

KIT Department of Business and Economics International Relations Office (IRO) Welcome and Information Session _ WS 25/26 October 8, 2025

Jie Han, International Relations Manager / Departmental Coordinator



Agenda

- Short Introduction to the KIT Department of Business and Economics (WiWi) and the WiWi Units
- 2. WiWi Fachschaft (WiWi Student Body)
- 3. Dates and Deadlines
- 4. Checklist for Your Study
- 5. Platforms for your Study at KIT
- 6. German Grade System
- 7. Checklist for Your Living in Karlsruhe
- 8. Q&A

The KIT-Department of Business and Economics (WiWi) is a leading institution in its field, with industrial engineering consistently ranked in the top 3 by WiWo since 2010. With a vibrant student community of over 3,500 students, the department is one of the biggest at the KIT. Students benefit from a broad selection of over 200 courses taught in English, making it an ideal place for international



Key Facts about KIT-Department of Economics and Management



The department is supported by a dedicated faculty of 39 full professors and fosters a thriving research culture, with 300 doctoral students currently contributing to groundbreaking projects. In 2023 alone, KIT saw 49 successful start-up launches, demonstrating the department's commitment to innovation and entrepreneurship.

We are home to 10 renowned institutions and research groups, each specializing in various aspects of economics, business, and management, offering a diverse and comprehensive academic experience.

Institutes & Research Groups

Institute of Applied Informatics and Formal Description Methods aifb	Institute for Customer Insights	Institute of Economics	Institute of Entrepreneurship, Techn ology Management & Innovation en> techn >on	Institute for Finance
Applied Technical-Cognitive Systeme Business Information Systems Cooperative Autonomous Systems Information Service Engineering Security • Usability • Society Systems, Data, Simulation, Energy Web Science	Digital Marketing Information Services and electronic Markets Marketing & Sales Cognistion & Consumer Behavior Lab	Public Finance and Public Management Industrial Organization Macroeconomics Network Economics Strategic Decisions Economic Policy Ecomomic Theory Experimental Market Design	Entrepreneurship and Technology Management Innovation and Technology Management	 Financial Engineering and Derivates Finance and Risk Management Finance and Banking Asset Pricing
Institute for Industrial Production iip	Institute for Information Systems	Institute of Management IBU Institute of Management	Institute for Operations Research	Institute of Statistics
Energy Economics Production and Logistics	Information Systems I human-centered systems lab Information systems III Information and Market Engineering (IM) Digital Service Innovation	Human Resource Management Management Accounting Management	Analytics and Statistics Continuous Optimization Discrete Optimization and Logistics Operations of Critical Infrastructures Stochastic Optimization	Statistical Methods and Econometrics Applied Econometrics Computational Statistics (in cooperation with KIT-Department of Mathematics)

The KIT-Department of Business and Economics offers a wide range of interdisciplinary courses in collaboration with the other KIT Departments to offer you the best possible diploma.

- 1. Industrial Engineering & Management (B.Sc./M.Sc.)
- & Double Degree Program Master Industrial Engineering*
- * in cooperation with INP Grenoble Génie Industirel, UGA
- 2. Information Systems (B.Sc./M.Sc.)*
- ** in cooperation with the Department of Informatics
- 3. Digital Economics (B.Sc./M.Sc.)
- 4. Business Mathematics (M.Sc.)***
- ***in cooperation with the Department of Mathematics

Interdisciplinary Study Programs at WiWi



International Relations Office (IRO)

ERAMUS+ Cooperations

70 in 23 partnerships countries

160-180

Outgoing Students of the KIT
Department of Economics and
Management (largest group
participating in ERASMUS+ at KIT)
per academic year

40-60

Incoming Students at KIT
Department of Economics and
Management per academic year



IRO maintains and coordinates the international

cooperation of the WiWi Department
We are the central contact point for international exchange

students, especially focusing on subject-related support.

- General questions about studying at our department
- Pre-arrival information pack (sent to you via email)
- Help you with your learning agreement
- Sign your learning agreement
- Organize cultural and social events
- Coordinate the exams and ToR issue
- And other issues...



