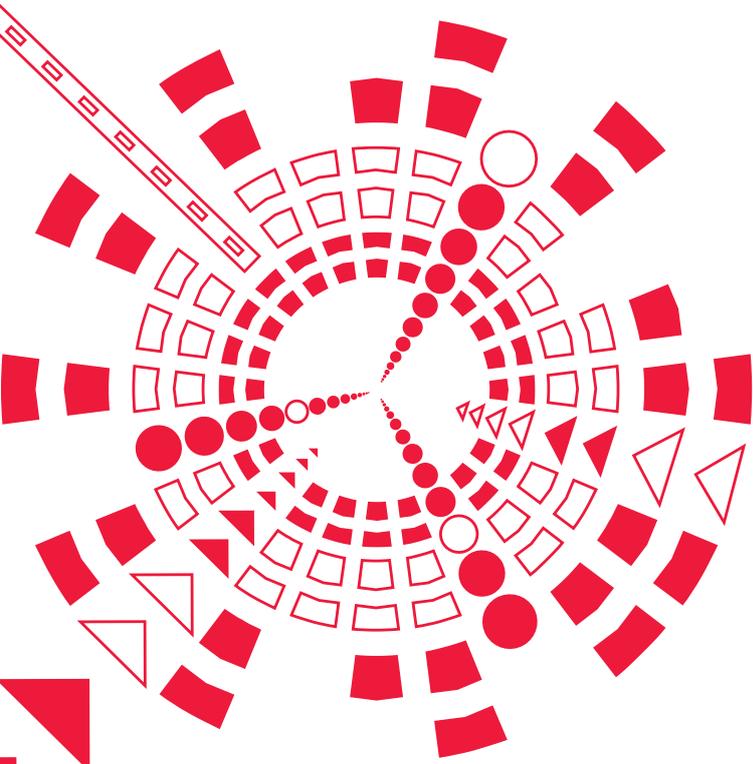


INTERNATIONAL OFFICE

Guide for international exchange students at the
Hochschule Düsseldorf – University of Applied Sciences



IMPORTANT INFORMATION

	Winter semester	Summer semester
Academic year	01.09.2016 – 28.02.2017	01.03.2017 - 31.08.2017
Orientation Weeks	05.09.2016 – 17.09.2016	20.03.2017 - 01.04.2017
Lecture period	19.09.2016 – 03.02.2017	03.04.2017 - 28.07.2017
Examination period (depending on the department)	Mid-January to mid-February Official dates are published in the course of the semester!	End of July to mid/end of August Official dates are published in the course of the semester!
Semester holidays University is closed	Christmas: 26.12.2016 – 01.01.2017	Easter: 14.04.2017 – 17.04.2017

APPLICATION CLOSING DATES FOR AN EXCHANGE SEMESTER

	Winter semester	Summer semester
Start of studies in		
General closing date	15.07.2016	15.01.2017
Applications for rooms in student halls of residence	15.05.2016	31.10.2017

CONTACTS AND ADDRESSES

International Office

international-office@hs-duesseldorf.de

www.hs-duesseldorf.de/studium/internationales

Derendorf Campus:

Studierenden Support Center

Münsterstraße 156

40476 Düsseldorf

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Emergency services

Police 110

Fire 112

Ambulance 112



Publisher

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Dear Reader!

We make every effort to keep this brochure continuously up to date. However, should you notice any mistakes or wish to suggest additions, we would be very happy to hear from you!

Your International Office Team!

WELCOME TO THE HOCHSCHULE DÜSSELDORF - UNIVERSITY OF APPLIED SCIENCES!

Thank you for your interest in our University and your decision to spend an exchange semester or academic year with us. With this brochure, we aim to make it easier for you to start your studies at our University and smooth the way for your student life in Düsseldorf. The brochure serves as a guide for your stay in Düsseldorf. On the coming pages, you will find the answers to all the most important questions regarding formalities, living in Düsseldorf, cultural events and much more besides.

The team at the International Office is the point of contact for all international students and matters concerning international cooperation. We would like to make your stay in Germany as easy as possible for you through our extensive services and by providing advice and assistance throughout. Should we not have answered all your questions in this brochure, the International Office is happy to help you further.

We wish you a great time, success with your studies, lots of interesting impressions and a pleasant stay in Düsseldorf!

Your International Office Team

- 1** Hochschule Düsseldorf – University of Applied Sciences (HSD)
- 2** Living in Düsseldorf
- 3** Prior to departure
- 4** First steps at HSD
- 5** Studying in Düsseldorf (at HSD)
- 6** Checklist prior to departure
- 7** University glossary

HOCHSCHULE DÜSSELDORF – UNIVERSITY OF APPLIED SCIENCES (HSD)

Hochschule Düsseldorf – University of Applied Sciences (HSD) was founded on the 1st of August 1971. Several institutions, e.g. Peter Behrens School of Architecture (*Peter-Behrens-Werkkunstschule*) and the State School of Engineering (*Staatliche Ingenieurschule*), joined together to form the University. With seven departments and about **9000 students**, HSD is today amongst the largest universities in North Rhine-Westphalia.

All study programmes have been converted to the **Bachelor/Masters system** and the “**European Credit Transfer System (ECTS)**“ is applied. In this way, qualifications are comparable at international level and student mobility facilitated.

In the framework of the **new ERASMUS + programme**, HSD has concluded bilateral agreements **with 100 other universities**. In addition, the University maintains a further **50 partnerships outside Europe**.

HSD is currently still located at two sites: Campus Derendorf and Campus Golzheim. The two locations are a few kilometres apart. Connections by public transport are excellent.

