

HAWK

HOCHSCHULE
FÜR ANGEWANDTE
WISSENSCHAFT
UND KUNST

Hildesheim
Holzminden
Göttingen



Contact

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Internet: www.hawk-hhg.de/international



FAMILIE IN DER
HOCHSCHULE

Mitglied des best practice-Clubs



HAWK

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WISSENSCHAFT
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INFORMATION GUIDE FOR INTERNATIONAL STUDENTS

in Hildesheim, Holzminden and Goettingen

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FOR INTERNATIONAL
STUDENTS**

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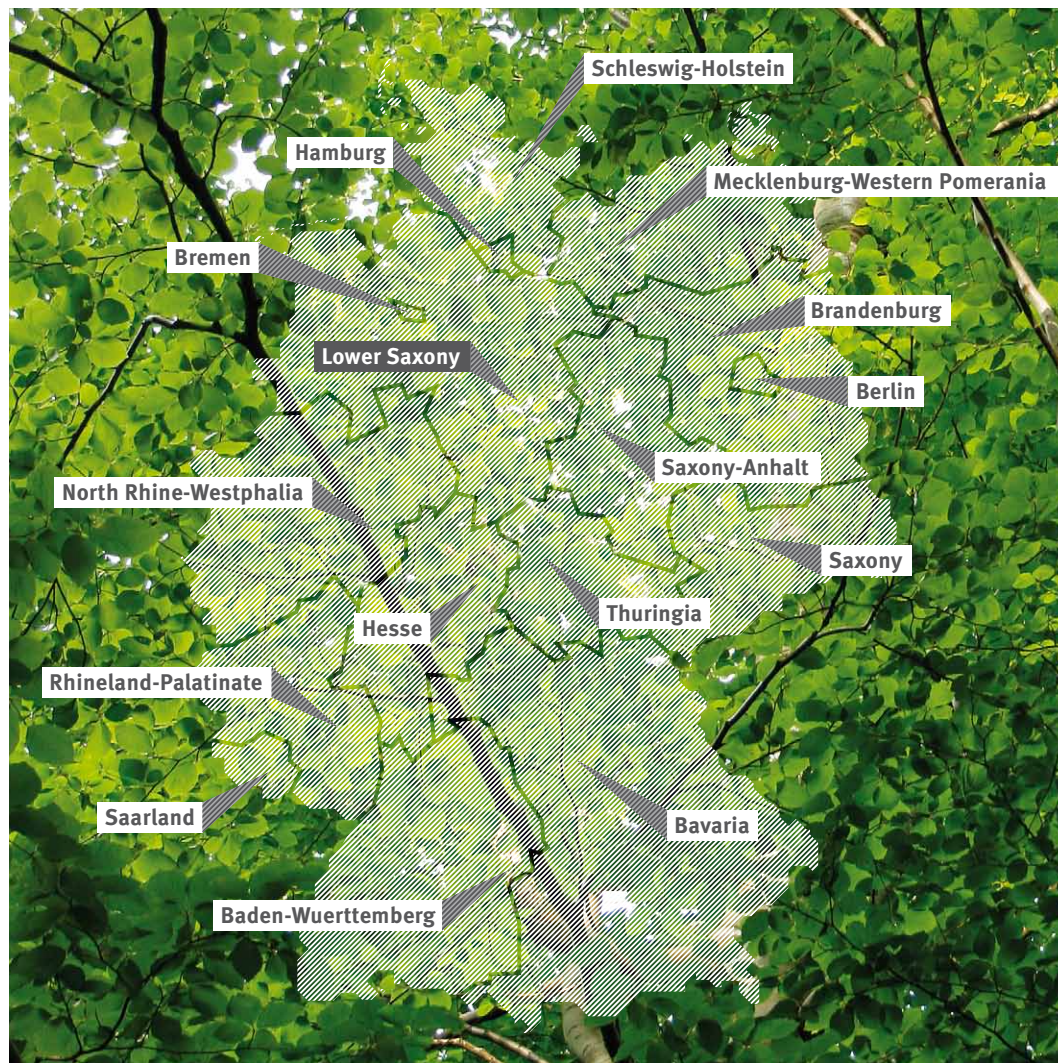
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GEOGRAPHIC AND CULTURAL INFORMATION ABOUT GERMANY AND THE HAWK LOCATIONS

Germany – general information

Germany is situated in the heart of Europe. Approximately 82 million people live here, of whom approx. 7.2 million are foreigners. Although German is the official language, many different regional dialects are used in the spoken language which can differ significantly from Standard German.

Germany's landscape is very diverse, too. In the north, you find island chains with vast sandy beaches and heath and moor landscapes. Dense, mixed forests are found in the mountains of central Germany, with many medieval castles dotted along the river valleys. Even the Ruhr Area, Germany's largest industrial region, has a lot to offer in terms of nature. In the south, the Alps dominate the landscape. Nearly half of the German population lives in the 81 cities with more than 100,000 inhabitants. The largest German cities are Berlin (3.4 million inhabitants), Hamburg (1.8 million) and Munich (1.3 million) (Statista 2011).

The Federal Republic of Germany has been a parliamentary democracy since 1949. The German Basic Law guarantees all citizens such fundamental rights as religious freedom, freedom of opinion and equality before the law. Politically, Germany is divided into 16 Lands of the Federal Republic, each of which has its own political organisation. With the reunification of the two German states, the German Democratic Republic (GDR) and the Federal Republic of Germany, on 3 October 1990, Berlin was once again reinstated as the capital city of Germany.

Germany's economy

Germany's economy is the biggest in Europe and the third biggest in the world after the

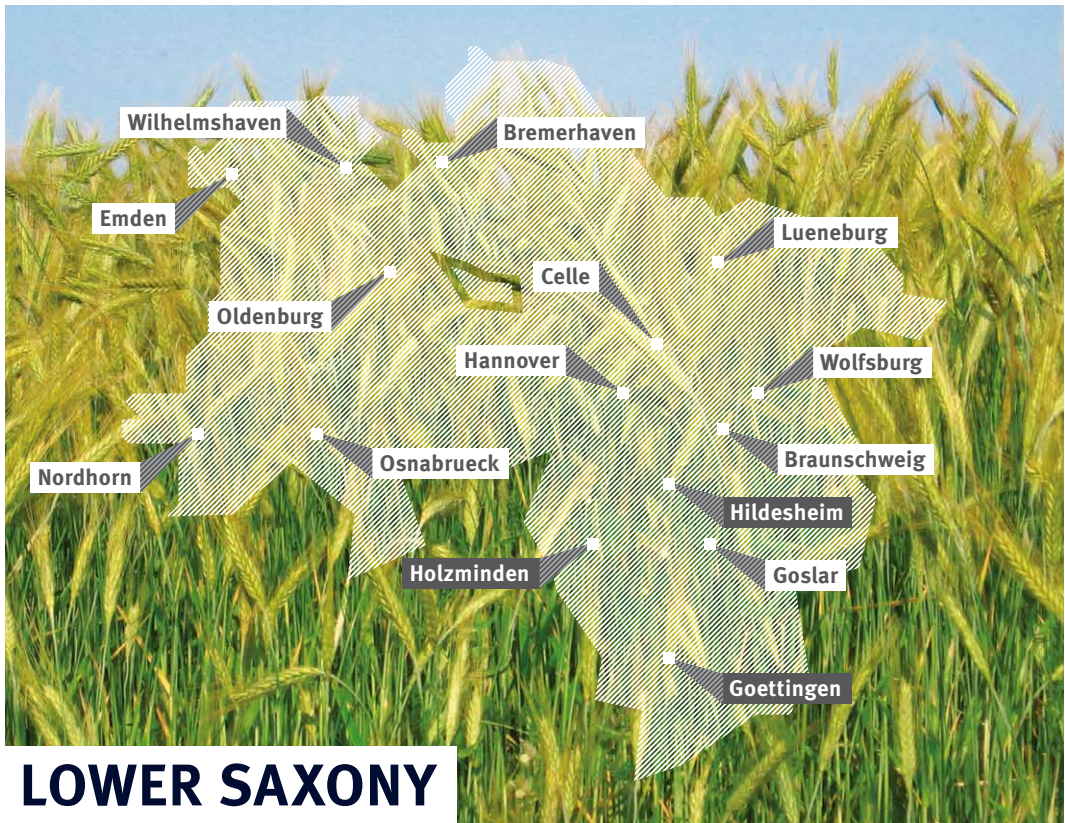
USA and Japan. Germany is primarily export-oriented. Main export goods include products from the fields of electro-technology, mechanical engineering, the automobile industry, environmental protection technology and the pharmaceutical and chemical industries. France and the USA are Germany's most important trade partners.

73.5 % of the German population works in the service sector, 24.4 % in the manufacturing sector and 2.1 % in agriculture, forestry or fishery (Federal Statistical Office). The rate of unemployment in 2010 averaged 7.7 % (Statista 2011).

Germany's climate

Germany has a moderate climate. Summers in Germany are normally sunny with an average temperature of approx. 16°C; July and August are usually the warmest months. Hiking, cycling, swimming and other outdoor activities are very popular during these months. The weather can also be very pleasant in spring and autumn. In April and May, when the meadow flowers and fruit trees blossom, it is often mild and sunny. In October, when the leaves turn colour, the sun falls on the shades of red and yellow to create a warm, golden light that gives this month the name of Golden October.

