ Lecture-free time: 24.12.-07.01.
- ≈ Holidays: 15.02.-14.03.

Summer semester (semester 2):

- ≈ Duration of the semester: 15.03.-30.09.
- ≈ Lecture period: 15.03.-10.07.
- ≈ Examination period: 11.07.-31.07.
- ≈ Holidays: 01.08.-30.09.

For students participating in the Study Abroad Programme, we offer a two-week

German intensive course and orientation period before the start of each semester (3rd and 4th week of September; 1st and 2nd week of March).

14.2 How to apply

If you are interested in enrolling in the double-degree study program, do not hesitate to contact the appropriate coordinators at either of the two universities, or the International Office, who will gladly give you advice, explain the procedure, and get you ready for your studies abroad.

Hochschule Hof:

Susanne Krause
International Office Hochschule Hof
Alfons-Goppel-Platz 1
95028 Hof

Email: susanne.krause@hof-university.de
Tel: +49 9281/409 409 3311

14.3 Financial Matters

Tuition fees

If you study in Hof for one or two semesters within the Study Abroad programme, you do not have to pay tuition fees. Only a fee of 75,30 EUR is mandatory to cover the semester ticket and various administrative costs.

For all undergraduate programmes and most Master programmes, the tuition fees are currently 400,- EUR per semester plus the administrative fee of 75,30 EUR.

The Master programme "Software Engineering for Industrial Applications" Charles 2.575,30 EUR per semester. The MBA German-Indian Management Studies charges 3.750,- EUR per semester.

For scholarship opportunities from various organisations and foundations, please check the scholarship database of the German Academic Exchange Service (DAAD) on www.daad.de. If you are a citizen of a Eastern European country, please check www.bayhost.de for current scholarship offers. Please note that some of the scholarships require very elaborate applications with up to one year lead time. For most scholarships, you have to apply before leaving your home country.

Living expenses

The cost of living in Hof is generally lower than in other German cities. We recommend single students to budget around 600,- EUR per month to meet personal expenses (accommodation, living, health insurance, books, etc.). This amount is in addition to airfares and visa fees and naturally varies depending on your lifestyle and preferences.

Bananas	0,69 EUR/1 kg
Bread	1,59 EUR/1 kg
Butter	0,85 EUR/250 g
Chicken (frozen)	2,39 EUR/1 kg
Chocolate	0,89 EUR/100 g
Coca Cola	0,89 EUR/1 l
Coffee	3,49 EUR/500 g
Eggs	0,59 EUR/10 piece
Jam	0,79 EUR/459 g
Fruits Joghurt	0,25 EUR/150 g
Milk	0,49 EUR/1 l
Noodles	0,69 EUR/1 kg
Pizza (frozen)	0,99 EUR/1 piece
Potatoes	2,99 EUR/10 kg
Rice	0,89 EUR/1 kg
Water	0,35 EUR/ 1,5 l
Wine	1,59 EUR/0,75 l

14.4 Health Insurance

The German government and the European Union have made it mandatory for all foreign students to have health insurance for the entire duration of their studies in Germany. This health insurance is essential for a student:

- ≈ to enrol as an authorized student of the university
- ≈ to get a Residence Permit
- ≈ to do an internship or a part-time job

Students from the EU or from other countries with which Germany has a health insurance agreement may maintain the health insurance from their home country by bringing a European Health Insurance Card (EHIC) or an E 128 / E 111 form.

All other international students are required to take out a health insurance by a state health insurance provider located in Germany. The German student insurance has standard price slabs and it is highly subsidized by the state especially for the students to ease their financial burden.

As a student you are eligible for statutory health insurance at the lowest monthly rate. You will pay around 70 € per month. This price is consistent for all compulsory health insurance products in Germany. There are some exceptions, for instance, for students who are older than 30 years.

If you are over 30 or have studied more than 14 semesters, then at most institutions you are not bound by the statutory health insurance regulations. Please note that this is not actually a privilege because private insurance is significantly more expensive than statutory. You should ask the health insurance company whether you are

eligible for the statutory insurance coverage. If not, it is advisable to take out private health insurance as doctor and hospital bills are very expensive.

After registration with the health insurance company, an insurance card will be sent to you. This card proves that you are a client of the insurance company. Keep this card safe! You have to show it when you consult a doctor. He/she needs your card once a quarter (of course only when you have consulted him/her) because accounts have to be made four times a year. If you cannot show the card, you have to pay the medical treatment yourself.

In addition to the monthly health insurance contribution, you have to pay a consultation fee of 10 € every quarter. If you need to consult any other doctor than the one where you paid the fee (e.g. an eye specialist or dermatologist), you need a referral (ask the medical secretary for one). If you are not able to show a referral, you have to pay 10 € again. Dentists are exempted from this regulation. You have to pay 10 € every quarter you see the dentist (only if you have actually a treatment done, not for regular checkups). Other health care related fees include:

- ≈ Prescriptions: 10% of the sales price, minimum 5 €, maximum 10 €
- ≈ Hospitalization: 10 € per day, maximum 280 €

Some special treatments (e.g. at the dentist or dermatologist) are not covered by the health insurance. For details on this issue, please ask your German health insurance company.

14.5 Services for International Students

We continually strive to improve our services for international students. When you decide to come to Hof, we will assist you all the way from your application to your first weeks in Hof and beyond. Amongst others, we provide the following services for you:

- ≈ pick-up service
- ≈ help with finding accommodation
- ≈ intensive social and academic guidance
- ≈ free intensive German and foreign language courses
- ≈ 24-hour access to computer labs and library
- ≈ assistance with administrative issues
- ≈ outstanding free sporting facilities
- ≈ organization of special social and cultural activities
- ≈ network with more than 60 partner universities

The International Office is responsible for developing, fostering and intensifying our international relations. We are the most important contact point for all international students where you can get lots of useful information about the university, housing and the city. We also provide information about partner universities, study and exchange possibilities, research opportunities and scholarship programmes.