Book an appointment for the office hour: Wednesdays from 10:00

More information for the Incoming Students: am to 11:00 am

https://www.wiwi.kit.edu/english/IncomingStudents.php

International Relations Office of the WiWi Department



Other Relevant Units at KIT

Unit	Services
Internation Students Office (IStO): Admission	Admission; Enrollment
International Students Office (IStO): Mobility Program	Erasmus and oversea: mobility online; pre-semester German course; Orientation week (O-Phase); Visa; accomodation; CoA & CoD
International Student Hub	Advising services for international students
Studierendenwerk (International Student Center)	Mensa; accomodation

The Examinations Office is the office of the Examination Board of a degree program. It supports the examination board or its chairperson in all matters that fall within its remit. In addition, it offers advice and services for students and KIT institutes on questions regarding the SPO of a degree program or general administrative matters of the examination system.

Also for the exchange student, the examination office is responsible on advising on general examination questions:

- Questions about study and examination regulations
- Special cases of exam registration and deregistration (courses offered from other

Telephone อิการ์ ultation hours To the reservation

Advice on examination questions

Email: pruefungssekretariat@wiwi.kit.edu

Examnination Office of the WiWi Department





Check the exam schedules of the WiWi Department

WiWi-Pool

In the pool and study rooms of the KIT Department of Business and Economics, students have access to over 50 computer workstations and 12 study places.

All workstations are accessible to students 24 hours a day, 7 days a week via the KIT card.

WiWi-Portal

The Wiwi-Portal bundles most of the IT applications offered by the faculty to support teaching.

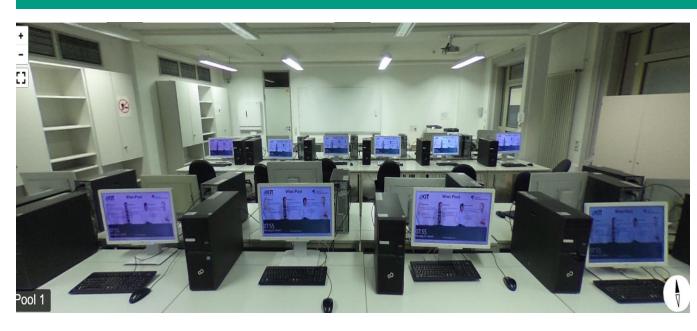
This includes a **registration system for seminars and tutorials**, an information system for examinations,

a notebook lending service, many **online forms relating to studies** and get <u>access to the WiWi Building 05.20.</u>

Devices for WiWi Students

Students of the WiWi Department can rent equipment free of charge for their student work.

WiWi-IT



located in building 11.40, the "Kollegiengeäude am Ehrenhof". The pool rooms are located in the basement

GET IN TOUCH WITH US





Prof. Dr. Orestis Terzidis





Jie Han
International.relations@wiwi.kit.edu







www.wiwi.kit.edu

https://www.wiwi.kit.edu/internatio nalRelations.php







@kitwiwi and @FS_WiWi

https://www.youtube.com/user/KITwiwi

KIT Fultät für Wirtschaftswissenschaften

Instagram, LinkedIn, YouTube Icons made by Freepik from flaticon.com



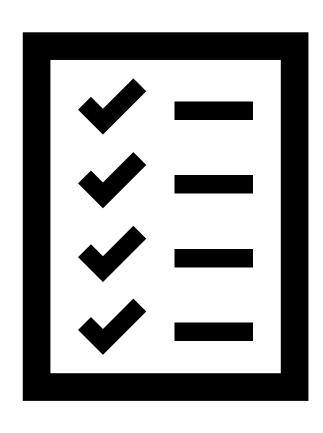
Dates and Deadlines: Winter Term 2025/2026

Winter Term 2025/2026 (1st Semester)	• October 1, 2025 to March 31, 2026
ESN_IStO Orientation phase/week (O-Phase)	• October 13 to October 19, 2025
Lecture Time	• October 27, 2025 to February 21, 2026
Possible Period to change your LA	October 27 to November 9, 2025
Period of Exams	February to March 31, 2026 Please check https://www.wiwi.kit.edu/english/pruefungstermine.php for more details