- The following faculties are still located on **Campus Golzheim**:
Architecture and Design
- The following faculties are located on **Campus Derendorf**:
Media, Social Sciences and Cultural Studies and Business Studies. As of the winter semester 2016/17 the Faculty of Mechanical and Process Engineering and the Faculty of Electrical and Information Technology will also be located on Campus Derendorf.

Map: www.hs-duesseldorf.de/hochschule/gebaeude/Seiten/gebaeudeplan.aspx

PLEASE NOTE! The Faculties of Architecture and Design will move from 2017/18 onwards to our new campus in Düsseldorf Derendorf. You can find more information about our new buildings under the following link: www.hs-duesseldorf.de/hochschule/verwaltung/gebaeudemanagement/neubau-dokumentation/Seiten/default.aspx

We will inform you about the exact moving date in due time.

LIVING IN DÜSSELDORF

There are lots of good reasons for choosing Düsseldorf.

Düsseldorf is a **city with many faces**. Whether fashion, art and culture, a vibrant nightlife or excursions into the countryside – the metropolis on the Rhine has everything to offer both young and old alike.

– **The world-famous Königsallee:**

In the area around the world-famous *Königsallee* (“KÖ”), Düsseldorf presents itself as an international fashion city. Even if the prices here tend to be rather prohibitive for students, you shouldn’t miss a spot of window shopping!

– **Intercultural flair on the Rhine:**

With one of the largest Japanese communities nationwide and many international business partners, Düsseldorf is host each day to people from across the world.

– **Exhibition hotspot:**

It can get very busy in Düsseldorf when there’s an exhibition! The largest trade fair for water sports and yachts as well as the largest printing and paper exhibition in the world are staged here, as well as numerous other fairs.

– **Cultural metropolis:**

With the wide choice of theatres, cinemas and concerts, the opera house and a large number of interesting museums, you definitely won’t get bored in Düsseldorf!

– **Colourful nightlife:**

Düsseldorf's Old City (*Altstadt*) is an absolute must. It is also famously known as the “longest bar in the world“ with endless rows of pubs, bars and clubs. An insider tip is Ratinger Straße where not just tourists party but the locals too!

– **Media Harbour (Medienhafen):**

A visit to Media Harbour is not only interesting for architecture students. Big names in the architectural scene have brought modernity and history together here in an impressive symbiosis. Well worth visiting in the evening too! There is plenty of nightlife going on here as well in the clubs and cocktail bars.

1 COST OF LIVING

Are there tuition fees at HSD?

HSD does not charge any tuition fees. All students must, however, pay a “semester contribution“. This is about € 280 and goes towards Student Services, the Student Union and the NRW Travel Pass. With the NRW Travel Pass, you can use all forms of public transport as well as the regional trains of the German Railway (*Deutsche Bahn*) throughout the whole of North Rhine-Westphalia free of charge.

What monthly expenses must I expect?

Your monthly expenses depend primarily on your lifestyle. The largest part of students' monthly expenditure is their rent. It is generally a third of all living costs.

LIVING IN DÜSSELDORF

How much money do I need at the start of my studies?

You will incur various costs when you begin your studies here in Düsseldorf, for example:

- Rent deposit
- Semester contribution
- Health insurance

It is important to have sufficient money available in the first week in the form of travellers' cheques, credit cards or cash. You can pay your semester contribution in advance by bank transfer or in cash during the Orientation Weeks.

On what do German students spend their money?

Monthly costs

Rent	298 EUR
Subsistence	165 EUR
Clothes	52 EUR
Learning materials	30 EUR
Car and/or public transport	82 EUR
Health insurance, doctors' fees, medication	66 EUR
Communication (telephone, Internet, etc.)	33 EUR
Leisure, culture, sport	68 EUR
Total	794 EUR

Source: 20th Social Survey of German Student Services, 2012



PRIOR TO DEPARTURE

1 VISA

Non-EU nationals/nationals of third countries generally require a visa in order to study in Germany, although there are exceptions (see below). To apply for a visa, you need your “Letter of Acceptance“. We will send you this once we have received and accepted your application. You must apply for a visa with this “Letter of Acceptance“ at the relevant consulate of the Federal Republic of Germany in your home country prior to entering Germany.

PLEASE NOTE! You should apply for a visa as soon as possible, as it can take some time until it is issued (often about 3 months). Certain nationals are exempt from the visa requirement. Please consult the website of the Federal Foreign Office (*Auswärtiges Amt*) of the Federal Republic of Germany to see whether you need a visa: www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html

Further information about visas can be obtained from the German Embassy, a German diplomatic mission or the website of the German Academic Exchange Service (*Deutscher Akademischer Austausch Dienst* (www.daad.de >> Information for Foreigners).

2 TRAVELLING TO DÜSSELDORF – YOUR ARRIVAL

Düsseldorf is a major traffic hub and easily reached by all modes of transport. You can easily plan your journey by train or bus. Information on Germany Railway (*Deutsche Bahn*) connections is available at (www.bahn.com). Local passenger transport in Düsseldorf is also excellent and part of the Rhine-Ruhr Transport Authority (*Verkehrsverbund Rhein-Ruhr*). Timetables and connections can be found on the Internet under: www.vrr.de

Düsseldorf Airport

When you arrive at Düsseldorf Airport, the “SkyTrain“ will take you to the airport’s railway station. A large number of trains run from here to Düsseldorf Central Station and take just a few minutes. You can also take the S11 train directly to the Central Station from the underground train station at “Düsseldorf Airport Terminal“. Please make sure that if necessary you also purchase a valid ticket for local public transport in Düsseldorf. There are ticket machines at the stations.