From November to the beginning of March, the sky is often cloudy and the temperatures can fall below 0°C, with an average temperature of just below 0°C. There is also a lot of rain and snow; you need to bring warm clothes for the winter. All houses have central heating and many are equipped with air conditioning systems for the summer.



LOWER SAXONY



Old, traditional churches, castles and buildings in the style of the Weser Renaissance are just as typical for Lower Saxony as the unique round villages and Low German hall houses.

Following the reunification of East and West Germany, Hannover, the state capital with more than half a million inhabitants, once again occupies the same position today that it did 750 years ago: it is situated at the crossroads of the main east-west and north-south trade routes, in the heart of Europe. In addition to being the largest industrial trade show centre in the world, in the year 2000, this city was host to EXPO 2000, the World Exposition.

Lower Saxony's economy

The company with the largest number of employees is Volkswagen AG, where some 90,000 people work in the five factories located in Lower Saxony. It is followed by Preussag AG, a conglomerate with interests ranging from mining to cordless telephones and tourism (TUI), Continental AG and E.ON energy.

Other companies located in Lower Saxony also produce a wide range of brand name articles: they include Bahlsen cookies, Einbecker and Jever Pilsener beer, Varta batteries and Blaupunkt car radios. Symrise in Holz Minden is an internationally operating centre for the flavour and aroma chemicals industry. In addition to the automotive industry, agriculture and the food producing industry provide an overproportionate number of jobs, particularly in livestock farming (cattle, pigs and chickens). The largest fruit-growing region in Europe can be found along the Elbe River. Nature has very high priority in Lower Saxony. Every fifth square metre of land is under landscape protection. Just like the large cities, the conservation parks are connected by a network of walking trails and bicycle paths. It is even possible to travel through a large part of the state by boat on the old moor canals. The largest rivers are the Ems, the Weser with the Aller and the Leine and the Elbe River, which borders the state to the north-east. The „Mittellandkanal“ is a man-made canal that connects it with Berlin to the east and the Ruhr Area to the west.

Lower Saxony – general information

All three HAWK study locations in Hildesheim/ Holz Minden/ Goettingen lie in the German state of Lower Saxony, which is the second largest German state after Bavaria. Lower Saxony is home to approx. eight million people. With its central mountains, lowlands and the sea, the East Frisian Islands and the North Sea Coast, the wide flatlands, moors and forests, Lower Saxony has many different faces.

Wolfsburg, the automotive manufacturing centre where Volkswagen has its head offices, and the oil port in Wilhelmshaven are just as much part of the landscape as Wolfenbuettel or Worpsswede, whose names are inextricably linked to whole chapters of German cultural history. The hustle and bustle in and around the state capital of Hannover is offset by the silence of the moor landscapes, the sparsely populated regions, which have a special charm of their own, and the rugged heights of the Harz Mountains.

HILDESHEIM

HAWK-location Hildesheim

Hildesheim has a history that is difficult to compare with that of any other city in Lower Saxony. It was founded in the year 815, when Emperor Louis the Pious, a son of Charlemagne, had a chapel built at the site where Hildesheim's cathedral stands today. A legend tells us that his chaplain hung the reliquary on a rose bush during a hunt and forgot it there. Upon returning later, he was unable to remove it. The Emperor interpreted this as a divine revelation of God's will and built a chapel on that site – the predecessor of today's cathedral. Hildesheim then eventually became a diocesan town. The first cathedral, into which the chapel of Louis the Pious was integrated, was completed in 872. Today's cathedral dates from the eleventh century; it is one of the many churches that are prominent on the city skyline.

From 1010 to 1033, the famous bishops Bernward (993–1022) and Godehard (1022–1038) built one of the most important works of Romanesque (Ottonian) architecture in northern Germany: St Michael's Church. Like the cathedral, this church is also listed as a UNESCO World Heritage site. Bishop Bernward's legacy to the city includes two other attractions: the double bronze doors from the year 1015 and the Column of Christ from the year 1020, both richly decorated with Biblical motifs. The Gothic St. Andrew's Church (1389) has the highest church tower (114.35 metres) in Lower Saxony.

Both St. Andrew's and St. Michael's can no longer be admired in their original splendour. Like many other buildings in Hildesheim, among them 120 half-timbered houses, they were largely destroyed during the air raid



attacks at the end of the Second World War. The historical market place was burnt down to the ground. At the end of the 1980s, however, the facades of its buildings were historically reconstructed, first on the south side, followed by the north side. The Bäckeramts- haus (Bakers' Guildhall) was reconstructed according to the original plans, as was the magnificent Knochenhaueramthaus (Butchers' Guildhall), originally built in 1529. In addition to these major buildings, churches and the reconstructed market place, the Roemer-and-Pelizaeus Museum is also an important public magnet. One of the world's most extensive Ancient Egyptian collections,

an Ancient Peruvian collection and the Ernst Ohlmer collection of Chinese porcelain are part of the permanent exhibitions. With all due respect to these „classics“, there is still a lot to discover in the alternative cultural scene. The HAWK and the university students are actively involved in a large part of it. A popular venue is the „Kulturfabrik Löseke“, an old factory building, which now houses studios, halls and rehearsal facilities. Many studios and workshops, which occasionally open their doors to show exhibitions, have developed as a result of the common efforts of students in cultural science and design study courses.

The tourist information office provides more detailed information

Tourist Information | Rathausstr. 20 | D-31134 Hildesheim

Tel.: +49(0)51 21/179 80, Fax: +49(0)51 21/17 98 88 | E-mail: tourist-info@stadtmarketing-hildesheim.de

Hildesheim on the internet: <http://www.hildesheim.de>

The rich diocesan town from long ago has grown into a young, vibrant metropolitan city with a population of 103,000. It is a magnet for tourists, research and industry.

The Bosch/Blaupunkt and Kloth-Senkung companies, suppliers to the automotive industry, produce batteries, car radios, navigation systems and cast parts. Small and medium-sized companies provide jobs in the fields of woodworking, printing and steel construction as well as high-tech, electronically controlled equipment.

The city centre, free of large industrial and commercial industries, has developed more and more into a pedestrian zone for shopping and other leisure time activities. A large number of shops and restaurants offer wide range of services.

Hildesheim's countryside has many different faces: picturesque scenes along the riverbanks of the Innerste River compete with large forested areas and walking trails throughout the hilly landscape of the foothills to the Harz Mountains and the Leine hills. Among other nicknames, Hildesheim is also known as the city „in the pot“, which becomes more understandable when you take a bird's eye view. The old part of the city centre lies in a sort of hollow or a pot nestled between a range of hills in the east (Galgenberg), in the west (Hildesheim Forest) and the single hills in the north (Osterberg).

HOLZMINDEN



HAWK-location Holzminden

The town of „Holtesmen“ was already mentioned in records from the first half of the ninth century. According to what we know today, this referred to what was later called „Altendorf“, a settlement to the east of the current town centre.

The town was founded approximately around 1200 when the Dukes of Everstein settled here and built a castle on the riverbanks of the Weser River. The founding rights were recorded in writing for the first time in 1245. Holzminden has remained in the possession of the House of Braunschweig-Lueneburg since the early 16th century. Holzminden was almost completely destroyed in 1640 during the Thirty Years' War.

Its transition from a farming community into an industrial town began in the middle of the 18th century with the establishment of an iron factory and other branches of industry. In 1831, the construction industry school was established. Starting from 1865, it was possible to reach Holzminden with the most modern means of transport at that time, the railway.

This alone, however, did not yet lead to a general industrial boom. The fact that a number of important companies at that time set up

their head offices in this town was primarily a result of the businessmen involved. In 1874, for example, Wilhelm Haarmann was successful in producing a synthetic substitute for a natural aroma for the first time. Vanillin replaced vanilla and became the cornerstone of a company that does business all over the world today.

Holzminden currently has about 22,000 inhabitants. This town on the Weser River borders on the Solling Nature Park, one of the largest forested areas in northern Germany. The charming hilly landscape is an open invitation to hikers, cyclists, fishermen and water sports enthusiasts in particular. Cycling directly along the Weser River, you reach Hameln to the north, the Pied Piper's town. To the south, you find Hoexter with its Corvey Castle, a famous national abbey well worth seeing. Churches and castles, picturesque half-timbered houses, fortification walls and museums can be seen all along the way. In Holzminden, you can take a „fragrant“ walk around the town. 15 fragrant pillars dotted around the town provide interesting information for visitors and citizens about that specific location and about fragrances and flavours.

The Town Information Centre provides more detailed information

Town Information Centre | Obere Str. 30 | D-37603 Holzminden

Tel.: +49(0)55 31/9 36 40, Fax: +49(0)55 31/93 64 30 | E-Mail: kulturamt@holzminden.de

Holzminden on the internet: <http://www.holzminden.de>

GOETTINGEN

HAWK-location Goettingen

Goettingen was documented as „Gutingi“ for the first time in 953, when Emperor Otto I gave this village to the Moritz Monastery in Magdeburg. At that time, the imperial palace of Grons lay beyond the Leine River, a historical place where emperors and kings often held their parliaments.

When the great time of the imperial palace came to an abrupt end around 1180, a market settlement developed at this advantageous location of Gutingi at the ford crossing the Leine River and the crossroads of two important trade routes. The settlement adopted the name of the village and received a Charter of Civil Rights in 1200.