Check the examination schedules of the WiWi Department

Checklist for Your Study at the KIT Department of Business and Economics



- 4.1 Course selection
- 4.2 Non-curricular courses
- 4.3 Course registration
- 4.4 Learning Agreement
- 4.5 Exam registration

4.1 Course Selection

Ways to find suitble courses for your study at the WIWi Department



module handbook for non-degree students

(this is where you can find the details of the courses, e.g. workload, content, aim, assessment ect. Updated 6 weeks before the lecture time)



shutterstock.com - 2401494165

English-taught courses



Course catalog in the Campus
Management System: KIT
Department of Economics and
Management (This is where you can
find the schedule and locations of the
courses.)

Some useful hints

- Be flexible! It is common and possible to make changes to your Learning Agreement after arriving in Karlsruhe / during the semester.
- Some courses, especially the seminars, require registration on <u>WIWI-Portal</u>. Be quick seminars offer only a limited number of seats, and some are very popular among students.



8.95 Course: Fundamentals of Production Management [T-WIWI-102606]

Responsible: Prof. Dr. Frank Schultmann

Organisation: KIT Department of Economics and Management

Part of: M-WIWI-101437 - Industrial Production I

TypeWritten examination

Credits 5,5

Grading scaleGrade to a third

Recurrence
Each summer term

Version 1

Events					
ST 2025	2581950	Fundamentals of Production Management	2 SWS	Lecture / 🗣	Schultmann
ST 2025	2581951	Übungen Grundlagen der Produktionswirtschaft	2 SWS	Practice / 🗣	Frank, Braun
Exams		•	·	•	
WT 24/25	7981950	Fundamentals of Production Mar	Fundamentals of Production Management		Schultmann

Competence Certificate

The assessment consists of a written exam (90 minutes) (following §4(2) of the examination regulation). The exam takes place in every semester. Re-examinations are offered at every ordinary examination date.

Prerequisites

None

Please pay attention to:

- Recurrence, whether the specific course is offered in the semester which you study at KIT
- Language: English or German
- LV Code: T-WIWI-102606, not the event number 2581950 (essential to Learning Agreement).
- One Course (Teilleistung) contains lecture, practice, tutoria



Lecture (in German: Vorlesung):

- o Big room with many students. Less interaction
- o registration is not necessary, but you have to add the lectures in your "Study Plan" in the Campus Management System, so that you can register the exams later on.

Tutorial

- supplementary offering to lectures that covers a large amount of material. Senior students (so-called tutors) supervise groups of 10–20 participants
- Here, students can solve exercises independently and have more time for their own questions.
 Registration necessary via Campus Management System / Ilias / During the first lecture hour

Seminar

• Students work on a particular topic, write about it and prepare and present it to the group

Practice (in German: Übung)

 a type of class designed to complement lectures. It typically involves practical exercises, problemsolving, and discussions to help students better understand and apply the materials covered in lectures. And it is carried out by a lecturer



4.2 Non-curricular Courses (ÜQ/SQ-Leistungen)

German courses: KIT Studienkolleg

Registration period for the winter term 2025/2026: 23rd October 2025 online via Campus + Lotary: 24th October 2025. International students currently enrolled at KIT are entitled to one German course per semester free of charge.

Other language courses: KIT <u>Sprachzentrum</u>

Registration: April 14 (9:00 am) - April 15 (3:00 pm)

You can apply for a **maximum of 2 courses**. One free course per semester. Remember to register early for next semester!

• FORUM – Studium Generale. Forum Wissenschaft und Gesellschaft

Forum provides interdisciplinary courses and programs that integrate cultural studies with practical applications, promoting global cultural competencies and interdisciplinary research. Registration from Ocotober 16 2025 at 12:00 possible

House of Competence (HoC):

Offers a variety of soft skill courses and training programs to enhance students' competencies in areas such as communication, leadership, and personal development. Registration period: October 21, 12:00 to October 24, 12:00.

