Welcome Guide
for International Guests

University of Applied Sciences
Würzburg-Schweinfurt
Content

Information about our University 4
  Facts and Figures
  History of FHWS
  Our University`s Mission Statement
  Organisation

Overview of FHWS Locations and Sites 6
  WÜ - Münzstraße 1,12 and 19, Sanderring 8
  WÜ - Röntgenring 8
  WÜ - Sanderheinrichsleitenweg 20 (SHL)
  SW - Ignaz-Schön-Straße 11 (Campus I)
  SW - Konrad-Geiger-Straße 2 (Campus II)

Library 11

IT Service Centre 13
  Contact information
  Hardware
  Login information
  E-Mail account/Microsoft Outlook
  Software

Facilities Management (HSTB) 15
  Contact information
  FHWS Card
  Telephone system
  Door labels
  Occupational health assessment

Intranet 18
  Logo & Templates
  Official Letterheads
  Business Cards
  Process Portal

Personnel Department (HSPE) 16
  Contact persons
  Electronic time booking/recording
  Holiday, overtime and sick leave, secondary employment
Information About Our University

Facts and Figures

- 9,100 students enrolled for the winter semester 2017/18
- 6,400 of them in Würzburg, 2,700 in Schweinfurt
- 2,700 first semester students started in the winter semester 2017/18
- 1,700 of them in Würzburg, 1,000 in Schweinfurt

History of FHWS

Our University’s and its predecessors’ history reaches back as far as the year 1807
Predecessors of FHWS were:
- Balthasar-Neumann-Polytechnic School of the District of Lower Franconia
- Höhere Wirtschaftsfachschule der Stadt Würzburg [a business-oriented secondary school]
- Werkkunstschule der Stadt Würzburg [a business- and crafts-oriented secondary school]
- 1 August 1971: Foundation of Fachhochschule Würzburg-Schweinfurt according to the Bavarian Law on Universities of Applied Sciences.
- 1 October 1971: The first semester starts for the first 1,566 students in seven degree programmes. In Würzburg, the programmes Architecture, Civil Engineering, Business Administration and Communication Design took place; in Schweinfurt, there were Electrical Engineering, Mechanical Engineering and Business and Engineering.
Our University’s Mission Statement

(Adopted in the 126th Session of the University Senate on 15 May 2001)

The University of Applied Sciences
• will maintain and develop the range of programmes and courses offered;
• will further increase its activities within the worldwide network of all universities;
• uses requirements of the business/industrial world, latest insights and findings from the respective disciplines and teaching methodology, and societal needs as guidelines for its academic education;
• contributes to the development of society by teaching, applied research and further education and
• offers an environment where students can develop cosmopolitan, tolerant and educated personalities.

Organisation

For information regarding the University’s organisational units:

• University Management
• Senate
• University Council
• Extended University Management
• Executive and advisory bodies of the FHWS faculties
• Student representation
• Business Advisory Board
• Administrative units and departments
• Officers and coordinators

is available from our website https://www.fhws.de/hochschule/organisation/.

The current FHWS organigram is additionally available on the USB memory stick that comes with your Welcome Guide and also in our Intranet under Organisation: https://intranet.fhws.de

An overview, directions and information on the functions of individual buildings as well as an overview of which department is at what location can also be found online. Link: www.fhws.de/stadorte or the campus information system provided by the degree programme Surveying and Geoinformatics under http://gis.fhws.de/campus/standorte_fhws.html
Overview of FHWS Locations and Sites

WÜ – Münzstraße 1, 12 and 19, Sanderring 8

1) University Management: Sanderring 8, level 1, room S.1.11 (President’s Office)
2) Library Sanderring 8, level 0, room S.E.07
3) Personnel Department (HSPE): Sanderring 8, level 1, room S.1.19 – S.1.23
4) Service Centre/Switchboard/Mail Room: Münzstraße 12, level -1, room M.-1.16
5) Facilities Management (HSTB): Münzstraße 12, level -1, room M.-1.19
6) IT Service Centre (ITSC): Münzstraße 19, level 0, rooms Z.E.05 and Z.E.06; Pavillion 2, room Z.P.29
7) Sanderring 12, level 4, room M.4.02
First Aid Rooms: Sanderring 8 level 0, room S.E.03, and Münzstraße 12, level -1, room M.-1.18.
Parking

WÜ – Tiepolostraße 6

FHWS offices in Tiepolostraße 6 are currently (2017) remodelled. A floor plan will be made available as soon as remodelling is complete.
The degree programme Surveying and Geoinformatics designed a detailed (3D) Campus Information System for the FHWS site on Röntgenring. The link is available on this website: [http://gis.fhws.de/campus/campus_roeri.html](http://gis.fhws.de/campus/campus_roeri.html)

IT Service Centre (ITSC): Röntgenring 8, building A, level 3, room A.3.08
Facilities Management (HSTB): Röntgenring 8, building C, level 1, room C.1.15
First Aid Room: Röntgenring 8, building C, level 1, room C.1.08
Sozialraum: Röntgenring 8, building D, level 1, room D.1.07
Parking
WÜ – Sanderheinrichsleitenweg 20 (SHL)

1) Facilities Management (HSTB): Sanderheinrichsleitenweg 20, IDIS building, level 0, room I.0.40
2) IT-Service Centre (ITSC): Sanderheinrichsleitenweg 20, IDIS building, level 2, room I.2.38
3) First aid Room: Sanderheinrichsleitenweg 20, IDIS building, level 0, room I.0.39
Cafeteria: Sanderheinrichsleitenweg 20, IDIS building, level 0, room H.0.13
Parking (level -1)
SW – Ignaz-Schön-Straße 11 (Campus I)

Please note: Campus I is currently under substantial construction; work is expected to be completed by summer semester 2018. An interim site plan for the time being is available from the link on the FHWS website: https://www.fhws.de/hochschule/die-thws/hochschulgebäude/.

1) Service Centre/Switchboard-Mail Room: Building 1, ground floor (EG), room 1.E.09  
2) University Management Building 1, ground floor (EG), room 1.E.64  
3) IT Service Centre (ITSC): Passage from building 1 to 7, first floor (1. OG)  
4) Facilities Management (HSTB): Building 1, ground floor (EG), room 1.E.06  
5) Personnel Department (HSPE): Gebäude 1, 1. OG, Raum 1.E.49  
6) Library Building 7, ground floor (EG), room 7.E.17  
7) Canteen: Building 8, ground floor (EG)  
8) First Aid Room: Building 1, ground floor (EG), room 1.E.05  
9) First Aid Room: 4. Building 4, ground floor (EG), room 4.E.57  

Parking
SW – Konrad-Geiger-Straße 2 (Campus II)

1) Erste-Hilfe Raum: E.20
Parking
At both FHWS locations, there is a branch of our library serving study purposes as well as teaching and research purposes. Additionally, as an academic library it is also open to the public. Of course, FHWS staff can use the library and its services too.