George II August, King of England and Elector of Hannover, founded the university in 1734. Today, it is attended by approx. 24,000 students, who give the city a very distinctive flair: Whether at midday or around midnight – there is always a lot of hustle and bustle in the city centre. The university, which is also the largest employer, has attracted particular types of industry to this region. Many companies in such fields as precision mechanics and optics, laser technology, measuring and automatic control, go back to connections to the university in their establishment.

With approx. 122,000 inhabitants, Goettingen is a large city today. Nevertheless, it has still managed to maintain an intimate atmosphere despite its cosmopolitan nature.

The cultural side of life offers a complete programme of different events. Two renowned theatres and several distinguished orchestras are part of this picture as well as numerous galleries, museums and cinemas. Goettingen is home to many museums, ran-



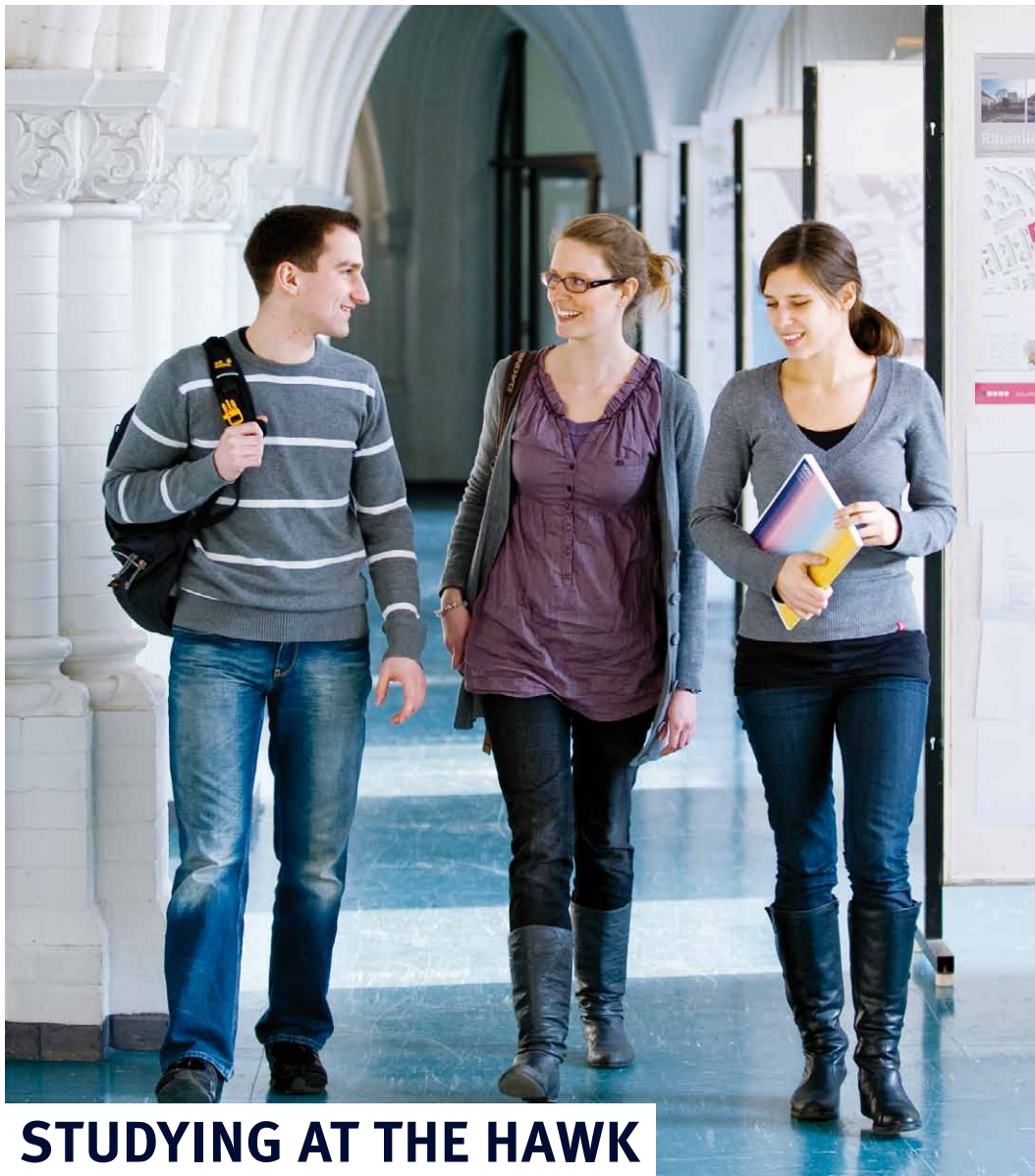
ging from local ancient history to the Pygmy culture and the art of the ancient Greeks and Romans right on up to the fauna of Lower Saxony. A small arts scene and a good dozen other large, annual events (e.g. the old city festival, theatre and open air festivals and beach volleyball) complement a lively spectrum of cultural life, in which buskers are just as much part as flea markets.

Goettingen's pub and bar scene is particularly popular with students. Choosing from among the many cafés, restaurants, pubs and gallery bars is not easy. And for anyone in need of some fresh air after a long night out, there are many forested and park areas throughout the city and surrounding countryside, ideal for jogging, cycling or going for a walk. In Goettingen, the old has not been cast out to make way for the new. Impressive testimo-

nies of centuries of culture attract many tourists. The Residential houses dating from the late Middle Ages are characteristic of the city. Examples of richly decorated half-timbered houses include the Schröder house (1549), the Junker's Tavern (15th/16th century) and the Abel Borneman house of 1536. The pedestrian area comprises the historical heart of the city: the strolling mile, a paradise for shopping fans and a place to get together. The old city hall with its open arcades, a heating system dating from the Gothic period and the large hall houses the Tourist Office. The most-kissed girl in the world, the Gänseliesel, stands patiently in front of City Hall, atop the market fountain. According to an old custom, each proud recipient of a doctorate degree must give the lovely young girl a kiss on her bronze lips.

The tourist information office provides more detailed information

Tourist Information | Altes Rathaus | Markt 9 | D-37073 Goettingen
Tel.: +49(0)5 51/49 98 00 | Fax: +49(0)5 51/4 99 80 10 | E-Mail: tourismus@goettingen.de
Goettingen on the internet: <http://www.goettingen.de>



STUDYING AT THE HAWK

**HAWK, its faculties and study-locations | Application and studies
International Office | Further university services**

HAWK, its faculties and study-locations

The HAWK University of Applied Sciences and Arts Hildesheim/Holzminden/Goettingen consists of seven faculties at three different locations. In Hildesheim, you can study at the following four faculties: Architecture and Engineering [b], Design [g], Preservation of Cultural Heritage as well as Social Work and Health [s].

In Holzminden, the Faculty of Management, Social Work, Construction [m] offers a broad variety of study programmes and in Goettingen, you can study at the Faculty of Natural Sciences and Technology [n] as well as at the Faculty of Resource Management [r]. Altogether, the HAWK has approx. 5000 students, with most of them studying at one of the faculties in Hildesheim.

[b] Study programmes and contact Faculty of Architecture and Engineering in Hildesheim

- HAWK | Faculty of Architecture and Engineering
Hohnsen 2 | D-31134 Hildesheim | <http://www.hawk-hhg.de/bauwesen>
Tel.: +49(0)51 21/881-201 | Fax: +49(0)51 21/881-224 | E-Mail: bauwesen@hawk-hhg.de
- Bachelor of Architecture (BA)
- Bachelor of Construction Engineering (BEng)
- Bachelor of Wood Engineering (BEng)
- Master of Architecture (MA)
- Master of Construction Engineering (MEng)