- If you have taken FORUM, HoC, or language courses and/or seminars, please go to "ÜQ/SQ-Leistungen" in the <u>Campus Management System</u> in "Exam Registration and Unregistration". Here are the courses that are not listed in the ToR yet. You can click on "assign" to add them to your ToR.
- The brick "Self-Booking-HOC-SPZ-ZAK-STK-Graded" or "Self-Booking-HOC-SPZ-ZAK-STK-Ungraded" must be chosen beforehand in the study schedule for the module "M-WIWI-104910 Interdisciplinary Qualifications" in the section "Other KIT-Departments Courses and Interdisciplinary Qualifications".

∨ Bricks	
Identifier Title	СР
Interdisciplinary Qualifications CP 1 max. 40.0	
T-INFO-109862 Guide to Cruising through Informatics Program of Studies at KIT (eezi)	1.0
T-WIWI-112967 Tutoring: Training and Practice	2.0
T-WIWI-111438 Self-Booking-HOC-SPZ-FORUM-STK-Graded	1.0
T-WIWI-111439 Self-Booking-HOC-SPZ-FORUM-STK-Graded	2.0
T-WIWI-111440 Self-Booking-HOC-SPZ-FORUM-STK-Graded	3.0
T-WIWI-113352 Self-Booking-HOC-SPZ-FORUM-STK-Graded	1.0
T-WIWI-113353 Self-Booking-HOC-SPZ-FORUM-STK-Graded	2.0
T-WIWI-113354 Self-Booking-HOC-SPZ-FORUM-STK-Graded	3.0
T-WIWI-111441 Self-Booking-HOC-SPZ-FORUM-STK-Ungraded	1.0
T-WIWI-111442 <u>Self-Booking-HOC-SPZ-FORUM-STK-Ungraded</u>	2.0
T-WIWI-111443 Self-Booking-HOC-SPZ-FORUM-STK-Ungraded	3.0
T-WIWI-113355 Self-Booking-HOC-SPZ-FORUM-STK-Ungraded	1.0
T-WIWI-113356 Self-Booking-HOC-SPZ-FORUM-STK-Ungraded	2.0
T-WIWI-113357 Self-Booking-HOC-SPZ-FORUM-STK-Ungraded	3.0



4.3 Course Registration

• Only seminars require registration via the WiWi-Portal. Please pay attention to the registration deadline.

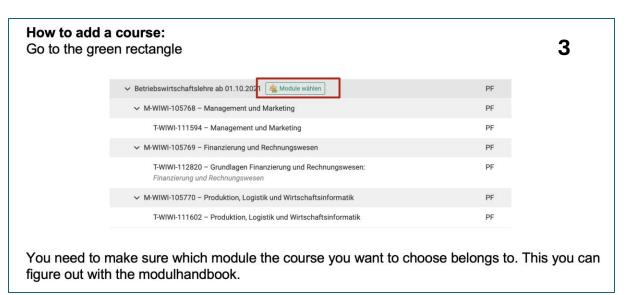
If there are still spots available after the deadline, please contact the seminar coordinator to ask whether late registration is possible.

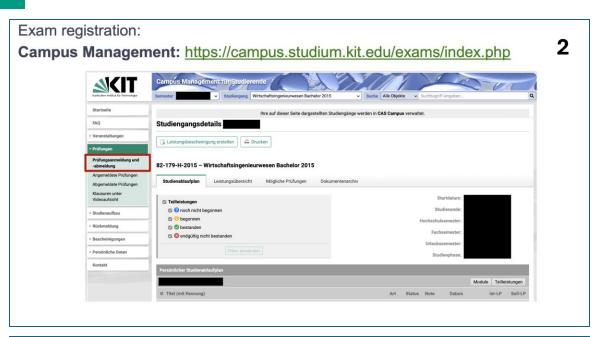
• While lectures do not require prior registration, you must include them in your study plan via the KIT Campus Management System (s. next slide) if you intend to take the corresponding examination.

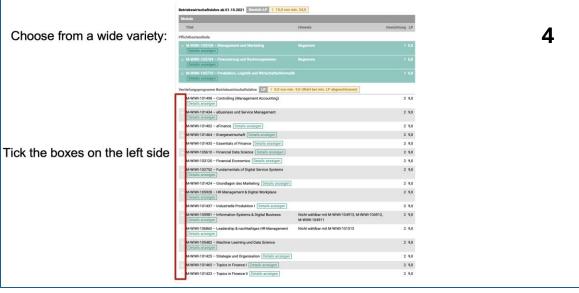
 If it doesn't work out with the registration on WiWi-Portal, please contact the corresponding lecturer or his / her <u>institutes</u> directly.