We organise numerous activities to facilitate your stay in Hof so make sure you join our Facebook group to stay informed!

Office hours:

- ≈ Mon - Thu 8:00 - 12:00, 13:00 - 16:00
- ≈ Fri 8:00 - 12:00

Contact:

Head of the International Office:
Ms Susanne Krause
Room A 110
Phone + 49 9281 409 - 3311
E-mail susanne.krause@hof-university.de

Exchange students and international undergraduate students:
Ms Lena Müller
Room A 112
Phone + 49 9281 / 409 - 3314
E-mail lena.mueller@hof-university.de

Exchange programmes for German students going abroad:
Ms Sonja Andörfer
Room A 112
Phone + 49 9281 / 409 - 3313
E-mail sonja.andoerfer@hof-university.de

International Master students:
Ms Tina Seidel
Room A 116
Phone +49 9281 / 409 - 3312
E-mail tina.seidel@hof-university.de

International Career Service:
Ms Manuela Herber
Room A 016
Phone +49 9281 / 409 - 3315
E-mail manuela.herber@hof-university.de

Internships:
Mr Jörg Noldin
Room A 114
Phone + 49 9281 / 409 - 3322
E-mail joerg.noldin@hof-university.de

14.6 Accommodation

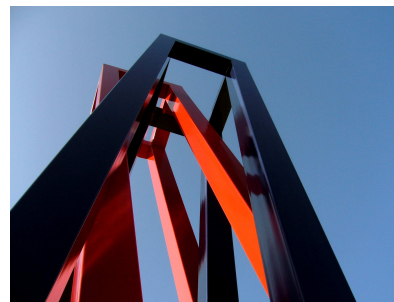
In Hof, student accommodation is easily available. Accommodation can be found either in our hall of residence or on the private market. For rent, you have to calculate around EUR 200-250 per month,

which is pretty reasonable in comparison with other German cities. If you need assistance with finding accommodation, please get in touch with us: international@hof-university.de.

14.7 Location - The City of Hof

Hof is a middle-sized town located in the heart of the enlarged Europe right between Berlin, Munich and Prague. Hof has a population of about fifty thousand and is an appealing university town with plenty of leisure activities. To relax and unwind, there are numerous bars, cinemas, an orchestra, a theatre, a landscaped park called Theresienstein, and a beautiful lake – the Untreusee. Hof is also known for the International Hof Film Festival – along with the Berlinale one of the most important German film festivals. The city of Hof is surrounded by beautiful nature.

The town is located between the low-mountain regions of the Fichtelgebirge and the Franconian Forest on the banks of the river Saale. Therefore you will find excellent possibilities for all outdoor sporting activities such as cycling, hiking, climbing and skiing.



Due to its location close to the former German-German border, Hof became closely involved in the most important event in Germany's recent history: the

German reunification in autumn 1989, when a new era began for Hof and the region. Since then, the city has experienced a real development spurt.

14.8 Contact Hof University of Applied Sciences

If you have any questions or problems, please do not hesitate to get in touch with us! We are always happy to help!

Hof University of Applied Sciences
International Office

Alfons-Goppel-Platz 1
95028 Hof
Germany

international@hof-university.de
www.hof-university.de
Tel: +49 9281 409 3000
Fax: +49 9281 409 4000

15 After Arrival

In the following several paragraphs, we give you an overview of the most important administrative formalities.

Please note that this list is a guide and that certain procedures might differ according to your particular status and the working methods of the institutions involved. As with all the information in this brochure, Hof University of Applied cannot be held legally responsible for the information given.

Step 1: Say hi to the International Office

When you come to Hof, the first thing you should do is to inform the International Office that you have arrived. We can give you up-to-date information on the next steps you need to take.

Step 2: Open a bank account

Before all else, you need to open a German bank account. This bank account is required for instance for the monthly payment of your rent or for transferring upcoming fees. If you have not yet transferred your tuition fees and the administrative fee for the first semester, you have to do so immediately. Please note that this payment cannot be made in cash at the university but always has to be done by bank transfer. It may take up to two weeks for us to receive the fee in our accounts. Your access to the university's computers and your student ID card will only be activated after the university has received all fees.

Step 3: Take out a health insurance

Students enrolled at a German university are required by law to have a German state health insurance during the entire duration of their studies. Only for students coming from a European country with which Germany has a social security agreement different regulations apply. Without the proof of health insurance, you cannot be fully enrolled at our university!

Step 4: Enrol with the university

If you are admitted for a full-time Bachelor or Master degree programme, you have to officially enrol in the programme during the dates given in your Admission Letter. Take care to bring all required documents! After enrolment, you will receive your CampusCard and a letter with your exam registration number.

Step 5: Sign your rental contract

If you have not yet done so from home, you need to see the caretaker of your room and sign the rental contract. Make

sure you have your bank details with you as your monthly rent and the security deposit will be deducted from your German bank account.

When moving into your room, you will also receive a Security Deposit Form ("Einzugsprotokoll") – a form recording the current status of your room. Make sure you fill in this form and report any damages that you might have discovered at the beginning of your stay! Otherwise, the costs for fixing these damages might later on be deducted from your security deposit.

Step 6: Register with the city of Hof (and extend your visa)

All international students, both from European and non-European countries, need to register with the city of Hof within the first weeks of their arrival. Non-EU students normally also have to extend their visa and apply for a residence permit.