[g] Study programmes and contact Faculty of Design in Hildesheim

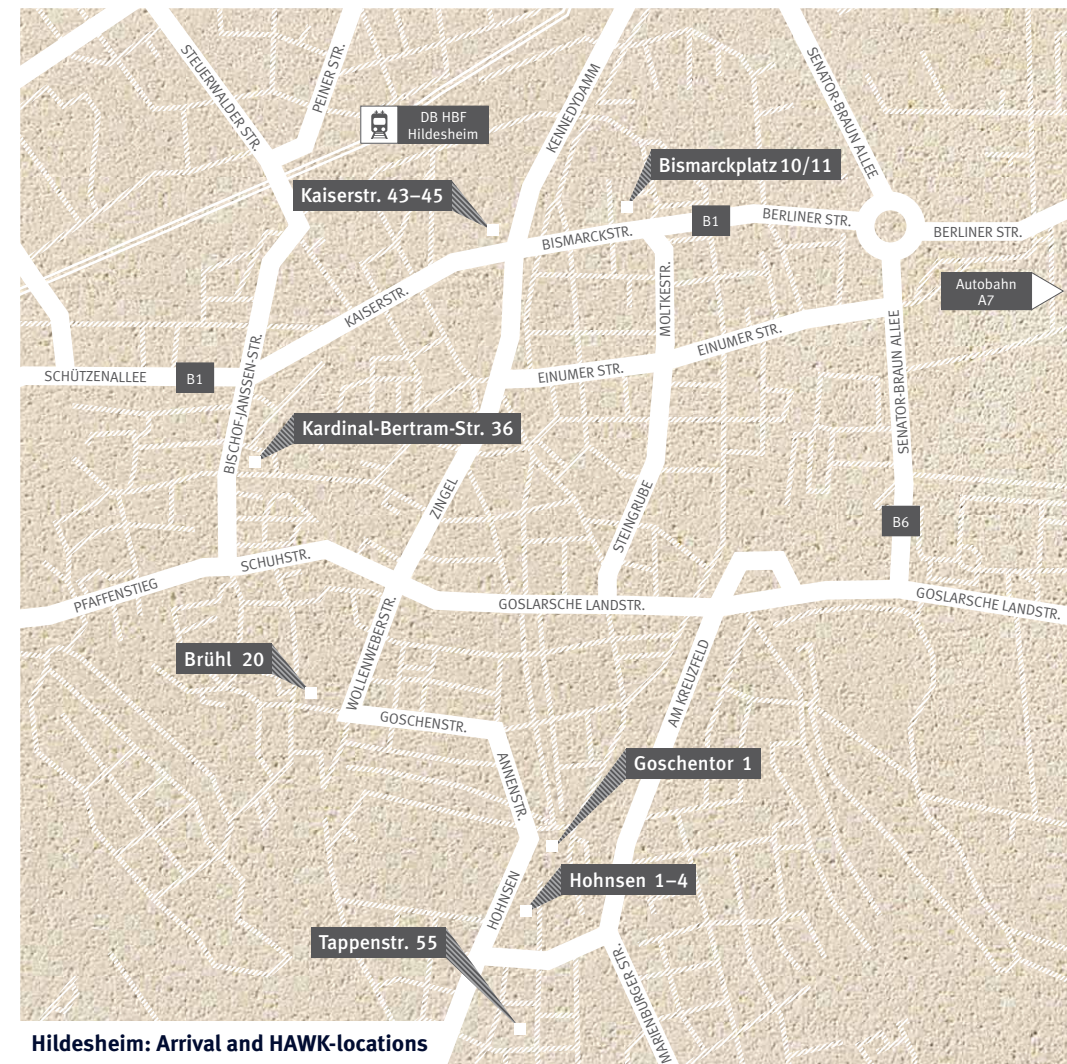
- HAWK | Faculty of Design
Kaiserstraße 43–45 | D-31134 Hildesheim | <http://www.hawk-hhg.de/gestaltung>
Tel.: +49(0)51 21/881-307 | Fax: +49(0)51 21/881-366 | E-Mail: gestaltung@hawk-hhg.de
- Bachelor of Design (BA)
with the specializations: Advertising Design | Corporate Identity/Corporate Design (CI/CD) | Digital Media | Colour Design | Graphic Design | Interior Architecture/Interior Design | Lighting Design | Metal Design | Product Design
- Master of Design (MA)

[k] Studienangebot und Kontakt Fakultät Erhaltung von Kulturgut in Hildesheim

- HAWK | Faculty of Preservation of Cultural Heritage
Bismarckplatz 10/11 | D-31135 Hildesheim | <http://www.hawk-hhg.de/kulturgut>
Tel.: +49(0)5121/881-385 | Fax: +49(0)5121/881-386 | E-Mail: kulturgut@hawk-hhg.de
- Bachelor of Preventive Conservation (BA)
with the specializations: Books and paper | Polychrome wooden objects and paintings | Furniture/Wooden objects | Stone and ceramics | Mural painting/Architectural surfaces
- Master of Conservation and Restoration (MA)
with the specializations: Books and paper | Polychrome wooden objects and paintings | Furniture/Wooden objects | Stone and ceramics | Mural painting/Architectural surfaces

[S] Study programmes and contact Faculty of Social Work and Health in Hildesheim

- HAWK | Faculty of Social Work and Health
Early Childhood Education; Social Work:
Brühl 20 | D-31134 Hildesheim | <http://www.hawk-hhg.de/sage>
Tel.: 05121/881-401 | Fax: +49(0)5121/881-402 | E-Mail: sozialarbeit@hawk-hhg.de
- HAWK | Faculty of Social Work and Health [s]:
Occupational Therapy, Speech and Language Therapy, Physiotherapy and
Nursing Pedagogics/Nursing Management:
Goschentor 1 | D-31134 Hildesheim | <http://www.hawk-hhg.de/sage>
Tel.: +49(0)5121/881-590 | Fax: +49(0)5121/881-591 | E-Mail: babucke@hawk-hhg.de
- Bachelor of Social Work (BA)
- Bachelor of Early Childhood Education (BA)
- Bachelor of Occupational Therapy, Speech and Language Therapy, Physiotherapy (BSc)
- Part-time Bachelor of Nursing Management (BA)
- Part-time Bachelor of Nursing Pedagogics (BA)
- Master of Social Work (MA)
- Master of Occupational Therapy, Speech and Language Therapy, Physiotherapy (MSc)



Hildesheim: Arrival and HAWK-locations

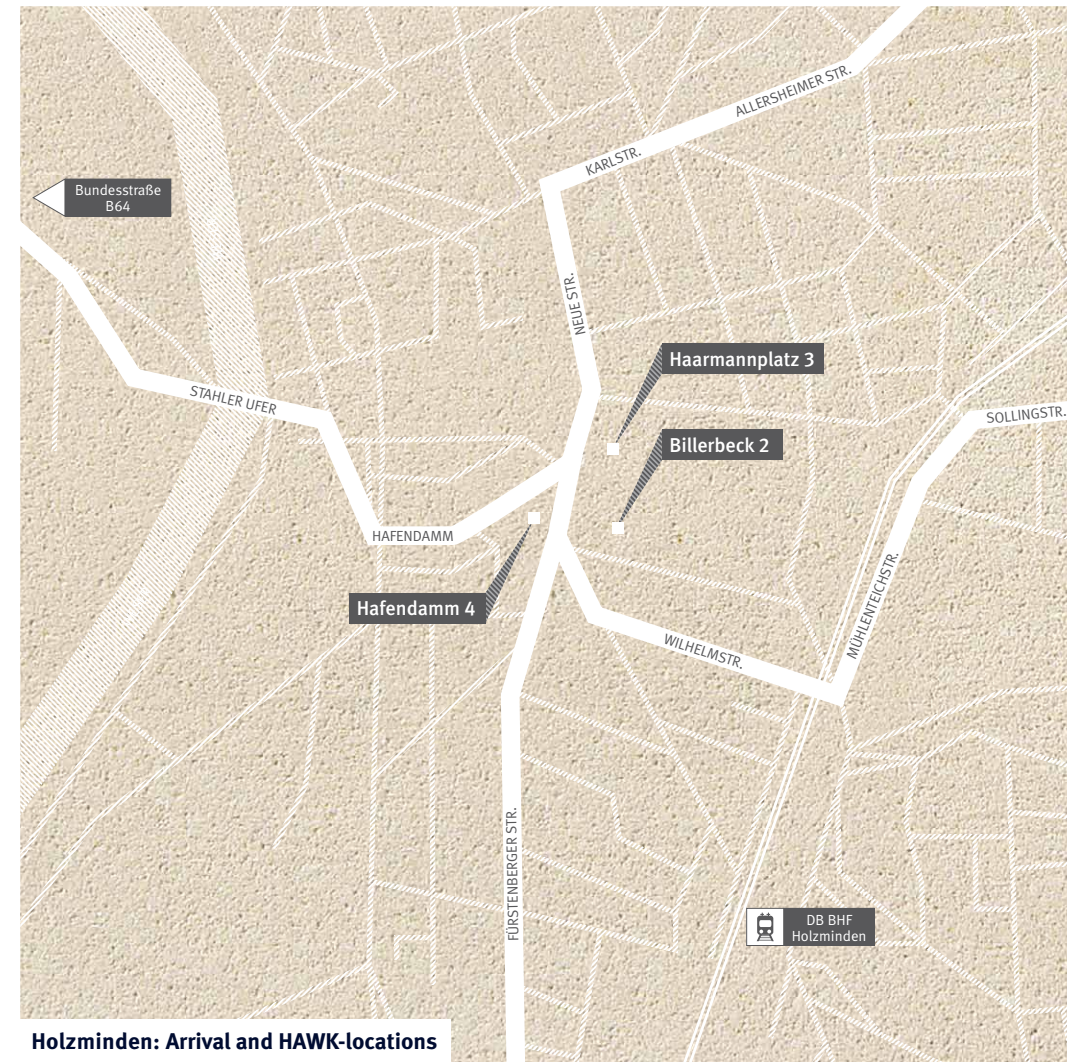
Hildesheim is conveniently situated close to Hannover, the state capital of Lower Saxony, on the A7 motorway, as well as at the ICE connection from Munich to Berlin, so that Hildesheim can be easily reached by car, by train or

by plane. The nearest major airport is in Hannover, but the airports in Frankfurt, Berlin and Hamburg also offer good train connections to Hildesheim.