Complete Your Study Plan









4.4 Learning Agreement

Requirements for filling out your Learning Agreement

The minimum ECTS points of your Learning Agreement for each exchange semester at WiWi Department are **15 ECTS**.

At least 70% of your total credits must be courses you find in the module handbook for non-degree students from the KIT-Department of Business and Economics. The rest can be chosen freely from the KIT-wide course offer. The rest of the courses can be chosen freely from other KIT departments / faculties.

You can attend both Bachelor's and Master's courses but you have to check with your home university if the recognition is possible.

Please choose only courses from the current semester. Some courses are offered only once a year – either in the winter or summer term

You can change or update your Learning Agreement within two weeks after the start of the lecture period.

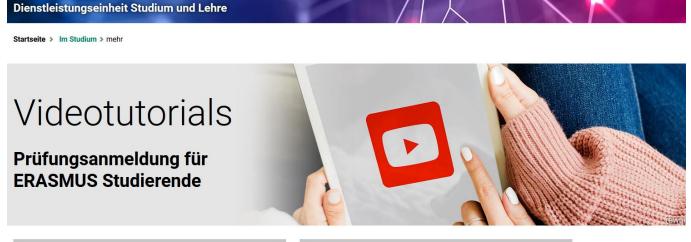
Changes after that are only possible

Changes after that are only possible under certain circumstances

If your university already uses the EWP (Erasmus Without Paper) system, please first submit your Digital Learning Agreement (DLA) via your home university's portal. Once your home university coordinator has approved and signed the DLA, it will be transferred to Mobility Online. In this case, the Learning Agreement in PDF format will not be

4.5 Examinatiom Registration

Video tutorials for Erasmus students







If you don 't need the post-exam review appointment, please let the examnier or his office knwo. Otherwise you will have to wait for the publication of your grades.

Lectures, Tutorials

- Exams typically cover the material from lectures plus exercises – explicit registration for the exam is required
- Exams are normally written, after the lecture period
- You can only retake the exams if you don't pass the exam
- Please make sure that the appointment for the retake examination aligns with your return date, or that you are able to retake the exam orally online after your return.

Seminars

Grading a seminar typically involves several components, e.g.:

Participation in group work / projects

Presentations

Written assignments

Additional requirements

- For some courses there are additional requirements, e.g.:
 - Compulsory attendance
 - Registration for exams at the institute in addition to regular registration
 - Additional assignments during term: Please follow the instructions given by the lecturer!
 - If you are going to take an exam which is not offered by WiWi department, you need to fill out a <u>formular</u> and send to the examinator for his / her signature

Exam Dates

→ Online: on the website of the department http://www.wiwi.kit.edu/pruefungstermine.php



If the exam date is too late for your schedule

- Please ask the examiner at the beginning of the semester whether an earlier date for an oral exam or an online exam is possible by way of exception (this is only very rarely possible)
- If that's not possible: choose another course.

Find more Information regarding examinations here.

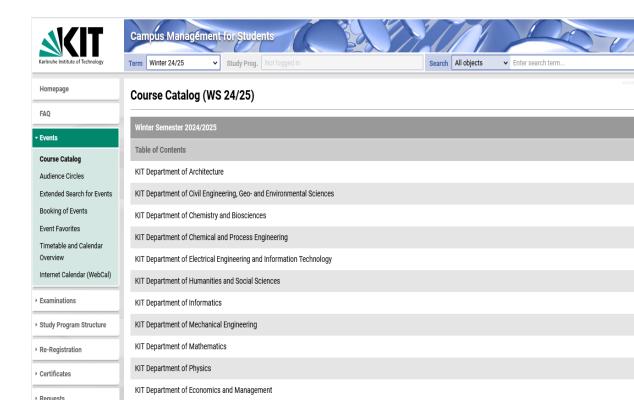


5. Platforms for Your Study at KIT

1. KIT Campus Management System (CAS)

- o change your address to Karlsruhe's address
- print out your study certificate (in German language for the registration as Karlsruhe resident/city
- o print out the public transportation pass
- Download your Transcript of Records (ToR)
- Disenrollment
- Course Catalogue (in German:

 "Vorlesungsverzeichnis") complements the module handbook and provides up-to-date information on various event data (e.g. time and place of the course) for each semester. Make sure to choose the right semester.
- This platform is for all the KIT students



5. Platforms for Your Study at KIT

2. Ilias

Access via ilias.studium.kit.edu using your KIT account.

Distribution of Learning Materials: Instructors can upload lecture slides, scripts, videos, exercises, and other digital content.

Forums, chats, and group workspaces allow interaction between students and instructors. Course and Learning Organization

Welcome to the Learning Platform ILIAS at KIT





5. Platforms for Your Study at KIT

3. WiWi-Portal

Registration for WiWi seminars
Access to the College Building (05.20) at the Kronenplatz
rent equipment free of charge for their student work
Apply for exams which are not offered by WiWi department
Registration for different events / activities



6. German Grade System

Notensystem

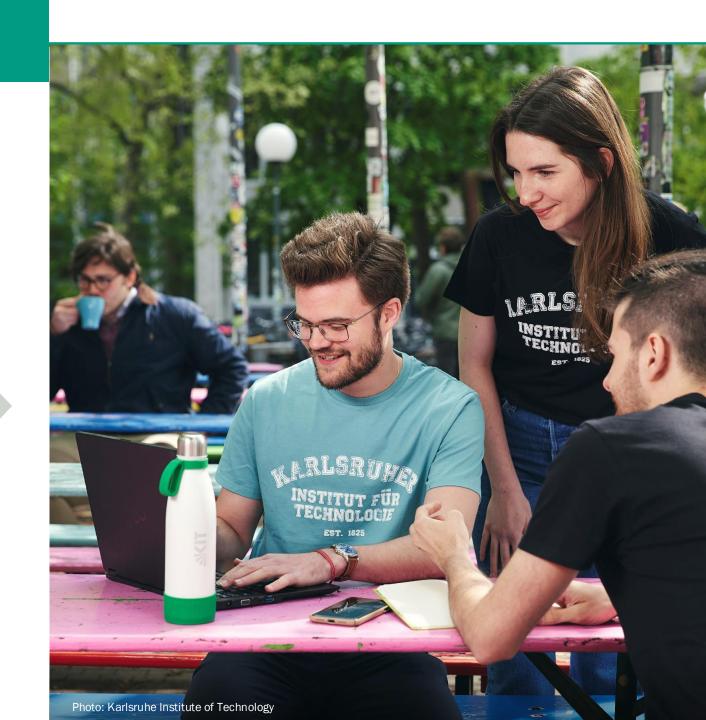
Note	Deutsch	Englisch
1.0 - 1.3	Sehr gut	Very good
1.7 - 2.3	Gut	Good
2.7 - 3.3	Befriedigend	Satisfactory
3.7 - 4.0	Ausreichend	Sufficient
4.7 - 5.0	Ungenügend/Nicht ausreichend	Fail

Survival Rules for Your Studies at WiWi Department

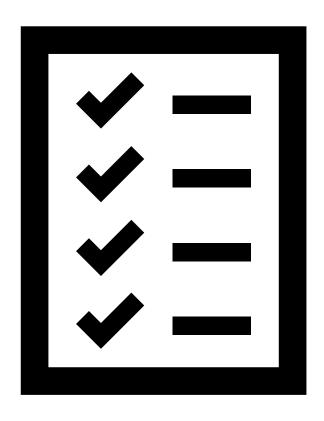
The lecture time here is short, you will do a lot of self and group learning

Check the examination schedules in time, so you are able to take them before your leaving

Get in touch with the local students and ask for help if nessessary There are plenty of services around you, get use of them!