Cologne-Bonn Airport

There is also a direct train connection from Cologne-Bonn Airport to Düsseldorf. It takes about 40 minutes by ICE (InterCity) or about 55 minutes with the Regional Express service, which is cheaper.

Frankfurt Airport

Frankfurt Airport has a long-distance railway station from which you can travel directly to Düsseldorf with the ICE (InterCity) in less than 1.5 hours and without changing trains.

Tips on when to arrive:

It is best to arrive in Düsseldorf on a weekday as most shops and administrative offices are then open.

PRIOR TO DEPARTURE

Tutor service

During your stay in Düsseldorf, volunteer students from HSD – our tutors – will take care of you. Your first contact upon arriving in Düsseldorf will generally be one of our tutors, who will welcome you at the airport or station and accompany you to your accommodation. The International Office will advise you in good time how you can register for this pick-up service, which is free of charge. The tutors can answer many of the questions you might have concerning your stay in Düsseldorf, have one or other valuable tip to give you and know their way around Hochschule Düsseldorf. So if you have any questions about your studies or living in Düsseldorf, do not hesitate to ask one of the tutors.

Directions to HSD

Both campuses of HSD can easily be reached from Düsseldorf Central Station by local public transport. For Campus Golzheim, take the U78 tram (in the direction of the Esprit Arena) or the U79 tram (in the direction of Duisburg-Meiderich) and alight after about 8 minutes at *Golzheimer Platz*. Walk across *Karl-Arnold-Platz* square and then turn left into *Josef-Gockeln-Straße*. After a few metres you will come to the main entrance of HSD on the right-hand side.

The website of the Rhine-Ruhr Transport Authority provides information about train times (www.vrr.de).

Campus Derendorf can be reached from Düsseldorf Central Station with the S1, S6 or S11 suburban trains in the direction of Düsseldorf Airport or Dortmund. Please alight at the Düsseldorf-Derendorf stop.

3 FINDING ACCOMMODATION

Student halls of residence in Düsseldorf

The halls of residence at universities in Germany are run by Student Services (*Studierendenwerk*). Düsseldorf Student Services has a total of 18 halls and offers students at HSD reasonably priced accommodation. It is also possible for international students to rent a room in a hall of residence. But please take into account that the rooms do not have crockery and cutlery, bed linen, duvets, blankets, pillows or towels. There are, however, numerous shops where these can be purchased cheaply. Your tutors are happy to help you here.

Rents in the halls of residence are on average more than one third cheaper than on the private housing market. They are about € 250 to € 400 per month, depending on the size of the room. Before renting, you must pay the first month's rent and a deposit (another one month's rent) to Student Services.

You can use the Incomings Admission Form to apply directly to the International Office for a place in a hall of residence. The closing date for this is always the 15th of May for the following winter semester and the 31st of October for the following summer semester. However, we only have a limited number of rooms available and we cannot guarantee that you will be allocated a room in hall, even if you apply in good time. Please note that exchange students may only apply through the International Office for a room in a hall of residence.

Private accommodation

Finding the right accommodation is not very easy. You should start looking before you arrive in Düsseldorf. There is a lot of accommodation on offer on what is known as the free or private housing market. Rents are generally higher than in the halls of residence and the rooms are not always furnished.

PRIOR TO DEPARTURE

A room in a shared apartment does, however, also have its advantages: If you share an apartment with German students, you will be able to familiarize yourself much faster with the German language and German culture.

The following websites can help you to find accommodation:

www.studenten-wg.de
www.wg-gesucht.de
www.wohngemeinschaft.de
www.immobilienscout24.de
www.staedte-info.net/duesseldorf/immobilien
www.wggruendung.de
www.wgcompany.de
www.homecompany.de
www.studenten-wohnung.de
www.immowelt.de
www.zweitwohngagentur.de

In addition, advertisements for rooms and apartments can be found in Düsseldorf's local newspapers: In the Saturday issue of the "*Rheinische Post*" or in the adverts section of "*Düsseldorfer Stadtanzeiger*", a free paper which appears once a week. If you are already here, you should check the notice boards around the University and in the canteen! Students often display adverts for accommodation here.

Under the following link you can find a useful guide for finding accommodation in Düsseldorf:
<http://www.hs-duesseldorf.de/prospectivestudents/exchangestudents/getting-started>

Short-term accommodation

Should you not yet have found a room or flat upon arrival in Düsseldorf, you can stay first in one of the youth hostels. Prices for one night in a shared room are between € 15 and € 40.

Youth hostel addresses:

Düsseldorf City-Hostel

Düsseldorfer Str. 1 - 40545 Düsseldorf
T +49 211 5573-10
F +49 211 5725-13
duesseldorf@jugendherberge.de
www.duesseldorf.jugendherberge.de

Kolping houses in Düsseldorf:

Kolping Youth Hostel

Blücherstr. 6 - 40477 Düsseldorf
T +49 211 6170-3500
F +49 211 6170-3555
www.kolpinghaus-duesseldorf.de

Bilker Straße Kolping House

Bilker Straße 36 - 40213 Düsseldorf
T +49 211 3275-58
F +49 211 3237-346

Düsseldorf City Hotel

Blücherstraße 6 - 40477 Düsseldorf
T +49 211 6170-3300
F +49 211 6170-3400

PRIOR TO DEPARTURE

In addition, you can find **reasonably priced hotels** under: www.hrs.de

Please start looking for accommodation well before your arrival in Düsseldorf as many trade exhibitions are staged here and rooms are often booked out very early.