[m] Study programmes and contact Faculty of Management, Social Work, Construction in Holzminden

- HAWK | Faculty of Management, Social Work, Construction
Management and Construction:
Haarmannplatz 3 | D-37603 Holzminden | <http://www.hawk-hhg.de/holzminden>
Tel.: +49(0)55 31/126-116, -117 | Fax: +49(0)55 31/126-150 | E-Mail: kohlenberg@hawk-hhg.de
 - HAWK | Faculty of Management, Social Work, Construction
Social Work:
Hafendamm 4 | D-37603 Holzminden | <http://www.hawk-hhg.de/holzminden>
Tel.: +49(0)55 31/126-189 | Fax: +49(0)55 31/126-182 | E-Mail: burgazli@hawk-hhg.de
-
- Bachelor of Management in Construction/Structural Engineering/Civil Engineering (BEng)
 - Bachelor of Green Building (BEng)
(formally: Building Systems (BEng))
 - Bachelor of Real Estate Industry and Management (BA)
 - Bachelor of Social Work (BA)
 - Bachelor of Industrial Engineering Construction/Buildings-Energy-Environment/Infrastructure (BEng)
(formally: Bachelor of Industrial Engineering Infrastructure (BSc))
 - Master of Real Estate Management (MSc)
(formally: Construction and Real Estate Management (MA))
 - Master of Energy-efficient and Sustainable Construction (MEng)
(formally: Planning and Construction (MEng))
 - Master of Social Work (MA)



Holzminden: Arrival and HAWK-locations

Holzminden is located at the regional connection to Kreiensen, from where Hannover or Goettingen can be easily reached by direct train connections. In addition, Nordwest-Bahn

offers a direct connection to Paderborn, from where there are good connections to the Ruhr Area.



[n] Study programmes and contact Faculty of Natural Sciences and Technology in Goettingen

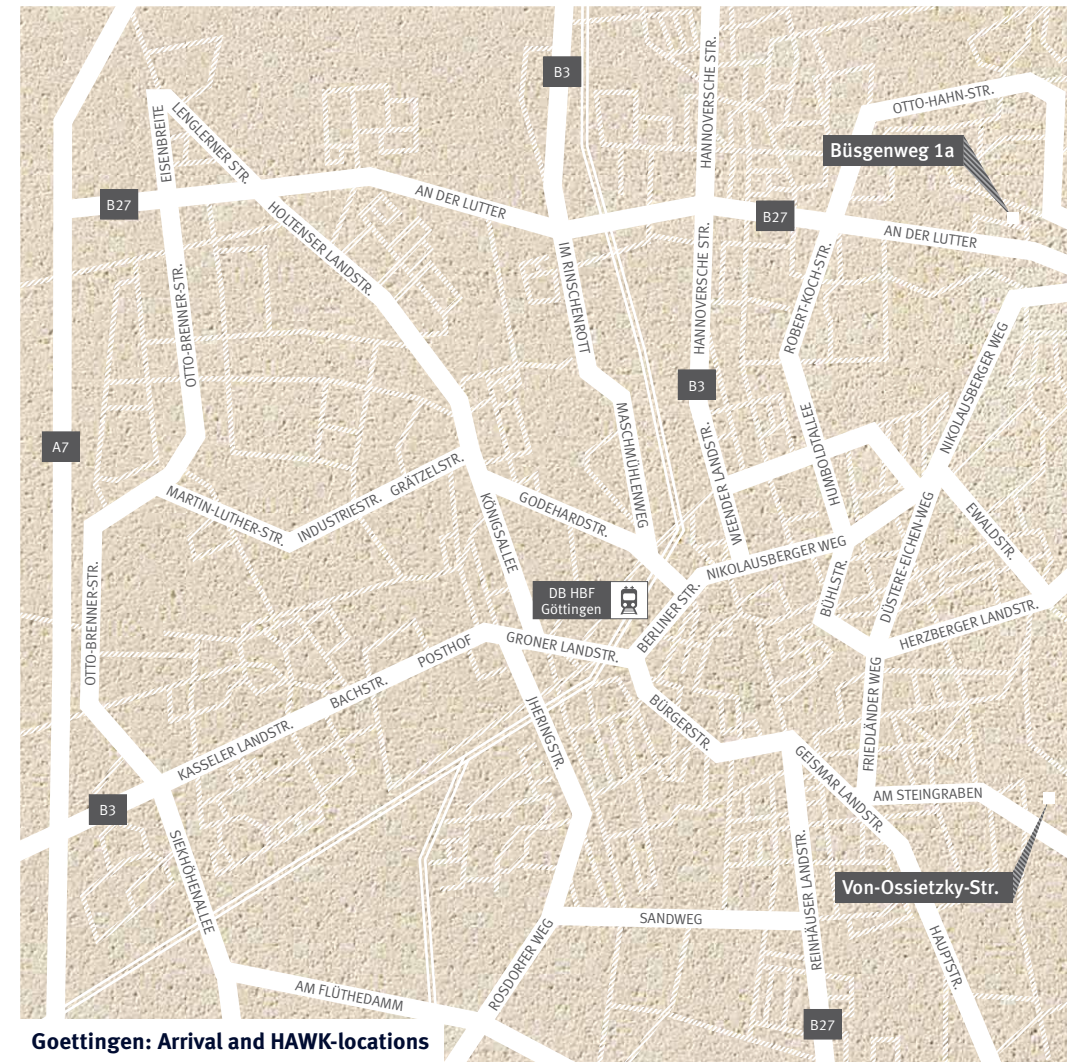
■ HAWK | Faculty of Natural Sciences and Technology
 Von-Ossietzky-Straße 99 | D-37085 Goettingen | <http://natec.hawk-hhg.de>
 Tel.: +49(0)5 51/37 05-100 | Fax: +49(0)5 51/37 05-101 | E-Mail: naturwissenschaften@hawk-hhg.de

- Bachelor of Physical Technologies (BEng)
- Bachelor of Mechanical Engineering/Precision Machining (BEng)
- Bachelor of Electrical Engineering/Information Technology (BEng)
- Master of Optical Engineering/Photonics (MSc)
- Master of Mechanical Engineering/Precision Machining (MEng)
- Master of Electrical Engineering/Information Technology (MEng)

[r] Study programmes and contact Faculty of Resource Management in Goettingen

■ HAWK | Faculty of Resource Management
 Büsngenweg 1a | D-37077 Goettingen | <http://rm.hawk-hhg.de>
 Tel.: +49(0)5 51/50 32-0 | Fax: +49(0)5 51/50 32-299 | E-Mail: ressourcenmanagement@hawk-hhg.de

- Bachelor of Forestry (BSc)
- Bachelor of Arboriculture (BSc)
- Bachelor of Business Administration and Engineering (BEng)
- Master of Regional Management and Business Promotion (MA)
- Master of Renewable Resources and Regenerative Energies (MEng)



Goettingen: Arrival and HAWK-locations

Goettingen is also situated directly on the A7 motorway and the ICE connections from Munich to Berlin and from Frankfurt to Berlin. Because the connections between Frankfurt

and Goettingen are very good, it will be no problem for you to arrive via Frankfurt Airport.



APPLICATION AND STUDIES

Application formalities for programme students

ERASMUS incoming students and other exchange students coming from partner universities please fill in the following documents completely on their computer and send them by e-mail to the International Office:

- Application form with photo
- Transcript of records from the home university
- Copy of passport or ID card
- 1 digital passport-sized photo (by E-mail)
- Learning agreement
- Portfolio, if required (Faculty of Design)

Up-to-date information on the course offer for the respective semester can be found on the HAWK websites or you can request information from the Departmental Coordinator. The International Office is also happy to provide assistance.

31 May is the application deadline for the winter semester (starting in September/October) and 31 October for the summer semester (starting in March/April). Once your application has been accepted, the Interna-

tional Office will send you an information package with detailed information on the HAWK, a letter of acceptance that confirms your admission to the HAWK and, if necessary, an invitation for you to enclose with your visa request.

Application formalities for degree students

International applicants need the following documents for their application for one of the degree programmes at the HAWK:

- Application form, completely filled in and signed (Download at: <http://www.hawk-hhg.de/studium/101114.php>)
- Certified copies of all school-leaving qualifications, the university entrance examination and the university degree (if applicable). If the original documents are not available in English or German, a certified translation by a recognized translator is also required.
- CV with photo
- Certificate of practical training/ artistic aptitude test (if applicable)

Public holidays in Lower Saxony

- 1 January: New Year's Day
- March/April: Easter. Easter is on 22 March at the earliest and on 25 April at the latest. The Friday before Easter (Good Friday) and the Monday afterwards (Easter Monday) are always holidays.
- 1 May: May Day/Labour Day
- May/June: Ascension Day (39 days after Easter Sunday)
- May/June: Whitsuntide (50 days after Easter), Monday (Whit Monday) is a holiday.
- 3 October: German Unification Day
- 25/26 December: Christmas/Boxing Day

Academic calendar

The academic year is divided into two semesters.

The exact lecture and examination periods can be found on the internet.

■ Hildesheim

Winter semester: 1 October to 31 March (orientation weeks start in mid September),

Lecture period (incl. exams): beginning of October to end of February

Summer semester: 1 April to 30 September (orientation weeks start in mid March),

Lecture period (incl. exams): beginning of April to end of July/beginning of August

■ Holzminden

Winter semester: 1 September to 28 February (orientation weeks start at the beginning of September),

Lecture period (incl. exams): mid September to end of February

Summer semester: 1 March to 31 August (orientation weeks start at the beginning of March),

Lecture period (incl. exams): beginning of March to mid/end of July

Note: Social Work study programmes correspond to the semester dates of Hildesheim!