Your FHWS Card is, as mentioned above, also your library card. On the front, right above the bar code, you find your library user ID (beginning 083...). When you are using the Library for the first time, staff will ask you for some information necessary to use all services (name, address, e-mail address).

All of the Library’s standard services are free of charge.

Please visit the library website for more information:
http://en.bibliothek.fhws.de/start.html

Via the online catalogue (InfoGuide) you may order items or make a request if it is on loan to another user. You can also order books form other locations such as Würzburg, Schweinfurt, HS Aschaffenburg and from Coburg University of Applied Sciences and Arts.

Please follow this link to the online catalogue:
http://www.bibkatalog.de
Contact persons in Würzburg: Roland Greubel  
Phone +49 931 3511-8115,  
roland.greubel@fhws.de

Library Helpdesk Würzburg  
Sanderring:  
Phone +49 931 3511-6242

FHWS Library in Würzburg:  
Sanderring 8, EG, Raum S.E.07

Contact persons in Schweinfurt: Renate Siegmüller  
Phone +49 9721 940 -8640  
renate.siegmueller@fhws.de

Library Helpdesk Schweinfurt  
Campus I:  
Phone +49 9721 940 -6252

FHWS Library in Schweinfurt:  
Ignaz-Schön-Straße, Gebäude 7 EG, Raum 1720.1

Opening hours:  
Monday - Wednesday, Friday  7:45 to 19:00  
Thursday  7:45 to 20:00  
Saturday  9:00 to 14:00

Reduced opening hours (1 Aug to 14 Sep; 15 Feb to 14 Mar):  
Monday - Friday  8:00 to 16:30  
Saturday  9:00 to 14:00
The IT Service Centre (ITSC) is a central facility of our University; it provides services in the field of information and communication technology throughout FHWS. For more information, please visit the ITSC website: www.itsc.fhws.de

Contact information

IT Service Centre Würzburg:    IT Service Centre Schweinfurt:
Phone +49 931 3511-6260   Phone +49 9721 940 6262,
Helpdesk.ITSC@fhws.de    Helpdesk.ITSC@fhws.de

Hardware

If you need new hardware like desktop or laptop computers, printers etc., please contact:
• As a member of a faculty: Your respective faculty administrator (contact via the dean’s office)
• As a member of an administrative department in Schweinfurt: Phone +49 9721 940-6262, Helpdesk.ITSC@fhws.de
• As a member of an administrative department in Würzburg: Phone +49 931 3511-6260, Helpdesk.ITSC@fhws.de

However, the person with budget responsibilities in your faculty/administrative department has to authorise the order.

Login information

The ITSC automatically generates your overall user account and login information; use your personal login information to log on to your computer, your e-mail account, the online time recording system, the FHWS Intranet, the FHWS travel authorisation portal etc.

You find your personal login information in an extra letter from the ITSC within your Welcome Guide or you will soon get it by internal mail. After the initial login, please immediately change your password and memorize and/or store the new one at a safe location.

If you have any question about your account/login information, please do not hesitate to contact the ITSC Helpdesk (details above).
E-Mail account/Microsoft Outlook

Every new employee automatically gets a personalised e-mail address: first-name.surname@fhws.de. You can access your e-mails, the Outlook Calendar and contacts from outside the FHWS network via the web application https://webmail.fhws.de

To log in, please use your [overall] FHWS user name and your personal password.

With Microsoft Outlook Calendar you can plan and share appointments and meetings, set and assign tasks and give permissions to people to access your calendar.

If you have any questions or if you encounter any problems with your e-mail account or Microsoft Outlook in general, please do not hesitate to contact the ITSC Helpdesk (details above).

Software

As member of staff at FHWS, you can use certain software privately or purchase it at a discount. Among them is, for example, the antivirus software Sophos. More information about software you can use privately is available from the Studisoft Portal of Universität Würzburg: www.studisoft.de

Please choose “Hochschule Würzburg-Schweinfurt” from the dropdown menu and use your usual FHWS login to log in. Having logged in successfully, you can now order software for free or at a discount.

If you need a specific software on your FHWS device, please use the following web shop that offers all standard products: https://webshop.edu-bayern.de

All relevant budgetary rules must be observed.

To start the process of software purchase, please contact your faculty administrator or, if you are with an administrative department or a central facility: Wolfram Böhm, Phone +49 931 3511-8236, wolfram.boehm@fhws.de

Please note, that it is not allowed to use private software on a FHWS device or vice versa.

If you need help with software, please do not hesitate to contact the ITSC Helpdesk (details above)
Facilities Management (HSTB)

Facilities Management is responsible for all building services, for the telephone system as well as the electronic key included to your FHWS Card.

Contact information

Würzburg Sanderring/Münzstraße:  
Phone +49 931 3511-6201  
wue.tb@fhws.de

Würzburg Röntgenring:  
Phone +49 931 3511-6202  
roe.tb@fhws.de

Würzburg Sanderheinrichsleitenweg:  
Phone +49 931 3511-6203  
shl.tb@fhws.de

Schweinfurt:  
Phone +49 9721 940-6206  
tb-sw@fhws.de

For more information about Facilities Management please visit  
www.fhws.de/technischer-betrieb

FHWS Card

Your FHWS Card is an electronic key. The card will be programmed according to your employment status so you will have access to all parking areas and other important rooms/areas. Additionally, the card can be used for time bookings, for paying in our canteens/cafeterias, and as a library card.

To use all these functions, please validate the card first. Validation machines are in Würzburg:
• Röntgenring 8: building B (foyer)  
• Münzstr. 12: level -1, opposite the Student Service Desk  
• Münzstr. 19, ground floor (EG)  
• Sanderheinrichsleitenweg: in front of the Cafeteria in Schweinfurt:  
• Campus I, on the back of the Warea-Renkhoff-Aula (biggest lecture theatre) [there is one on the left, one on the right side], first floor (1. OG)

You can use your FHWS Card as an electronic purse, if you top it up with cash at one of the top-up machines that are close to the entrance of each canteen. It is also possible to top up FHWS Cards with at least €10 at most cash desks within the canteens. Due to security reasons, your FHWS Card has to be activated (not validated!) daily. This is done either automatically when you are using the time recording terminals or at card readers with a vertical green stripe. If you did not get your FHWS Card together with your Welcome Guide, it is waiting for you in your organisation unit (faculty, administrative department or unit).
Information about your FHWS Card as an electronic purse is also available on the website of Studentenwerk: [www.fhws.de/fhws-card](http://www.fhws.de/fhws-card)

If you have problems with your FHWS Card, please contact the team of Facilities Management at your location.