The semester begins with the “Orientation Weeks“, which are organized by the International Office. They generally start with a Welcome Breakfast about two weeks before lectures commence. We will tell you the exact date in good time by email. We look forward to meeting you on this day and in particular our tutors will be very happy to welcome you there.

During these Orientation Weeks, you will receive important information about studying at our University. In addition, you can clarify any unanswered questions and get to know other exchange students. First there is a little Welcome Breakfast. Then the staff of the International Office, the tutors and other representatives of the University introduce themselves. This is followed by a presentation of our Cultural Programme by the tutors. You will also participate in an intensive course in German during the Orientation Weeks.

PLEASE NOTE! Participation in the Orientation Weeks is important as you will receive all the information you need to start studying here in Düsseldorf.

Enrolment procedure for students at HSD

In order to become a student at HSD, you will need to bring certain documents with you and complete a number of forms. We will help you with this during the Orientation Weeks. The following documents must be submitted:

- Enrolment application form (you will receive this during the Orientation Weeks)
- Evidence of health insurance cover
- Receipt showing that you have paid your semester contribution (see >> 4.2 Semester contribution) into the account of HSD.

PLEASE NOTE! Kindly notify us immediately of any change of address.

FIRST STEPS AT HSD

1 HEALTH INSURANCE

To enrol at a German university, you must produce evidence of sufficient health insurance cover. This is required by law. You must bring this proof with you on the day of enrolment. Without health insurance cover you cannot enrol! If you fall seriously ill, you will incur considerable costs. Sufficient insurance cover is therefore very important.

There are two types of health insurance: Statutory and private:

Statutory health insurance (compulsory insurance)

Some students are exempt from compulsory insurance in Germany. This is, however, only the case for students who have compulsory health insurance cover within a statutory or state insurance scheme in their home country.

The following forms/documents are required:

- All EU Member States as well as Norway, Iceland, Switzerland and Liechtenstein: EHIC (European Health Insurance Card)
- Serbia, Montenegro: Ju 6
- Bosnia-Herzegovina: BH6
- Macedonia: RM/D 111
- Turkey: T/A 11
- TN/A 11

If you do not have a EHIC or one of the forms listed above, you can take out health insurance cover for about € 80 per month from the statutory compulsory insurance scheme for students. Students from non-European countries are exempt from compulsory health insurance, if they

FIRST STEPS AT HSD



FIRST STEPS AT HSD

can verify that they have health insurance cover in their home country. This insurance must also be valid in Germany. It does, however, make sense to take out voluntary insurance in Germany, as reimbursement by foreign health insurers (e.g. American) can often take a very long time.

Private health insurance

If you cannot be accepted in the statutory health insurance scheme for students (e.g. because you are over 30 years of age), you can take out private health insurance.

Private health insurance can be taken out

- in Germany and (as a rule)
- in your home country (international health insurance).

If you already have private health insurance cover in your home country, you must obtain a certificate (policy) in English or German from your insurers. The policy must state exactly what is covered, e.g.:

- Validity period
- Geographical coverage
- Financial limits of the insurance cover

If your private health insurance does not cover Germany, you will have to take out additional cover with a German health insurer after your arrival in Düsseldorf. This costs about € 80 per month for students.

Note: Anyone with private health insurance pays all medical costs himself or herself first and then applies for reimbursement from the insurers. We recommend taking out statutory health insurance in Germany for about € 80 per month, if you come from outside Europe and do not have an EHIC. Our tutors will accompany you during the Orientation Weeks to a statutory health insurance organization where you can take out health insurance.

2 SEMESTER CONTRIBUTION

All students at HSD are obliged to pay the semester contribution in order to enrol or re-register. It amounts to about € 280 and must be paid into the account of HSD before the start of the semester. Alternatively you can pay the semester contribution in cash at Sparkasse Düsseldorf. Our tutors will accompany you to the bank during the orientation weeks. Please note that the semester contribution might increase by a few Euros each semester. If you are spending more than one semester at HSD, you must always pay the current semester contribution when re-registering (>> see 4.4 Re-registration).

The semester contribution is not to be confused with tuition fees. The state-run universities in North Rhine-Westphalia do not charge tuition fees either for German or international students.

FIRST STEPS AT HSD

The semester contribution includes the Student Union contribution and the social contribution.

This is made up as follows:

Contribution to student self-administration:

- Student Union (AStA) contribution
- University sports
- NRW Travel Pass (>> see 4.5 Student ID Card/NRW Travel Pass)

Social contribution for Düsseldorf Student Services:

- General purposes
- Loans
- Childcare facilities
- Accident insurance
- Social services in halls of residence

Bank account of HSD:

Account holder: Hochschule Düsseldorf- University of Applied Sciences

Kreditinstitut: helaba (Landesbank Hessen/Thüringen)

IBAN: DE32 3005 0000 0004 0019 13

BIC/SWIFT: WELADED

Reference: Your name and “Austausch“ (Exchange)

So that the full sum of the semester contribution is transferred to the account of HSD, please write on the payment slip “*zu Lasten des Auftraggebers*“ (this means that the transferor (i.e. you) pays the charges).

You are enrolled when:

- the semester contribution has been paid.
- proof of health insurance has been presented.
- you have completed the admissions application form.

After enrolment, your Student ID Card and the NRW Travel Pass will be issued to you (>> see 4.5 Student ID Card/NRW Travel Pass).

3 OPENING A BANK ACCOUNT

Opening a bank account at any (savings) bank in Germany is easy. A current account is normally free of charge for students. Setting up a bank account makes good sense. Many of the payments you will need to make, e.g. semester contribution, rent, health insurance, etc. can be done by bank transfer. To open a bank account you require:

- Your ID card or passport
- A permanent address in Germany
- Your Student ID Card from HSD

The team of the International Office is happy to help you.