■ Goettingen

Winter semester: 1 September to 28 February (orientation weeks start at the beginning of September),

Lecture period (incl. exams): mid September to end of February

Summer semester: 1 March to 31 August (orientation weeks start at the beginning of March),

Lecture period (incl. exams): beginning of March to mid/end of July

Some degree programmes require proof of practical training or an apprenticeship (further information on the internet: <http://www.hawk-hhg.de/studium/101082.php>).

- Proof of citizenship (copy of passport)
- Applicants from China, Mongolia, Vietnam only: Original certificate from the Academic Evaluation Centre
- German language skills

An overview of all degree programmes offered can be found on the HAWK website. Information on such additional requirements as practical training etc. is also provided on the internet.

Further information on the necessary artistic aptitude test for the degree programmes in Design and Conservation and Restoration can also be found on the faculty sites:

- Design:
<http://www.hawk-hhg.de/gestaltung/102448.php>
- Preventive Conservation:
<http://www.hawk-hhg.de/kulturgut/105483.php>

The application deadline for the summer semester (starting March/April) is 15 January (for the degree programmes in Design, Occupational Therapy, Speech and Language Therapy, Physiotherapy and Social Work, Hildesheim only) and for the winter semester (starting September/October) 15 July each year. All documents must be handed in before these dates. Early application is highly advisable.

Recognized language tests

One of the following German tests has to be handed in within the application deadline:

- Deutsche Sprachprüfung für den Hochschulzugang (DSH) – minimum Level 1 or 2, depending on the requested study programme
- TestDaF (Test Deutsch als Fremdsprache) – minimum Level 3 or 4, depending on the requested study programme
- Kleines or Großes Sprachdiplom of the Goethe Institute
- Deutsches Sprachdiplom der Kultusministerkonferenz (Level 2)
- Zentrale Oberstufenprüfung (ZOP) of the Goethe Institute

Language

Most of the courses at the HAWK are taught in German. However, a number of courses are offered in English at the different faculties. The Faculty of Social Work and Health has a 30 ECTS programme in English.

Furthermore, HAWK Plus offers an interdisciplinary course programme, partly in English. The HAWK Language Centre also offers intensive German language courses at different levels designed especially for exchange students during the orientation periods to prepare them for their stay. After a placement test, students are put in a course at their level for approx. 5 hours every day. Students who successfully complete the course get 2 ECTS.

These courses continue during the semester so that students have an opportunity to improve their German in a weekly course (approx. 3 hours per week). Students who successfully complete these courses get 4 ECTS.

Study structure

The HAWK Bachelor and Master programmes are divided into modules to which credits (ECTS) are assigned. These modules can consist of different courses. Usually, a module is completed with an exam. Exchange students can choose their courses quite freely, but should talk to their Departmental Coordinator at the beginning of the semester.

ECTS

The European Credit Transfer System (ECTS) facilitates the acknowledgement of study achievements by using a point system, which is connected to a grading system. ERASMUS students make a learning agreement with their home university, which specifies which courses are to be attended at the host university and how many ECTS credits they will get for the different courses. The International Office is happy to assist with any questions you may have about the ECTS.

Grading System

In Germany, the following grading system is used:

- 1 = very good
- 2 = good
- 3 = satisfactory
- 4 = sufficient
- 5 = fail

An examination is considered as passed, if it was assessed at least with a grade of 4.0. It is quite normal to get a grade that is somewhere between any two grades (e.g. 1.3 or 3.7).

Examinations

There are different test forms, which can vary for the different courses: written examinations, seminar papers, essays, presentations or oral examinations. Exchange students can sometimes agree upon a different test form with the lecturer responsible for the course.



INTERNATIONAL OFFICE

The International Office offers a broad range of services designed to make the university more international. International students, both programme students and degree students, are taken care of and supported by the International Office. Moreover, the International Office team advises and supports German students who want to go abroad during their study programmes. The International Office has its main office in Hildesheim with one branch office in Holzminden and one in Goettingen.

International Office services for international students

During the students' first days at the HAWK, the International Office team provides support in dealing with such necessary formalities as registration, health insurance, opening a bank account, registration at the town hall and applying for a residence permit. They help with the orientation at the HAWK, explain the different facilities and arrange for appointments with the Departmental Coordinators, who can help with the selection of courses. Exchange students should contact the International Office well before their departure to obtain the letter of confirmation and the transcript of records.

In order to make your start at the HAWK as easy as possible, the International Office team offers the following services:

Bedclothes and dishes

Exchange students can borrow bedclothes (blanket, pillow and linen) at the International Office. For € 20, the bedclothes can be used for the duration of your stay. When departing, you return the bedclothes and get € 10 back. The remaining € 10 are used for washing the bedclothes. If you need any dishes or cutlery, you can borrow them from the International Office while stock lasts.

Tutorial programme

The International Office will try to find a tutor for all exchange students. Tutors are HAWK students who will try to make your first days at the HAWK easier. The tutor will pick you up from the station, take you to your accommodation, show you where to go shopping and how to get to the International Office and will help you to get along at the faculty.

As soon as a tutor has been found, both sides will get an e-mail from the International Office with each other's contact details. The tutor can answer your first questions even before you get to Germany.

Excursion programme

During the term, the International Office organises excursions to teach you more about Germany, its culture and study-oriented topics. The goal of these excursions is to show

the study locations and their surroundings as well as other parts of Germany to the international students so that they get to know Germany, its way of life and its culture. The diverse programme includes visits to different cities, hiking tours and evenings at the theatre.

The excursions are subsidised so that they can be offered at very reasonable prices.

International Office: Contact, team and office hours

■ HAWK | International Office | Hohnsen 4 | D-31134 Hildesheim | Germany
Fax: +49(0)51 21/881-147 | E-Mail: international@hawk-hhg.de

■ **Head of the International Office/ERASMUS Institutional Coordinator**
Dr. Sylvia Korz | E-Mail: korz@hawk-hhg.de | Tel.: +49(0)51 21/881-143

■ **Student advisor Hildesheim/Holzminden and international applicants**
Annika Tiefel | E-Mail: tiefel@hawk-hhg.de | Tel.: +49(0)51 21/881-146

■ **Student advisor Hildesheim/Holzminden**
Annika Kerknawi | E-Mail: kerknawi@hawk-hhg.de | Tel.: +49(0)51 21/881-144

■ **Student advisor Goettingen**
N.N. | E-Mail: international@hawk-hhg.de | Tel.: +49(0)51 51/5032-150

■ Office hours (Hildesheim):

Tuesday 10:00 am to 12 noon and 1:00 to 3:00 pm |
Thursday 10:00 am to 1:00 pm (additional appointments also available) |
Hohnsen 4, Room 106–108, D-31134 Hildesheim

■ Office hours (Holzminden):

Wednesday 10:30 am to 3:30 pm (during the lecture period) |
Haarmannplatz 3, Room S 24, 37603 Holzminden | Tel.: +49(0)55 31/126-162

■ Office hours (Goettingen):

Büsgenweg 1a, Room 0.30 (ground floor), D-37077 Goettingen | Tel.: +49(0)51 51/5032-150



FURTHER UNIVERSITY SERVICES

Libraries

The HAWK scientific library supplies students and teachers with specialist literature, offers access to such different databases as „Peri-norm“, a database of standards and technical regulations, and provides workstations. The library at the HAWK is divided into five

separate libraries, each of which belongs to the corresponding faculty. It is necessary to register in order to borrow books from the HAWK libraries. The student ID card also works as a library card.

Libraries: Contact and Opening hours

- **Library of the Faculty of Architecture and Engineering and the Faculty of Social Work and Health:**
Goschentor 1, D-31134 Hildesheim | Opening hours: Monday to Thursday 9:00 am to 5:00 pm (reading room until 6:00 pm), Friday 9:00 am to 2:00 pm
- **Library of the Faculty of Design and the Faculty of Preservation of Cultural Heritage:**
Am Marienfriedhof 1, D-31134 Hildesheim | Opening hours: Monday and Wednesday 9:30 am to 4:00 pm, Tuesday and Thursday 9:30 am to 5:00 pm (reading room until 6:00 pm), Friday 9:00 am to 1:00 pm
- **Library of the Faculty of Management, Social Work, Construction:**
Billerbeck 2, D-37603 Holzminden | Opening hours: Monday, Wednesday and Thursday 9:30 am to 4:00 pm, Tuesday 9:30 to 5:00 pm (reading room to 6:00 pm), Friday 9:30 to 1:00 pm
- **Library of the Faculty of Natural Sciences and Technology:**
Von Ossietzky Str. 99, D-37085 Goettingen | Opening hours: Monday to Wednesday 9:30 am to 4:00 pm, Thursday 9:30 am to 5:00 pm, Friday 9:30 am to 1:00 pm
- **Library of the Faculty of Resource Management:**
Büsgenweg 1a, D-37077 Goettingen | Opening hours: Monday, Wednesday and Thursday 9:00 am to 4:00 pm, Tuesday 9:00 am to 5:00 pm, Friday 9:00 am to 1:00 pm

Holzminden

The HAWK computer centre at Holzminden is at Billerbeck 2. There are four PC pools, where you can work at the computers and can also use the plotters and printers.

Computer Centres

With their HAWK registration, all students get a user name and a password to use the computers at the computer centre.

Hildesheim

The HAWK computer centre at Hildesheim is at Goschentor 1. PC pools at four locations in Hildesheim are operated from here, (Goschentor 1, Hohnsen 2, Brühl 20 and Kaiserstr. 43–45). There are also plotters available for large-format print-outs at Goschentor 1.