Orientation Period for international students

For all international students coming to Hof within an exchange programme (e.g. Erasmus) or admitted to one of our English Master programmes, we offer a two-week Orientation Period before the beginning of each semester. During the Orientation Period, a German Intensive Language course on different levels will be offered which you can join for free. The course is a great opportunity to meet your fellow international students and to get to know your new environment before the start of the semester.

Also, all administrative formalities like opening the bank account and the German health insurance, rental contract, registration at the Foreigners' Office etc

will be done during this time. The International Office will assist you with all of these things. Thus, you can have a relaxed start when your actual lectures begin.

We strongly recommend that you participate in this two-week programme as it will make your start in Germany much easier. Also international students who will enrol in full-time degree programmes in the German language are welcome to participate in the Orientation Period. Please note that there is only a limited number of places available and that we cannot accept students who arrive late.

How to open a German bank account

In Germany, opening a bank account is a straightforward process. The most common form of account is the "Girokonto" (checking or current account). Most financial transactions like receiving wages or paying rent are completed using this type of account. In general, a current account allows you to

≈ withdraw money from your bank using an EC card (please note: this service is normally free of charge at your own bank's ATMs; a fee of several Euro may be charged for withdrawing money from other banks' ATMs);

≈ transfer money to pay bills by the use of transfer forms or by online banking;

≈ set up regular payments paid by direct debit (e.g. your rent, telephone bills and health insurance contributions)

To open a bank account in Germany, you need the following documents:

≈ your passport

≈ your student ID card

≈ any money or cheques you would like to put on your account

You need to fill in several forms which takes about fifteen minutes. Immediately afterwards, your account will be activated and you can put in money or cheques.

As a student, you are entitled to a free bank account (normally, you would have to pay a monthly account management fee). To keep your free account, it is important to give a valid proof of matriculation to the bank every semester. Otherwise, your account will automatically be charged with account management fees.

About ten days after you have opened your bank account, you will receive a letter with your PIN code for the cash machine. A few days later, your EC card will be sent to you. This EC card costs about 5 € and can be used to withdraw money from the bank account and to get account statements. The card can also be used for payment in many supermarkets and shops.

If you registered for online banking as well, the required codes and net keys will be sent to you as well. To activate your online banking, you need to go to the bank personally. They will check if you are the authorised user of the online account so do not forget to take your passport.

The opening hours of banks usually are:
Mon - Wed/Fri 8:30 - 12:30, 14:00 - 16:00
Thu 8:30 - 12:30, 14:00 - 18:00

How to transfer money

When making transactions from one German bank to another, you normally use a money transaction form. You need to fill in the following details:

≈ name of remittee (last name, first name)

≈ account number of remittee

≈ bank code (BLZ) of remittee

- ≈ bank name of remittee
- ≈ amount of transfer in €
- ≈ reference for the payment (i.e. invoice number, customer number or headwords like rent or deposit)
- ≈ name of account holder (your last name, first name)
- ≈ account number of account holder
- ≈ name and bank code of account holder
- ≈ date and signature (very important)

For international money transfer, you need the IBAN number and the SWIFT code of your German bank account. You can find these numbers on your account statement. Within Germany, transferring money from one account to another takes about three to four working days. Please note that transferring money to the university's bank account can take considerably longer (up to two weeks!). In Bavaria, all universities are using the same bank account, and it can take quite a while to sort out the incoming payments and allot them to the respective university.

16 Studying in Hof

CampusCard

For the duration of their studies at Hof, students receive a multi-purpose CampusCard. The card functions as your

- ≈ student ID card
- ≈ library card
- ≈ printing and copying card
- ≈ electronic purse for the cafeteria
- ≈ semester ticket for local buses
- ≈ 24h access card

When you first receive the CampusCard, you have to allocate it to your personal user ID at the service terminal in room A 015a.

Every semester, students can print their current enrolment status on the CampusCard. This will work only if the university has received the tuition fees and administrative fees on time. For updating your CampusCard, please use the machine outside room A 115a.

In case of loss of the card, the university administration has to be informed immediately; a fine of 15,- € becomes due.



Certificates of Enrolment

Students can download confirmations about their student status from our online portal. You find the online portal here:

www.hof-university.de -> Studienservice-> Studienbüro -> Onlinedienste -> Bescheinigungen

In the pdf, you find several identical confirmations („Studienbescheinigung“). You can use these slips whenever you are asked for a proof that you are a student at

our university, e.g. at the bank, the Foreigner's Office, the health insurance company or a phone company. In the same pdf document, you will also find the key data of your student status and important dates (e.g. re-registration, exam registration).

How to choose your courses

If you study in Hof as a full-time student, your timetable is mainly fixed and you have only little options of selecting your courses.

You will find the timetable for the respective semester online (see section "Timetable and timetable changes").

As an exchange student, you are free to choose your courses according to your individual preferences (and, of course, the requirements of your home university).

Within the first two weeks of each semester, you have the possibility to check out all the classes you might be interested in. After that period, you have to hand in a Learning Agreement in which you fix the courses you finally decided to take during the semester. This Learning Agreement will also form the basis for your exam registration and for your final Transcript of Records so please make sure that the International Office is always up-to-date with your course choice!