FIRST STEPS AT HSD

4 RE-REGISTRATION

Enrolment is only valid for the first semester. If you stay longer than one semester at HSD, you must pay the semester contribution for the second semester too. What is known as “re-registration” also takes place by transferring the semester contribution to the bank account of HSD. Please state your registration number on the transfer slip. Please observe:

- The deadline for payment
- The exact sum of the semester contribution for the following semester

The Student Support Centre will send you an email reminding you to re-register.

5 STUDENT ID CARD/NRW TRAVEL PASS

The Student ID Card is an important document, which you should keep with you at all times. The card is at the same time the NRW Travel Pass, which is financed from the semester contribution. The Travel Pass allows you to use all public transport services in the whole of Düsseldorf free of charge. But not only that: The NRW Travel Pass can be used for all regional trains and public transport in every town and city throughout the whole of North Rhine-Westphalia. The ticket is not valid on long-distance trains (InterCity, InterCity Express) and night trains.

In the region serviced by the VRR Transport Authority – and only there! you can take a second person over six years of age with you on your ticket on weekdays after 7:00 p.m. and all day at weekends and on public holidays. Children under six years of age travel free.

In addition, you can take your bicycle with you free of charge at times specified by the VRR. The NRW Travel Pass is only valid together with a valid ID card or passport. In addition, the Student ID Card entitles you to concessions, e.g. in museums or at the cinema or theatre. Further information is available under: www.studenten-nrw-ticket.de/nrw.html

6 RESIDENCE PERMIT

If you are staying in Germany for more than two months, you must register in the town or city where you are living. The authority responsible for this is the Residents' Registration Office (*Einwohnermeldeamt*).

All students must register with the Residents' Registration Office or the relevant municipal authorities (*Bürgerbüro*) within one week of moving into their accommodation. The following documents are required for this:

- Passport/ID card
- Registration form

You can find online all you need to know about registration:
www.duesseldorf.de/buergerinfo/33/06/101.shtml

The addresses of the municipal authorities in Düsseldorf are listed under the following link:
www.duesseldorf.de/einwohnerangelegenheiten/buergerbueros/index.shtml

FIRST STEPS AT HSD

You are obliged to inform the Residents' Registration Office or the municipal authorities immediately of any change of address and you should also notify them when you finally leave Düsseldorf.

Students from non-EU countries must additionally apply to the Municipal Immigration Office (*Ausländerbehörde*) for a residence permit. This must be done immediately after arrival in Düsseldorf.

You require the following documents for a residence permit:

- Valid national passport
- A recent photograph (biometric photograph)
- Certificate of enrolment or of studies
(*Immatrikulationbescheinigung* or *Studienbescheinigung*) at HSD
- Proof of financial means (evidence that you can finance your stay in Germany)
- Proof of health insurance cover
- Confirmation from your landlord (rent agreement)
- Application form for the issue of a residence permit
- Administration fee

All information about residence permits can be found online under:
www.duesseldorf.de/buergerinfo/33/03/33ae02.shtml

To apply for a residence permit, you will need to make an appointment at the Municipal Immigration Office.

- Appointments hotline: T +49 211 8921-020
- Online appointments: www.duesseldorf.de/formular/html/ssl_kom_ab_termin.shtml

The address for residence permit applications is:

Municipal Immigration Office (*Abteilung kommunale Ausländerbehörde*)
Willi-Becker-Allee 7
40200 Düsseldorf

You can also address any questions you may have regarding right of residence directly to the Immigration Office by email: hochschul-service@duesseldorf.de

Questions are answered within two working days at the latest.

PLEASE NOTE! Enquiries may also be submitted in English. However, for reasons of legal certainty all replies are in German.

STUDYING AND LIVING IN DÜSSELDORF

1 CULTURAL PROGRAMME OF THE INTERNATIONAL OFFICE

The International Office does not just help with formalities. In the course of the semester, we also offer excursions and events. A tour of Düsseldorf already takes place during the Orientation Weeks. During the semester, our tutors organize day excursions, for example to Cologne, Bonn, Aachen or to the Rhine. Other International Office events include the Festival of Cultures and a photography competition. In the photography competition at the end of the academic year, there are prizes for the best submissions on the theme of “My best moment in Germany”.

At the beginning of the semester, an “Opening Party“ takes place in the Café International (www.cafeinternational.eu) with local bands from Düsseldorf and the surrounding area. Twice each semester a “Country Evening“ is organized with artists, musicians and writers from the country featured on the particular evening. At each event, students report on the experience they gathered there as guest students and guest students from the specific country present their home universities.

We hope that you will take part in the International Office's Cultural Programme and events!

STUDYING AND LIVING IN DÜSSELDORF



STUDYING AND LIVING IN DÜSSELDORF

2 LANGUAGE COURSES

During the Orientation Weeks, an intensive German language course takes place, which is free of charge. In addition, HSD organizes further free language courses for its students each semester. This also includes German courses. More information about the courses on offer is available from the International Office.

Students meet once a week at Mondial language café (*Sprachcafé Mondial*). Here you can teach interested fellow students your mother tongue and have the opportunity to learn German in return. Tables are set up and in general there are always English, Spanish, French and Italian tables in addition to German tables. Tables for other languages can also be arranged at short notice. A quiz or a game is staged to stimulate discussion.