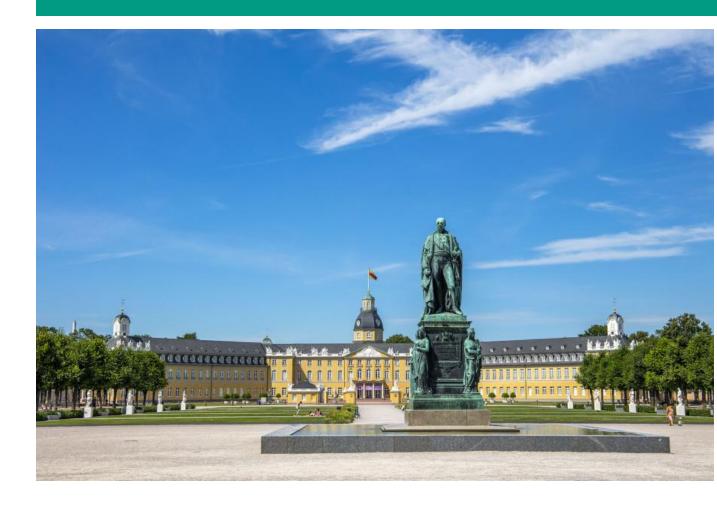
Checklist for Your Living in Karlsruhe



- Living Costs
- Accommodation and Transportation
- Student Life & student organization

- Located in Karlsruhe, KIT provides convenient access to major European cities such as Paris (2 hours 40 minutes by train), Zurich (2 hours 40 minutes by train), Amsterdam (5 hours 30 minutes by train), and Berlin (6 hours by train)
- With around 300,000 inhabitants, Karlsruhe is the third-largest city in Baden-Württemberg, offering a wide range of leisure and cultural activities. Additionally, Karlsruhe is a safe city with easy access to biking, whether around the city itself or in its green surroundings
- New study: Karlsruhe is the city with the best English skills

Why Karlsruhe?



Living Costs

The cost of living in Karlsruhe is moderate compared to other major German cities. On average, exchange students should budget around €650 to €1,100 per month to cover essential expenses. Here's a rough breakdown:

- Rent (including utilities): €350–€600 (depending on location and type of accommodation)
- Food and groceries: €200–€300
- Leisure, clothing, and personal expenses: €100–
 €200

Besides these costs, you have to pay the semester ticket and health insurance (if not already covered).





Accommodation

Find accommodations (as soon as you are admitted)

- ✓ Living and Learning in Karlsruhe
- ✓ <u>Studierendenwerk Karlsruhe</u>
- ✓ Studienstart am KIT (only in German)
- √<u>https://www.wg-gesucht.de/</u> (only in German)

<u>Pamphlet provided by the Baden-Württemberg Police</u> about Scams offers when looking for an apartment

IStO's <u>list of common abbreviations</u> used in apartment advertisements



Transportation

- Use the KVV-net everyday from 6 p.m. to 6 a.m. and every weekend and on Holidays for free with your KIT card and your KVV certificate (you can download it from Campus Management System)
- Studikarte of KVV: €229 /semester (6 months); throughout the KVV-net, If you want to travel outside these hours
- Next-Bike for free for students
- Deutschland-Ticket: €52/month; D-Ticket JugendBW (365 Euro / year): throughout Germany for all means of <u>local</u> public transport (not IC, EC, ICE)

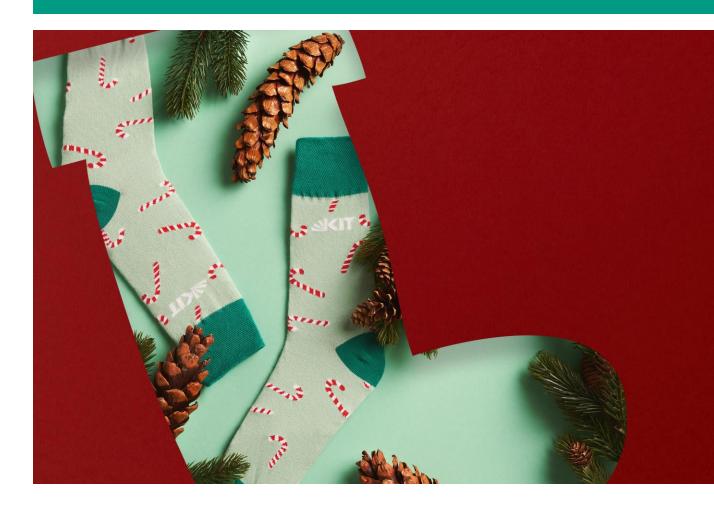
In Germany, both public holidays and school holidays differ from one Federal State to the next. Karlsruhe is located in the state of Baden-Württemberg, which means the following public holidays apply, along with certain protective regulations.