Course descriptions and ECTS guide

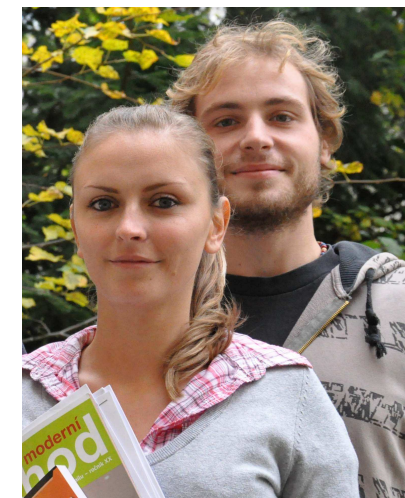
The detailed description for individual courses can be found in the so-called „Modulhandbuch“. Here you can find information e.g. about entry requirements, details for examination, awarded credits and literature lists. You can access the individual course descriptions here:

www.hof-university.de -> Studium -> pick the appropriate faculty and study programme -> Modulhandbuch.

Signing up for language courses

In addition to the courses of your study programme, you can also participate for free in additional language courses. Our Centre for Languages and Intercultural Competence offers a wide selection of foreign languages you can choose from. The registration for language courses takes place online right at the beginning of a new semester. For language courses on a higher level, you also need to attend an entry test. These tests normally take place on the second day of the new semester.

Have a look at the notice board near room A 116 for rooms and timings!



Timetable and timetable changes

All timetables are available online:
www.hof-university.de -> Studierende -> Stundenpläne

≈ Click on „Stundenpläne“ and choose your degree programme and your current study semester to view the corresponding timetable.

≈ In order to check for timetable changes, click on „Stundenplanänderungen“.

≈ In the same menu (Studierende), you also find the important dates for the current semester (signing up for exams etc.).

We also offer a text message service to our students to get informed quickly about timetable changes. You can subscribe to this service on your mobile phone so that you receive a text message if any of your courses are re-scheduled.

You can register for this service on <http://sms.hof-university.de>

For the registration, you need your university e-mail address. A password will be sent to this address so that you can login to the text message portal and add your specific time table and your mobile phone number. From now on, you will receive a text message whenever one of the registered courses is re-scheduled or cancelled or a room is changed. The text message service is free for our students!

Study and examination regulations

If you are enrolled in a full-time degree programme or a double-degree programme in our university, you should make sure that you know about the precise study and examination regulations that apply to you.

You find the relevant documents here:

www.hof-university.de -> *Studienservice* -> *Prüfungsamt* -> *Studien- und Prüfungsordnungen*

If, as an exchange student, you choose courses from different degree programmes, the respective exam regulations for each subject can be found in the course description (“Modulhandbuch”).

Exam registration

All students have to register online for the examinations they want to take after a semester. This does not only apply to written exams but also to presentations and oral examinations. Basically, you have to register for everything you would like to receive a grade for at the end of the semester. The registration for exams is only possible during a fixed period (“Prüfungsanmeldezeitraum”). You find the dates on your student ID card, together with the exam registration number – an 11-digit number which you need for the exam registration.

Here you can register for your exams:

www.hof-university.de -> *Studienservice* -> *Prüfungsamt* -> *Prüfungsanmeldung* -> *Anmeldung*

You can switch the language of the registration portal to English if that is easier for you. You need to enter the following data to access the exam registration portal:

≈ last name (exactly as given on the student ID card)

≈ first name

≈ exam registration number (“Prüfungs-anmeldungsnummer”)

Now you can choose the courses you would like to sign up for from the various course lists. Please make sure that the chosen subject corresponds with the kind of your studies (basic or main studies) and professor (as there are sometimes several

professors giving the same subject). You will receive a confirmation via e-mail. All exchange students have to hand in a copy of this confirmation at the International Office. Furthermore, all students are asked to bring a print-out of this confirmation and their student ID card to the actual exam (in case that any problems arise).

In case of any mistakes in your exam registration, please contact the Examination Office immediately via e-mail to adjust your exam registration (before the deadline of the exam registration!).

One or two weeks after the exam registration, you can check your examination timetable online:
www.hof-university.de -> *Studienservice* -> *Prüfungsamt* -> *Persönliche Prüfungstermine*

To view your personal exam schedule, you need to authorise at the portal with your name and your matriculation number.

Re-registration for next semester

On your student ID card, the period is given when you have to re-register for the next semester. All students have to do this to make sure that they will re-enroll for the following semester. As usual, you can do the re-registration online:

www.hof-university.de -> *Studienservice* -> *Studienbüro* -> *Online-Dienste*

You have to authenticate yourself with the same details as for the exam registration. After the login, you have to give the bank details of your German bank account so that the tuition fees and the administrative fees for the coming semester can be deducted by direct debit. Normally, the fees will be deducted in the middle of September for the following winter

semester and at the beginning of March for the following summer semester.

17 IT Services and Library

The IT Service of our university is responsible for the planning, implementation and supervision of data processing equipment for research, lecturing, studies and administration, as well as for consulting and supporting all users of IT services. Students and professors have access to computers, printers, scanners, beamers, copiers and e-mail account.

Office hours (room A 018):

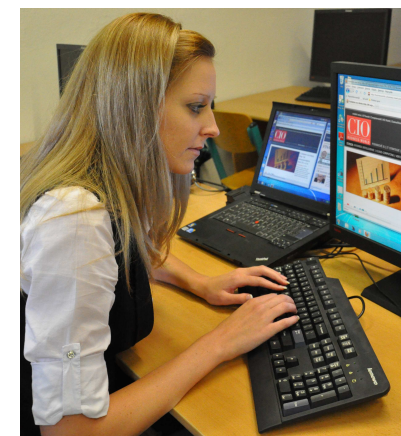
Mon	7:30 - 16:00
Tue - Thu	7:30 - 17:30
Fri	7:30 - 12:00

Lecture-free period:

Tue - Thu	8:00 - 16:00
Fri	8:00 - 12:00

E-mail: it-service@hof-university.de

You can use the following computer rooms outside lecture times: A 008, A 010, A 012, A 014, A 102, A 104, B 006, B 012



Your user name and password

After enrolling at our university, you get access to the computers on campus. Normally, your user name is in the format „first letter of your first name, lastname“, e.g. hmuster for Hans Muster. Your first login password is your birthday in the format ddmmyyyy (day month year) without any dots or commas. You can change your password after your first log-in by pressing Strg + Alt + Entf.