The University Library at HSD offers all students a free licence for “Rosetta Stone”, an online language programme. If you are interested in learning German online, please contact the loan desk at the library, where you will be given free access to the programme:

www.rosettastone.de

The following institutions offer German language courses (subject to fees):

IIK Düsseldorf: www.iik-duesseldorf.de

Heinrich Heine Düsseldorf Language Forum (*Sprachforum*): www.sprachforum.de

Goethe Institute: www.goethe.de/lhr/de/index.html

Adult Education Centre (*Volkshochschule*):

www.duesseldorf.de/vhs/programm/semester/4000000002.shtml

3 INTERNET AND E-MAIL

Campus IT provides all students at HSD with an email address and Internet access. Campus IT also organizes courses and makes available media workstations, apparatus and cheap manuals. There is also printing and plotting equipment. You will receive your user identifier and initial password together with your Student ID Card. You need to register once with these data. Campus IT is happy to help should you encounter any problems! Contact:
<http://cit.hs-duesseldorf.de>

Student Services are the right people to contact concerning Internet access in the halls of residence. Computers are available in the University's libraries. You must register beforehand in the library if you wish to use them.

4 UNIVERSITY LIBRARY/ DÜSSELDORF UNIVERSITY AND STATE LIBRARY

HSD has two technical libraries. These are located across the two sites. Students may also register at the main University and State Library on University Campus. You can book tours of the libraries where literature search and how to use the library are explained. Opening times and detailed information on borrowing media are available under: *<http://bib.hs-duesseldorf.de>*

The team of the International Office will offer tours of the University's libraries during the Orientation Weeks, where you will learn all you need to know about how to undertake research and study in the library.

STUDYING AND LIVING IN DÜSSELDORF

5 CANTEEN

True to the motto “A hungry stomach cannot hear“, you can enjoy a reasonably priced lunch in the canteens on Campus Golzheim and Campus Derendorf. Apart from the two canteens, there is a cafeteria on Campus Derendorf with warm and cold beverages, snacks as well as small hot meals. All students should obtain a Canteen Card (*Mensakarte*) at the beginning of their stay in Düsseldorf. It can be topped up with cash and used for payment at any cash desk in the canteens or cafeterias. The Canteen Card entitles you to meals at reduced student prices. It is available from any cash desk in the canteens or cafeterias. You need to show your Student ID Card and pay a small charge.

6 UNIVERSITY SPORTS

A broad range of sports is on offer for all students: Football, tennis, sailing and many more. Exercise is a good balance to daily brainwork at the University and also an opportunity to meet new people beyond the lecture theatre. Almost all the types of sport on offer are free of charge! You just need your Student ID Card. As the programme changes each year, please check directly at the Sports Office or on the Internet www.uni-duesseldorf.de/hochschulsport to find out what is on offer.

7 STUDENT UNION EXECUTIVE COMMITTEE

The Student Union Executive Committee (AStA) represents the interests of all students at HSD. It is the student “government”, which campaigns for students’ rights and is elected for one year by the Student Parliament. If you have any questions or problems, feel free to contact a committee member. Current information can be found under:

www.hs-duesseldorf.de/hochschule/gremien/Seiten/asta.aspx

The Foreign Students Office is also at your disposal for any questions.

8 JOBS/INTERNSHIPS

If you wish to work during your study visit to Düsseldorf, you should take note of the following: An enrolled student is not permitted to work more than 20 hours per week during the semester. This restriction does not apply during the semester holidays. For students from non-EU countries, it is additionally the case that they may not work more than 120 full days (a working day equates to 8 hours) or 240 half days (four hours) within a year. As soon as these 120 approval-free days are exhausted, they must obtain permission from the Federal Employment Office and the Municipal Immigration Office and submit an application for a work permit.

The following addresses give an initial overview of possible job opportunities:

www.hs-duesseldorf.de/careerservice (Jobs & Praktika)

www.stellenwerk-duesseldorf.de

www.arbeitsagentur.de

www.monster.de

STUDYING AND LIVING IN DÜSSELDORF

9 USEFUL INFORMATION/LEISURE ACTIVITIES

Doctors and pharmacies

Addresses of doctors in Düsseldorf can be found on the website of the North-Rhine Association of Statutory Health Insurance Physicians (*Kassenärztliche Vereinigung Nordrhein*):

www.kvno.de

It is best to phone and make an appointment beforehand and take your medical card with you.

You can purchase medication and medical products from pharmacies. Pharmacies in Germany also have night and weekend duty for emergencies. Details can be found under:

www.aponet.de/notdienst/index.php

Düsseldorf WelcomeCard

Düsseldorf WelcomeCard is the cheapest and most comfortable way to get to know the City of Düsseldorf. It gives you free entrance or concessions for museums, various sightseeing highlights and leisure activities and cheaper tickets for theatre and concert performances. The Tourist Information Office will give you an information package together with your Düsseldorf WelcomeCard, which includes the "Düsseldorf City Guide" (official calendar of events) as well as an overview of current exhibitions. You can obtain the WelcomeCard for 24, 48 or 72 hours from Düsseldorf Marketing & Tourismus GmbH (www.duesseldorf-tourismus.de) and the advance booking offices of Rheinbahn AG, the local public transport authority.

Erasmus Student Network

This student initiative is a contact point for Erasmus students where questions and problems can be clarified. Numerous events are also organized. Exchange students at HSD are also warmly invited.

This is the best way to get to know new people and make friends in Düsseldorf (<http://duesseldorf.esn-germany.de/>).