Goettingen

The HAWK computer centre at Goettingen operates PC pools at the faculties of Natural Sciences and Technology and Resource Management. Various laser and colour laser printers, scanners and plotters are available at the PC pools.

Computer Centres: Opening hours

Hildesheim

- The rooms at Goschentor 1 can be accessed at any time using a transponder. Transponders are available for a fee of € 20 from the computer centre.

Holzminden

- Monday to Thursday 8:00 am to 8:00 pm and Friday: 8:00 am to 6:00 pm
- During the semester break: Monday to Thursday 9:00 am to 3:30 pm and Friday 8:00 am to 1:00 pm

Goettingen

- Faculty of Resource Management:
Monday to Thursday 9:00 am to 3:30 pm and Friday 9:00 am to 1:00 pm
- Faculty of Natural Sciences and Technology:
Monday to Thursday 9:00 am to 3:30 pm and Friday 9:00 am to 1:00 pm

All PC pools offer access to an extensive software library for standard and technical literature. The HAWK is broadly equipped with wireless LAN, so that students can also connect to the internet with their private notebooks. More detailed information is available on the internet.

- <http://www.hawk-hhg.de/hochschule/156494.php>

With their personal accounts, students can also get a printing account to use printers and plotters at the PC pools. Further information is available on the internet.

- <http://www.hawk-hhg.de/hochschule/156497.php>

In addition, the user name and password are needed for access to Stud.IP. Stud.IP is a communication platform for students, teachers and courses with a chat room, a forum, a personal calendar and a timetable that you can use to schedule your own appointments.

- <http://studip.hawk-hhg.de>

HAWK plus

HAWK plus offers a broad programme of interdisciplinary courses, such as data processing, business management, law and presentation techniques, partly in English, as well as intercultural trainings and language courses in different languages. This offer is open to the students of all faculties. HAWK plus imparts key competences and supplementary qualifications.

- Contact:
HAWK plus
Goschentor 1, Room 026,
D-31134 Hildesheim
Tel.: +49(0)51 21/881-501
Fax: +49(0)51 21/881-551
<http://www.hawk-hhg.de/hawkplus>



Student representatives – Student Union

The Student Union (AStA = Allgemeiner Studierendenausschuss) is the administrative organ of all students and represents student interests in and outside of the university. The Student Union is divided into different departments, such as the social department, the culture department and the department for international matters. The Student Union is also responsible for the semester ticket and issues the international student ID card (<http://www.isic.de/>). The Student Union can also provide legal advice.

- Contact:
AStA
Goschentor 1, Room 12,
D-31134 Hildesheim
Tel.: +49(0)51 21/3 74 99
Fax: +49 (0) 51 21/13 17 30
E-mail: info@asta.studhawk.de
Opening hours: Monday to Friday
from 9:00 am to 12 noon
<http://www.studhawk.de>

Student representatives – Student Councils

The Student Councils consist of students of one faculty and represent the interests of the students at that faculty. At the beginning of each semester, the Student Council also helps the new students with orientation at the study location and in the faculty.

- <http://www.hawk-hhg.de/studium/154638.php>





Students with special needs

The HAWK has a representative who takes care of the needs and interests of handicapped and chronically ill students. Her name is Professor Dr. Gisela Hermes. She advises handicapped and chronically ill applicants and students with respect to disability compensation while they are studying and she supports the implementation of structural and organisational measures needed to provide for adequate study conditions. Professor Hermes is responsible for all three study locations. The faculties in Goettingen are new buildings and have a high standard of accessibility for students with walking disabilities or who are confined to a wheelchair. A mobile workspace for visually handicapped and blind students has been available in all libraries from 2010 onwards. At most locations in Holzminden and Hildesheim, accessibility has been improved by the installation of elevators and a lifting platform. The HAWK website is barrier-free.

- Contact:
Prof. Dr. Gisela Hermes
Brühl 20, Room 108, D-31134 Hildesheim
Tel: +49(0)51 21/881-411
E-Mail: hermes@hawk-hhg.de

Child care

The HAWK is certified as a family-oriented university and offers good conditions for students who are already parents. Some degree programmes can be studied part-time. There are offers of mobile child care at all three HAWK locations, and in Hildesheim and Holzminden, the HAWK even operates day-care centres. Further information is available from the HAWK Equal Rights Representative's Office:

- Contact:
Equal Rights Representative's Office
Hohnsen 4, Room 111–112,
D-31134 Hildesheim
Tel.: +49(0)51 21/881-178/179
Fax: +49(0)51 21/881-176
<http://www.familie.hawk-hhg.de>

Refectories and Cafeterias

The Studentenwerk operates refectories (Mensa) at all three study locations, where students can enjoy meals at reasonable prices. The student ID card, which all HAWK-students get, can be used to pay for the meals at the refectories. Money can be put on the card at a machine in the refectories. Students automatically pay the cheaper prices for students when paying with their student ID card.

Usually, you can choose between different main dishes that can be combined with different side dishes. At least one dish is always vegetarian. Salads, desserts and sandwiches are also available along with coffee and snacks.

Some refectories offer meals in the evening, too. Besides the refectories, which are operated by the Studentenwerk, most faculties also have a cafeteria or bistro, where you can drink a coffee with fellow students and have a snack.

Refectories and Cafeterias

Hildesheim

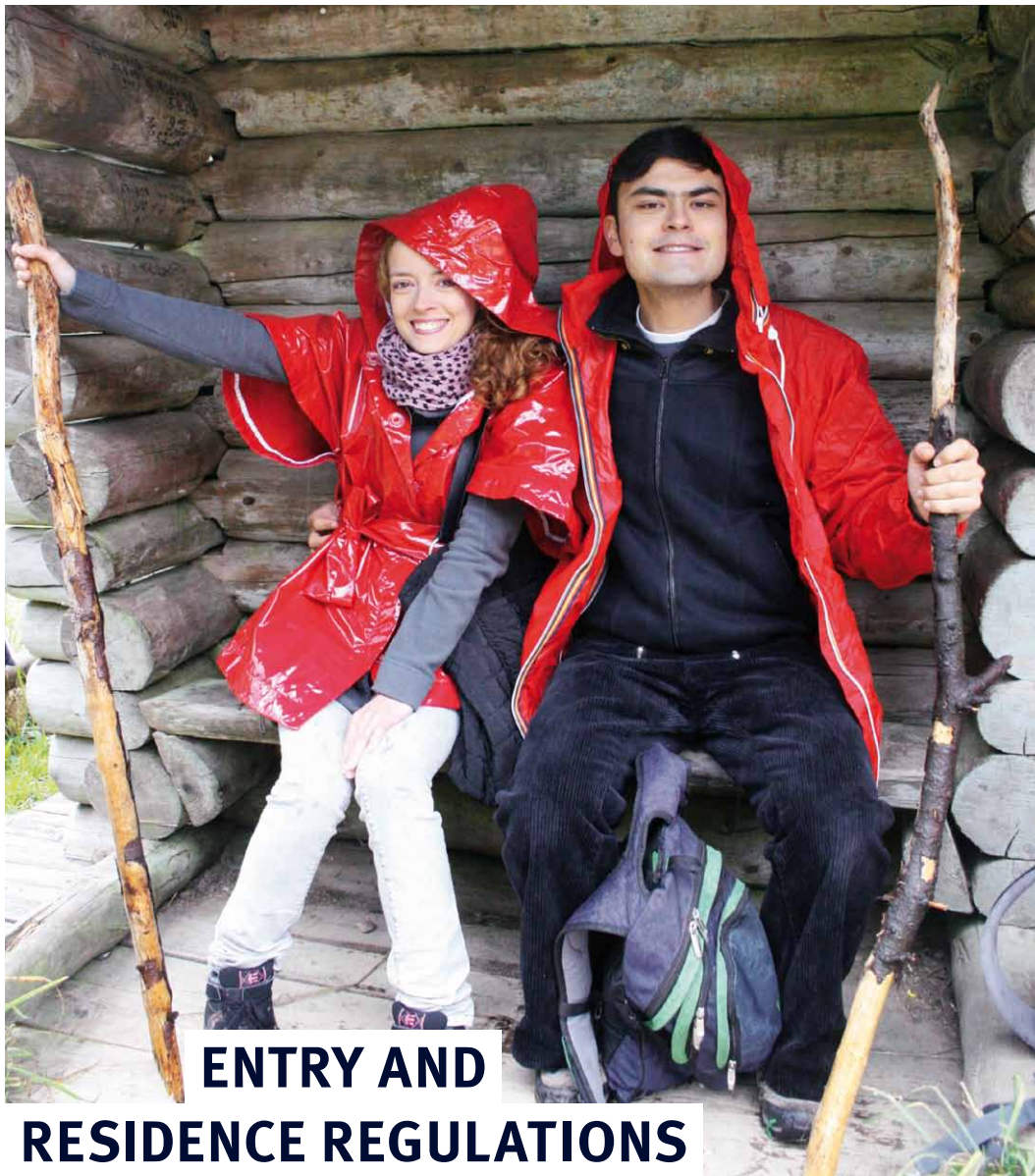
- HAWK Refectory and Cafeteria: Hohnsen 1 | <http://www.stw-on.de/hildesheim/essen>
- Café Brühlchen: Faculty of Social Work, Brühl 20
- Cafeteria of the Faculty of Design: Kaiserstraße 43–45
- Refectory at the University: Marienburger Platz 22 | <http://www.stw-on.de/hildesheim/essen>

Holzminden:

- HAWK Refectory: Haarmannplatz 3 | <http://www.stw-on.de/holzminden/essen>

Goettingen:

- Cafeteria HAWK: Faculty of Resource Management, Büsgenweg 1a
- Bistro HAWK: Faculty of Natural Sciences and Technology, Von-Ossietzky-Str. 99
- Refectories and Cafeterias operated by the Studentenwerk Goettingen: the nearest for the faculty [r] is the North Refectory (Grisebachstr. 10) | <http://www.studentenwerk-goettingen.de/mensen.html> | <http://www.studentenwerk-goettingen.de/cafeferien.html>



ENTRY AND RESIDENCE REGULATIONS

Passport/identity card | Visas | Residence permits

Work permits | Student jobs at the university | Change of residence

Entry and residence regulations

Useful information about such topics as visas, residence permits and working in Germany can be found on the internet on the Hildesheim Round Table web page.