How to set up the university WLAN

In our university, a wireless internet connection is available throughout all buildings. As this is a secured network, you need to install the WLAN connection before you can use it.

First step: connect the WLAN

≈ use your WLAN control panel to connect to the network „HSHOportal“, using the password „HSHOWlan“

Second step: authenticate with the portal

≈ open your favorite browser (FireFox, Opera, Safari, Internet Explorer)
≈ when opening any page (e.g. a startup page), a dialog will appear asking you for your user name and password
≈ the password will be your regular password within the university (the one that originally was your birthday)
≈ everything that does not use HTTP should now be working (e.g. Skype)

Third step (if no web page appears after a successful authentication):

≈ make sure that your proxy settings (within your browser settings, usually under „connections“ or „advanced“) are set to „automatically detect“

≈ if that does not work either, you can set them manually to the address „proxy.fh-hof.de“ and port „3128“

≈ remember that you might have to change that again when you try to have internet access somewhere else

≈ also, the IT Service recommends to add an exemption for „rft-8500-wlan1.fh-hof.de“

University e-mail address

It is vital for students to check their university e-mail address regularly. All university communication (e.g. reminders for deadlines) will be sent only to this address!

As soon as your access identification is activated, your e-mail address is set up. Your e-mail address has the this format: *firstname.lastname[at]hof-university.de*

For personal information on your e-mail account, e.g. your e-mail password, you need to login on any computer on campus and have a look at:

H:Drive/mail/emailInfo.htm

Example:

E-mail identification: hmustermann
(lower case only!)

E-mail password: HnZ906S4

E-mail: hans.muster@hof-university.de

For further information, please have a look at the posters in front of the IT Service.

How to access the university e-mails?

You can access your university e-mails through our webmail system:

http://webmail.hof-university.de

To log-in, you need your e-mail identification and your e-mail password (see above).

If you want to download and send your university e-mail through an e-mail programme like Outlook or Thunderbird, the following information is required:

POP-server: pop3.fh-hof.de

POP-identification: your e-mail identification

POP-password: your e-mail password

SMTP-server: smtp.fh-hof.de

Printing

Each student has a free printing allotment of 500 pages DIN A4 black/white per semester. To simplify and improve our printer system, the CampusCard is also used to bill your prints and copies.

In order to use the printers, first of all, you have to assign your CampusCard to your personal account. The service terminals for this registration are located in rooms A 021a and B 022 in Hof, and in Münchberg in the library and in room 610A.

How to assign your CampusCard to your personal account:

≈ Step 1: logon with your windows account

≈ Step 2: click the button „assign chipcard“

≈ Step 3: put your chipcard on the reader

≈ Step 4: click the button „Assign chipcard to Windows-Account“

≈ Step 5: If you get a green “OK” in the last field, you are done. If not please, repeat the procedure. If the problem still exists, please contact the IT Service.

After your successful assignment, you will get an e-mail (to your university e-mail

address) with your card-ID and printer-ID. In case you do not have your card with you, it is possible to print by typing this printer-ID into the printer.

On campus, we use multifunctional units which can be used for printing, copying and scanning. If you want to print something, please use the preset printers:

DR-SH50-xx-sw (black and white prints)

DR-SH50-xx (colour prints)

Your print will be saved on our print server, and you can collect your print-out at any printer. You just need to login by holding your CampusCard near the card reader on the printer. The following printers are available in Hof:

Library, rooms A 021a, A 115a, A 218, B 008, B 022, B 212, D 249

On our campus in Münchberg, printers are available in room 610A and in the library.

For large-scale prints, you can use our plotter (located in room B 022). This printer has to be activated by the IT Service before you can use it.

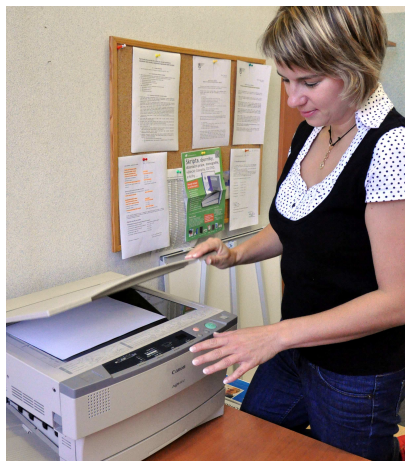
In case you do not collect your print at a printer, the job will be automatically deleted from our print server after 48 hours.

If the paper runs out at a printer, please ask the caretaker (reception in building B) to refill it. In case of a paper jam, please also inform the reception. Do not try to solve the problem on your own. Printers are to be opened only by trained staff!

Overview printing costs:

DIN A4 BW	0,04 €
DIN A3 BW	0,08 €
DIN A2 BW	0,16 €
DIN A1 BW	0,32 €
DIN A0 BW	0,64 €
DIN A4 Colour	0,20 €
DIN A3 Colour	0,40 €
DIN A2 Colour	0,80 €
DIN A1 Colour	1,60 €
DIN A0 Colour	3,20 €

If you have used up your free prints, you can buy additional prints at the reception in building B. For 5 €, you get a credit of 120 copies on the CampusCard.



Copying

You can copy at any of our multi-functional units by logging in with your CampusCard. Hold the card near to the card reader on the printer (the amount of available copies will appear on the screen), place the sheets to be copied either on the top of the printer for automatic copying or face down on the screen and choose your copy options on the printer touch screen.