Events

Düsseldorf is a modern city which offers a broad spectrum of events. Concrete dates can be found under:

www.duesseldorf.de

www.duesseldorf-today.de

www.duesseldorf-tourismus.de/veranstaltungen

Cinemas

A good overview of all cinema programmes can be found under:

- Düsseldorf's classic cinema programme - www.biograph-online.de
- UCI Cinema World - www.uci-kinowelt.de
- UFA Palace Düsseldorf - www.ufa-duesseldorf.de

Museums

Düsseldorf has a large number of museums and cultural institutions. You can find out what's on offer via the City of Düsseldorf's "Culture Navigator":

www.duesseldorf.de/kultur/navigator/index.shtml

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City guide for young people – PRINZ magazine

Another informative and entertaining source of information is PRINZ, a lifestyle magazine which appears in all major cities in Germany and presents current news and tips on the hottest concerts, parties, festivals and films. PRINZ is available from any kiosk. All the news is also available online under: www.duesseldorf.prinz.de

Clubs, bars and pubs

There are dozens of party locations in Düsseldorf. Hip places can be found in PRINZ magazine, for example. You will also find a detailed overview in the “Young in DUS“ brochure, which is distributed at the beginning of the Orientation Weeks. Our tutors also no doubt have some excellent recommendations for you!

Food

You can shop for food at reasonable prices at discount supermarkets such as Aldi, Lidl or Netto. If you want more choice, try Edeka, Kaiser's, Real or Rewe. For anyone wanting fresh or more exotic products, there is the weekly market on *Carlsplatz* in the city centre (www.carlsplatz.net).

Jumble sales

Jumble sales, or flea markets as they are sometimes called, are a good opportunity to buy used or sometimes also new goods at cheap prices. One of the nicest jumble sales in Germany takes place each Saturday in Düsseldorf on *Aachener Platz* (712 tram). Details under: www.troedelmarkt-aachenerplatz.de/de

There is also a special jumble sale, which takes place at night:
www.nachtkonsum.com/duesseldorf

Bookshops

They are several bookshops in Düsseldorf. A good overview can be found under:
www.branchen-duesseldorf.de/Buchhandlungen_Duesseldorf.html

Flights

Cheap flights within Europe can be booked online at any time. Here are a few links:

www.billigflieger.de

www.opodo.de

www.airberlin.de

www.germanwings.com

www.ryanair.de

www.easyjet.com

www.tuifly.com

TV and radio licence

Since January 2013, all citizens in Germany are obliged to pay a TV and radio licence fee through which public broadcasting services in Germany are financed. This means that you too will have to pay this fee during your stay in Germany. The monthly charge is € 17.98 per household. If one of your flatmates already pays for the licence, you do not need to pay an additional charge. Once you have registered in the city, you will receive a letter about registering for your licence. You must complete the registration form and return it. The team at the International Office is happy to help you with this.

Further information is provided under: www.rundfunkbeitrag.de

CHECKLIST PRIOR TO DEPARTURE

Before you leave home and travel to Düsseldorf, please check that you have prepared everything for your stay in Germany. The following questions will help:

- Have you completed all the required application forms (Incomings Admission Form, rental agreement from Düsseldorf Student Services, etc.) and sent them by the closing date to the International Office?
- Have you received your Letter of Acceptance from the International Office?
- Does your stay in Germany have a sound financial footing? Have you got sufficient money to live and study in Germany? (at least € 700 per month; see >> 2 Living in Düsseldorf)
- Have you settled all entry formalities (valid passport, visa, etc.)?
- Have you sorted out your accommodation? (see >> 3.3 Finding accommodation)
- Do you have sufficient health insurance cover for your stay in Germany or do you need to take out extra health insurance for abroad?
- Have you got enough passport photographs?
- Have you got all the important documents and the contact details (address, telephone number etc.) of the International Office with you?

If you can answer all these questions with “YES”, then you can set off for Germany! The team of the International Office is happy to help you with any further questions.

In this section, terms are explained which you will hear time and again at the University. They belong to our “university language“:

Akademisches Jahr (Academic year)

The academic year is divided into a winter semester and a summer semester. The winter semester begins on the 1st of September and ends on the 28th of February, the summer semester starts on the 1st of March and ends on the 31st of August each year.

Aushang (Notice board)

Current announcements are published on the notice boards in the departments, the library and in the offices of university administration and university management. These announcements can include information about studies, rooms, dates, grades, examinations, etc. The notice boards of the faculties are also available online.

Campus

The University’s grounds are known as the campus. The campus of HSD is currently still divided into premises in Golzheim and in Derendorf.

Campus Golzheim: Georg-Glock-Straße 15, 40474 Düsseldorf

Campus Derendorf: Münsterstraße 156, 40476 Düsseldorf.

Credit Point (ECTS)

A Bachelor/Masters student is awarded a grade and a point for each study achievement. Such a point corresponds to an average workload of 30 hours (lecture time, preparation and follow-up work and exam preparation) and is referred to as an ECTS credit point. Students should aim to attain 60 ECTS credit points in a year. This equates to a workload of 1800 hours, which corresponds to full-time studies with about 6 weeks’ holiday.

UNIVERSITY GLOSSARY

Dekan (Dean of Studies)

A university lecturer is elected as Head of Department by the professors in the department and represents that department within the University. The Dean of Studies is responsible for the completeness and accuracy of the teaching syllabus as well as adherence to the organizational procedures for studies and examinations.

Dekanat (Dean's Office)

Administrative unit within a department.

Dozent (Lecturer)

Teacher at the University.

Exmatrikulation (De-registration)

De-registration of a student from a university (removal from the university's register) is referred to as ex-matriculation. This implicitly also means the automatic loss of student status. De-registration takes place when a student changes university or completes or terminates prematurely his or her studies. A university may also expel a student, e.g. if the student fails to re-register or re-registration is not undertaken correctly or by due date. Exchange students are always only enrolled for one or two semesters, after which they are automatically de-registered. However, if you are staying for two semesters you must make sure that you re-register in good time by paying the semester contribution!