### Telephone system

Every employee gets a personalised phone number (the equivalent to your personalised e-mail address). Additionally, there are independent phone numbers for various positions/units. They help you to contact dean’s offices, deputy deans, chairpersons of various committees, heads of departments etc. even if you don’t know who is in charge of these positions at the moment. Moreover, all organisation units (library, central facility media, IT Service Centre etc.) and all laboratories have their own independent phone number. Personalised phone extensions usually start with the number 8, independent phone numbers start with the numbers 6 or 9 [see also: IMPORTANT & INTERESTING LINKS].

Phone numbers are not fixed to a specific telephone, but can be transferred to every telephone by logging in your personal phone number. It is possible to transfer up to five personalised/independent phone numbers to one telephone. For every phone number an individual answering machine can be activated. Incoming messages can additionally be forwarded by e-mail. You will get your personalised phone number and PIN from the team of Facilities Management.

If you have any questions, please contact Facilities Management:
Tel.: +49 931 3511-6222, [voip.tb-wue@fhws.de](mailto:voip.tb-wue@fhws.de)

For more information and instructions for use please go to the following page on our Intranet:
[https://intranet.fhws.de](https://intranet.fhws.de)

Telephone settings can always be entered directly, but telephones of the type SNOM 370 can be additionally configured via a web interface:
[https://voip.fhws.de/member](https://voip.fhws.de/member)

Please use your personalised phone extension number and your phone PIN. After that you can display various information and enter the settings.
Door labels

Door labels [name, faculty/department/unit] are available from Facilities Management [HSTB] at your respective location/site. To order door labels for a room at FHWS in Würzburg, please send an e-mail to:

In Würzburg: servicezentrale-wue@fhws.de
In Schweinfurt: tb-sw@fhws.de

Please tell HSTB what information they should put on the label like room number, department/faculty/unit, first name and surname. After placing the order, it is processed and the label will be placed at the respective door for you.

Occupational health assessment

Every new employee has to attend an occupational health assessment. For this you will get a form from the Personnel Department [HSPE]. After completing the form, please send it to the occupational safety specialist at your location:

In Würzburg: Bertram Sauer
Phone +49 931 3511-8888
bertram.sauer@fhws.de

In Schweinfurt: Michael Meister
Phone +49 9721 940-8672
michael.meister@fhws.de

When the form is processed, you will get an e-mail that asks you to make an appointment at Universitätsklinikum Würzburg for an occupational health assessment [betriebsärztliche Untersuchung].

For directions and site plans please visit the following website:
https://www.ukw.de/patienten-besucher/anreise/

Information about occupational health physicians at Universitätsklinikum Würzburg is available from: http://www.betriebsarzt.uni-wuerzburg.de.
The FHWS Intranet offers a wide variety of useful information, documents and functionality from the following areas and administrative departments: general information, news, organisational information, Department of Public Affairs and Communications, Department of Finance, Personnel Department, Department of Applied Research, FHWS staff council, Quality Management, information for lecturers, university elections; additionally, there is an FAQ area on copyright, personnel matters, quality management, and the university elections. There is a link to the FHWS Intranet on the FHWS homepage. If you scroll down to the footer area, click on “Intranet” to get to the login page or go to the page directly via https://intranet.fhws.de

To log in, please use your FHWS user name you received from the ITSC and your password.

The FHWS Intranet is an ongoing project. The Department of Public Affairs and Communications (HSK) appreciates your ideas for additional content; please do not hesitate to contact the HSK-Team: Phone +49 931 3511-6006

Logos & Templates

Logos and templates are available from the Intranet pages of the Department of Public Affairs and Communications (HSK) in the section “downloads”: https://intranet.fhws.de
The download page includes:
• information regarding the corporate design of FHWS
• FHWS logos
• current versions of FHWS presentations
• a template for FHWS PowerPoint presentations
• a template for FHWS reports
• a template for the official e-mail signature
• letter templates
• information regarding official fonts and information on promotional materials

Official Letterheads

You can find under “Allgemeines/Bestellung Geschäftsausstattung/Briefpapier” or via the following link:
https://intranet.fhws.de
By filling in the form, faculties (their deans, the dean’s offices, deputy deans, and deans of studies), degree programmes, institutes, departments and facilities of FHWS can order letterhead stationery online.
If you have any questions, please do not hesitate to contact

FHWS Kommunikation
Tel.: 0931 3511-6006, kommunikation@fhws.de

Business Cards

Business cards can also be ordered by filling in the online form on the Intranet. Please enter the necessary information, click on “weiter” and, having checked your details, on “Angaben abschicken”. As soon as your business cards are ready, they will be delivered via internal mail. One order includes a pack of 100 business cards.

Please follow this link to get to the online form:
www.fhws.de/visitenkarte

If you have any questions, please do not hesitate to contact

FHWS Kommunikation
Tel.: 0931 3511-6006, kommunikation@fhws.de
Process Portal

FHWS maintains a process portal (in German) that is open to all members of staff, students, and professors. After examining a process, FHWS process management captures this process and publishes it in the process portal.

Access to it is only possible from within the FHWS network and Intranet. On the FHWS Homepage www.fhws.de, please follow the link Intranet in the footer area and choose the menu item Qualitätsmanagement - Prozessportal or, alternatively, open the following link: www.fhws.de/Prozessportal

You will also find a guide on how to use the processes’ modelling language and other useful information.