The start button will light up green. Press start after choosing additional options (number of copies, double face etc.)

Please keep in mind that when copying in colour, no matter if the original is black/white or coloured, five black/white units will be charged from your account. So please make sure you press the correct start button before copying - there is one for black and white copies and one for coloured copies!

Scanning

Scanning is possible at all printers. After log-in, choose „Kopie senden“ and type in your e-mail address. After pressing the start button, your document will be scanned and sent to your university e-mail address as a pdf document. Again, you can decide whether you prefer a colour scan or a black and white scan by choosing the respective start button.

To use the scanner in the library, switch it on, place the document face down on the screen and press the start button. An automatic message will appear on the monitor - choose ok to start scanning and eventually save the document.

24h-access

At our university, you can use the library, the cafeteria and certain computer rooms 24 hours per day. Whenever you need to look something up in the library on weekends or to print something outside our regular opening hours, you can do so. The 24h-access is included in your CampusCard and enables you to use the most important university facilities 24 hours per day.

You can enter through the main entrance (building B). Press your CampusCard to

the card reader (a small white box fixed on the wall near the letter box) and enter when a green light appears.

The following rooms are included in the 24h opening:

- ≈ the library,
- ≈ the IT room in the library,
- ≈ the IT room in B 009,
- ≈ the cafeteria.

Lending is only possible within the regular library working hours. Nevertheless, you can use the media for looking up while staying in the library.

Please do not forget to return your CampusCard after finishing your studies at our university. Your final transcripts and degree certificates will only be sent to you after you handed in the card and returned all lended items from the library.

Special equipment

Each faculty possesses the following equipment which you can lend:

- ≈ mobile video projectors
- ≈ 1 video camera
- ≈ 1 mobile silver screen
- ≈ 1 mobile video projector table
- ≈ 1 laptop
- ≈ 1 pair of speakers

You can ask for this equipment at the secretary of the respective faculty:

- ≈ Faculty of IT / Faculty of Engineering: room B 130 (Ms Kunze, Ms Strössner)
- ≈ Faculty of Business: room B 221 (Ms Kastner, Ms Bilski)

Library

The library is situated in the yellow corridor between building A and B. Before entering the main area, please leave your coat and bags at the wardrobe or in the library lockers.

The media in the library are sorted by letters. Sections A-Q contain literature for economics, law, foreign languages, history, politics, art, psychology, geography and general materials. Sections S-Z are dedicated to IT and engineering. A computer room with scanner, printer and a copier is also available.

Office hours:

Mon - Thu	8:00 - 18:00
Fri	8:00 - 15:00

Contact:

Phone	+49 9281409-3444
E-mail	bibliothek@hof-university.de

At the beginning of each semester, an introductory tour takes place where you can get information about the structure of the library as well as the use of the search catalogues.

Lending

The entire portfolio of the library is available free of charge. To be able to take out books or other media, you need a user ID which you get by presenting your student or personal ID. When borrowing media, you have to present your CampusCard. In case of loss, please notify the library in order to prevent misuse by third persons. Also, please inform the library about any change of address.

For each item borrowed, you receive a return voucher indicating the expiry date of the lending period. The media are

usually due in four weeks. Reference holdings can only be lent over the weekend. Overdue media (not returned or renewed in time) are admonished with costs (first reminder 7,50 €, second reminder 10,00 €). Please note that you cannot lend, renew or reserve media until overdue fines are paid.

Renewal of the lending period

In the online catalogue, you can renew the lending period and reserve media for yourself.

Please note:

- ≈ The lending period is not renewable until five days before the due date for return.
- ≈ The new due date for return results from the original one.
- ≈ You can usually renew the lending period twice as long as there are no reservations.

Attention! Renewals of the lending period are done under reserve so that media can be recalled at any time (for example in case of a reservation by another student).

Reservation of borrowed books

If the respective media is already lent, you can make a reservation. You get a confirmation and a date when the media should be returned to the library. After the book has been returned you get notified by the library via e-mail that you can pick up the reserved media.

Books which are not part of the library holdings can be ordered from other libraries free of charge through an interlibrary loan. Articles ordered via interlibrary lending are delivered in form of payable copies.

18 Eating on Campus

Refectory (“Mensa”)

On our campus, we have a refectory (“Mensa”) and a cafeteria. The refectory offers a great variety of vegetarian and non-vegetarian meals at a relatively low price.

Both facilities are self-service, which implies that you have to get a tray and utensils, line up at the respective food counters and make your choice of food and drinks. The current menu can be checked online on our homepage under “Studierende” and “Mensa-Speiseplan”.

Before leaving, please do not forget to place your tray on the conveyor belt or in the designated tray carts.

Opening hours for breakfast:
Mon - Fri 7:00 - 11:00

Opening hours for lunch:
Mon - Thu 11:00 - 13:45
Fri 11:00 - 13:30



Cafeteria

Located near building A, the cafeteria is a round building with a wooden terrace overlooking a little pond. It is favorite popular student hangout during breaks between classes and is usually busy

throughout the day. It offers all kinds of snacks, hot and cold drinks and some seasonal offers.

Opening hours:
Mon - Thu 7:45 - 16:00
Fri 7:45 - 14:00

Campus card and payment

Payment in the refectory and the cafeteria on campus is made with the Campus-Card. The CampusCard can be charged with bills of 5, 10, 20 and 50 € at one of the charging machines on campus. In order to charge the card, first, place your card on the machine. Your current balance will appear on the display. Now you can charge your card by inserting a bill into the machine. There are two charging machines for your CampusCard: one in front of the cafeteria in building A and one in front of the refectory. Payment by cash is not possible for students.