Public holidays 25/26

- New Year (January 1)
- Epiphany (January 6)
- Good Friday (April 3, 2026)
- Easter Monday (April 6, 2026)
- Labour Day (May 1, 2026)
- Ascension of Christ (May 14, 2026)
- White Monday (May 25, 2026)
- Corpus Christi (June 4, 2026)
- German Unity Day (October 3)
- All Saints' Day (November 1)
- First and Second Christmas Day (25/26 December)

Please note that the super markets are closed on Sundays and on those public holidays.

Public holidays in Baden-Württemberg



In addition to these public holidays, there is a **KIT Christmas break** from December 24th to January 6th. Also, there are no lectures during the "semester holidays"/lecture-free period, but there might be exams.

Student Life & Student Organization

Hochschulsport (sport offers)

https://buchsys-

hsp.ifss.kit.edu/angebote/aktueller_zeitraum/ind ex.html

You have to firstly book your contribution "Semestersockelbeitrag" (10€ one per semester) Booking start basic contribution: tba:

https://www.ifss.kit.edu/hochschulsport/english/sports-offer.php

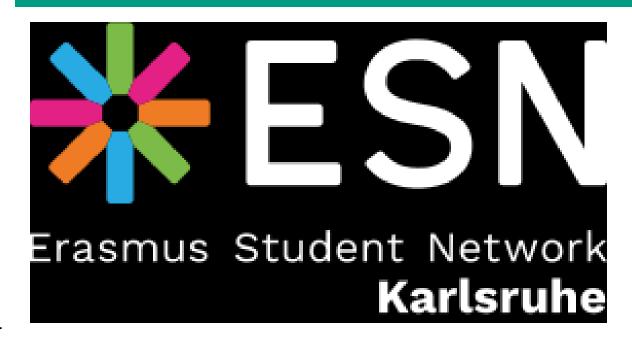
Courses start: October 27, 2025

!!very popular and booked out quickly, "therefore ,,first come, first served"!!



Student Life & Student Organization

- ESN Buddy Program: Platform for encounters between exchange students from all over the world and local students
- <u>International Student Center (ISC):</u> e.g. language partnerships
- <u>University student groups/clubs:</u> Cultural groups; Study degree-related groups; Study degree-related groups; Political groups...
- Newsletter of International Students Office (IStO):
 Receive regular updates on relevant news (support for international students, financial and legal issues, workshops, etc.)





Be Our Ambassador

Why Join?

As an ambassador, you play a vital role in inspiring and informing future exchange students about the opportunities of study at KIT Department of Business and Economics. Your experiences, insights, and enthusiasm can help us welcome even more students from your home university in the future!

What Can You Do as an Ambassador?

- Share Your Experience Talk about your exchange journey with fellow students at your home university.
- Promote Our Programs Introduce students at your home university to our exchange opportunities through presentations at International Days of your home university, social media, student fairs or privately.
- Answer Questions Help prospective students by sharing insights about studying at our department and life in Karlsruhe.
- ❖ Stay Connected Collaborate with us to support exchange initiatives and build an international network.

What's in It for You?

As a token of our appreciation, you will receive an **exclusive Ambassador Package** with merchandising articles of KIT and information materials to support your role and represent us at your home institution. Also, you will receive a certificate for being the ambassador for us.

Interested?

If you're excited to be part of this initiative, let us know! We look forward to having you as a valued ambassador and spreading the spirit of international exchange together.

Contact us at International. Relations@wiwi.kit.edu to sign up!

Thank You for Your Attention! We Wish You a Good Start to the Winter Term 25/26 at KIT Department of Business and Economics!