If you have any questions, please do not hesitate to contact Alexander Boß
Tel.: +49 931 3511-8603, alexander.boss@fhws.de

Part of the inventory process:
Personnel Department (HSPE)

Contact persons

A full list of all contact persons within HSPE is available from www.fhws.de/personal

**Head of HSPE:** Werner Kuhn  
Phone +49 931 3511-8111  
werner.kuhn@fhws.de

**Deputy Head of HSPE and responsible for teaching staff:** Susanne Hausdorff  
Phone +49 931 3511-8146  
susanne.hausdorff@fhws.de

**For civil servants:** Kevin Spenkuch  
Tel.: +49 931 3511-8477  
kevin.spenkuch@fhws.de

**For public employees:** Matthias Widmer  
Tel.: +49 931 3511-8957  
matthias.widmer@fhws.de

Moreover, your personal contact at the Landesamt für Finanzen as well as their contact details are printed on your payslip.
Electronic time booking/recording

As mentioned above, time booking is done with the help of your FHWS Card at one of the time recording terminals or via the online web interface of prime Web. You find the terminals here:

- Würzburg – Sanderring 8 (level 0)
- Würzburg – Münzstraße 12 (level -1, next to the Service Centre)
- Würzburg – Münzstraße 19 (level 0)
- Würzburg – Röntgenring 8 (building C, level 0)
- Würzburg – Sanderheinrichsleitenweg (stairwell 3, level -1)
- Würzburg – Sanderheinrichsleitenweg (entrance level 0)
- Würzburg - Friedrichstraße 17 a (temporary)
- Schweinfurt (Campus I) - building 1
- Schweinfurt (Campus I) - building 3, passage to Faculty of Mechanical Engineering
- Schweinfurt (Campus I) - lecture theatre building 5, ground floor (EG), main entrance
- Schweinfurt (Campus II) - ground floor (EG), entrance from parking lot

There is a handbook with comprehensive information on how to use the time recording terminals as PDF download from the Personnel Department’s pages; it is, however, only available in German: [www.fhws.de/personal](http://www.fhws.de/personal).
The documents are also on the USB memory stick of your Welcome Guide under “Infodokumente und Formulare/Personalangelegenheiten”.

In case you forgot to book your starting time at the terminal, you can make up for it via the Web-Interface; just follow the menu Workflow > Buchen > Kommen/Gehen. If you want to take off one or more days (holiday or overtime), please enter the exact date[s] or periods in advance via the web interface under Workflow > Fehlzeit > Urlaub/Ableisten von Überstd. This way, your account is always up to date, especially after your holiday or day off. Please follow this link to the online tool (Primion): [https://primeweb.fhws.de](https://primeweb.fhws.de)

For more information and more detailed instructions concerning working time management, please visit the website of the FHWS Personnel Department (HSPE): [www.fhws.de/personal](http://www.fhws.de/personal)

If you encounter any technical problems, please contact the IT Service Centre (ITSC).
E-Mail: [Helpdesk.ITSC@fhws.de](mailto:Helpdesk.ITSC@fhws.de)
Phone Würzburg: +49 931 3511-6260
Phone Schweinfurt: +49 9721 940-6262
Holiday, overtime and sick leave, secondary employment

The following links provide more information on working time, going on holiday, overtime, sick leave, and secondary employment:

https://intranet.fhws.de

The documents are also on the USB memory stick of your Welcome Guide under "Infodokumente und Formulare/Personalangelegenheiten".

If you feel unfit for work and want to report in sick, please inform your supervisor and the Personnel Department (HSPE) on the first day you feel unwell and not later than 10:00 by e-mail or phone call. If you feel unfit for work for more than three days, please hand in a written certificate (Arbeitsunfähigkeitsbescheinigung (AU) from your doctor) not later than on the fourth day of your absence. If you are fit for work again, please inform again your supervisor and HSPE by e-mail or phone call.

If you have any questions regarding working time management, taking overtime or sick leave, the HSPE-Team is happy to help:

In Würzburg: Alexandra Vogel  
Tel.: +49 931 3511-8113  
alexandra.vogel@fhws.de

In Schweinfurt: Uta Rubner  
Tel.: +49 9721 940-8678  
uta.rubner@fhws.de
Procurement, Stationery and Office Supplies

General information and contact persons at the Department of Finance (HSFI)

Claudia Wisgickl
Tel.: +49 9721 940-8607
claudia.wisgickl@fhws.de

Karolina Bauer
Tel.: +49 9721 940-8614
karolina.bauer@fhws.de

The Department of Finance (HSFI) is the central department responsible for all procurement activities at FHWS. The principles of efficiency and economy must be observed (Article 7 of the Bavarian Financial Regulations; Bayerische Haushaltsho.rdnung, BayHO).

To place an order an order form must be filled in including the information regarding offers for comparison (Vergabeschein); it must be signed by the person with budget responsibilities (e.g. the faculty’s dean or head of department). If the ordering person sends an authorised order directly to the contractor, they always have to include the FHWS terms and conditions (Nebenbestimmungen). For orders exceeding the value of €10,000 (per single item) contractors have to fill in a declaration of conformity (Erklärung ab 10.000 Euro).

The following applies to all orders:

• Please obtain all regulations and information and use the forms published on the pages of HSFI, especially
  • regulations on procurement
  • existing framework contracts (office furniture, multifunctional devices, digital projectors and media controls, car rental, and computer software/hardware)
  • pre-qualified contractors (stationery and office supplies, print products, electrical equipment, LCD touchscreen monitors)
• Please always use the right order form in its current version.

All current info documents and order forms are available as download from the pages of HSFI on the Intranet when following “Richtlinien, Formulare, Informationen und Veröffentlichungen”: https://intranet.fhws.de
All documents and forms have also been added to USB memory stick of your Welcome Guide in the folder \Infodokumente und Formulare\Beschaffungen.

For ordering software or computer hardware an order following the respective frame contract might be possible. All existing framework contracts for software/
hardware are listed on the Intranet under “Aktuelles”. If you have any questions, please contact the IT Service Centre.

**Office furniture, stationery and office supplies**

Office furniture can be ordered without any offer for comparison from the FHWS framework contractor Büroforum in Würzburg.

- Contact person at Büroforum for Würzburg: Florian Boldt Tel.: +49 931 4679819, E-Mail: florian.boldt@bueroforum.net
- Contact person at Büroforum for Schweinfurt: Hans-Günther Sedelmayer, Tel.: +49 931 46798143, E-Mail: hg.sedelmayer@bueroforum.net

Every Faculty and Central Facility has its own contact person that can order office furniture directly. Please do not hesitate to ask your supervisor for that information.

If you are with an administrative department you can order stationery at your local service centre/switchboard. To do so, the necessary order form has to be completed and sent by internal mail or e-mail.

Service Centre/Switchboard/Mail Room Würzburg:
Tel.: +49 931 3511-6999, servicezentrale-wue@fhws.de

Service Centre/Switchboard/Mail Room Schweinfurt:
+49 9721 940-6699, telefonzentrale-sw@fhws.de

The order form for stationery is available on the Intranet from the pages of the Department of Finance under “Richtlinien, Formulare, Informationen und Veröffentlichungen” and on the USB memory stick of your Welcome Guide in the folder Infodokumente und Formulare\Beschaffungen.