Pizzeria “Angelo’s”

Next to the cafeteria, you find the pizzeria “Angelo’s”. Here you can get typical Italian food like pizza, pasta and salads. “Angelo’s” is open both for lunch and dinner. Payment is not made with the service card but in cash.

Opening hours:
Mon - Thu 11:00 - 24:00
Fri 11:00 - 14:00

19 Sport and Leisure

Sports

Hof University of Applied Sciences together with the University of Applied Science for Administration and Legal Affairs in Bavaria are providing their students with an excellent (and above all

free-of-charge!) sports programme. The sports hall offers a wide range of activities catering for all abilities. Expert tuition is given by fully qualified coaches. All the classes are fun and everyone is welcome. Outdoor sports fields (e.g. tennis, soccer and basketball) are open 24 hours a day. A highlight on campus is the annual beach volleyball competition taking place in summer.

The gymnasium can be divided into two separate halls. There are markings for badminton, basketball, volleyball and indoor soccer courts. We also have training programmes like aerobics, Tae Bo and gymnastics on offer. The booking schedule of the gymnasium is to be found in the entrance of the sports hall or online. The fitness room holds various opportunities to spice up your winter workout, e.g. crosstrainer, treadmill, rowing machines, and cycle machines for spinning workouts.

You can also go for bodybuilding with bar bells, pull-ups or any other of the numerous facilities offered. For further details on all clubs and recreational classes, please see the noticeboards in the sports hall or speak to the sports supervisor, Mr. Schwab.

Contact:
Günter Schwab room S 003
Phone +49 9281 / 409 226
E-mail: gschwab@fhvr-aiv.de

In addition to the sport facilities on campus, there are many other opportunities to play sports in Hof.

Theatre

Moved to its grand new building in 1994, our local theatre regularly stages German plays, operas, operettas and musicals. It

also offers special discounts and ticket subscriptions for students. For the current repertoire and ticket prices, see www.theater-hof.com

Contact

Kulmbacher Str 5, 95030 Hof
Phone: 09281 / 7070 - 0
E-mail: info@theater-hof.de
Opening hours of ticket box:
Mon - Sat 10:00 - 14:00
Wed 18:00 - 20:00

Symphonic Orchestra

For a small city like Hof, it is quite a special feature to have its own symphonic orchestra. Founded in 1945, the Symphonic Orchestra has developed into an important cultural institution with more than 120 employees. Their repertoire includes classical music but also modern pieces. A unique feature of the Orchestra is its associated music school – the only music school in Germany where the members of a professional orchestra are teaching the youngsters. For upcoming concerts and the courses on offer in the music school, see www.hofer-symphoniker.de.

International Film Festival Hof

Started in 1967, the International Film Festival Hof quickly became one of the most important film festivals in Germany. It takes place every year in the last week of October. The focus is on the German cinema but also international movies are shown there. The event has in the meantime developed into a well-established forum attracting countless film-lovers and representatives of all the media. The film festival was always a bit like a family meeting – informal and easy-going. The latest films are, of course, in the foreground of interest but the social

get-togethers and the never-ending discussions about films have their own special appeal, too. Further information is available on www.hofer-filmtage.de.

Traditional folk festival: Volksfest

Every year for 10 days at the end of July and beginning of August, the “Volksfest” takes place – a local folk festival which you definitely should not miss! It offers a great location to spend some time with friends, enjoy special food and have a beer. The festival begins with a traditional procession starting at the town hall, in which over 70 groups participate (e.g. sports, clubs, bands, mayor of Hof). At the end of the procession, the first barrel of beer is opened and the festival is officially inaugurated.

There is also music, particularly traditional folk music, in the festival hall and the beer garden, where numerous bands perform. In front of the festival hall you will find carnival rides and different kinds of food. There is also a lovely fireworks display on the Friday following the start of the folk festival.

Hof's public holiday: Schlappentag

“Schlappentag” is such an important local festival that it is even nick-named Hof's public holiday. The tradition of celebrating “Schlappentag” dates back to 1432, when the members of the local civil guard went to their obligatory shooting practice, still wearing their working clothes and wooden clogs (“Schlappen”). The shooting club was rewarded for its services to the ruling lords with privileges, such as the right to brew beer. Just as 570 years ago, the Schlappentag still takes place on the first Monday after Trinity Sunday (second Sunday after Pentecost).

At 8 o'clock in the morning, a group of local marksmen meets at the Schießhäuschen (a local restaurant) and forms a procession to the town hall where they meet the mayor of Hof. Afterwards, there is a procession back to the fairground at the Schießhäuschen where everybody celebrates this day by drinking the so-called “Schlappenbeer” (a beer specially brewed for this day) and eating some original Hof “Bratwürste” (fried sausages). “Schlappenbeer” contains more alcohol than normal beer so you better go easy on it!

Parties

The Boom Party is quite special – a huge student party that is celebrated in the university building, taking place once a semester (normally in November and April). It is organised by the Students Union and definitely one of the highlights in Hof's party scene. At the Boom party, you can chat with some of your professors and dance with your fellow students. As it is already a famous event of Hof, also a lot of non-students participate. We also have a Halloween party and a fancy dress party on campus. In winter, the Students' Union organises an ice skating party on our local ice skating rink which you should not miss. Also the annual “Glühweintrinken”, a party with lots of mulled wine, is worthwhile.

20 The City of Hof and the Region

Introduction

Hof is located in northeastern Bavaria where the Free States of Bavaria, Saxony and Thuringia meet. The city's slogan is “Hof - in Bayern ganz oben” or “Hof on top of Bavaria.” The motto refers both to the city's geographic location within the

Bavarian Free State and to its relatively high elevation at 495 metres above sea level.