Fachbereich (FB) (Faculty)

Organizational unit at the University composed of a number of study programmes which are related in terms of content. Professors, academic staff and students are members of the faculties.

HSD comprises seven faculties:

- Faculty of Architecture, Campus Golzheim
- Faculty of Design, Campus Golzheim
- Faculty of Electrical and Information Technology, Campus Derendorf
- Faculty of Mechanical and Process Engineering, Campus Derendorf
- Faculty of Media, Derendorf Campus
- Faculty of Social Sciences and Cultural Studies, Campus Derendorf
- Faculty of Business Studies, Campus Derendorf

Fachschaft (FS) (Student Committee)

The Student Committees represent the interests of the students in the individual faculties. They are the first point of contact for all questions concerned with studying. They look after applicants on the days of the aptitude assessment tests (Faculties of Architecture and Design) and take care of new students during Induction Week and the further course of their studies. Detailed information about Student Committee members in all the faculties can be found under: www.hs-duesseldorf.de/hochschule/gremien/Seiten/fachschaften.aspx

Fachsemester (Study semester)

Those semesters which are required to complete a particular study programme are referred to as study semesters. A Bachelor study programme generally comprises between six and eight study semesters. If a student changes his or her study programme, counting starts again.

UNIVERSITY GLOSSARY

Hochschulsemester (University semester)

Semesters in which a person is enrolled at a German university (including semesters on leave of absence).

Hochschulsport (University sports)

The University offers students and staff the possibility to participate in various types of sport. Sometimes there is a small charge.

IO (International Office)

The International Office is the first point of contact at a university for all questions regarding studying abroad, international university cooperation and international exchange amongst researchers. The International Office takes care of international mobility programmes and university partnerships. In addition, the International Office provides information about opportunities to study abroad, exchange programmes and international scholarships. It also advises international applicants and international students. Exchange students may consult the International Office for any questions they might have about studying and living in Düsseldorf.

Immatrikulation (Enrolment)

Official registration as a student for a study programme at a university. Registration takes place following an “Application for admission to studies”. Becoming a member of a university and taking examinations there are conditional upon enrolment.

Kommilitone (Fellow student)

Kommilitone is the Latin term for fellow student.

Learning Agreement

The Learning Agreement contains a list of the courses which exchange students wish to attend during their stay at HSD.

Lehrveranstaltungen/Module (Classes/Modules)

- **Übung** (*Exercise*) - Exercises are independent classes in which the contents of seminars or lectures are applied in practice or studied in greater depth under the guidance of teaching assistants.
- **Vorlesung** (*Lecture*) - A lecture is a class in which the syllabus is presented and taught by a professor.
- **Modul** (*Module*) - A module is a study unit composed of several classes and courses. It is concluded at the end of a semester or academic year with an examination.

Matrikelnummer (Registration number)

Upon enrolment, each student is allocated a registration number. This is required for a large number of purposes (e.g. registering for examinations, paying the semester contribution). It is also indicated on the Student ID Card. The registration number can also be described as the “identification number“ of each individual student at the University.

N. N. (nomen nominandum, Lat.)

“The name is yet to be announced.“ Name of the course leader or lecturer is not yet known.

Prüfungen (Examinations)

Each department has a Study Office in which the former examination secretariat is also integrated. The offices are responsible for questions concerned with studying, such as registering for examinations, recognition of study achievements, issuing grade and performance records and certificates. The Examination Regulations are a statutory ordinance and govern the procedures and examinations in a study programme. They define the conditions for admission to examinations, dates and the examination achievements to be attained.

Prüfungsanmeldung (Examination registration)

How exchange students are required to register for examinations differs greatly depending on the department. The International Office is happy to provide further information.

Semester

A semester is half an academic year. The academic year is divided into a winter semester and a summer semester. Each semester comprises the lecture period and the lecture-free period and is therefore six months long.

Studierendenwerk (Student Services)

Student Services are responsible for providing students with assistance and support in social matters. For example, they run canteens, halls of residence, grants and accommodation offices as well as therapeutic advice centres.

Studiengang (Study programme)

A study programme is a course of studies undertaken to arrive at a qualification. Each qualification (Bachelor and Masters) has its own Study and Examination Regulations.

Studienordnung (Study Regulations)

The Study Regulations define the contents and course of studies in a study programme. They include the admission conditions as well as details of any necessary additional qualifications.

Studienbüro (Study Office)

Study Offices are an amalgamation of the enrolment offices and the examination secretariats. They offer support with all issues concerned with studying - from enrolment, re-registration and change of address to registering for examinations. At HSD, there are Study Offices for Creative Arts (Faculty of Architecture and Design), Engineering Sciences (Electrical and Information Technology, Mechanical and Process Engineering, Media), Social Sciences and Cultural Studies and Business Studies.

SWS (Weekly semester hours)

Abbreviation for *Semesterwochenstunden* (weekly hours per semester). An “hour“ lasts 45 minutes. A class often lasts two such hours, i.e. 90 minutes.

Thesis

The final written paper in a Bachelor or Masters study programme is referred to as a thesis.

Transcript of Records

The Transcript of Records, sometimes also called Academic Record, lists all an exchange student’s examination achievements. The Transcript of Records is required in order for study achievements attained in Düsseldorf to be recognized by a student’s home university.

UB or BIB

Abbreviation for University Library.

NOTES

A series of horizontal dotted lines for writing notes.