For staff of administrative departments, post-paid envelopes are also available from the local Service Centre.

If, as an exception, an order must be made from an online shop and paid by credit card, please add the German sentence “Durchführung der Bestellung über Kreditkarte FHWS” (credit card used for ordering).
Doctors and Health Issues

Procedure in case of illness

In case of illness, it is generally best to go to a general practitioner - called Hausarzt in Germany; if necessary, they can refer you to a specialist. We highly recommend to phone for an appointment beforehand. In case of sudden illness or accident, you get an appointment immediately or on the same day. In all other cases you may have to wait for your appointment for a few days or even weeks. This especially applies for dentists and specialists. Please have your health insurance card always with you, even if it is a medical check-up.

The following link provides information regarding the electronic health card issued by the Federal Ministry of Health (BMG):

Procedure in case of emergency or sudden illness as well as on weekends or public holidays

In case of emergency or life threatening conditions, you can call an ambulance, the fire brigade or the police at all times.

**German emergency numbers:**
- Emergency Doctor or Ambulance: 112
- Police: 110

You can call this number even without credit on your mobile phone or if you don’t have/know your phone’s PIN.

If you need a doctor during the night or on a public holiday, please contact the Doctors on call (ärztlicher Bereitschaftsdienst). There is a special phone number where you can get information about doctors on call and/or open surgeries.
**Phone: 116 117 2**

The same applies for pharmacies. If you need medicines at night or on weekends, please call the emergency hotline for pharmacies on standby duty; they can tell you an open pharmacy close to you. Standby pharmacies are also listed in the emergency section of the local newspaper or online. In every pharmacy, there is a calendar visible from outside that tells you which pharmacy in your area is on duty.
**Phone: +49 800/228 228 0**
Additionally, you can call the doctors on call in Würzburg or Schweinfurt. Their surgeries have extended opening hours supplementing the usual opening hours of general practitioners. Doctors on call may be general practitioners or specialists:

**Doctors on call in Würzburg**

Phone +49 931 32 28 33

Address and opening hours:
  Domerschulstraße 1
  97070 Würzburg

Wednesday and Friday: 14:00 to 21:00
Saturday, Sunday and public holidays: 8:00 to 21:00

**Doctors on call in Schweinfurt**

Phone: +49 9721 570

Doctors on call at St. Josef Hospital Schweinfurt
  Ludwigstraße 1
  97421 Schweinfurt

Wednesday, Friday: 16:00 to 20:00
Saturday, Sunday and public holidays: 09:00 to 20:00

Please call beforehand to avoid long waiting times:
[www.fhws.de/kvb-bereitschaftspraxen](http://www.fhws.de/kvb-bereitschaftspraxen)
Overview Emergency Numbers

Emergency doctor/ambulance and fire brigade: 112
Police: 110
Ambulance service (no emergency): 19 222
Doctors on call (no hospitalisation necessary): 116 117

Searching a doctor

In order to find a general practitioner or specialist that offers services in your mother tongue, you can use the search engine of the Bavarian Association of Statutory Health Insurance Physicians (KVB); please note that this service is only available in German: http://arztsuche.kvb.de

By clicking on “Expertensuche” (expert search) or on the link below you can search for doctors in Bavaria to which certain criteria apply, e.g. specialisation, opening hours or language (including a list with all languages available): http://arztsuche.kvb.de/cargo/app/erweiterteSuche.htm

Working in Germany

Work permit for international members of staff

In general, academic and technical staff of FHWS do not need a work permit issued by the Federal Employment Agency (BA). A work permit for the University of Applied Sciences Würzburg-Schweinfurt (FHWS) is issued by the aliens office of the City of Würzburg or the City of Schweinfurt; it is stated on the residence permit.

Procedure:

1. Your future employer (an FHWS Institute or Faculty) confirms your stay and the beginning of your employment contract:

2. FHWS Personnel Department will send you all documents necessary to prepare your employment contract. Please complete these documents,

3. submit them to the Personnel Department, and sign your employment contract. To apply for a visa, no employment contract is necessary. It may take a while until your contract is signed by FHWS.
4. Please apply for a visa at the German embassy of your home country.

5. **Registration with the Residents’ Registration Office:** After your arrival, please register with your local Residents’ Registration Office. Please note that in Germany it is not only necessary to register a new place of residence, but also to de-register a place of residence (important when moving to another place of residence or when you are leaving Germany permanently).

   **Registration must take place within the first seven days after your arrival! This also applies if you have not yet found permanent accommodation!!!** You can register your hotel or another temporary place of accommodation and change this registration after moving to a more permanent place of residence.

6. **Registration with the foreigners authority:** After registering your place of residence, please visit the aliens office of the City of Würzburg and/or the City of Schweinfurt (**Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten**). Local staff are happy to advise you in all aspects and issue your work and residence permit.

   **You may need the following documents:**
   - A copy of your employment contract
   - Proof of health insurance
   - Biometric passport picture (available from photo studios or certain electronic shops)

   Processing time may take approximately six to eight weeks. However, for your work permit a preliminary confirmation can be issued.

   **Contact details Würzburg**

   **Citizens’ Office (residents’ registration office) of the City of Würzburg:**
   This is where you register your place of residence. To avoid long waiting times, you can make an appointment online beforehand [service only available in German]. This applies for the following quarters in Würzburg: Altstadt, Zellerau, Grombühl, Frauenland, Dürrbachtal, Lindleinsmühle, Sanderau, Heidingsfeld, Heuchelhof, Steinbachtal, Versbach, Lengfeld and Rottenbauer.

   • Online: [http://www.wuerzburg.de/de/buerger/buergerbuero/terminvereinbarung/index.html](http://www.wuerzburg.de/de/buerger/buergerbuero/terminvereinbarung/index.html)
   • Address: Würzburg Citizens’ Office (Bürgerbüro), Rückermainstraße 2, 97070 Würzburg
   • Phone: +49 9 31/ 37 20 00, Fax: +49 9 31/ 37 20 29
   • E-mail: buergerbuero@stadt.wuerzburg.de

   **Opening hours:**
   Monday, Wednesday: 08:00-13:00
   Tuesday, Thursday: 08:00-12:00, 14:00-16:00
   Friday: 08:00-12:00
**Aliens office (Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten)**

This is where you get your work permit as well as your residence permit. You find the service office in room 12. Please draw a number at the terminal in front of room 4.