Originally called Rekkenze, the city was founded around 1080. Today, the city has a population of about 50.000 people. Especially since the German reunification, Hof has experienced a real development spurt. The textile industry, for many centuries one of the key industries of the city and the whole region, lost its significance due to the arising opportunities of cheaper production in Eastern European and Asian countries. Now especially the field of logistics was on the rise. Hof was no longer a border city on the Iron Curtain but suddenly inhabited a key position right in the middle of the enlarged Europe. Also other future-oriented industries like synthetics, medical technologies and financial services now belong to the most important employers in our region. With its setting in beautiful nature, its short distances, its high level of security and its numerous opportunities for free-time activities, the city of Hof offers a high quality of life for a comparatively low cost of living.

The city of Hof is like its inhabitants - sometimes giving the impression of being a little bit difficult to approach but once you make the effort, you will find that it is definitely worth it!

The following pages give you an overview of the most important things you should see and do during your time in Hof.

Tourism and sight-seeing

Lake “Untreusee”

The Untreusee is located in the south of Hof. It appears to be a natural lake but is in fact a man-made lake designed to offer

the inhabitants of Hof opportunities for recreation and sports. There are all kinds of things you can do in this idyllic and beautiful spot of nature. You can play miniature golf or go swimming, sailing, fishing or jogging around the lake. Or you can just hang around and have a drink in the beer garden next to the marina. It is definitely Hof's most popular hang-out for summer days so be sure not miss it!

Sign Post Forest

“The World has a home in Hof” is the motto of the Sign Post Forest in Hof, which opened on November 9th, 1990, one year after the fall of the Berlin Wall. Since then visitors to Hof from far and wide have been able to donate license plates, place and street signs and other mementos from their hometowns to the park. This is the only attraction of this kind in Europe and one of only two in the world (the other one is in Canada).

Besides seeing signs here from faraway places, you can also see the “Signs of Fame.” These have been donated and signed by famous visitors from Germany and abroad (e.g. the performers Siegfried & Roy; the British actor Christopher Lee or the current German chancellor Angela Merkel).

The Fernwehpark is located close to the „Media Markt” (Michaelisbrücke 2, 95028 Hof).

Further information and a webcam is available at www.fernwehpark.de.

Public park: Theresienstein

Theresienstein is the city's main municipal park (and, by the way, the oldest public park in Germany, dating back to 1819). It is a great location for jogging, cycling or

simply taking a walk. In 2003, the Theresienstein even won a prize as “Germany's most beautiful park”.

The layout of the park is very natural as there are no fences between the park and the open countryside around it. Benches offering views of the river Saale and the town of Hof are skillfully integrated, and a network of paths following the natural contours of the area criss-crosses the park.

At the “Haus Theresienstein” built in 1832, you will find a nice beer garden where you can meet your fellow students. In the area close to “Haus Theresienstein”, you will find many different kinds of trees. If you want to know more, have a look at the signs in front of individual trees. You may even find some trees from your own country there!

Opening hours of the beer garden:
April – September 10:00 - 22:00

Botanical garden

The botanical garden is both beautiful and enjoyable to visit. It is located in the municipal park Theresienstein and has a wide variety of plants and flowers. There are many idyllic spots inviting you to sit down and linger for a while. Here you can shut off from noise and hectic activity and enjoy some peace and quiet.

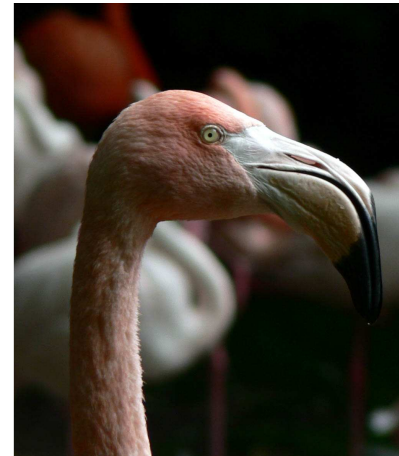
Tip: This is also a great place to study for your final exams!

Opening hours:

April 1 – August 31 8:00 - 20:00
September 1 – October 31 8:00 - twilight
November 1 – March 31 closed

Zoo

The zoo of Hof is also located in the park Theresienstein, next to the Botanical garden. It was founded about 50 years ago and contains a geological garden, too. You will find kangaroos, a tropical glasshouse with fish, snakes and monkeys, alpaca and numerous birds, to name just a few of the inhabitants.



For further information, please check www.zoo-hof.de.

Local sausage man: Wärschtlamo

The Sausage Man (or “Wärschtlamo” in the local dialect) is a special kind of sausage seller that can only be found in Hof. He or she is just as much a part of local culture as the Fernwehpark, Theresienstein and the other sights mentioned in this guide.

The Wärschtlamänner or “Sausage Men” sell different kinds of sausages. You can find them in the city centre of Hof on almost every corner. Two sausages with bun usually cost between 1,50 – 2,30 €. If you like pork, you should try it! Interested

in the history of this profession? If so, see www.hof-waerschtlamo.de.

Museum Bayerisches Vogtland

The main focus of the museum is on exhibits pertaining to local crafts, guilds, merchants and industry. The comprehensive documentation of the textile industry is particularly impressive.

The picture is completed with objects of daily use which used to be found in the households of the citizens of Hof or the farming population of the surrounding areas and with various models of the town itself. Besides there is an extensive natural history collection containing taxidermist displays of almost all European mammals and birds and collections of insects, reptiles, amphibians, fungi, fossils and minerals from the region.

For further information and opening hours, please see www.museum-hof.de.