- **Online:**
  www.fhws.de/wuerzburg-staatsangehoerigkeits-und-auslaenderangelegenheiten
- **Address:** Aliens office (Fachabteilung Staatsangehörigkeits- und Ausländerangelegenheiten), Rückermainstraße 2, 97070 Würzburg
- **Phone:** +49 931 37 - 2273 (-2446, -2461 or -2767), Fax: +49 931 - 37 37 67
- **E-mail:** ausland@stadt.wuerzburg.de

**Opening hours:**
- Monday, Wednesday: 08:30-13:00
- Tuesday, Thursday: 14:00-16:00
- Friday: 08:30-12:00

**Contact details Schweinfurt**

- **Online registration of place of residence:**
  www.fhws.de/schweinfurt-stichwortverzeichnis
- **Website of the aliens office:**
  www.fhws.de/schweinfurt-stichwortverzeichnis
- **Address:** Stadt Schweinfurt, Markt 1, 97421 Schweinfurt
- **Aliens office (registering, general information, confirmations/statements):** Phone +49 9721 51-3323, Fax +49 9721 51-3303
- **E-Mail:** meldewesen-staatsangehoerigkeit@schweinfurt.de
- **Citizens’ Office (Bürgerservice):** Phone +49 9721 51-0, Fax +49 9721 51-266
- **E-mail:** buergerservice@schweinfurt.de

**Opening hours:**
- Monday,-Wednesday, Friday: 08:30-12:00
- Thursday: 08:30-12:00
  14:00-18:00

**Legal provisions for spouses**

Spouses, too, have to register with the foreigners authority and apply for a residence permit. If your partner intends to work, please refer to the section “Work Permit for spouses” in the chapter “For Families”.

**Exemptions to work permits**

Employed persons from Switzerland and the European Economic Area (EEA) do not need a work permit and enjoy the right to move freely. However, they have to register their place of residence at the Residents’ Registration Office (or Citizens’ Office).
For more information on exceptions regarding access to the German labour market please refer to the website of the Federal Foreign Office (AA):
www.fhws.de/auswaertiges-amt-lernen-und-arbeiten

The Federal Employment Agency (BA) offers information on current legal provisions, international agreements and tips for employees under
https://www.arbeitsagentur.de/en

Pay system in the public service sector

A majority of professors and academic staff in Germany is employed in public service. Public employees in Bavaria are covered by the collective agreement for the public service of the Länder (TV-L). The Federal Civil Servants’ Remuneration Act (Bundesbesoldungsgesetz) regulates the salaries for civil servants (e.g. pay grade “W” for professors).

For more information on the pay grades please refer to http://oeffentlicher-dienst.info/tv-l/west/ [public employees; only in German]
or to http://oeffentlicher-dienst.info/beamte/by/ (civil servants; only in German).

The website has a salary calculator to calculate your net salary. Additionally, there is an overview of costs for health insurance, social security contributions and other fees/taxes.

Payment and taxes

At the end of your first month as a public employee/civil servant you will get a salary statement from the regional financial authorities (Bayerisches Landesamt für Finanzen, LfF). On the statement you will also find the contact details for inquiries there. More information on salaries and work regulations is provided on the following website (in German only): http://www.lff.bayern.de/bezuege/besoldung/.

A complete list of contact information (in German only) for the Würzburg-branch of the regional financial authorities responsible for our University can be found here: http://www.lff.bayern.de/das_landesamt/adressen/adr_dst_wue.aspx.

The German health insurance system

Every person living and/or working in Germany must take out health insurance. This is to make sure that at least out-patient treatment and costs for hospitalisation are covered. Additionally, your health insurance has to cover certain preventive examinations, also in case of pregnancy. Therefore, you have to provide proof of a valid health insurance before applying for a residence permit or signing your employment contract.
In general, you can choose between statutory health insurance company (gesetzliche Krankenversicherung, GKV) and a private health insurance company (private Krankenversicherung, PKV) or combine components of a statutory with a private health insurance.

**Statutory health insurance**

There are more than 130 statutory health insurance companies in Germany that are part of the national health system; in standard services, they differ only slightly.

**Private health insurance**

There are more than forty private health insurance companies in Germany that offer a wide variety of health insurances with quite differing conditions. Services and contributions change from company to company. Only if your annual gross salary regularly exceeds a certain amount, you are able to take out private health insurance. Contributions are not directly connected to your salary, but to factors like gender, occupation, age and possibly also to already existing health issues. Since 2010, a part of paid health insurance contributions is tax-deductible. A private health insurance offers a higher number of possible doctors and treatment options, but you have to advance all treatment costs before you can seek reimbursement from your insurance company by providing all receipts and/or invoices. Additionally, you have to pay for each family member individually (in contrast to the family health insurance of statutory health insurance companies) and you have to pay all fees, even if you don’t work for a certain period (e.g. parental leave period). It might be difficult to change to a statutory health insurance once you took out a private health insurance.

**Combining statutory and private health insurance**

If you are not sure whether your gross salary will continuously exceed the defined amount or whether statutory health insurance might be cheaper for you and your family, you can benefit by adding components of a private health insurance to your statutory health insurance.

A combination of both systems has the advantage of being able to choose a specific service/benefit from a specific insurance company according to your and your family’s needs. By privately supplementing your health insurance you can tailor your medical aid package according to your income, special needs and current life situation.
### Medical Services

**Statutory Health Insurance**
- Outpatient care at registered doctors (Kassenärzte)
- General basic dental care
- Inpatient hospital care
- Treatment at the closest hospital by the doctor on duty
- Cost of prescribed medication is covered (if any, there is only a supplementary fee to be paid by patients)

**Private Health Insurance**
- Private health insurance may cover the following completely or partly (depending from company and plan):
  - Treatment by private doctors or surgeons
  - Single room in hospitals
  - Dental implants
  - Glasses or contact lenses

### Pro

**Statutory Health Insurance**
- Non-employed family members living in Germany can be added to your insurance without any additional costs.
- You don’t have to advance treatment costs
- You can change your insurance company any time or “upgrade” your plan by taking out supplementary insurance.

**Private Health Insurance**
- You can expect better service and a better choice of medical/dental care.
- Your insurance covers additional costs [e.g. for alternative treatment methods].
- You can choose any doctor (not only the registered Kassenärzte).
- When in hospital, there is a better chance to be treated by a doctor in your mother tongue.

### Contra

**Statutory Health Insurance**
- You have a restricted choice of medical treatment and may have to cope with less service and longer waiting times [especially for special treatment methods/specialists]. This does of course not apply to emergencies.
- In most cases, you yourself have to pay for alternative treatment methods.

**Private Health Insurance**
- You have to advance all treatment costs. You will be reimbursed at a later date by your private insurance.
- In most cases, you cannot change from a private to a statutory health insurance.
- All family members have to have their individual insurance which may lead to considerably higher costs.
- From a certain age onwards or in case of chronic illnesses a private health insurance may turn you down.
German social security system

The German social security system is based on the principle of solidarity; it is mandatory for most people in Germany. The system wants to protect all people living in Germany from possible risks from unemployment, illness or old-age. The German social security system includes:

- Health insurance
- Pension scheme
- Unemployment insurance
- Occupational accident insurance
- Nursing care insurance

As a member of staff of FHWS, your contributions to statutory social insurance is deducted from your monthly salary. The amount depends from your income. Employee and employer each pay half of most social security contributions.

Staying in Germany with a Grant/Scholarship

If you are receiving a grant/scholarship and not concluding a work contract, you are usually exempt from the obligation to contribute to social security insurance; however, even when receiving a grant/scholarship you must take out health insurance.

International members of staff with Work Contract

When you conclude a work contract with the University of Applied Sciences Würzburg-Schweinfurt, you are automatically registered with social security agencies. The regional financial authority (Landesamt für Finanzen, LfF) in Würzburg is responsible for the payment of salaries/pensions for active and retired public employees and civil servants; it is also the point of contact for child benefit (Familienkasse), in cases of occupational accidents/compensation of damages and for housing assistance (Wohnungsfürsorge).

As soon as you have taken out health insurance, the regional financial authority will automatically inform your insurance company about your first day of employment. Your health insurance company will inform all other social security agencies. When the registration process is finished, you will get our social security number and a booklet proving that you are insured (Versicherungsnachweisheft) which you have to hand in to the Landesamt für Finanzen.

The Landesamt für Finanzen is also responsible for keeping all social security contributions from your gross salary and forwarding these to the relevant agencies/insurance companies.
For more information please see the following linklist regarding the social security system in Germany:

- https://euraxess.ec.europa.eu/
- https://sozialversicherung-kompetent.de/ (in German only)
- http://ec.europa.eu/social/
For Families

Work permit for spouses

Your spouse may want to work during your stay in Germany. If your partner seeks regular employment, they need a work permit (exceptions: citizens from countries of the European Union, from Iceland, Liechtenstein and Norway). A residence permit including work permit (stating “Erwebstätigkeit gestattet”) must be applied for prior to entering Germany!

The actual work permit can be obtained by the local job centre. The process is quite time consuming (up until several weeks) and not always successful. Due to almost full employment in Germany, it may be difficult to find a job at all.

We would suggest that all spouses of our international guest scientists think about how to make good use of their time in Germany when still at home. There is the possibility to enrol as a guest student at our University, but also adult education centres (Volkshochschule, VHS) offer courses on various topics. If you bring your children, it is advisable to include their schooling/kindergarten in your plans.

Kindergarten and childcare

In Germany, kindergarten is voluntary. Children from the age of three are legally entitled to a place in kindergarten. Responsible for kindergartens my be municipalities, churches, associations or initiatives.
The availability of kindergarten places for children over the age of three has improved recently, but the situation for younger children is still tense. There is also the problem that children have to be registered already in spring to have the chance of a place in the upcoming kindergarten year [starting on 1 September in Bavaria]. Some kindergartens still have long waiting lists. Please register your child(ren) as soon as possible and try to get information regarding the local situation. If there are free places, many kindergartens take on children also during the year.

Schooling

After the summer holidays, the school year begins in September. For all children living in Germany, schooling is compulsory between the age of six and fifteen. Schooling starts with Grundschule (grades 1 to 4). After that - or after a two-year transitory period ("Förderstufe“ or "Orientierungsstufe“) you can decide on the type of secondary education:
- Hauptschule with a basic school leaving certificate proving completion of compulsory schooling (grades 5 to 9/10).
- Realschule with Mittlere Reife as school leaving certificate (grades 5 to 10; equivalent to six passed GCSEs in the UK);
- Gymnasium which leads to a university entrance certificate (Abitur; equivalent to British A-Levels) after thirteen years of schooling;
- Gesamtschule (comprehensive secondary school) for all children after primary school.

- There are comprehensive secondary schools that comprise several kinds of schools (see above) and others where children attend courses according to their performance level without having had to decide beforehand.

Schools in Germany are free. There are only a few private schools or international schools where fees are charged. In some primary schools of bigger cities, there are special classes for children from abroad where German as a foreign language is included in the curriculum; afterwards, these children can be integrated into regular classes.

German schools teach almost exclusively in the morning; In general, classes take place from 8:00 to 13:00. Especially in the first grades of primary school, teaching time is considerably shorter, often only a few hours per day, and irregular. In higher classes of Gymnasium students can choose certain subjects according to their interests. Sometimes or in certain subjects, e.g. physical education, teaching takes place in the afternoon. In the afternoon, students have to do their homework for the next day. Time needed may vary considerably. Apart from comprehensive secondary schools where lunch is offered, children usually have their lunch at home.

If there is a day-care facility associated to a primary school (Kinderhort), children are taken care of during fixed periods before and after school - usually from about 7:00 to 17:00. Here, children get lunch, are supervised when doing their homework and have time to play. For a place in this kind of day-care facility, parents have to pay €
180,00 per month for 5 hours per day. This, however, includes holiday care. For more information, please follow this link (only available in German): https://www.wuerzburg.de/de/themen/jugend-familie

Getting a place in a Kinderhort during the school year is often difficult; if you can register your child in time, chances are better to get a place. There are also primary schools now where your child is supervised all morning. In Gymnasium, pupils are usually left to themselves if there are free periods during the school day.

There are only a few possibilities for day-care in Germany. This can be challenging for parents, especially for working parents: For example, if you have to bring your children to kindergarten/school or pick them up, if you have to do shopping, attend to official or personal matters. Even though organising daily life can be challenging for parents, most international guests consider it a positive experience that they have come to Germany together with their children. Children usually settle in and make new friends very quickly; moreover, they may even learn the language quicker than their parents. Integrating into daily life and social interactions are usually particularly promoted
when your children are with you.

**Contacting your host faculty at FHWS**

It is important to contact your host faculty as soon as possible when preparing your arrival. Contact persons and the website of each faculty can be found in the section on important and interesting links.

**Important documents**

Before leaving for Germany, you need the following documents:
- A passport (or equivalent identity document); this document must be valid until the end of your stay in Germany.
- A visa - also for accompanying family members. Apply for your visa as soon as possible - contrary to your own visa, which is often issued without undue delay, issuing visas for your family members may take a while. Some countries (e.g. EU member states or the USA) are exempted from this obligation.
- Proof of scholarship or proof of how you will finance your stay/life in Germany.
- Several passport photos for all the different passes and identification cards you will need.
- Birth certificates and, if applicable, marriage certificate - preferably with certified German translations.
- If applicable, certified copies of doctoral degree, insurance documents - preferably with certified German or English translations.
- Proof of your existing health insurance, if your insurance applies to Germany; please note that you must have health insurance from your very first day in Germany for yourself and your family members to get a residence permit. If your existing health insurance does not cover your stay abroad, you have to take out health insurance for your whole stay before leaving for Germany!
- If applicable, a list of particular or earlier illnesses (possibly recent radiographs) and current medication.
- Your international vaccination certificate.
- To avoid communication problems with German doctors and problems with health insurance companies, we’d suggest all medical check-ups to be conducted when still in your home country and before leaving for Germany.
• If you need special medication, try to stock up on it when still at home.

If you plan driving in Germany, please bring the following:
- International driving licence.
- International “green” insurance card that proves motor insurance cover for Germany (if you plan to bring your own car).
- A letter from your motor insurance stating accident-free driving. (With this letter, you may get a discount if you want to take out motor insurance in Germany.)

Additional information
All electrical connections in Germany are of the standard voltage of 230 V, frequency 50 Hz, using plug type F. Please think of plug adapters or voltage converters, if you bring electrical equipment/devices of other technical specifications. If you make declarations to the customs authorities for devices when entering Germany, you are obliged to take them home again when you are leaving Germany.

Your first days in Würzburg/Schweinfurt

After your arrival in Germany, you must attend to the following formalities:

• **Registration with the Residents’ Registration Office.** Please note that in Germany it is not only necessary to register a new place of residence, but also to de-register a place of residence (important when moving to another place of residence or when you are leaving Germany permanently).

• **Registration with the foreigners authority.** After the arrival in Germany, every guest scientist has to register at the local foreigners authority. This also applies to those who do not need a visa to enter Germany. The foreigners authority issues a residence permit. Please prepare for waiting times and over-worked staff. Proof of an existing health insurance is indispensible!

• **During the registration process, a health certificate issued by a doctor in Germany may become necessary.** Please ask for your individual case, whether a foreign health certificate is recognised. Please only go to a medical check-up if it is explicitly requested. Often, local health authorities conduct this medical check-up for quite reasonable fees.

• **Open a current account at a bank, Sparkasse or at the Postbank.** At some banks (including Postbank), you have to show your registration from the Residents’ Registration Office and your residence permit. We recommend to give a direct debit authorisation [Einzugsermächtigung] to your health insurance company which
Important and Interesting Links

will allow them to book sums of money from your current account.

Unless stated otherwise, all links lead to websites or documents only available in German

Current version of the Welcome Guide (also in English):
https://intranet.fhws.de

A-Z phone directory:
https://telefon.fhws.de/indexfhws

Official publications:
https://www.fhws.de/hochschule/amtliche-veroeffentlichungen/

PDF form to book working time during business trips:
www.fhws.de/personal

Order form for procurement (other than stationery & office supply):
www.fhws.de/Bestellformular

Order form for stationery and office supply (no office furniture):
www.fhws.de/Bestellformular_Bueromaterial

Online order for business cards:
www.fhws.de/visitenkarte

Search engine for FHWS phone numbers:
https://telefon.fhws.de/

FAQs about employees’ and public servants’ working conditions and obligations:
www.fhws.de/arbeitsbedingungen-dienstpflichten

List of FHWS Faculties:
https://www.fhws.de/en/faculties

Faculty of Applied Natural Sciences and Humanities:
https://fang.fhws.de/startseite
Faculty of Applied Social Sciences:
https://fas.fhws.de/en/home_page

Faculty of Architecture and Civil Engineering:
https://fab.fhws.de

Faculty of Electrical Engineering:
https://fe.fhws.de
https://bmc.fhws.de

Faculty of Visual Design:
http://gestaltung.fh-wuerzburg.de/

Faculty of Computer Science and Business Information Systems:
https://fiw.fhws.de

Faculty of Plastics Engineering and Surveying:
https://bvg.fhws.de
https://bke.fhws.de

Faculty of Mechanical Engineering:
https://fm.fhws.de
https://bmc.fhws.de

Faculty of Business and Engineering:
https://fwi.fhws.de

Faculty of Economics and Business Administration:
Http://en.fwi.fhws.de

FHWS Style Guides and Glossaries

FHWS International - Internationalisation is one of the most important issues at the University of Applied Sciences Würzburg-Schweinfurt (FHWS):
https://international.fhws.de/en/

FHWS Project BEST-FIT - the Federal Ministry of Education and Research (BMBF) is funding this project within the initiative Quality Pact for Teaching:
http://best-fit.fhws.de/best_fit

FHWS process portal:
www.fhws.de/Prozessportal

Form for travel expense reports:
www.fhws.de/Abrechnung_Reisekosten
FHWS house rules:
www.fhws.de/Hausordnung

Department of Applied Research:
http://hsaf.fhws.de

IT Service Centre:
https://itsc.fhws.de

Annual reports:
https://www.fhws.de/hochschule/publikationen/jahresberichte/

Landesamt für Finanzen (the regional financial authority responsible, for example, for salaries of public employees and civil servants):
www.lff.bayern.de/

List of independent phone numbers for a specific position/unit:
https://telefon.fhws.de/indexfunction

English for staff in university administration:
www.fhws.de/daad-ida-lehrbuch-englisch

Canteen menus:
https://www.studentenwerk-wuerzburg.de/en/food/menu.html
(page in English, menus in German only)

Online catalogue of FHWS Library:
http://www.bibkatalog.de/

Web application for your telephone:
https://voip.fhws.de/member/

Web application for your working time management account (Primion):
https://primeweb.fhws.de

Outlook web application:
https://webmail.fhws.de

FHWS travel authorisation portal
https://reiseportal.fhws.de/

Technology Transfer Centre for E-Mobility (TTZ-EMO):
http://ttz.fhws.de