- <http://www.auslaendische-studierende-hildesheim.de/>

Passport/identity card

A passport is usually required for anyone who wants to enter Germany; all citizens of the European Union need is an identity card/personal identification card.

Visas

Students from the European Union don't need a visa to enter Germany. For a stay of longer than 3 months, however, they must register at the registration office of the town after their arrival. Their right to remain in Germany is documented by the Freedom of Movement Certificate (Freizügigkeitsbescheinigung). Students who do not come from the European Union need a visa for study purposes in order to enter Germany. Citizens of the following states are excluded from this regulation: Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Republic of Korea, Monaco, New Zealand, San Marino, Switzerland and the USA.

The conditions for the visa that must be fulfilled must be clarified with the German Consulate in the student's home country. An overview of German consulates worldwide is available on the internet on the Department of Foreign Affairs website.

- <http://www.auswaertiges-amt.de>

A visa for study purposes is issued for the duration of three months. After the student's arrival in Germany, the visa must be converted into a residence permit, which is valid for the planned study period, usually for two years at the most. The International Office can help students with any questions concerning visas or residence permits.

Residence permits

If you are planning to stay in Germany for longer than three months, regardless of whether a visa is required to enter Germany or not, you have to have a residence permit. To get a residence permit, you have to register at the registration office of the town you are living in. Students from European Union member states will be issued the Freedom of Movement Certificate (Freizügigkeitsbescheinigung) and don't need to make a personal appointment at the Immigration Office. Students from countries that do not belong to the European Union must make an appointment at the Immigration Office to have a residence permit issued. You usually have to present the following documents:

- Valid passport, including the visa for Germany (if applicable)
- 1 biometric photo
- Proof of health insurance coverage
- HAWK study confirmation
- Proof of the ability to support yourself financially during your stay, e.g. blocked account, scholarship, formal obligation
- Administrative fee



If you have a residence permit for Germany, you can travel to all Schengen countries without having to apply for a separate visa. These are: Belgium, Bulgaria, Denmark, Estonia, Finland, France, Greece, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Sweden, Switzerland, Slovakia, Slovenia, Spain, the Czech Republic, Hungary, Iceland, Norway.

Work permits

As a rule, students are not allowed to work for more than 20 hours per week during the lecture period. Students from the European Union are treated like German students and can work besides their studies without a work permit.

Students from non-European Union countries as well as from Bulgaria and Romania, who hold a residence permit or a Freedom of Movement Certificate, have the following entry in their documents: „Occupation up to 90 days or 180 half days per year as well as student jobs at the university allowed“. Eight hours correspond to a whole working day, four hours to a half day. A work permit is required for any occupations above and beyond that.

Note: Anyone who works for more than 90 days (excluding activities at the university) per year and does not have permission from the Immigration Office is breaking the law and can be fined. Each student is responsible for keeping track of when their 90 days are used up.

Student jobs at the university

In addition, students can work at the university or at scientific organisations without limitation.

This also applies to jobs not directly at the university but which have a close relation to the professional aspect of the study programme, e.g. internships recommended by the university or jobs in organisations affiliated with the university.

For any jobs going beyond that, students from non-European Union countries need permission from the Immigration Office, which also requires the permission of the Employment Agency. In addition to their Freedom of Movement Certificate, students from Bulgaria and Romania need an EU-work permit. They can apply for this permit directly at the Employment Agency.

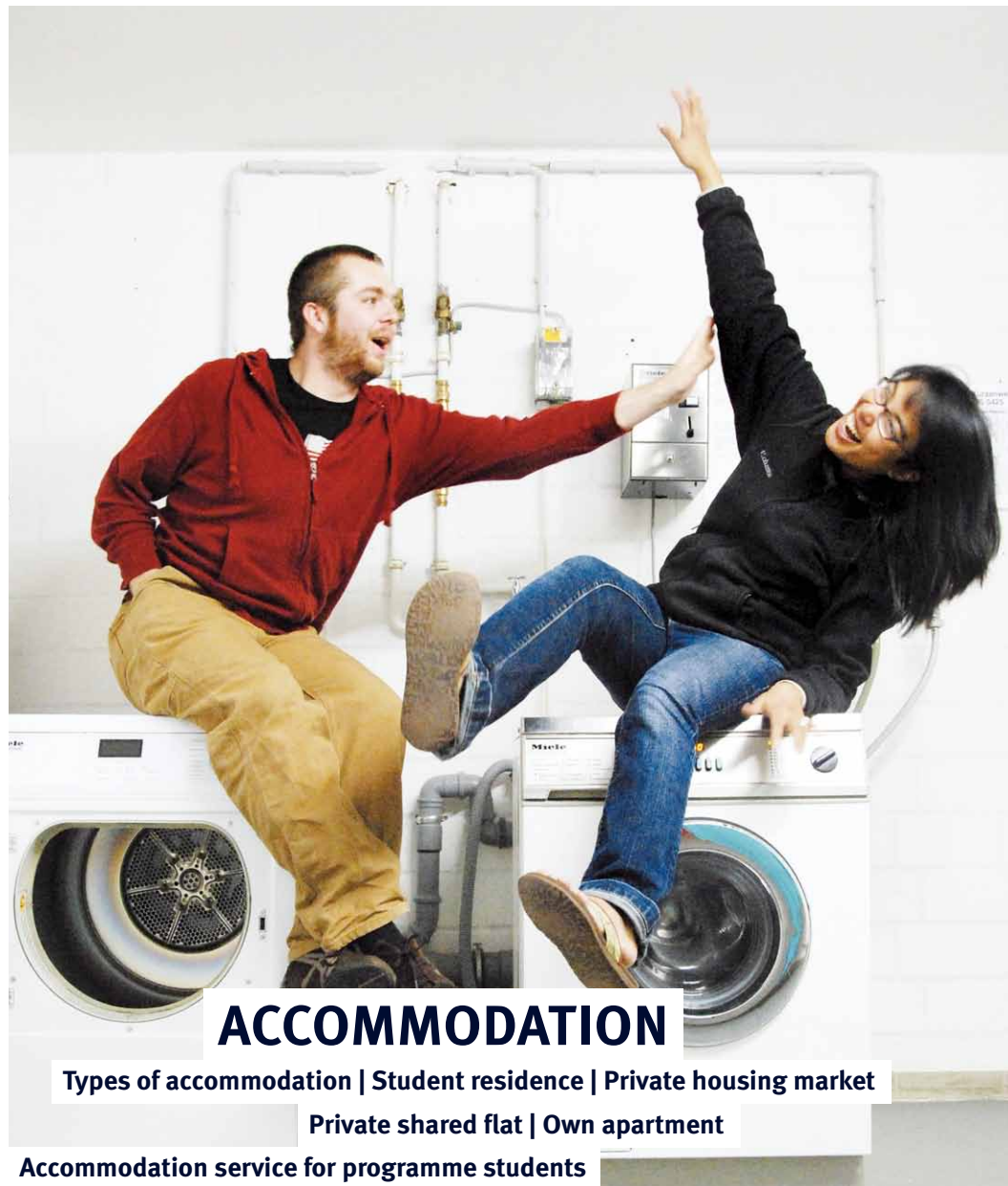
Whether or not such a special work permit is granted depends on the situation on the job market. The guideline for the Employment Agency is to place members of the European Union and the European Economic Area with priority. This „priority check“ to ensure that no other persons with priority – i.e. Germans or EU citizens – can accept this job offer can take up to four weeks.

Change of residence

If you move, your new address must be registered with the following institutions:

- City Registration Office
- HAWK Registration Office
- Programme students should also notify the International Office of their change of address
- Bank, health insurance company (if applicable)





ACCOMMODATION

Types of accommodation | Student residence | Private housing market

Private shared flat | Own apartment

Accommodation service for programme students

Rental contracts | Room furnishings | Laundry

vertisements in the regional newspapers. Pay attention as to whether the rooms or flats offered are furnished or not. Support for the search for accommodation on the internet:

■ <http://www.hawk-hhg.de/studium/104245.php>

Types of accommodation

Students can find accommodation in a student residence, a private shared flat or in an apartment of their own:

Student residence

This is a building that provides accommodation to students only. Most of these residences are operated by the Studentenwerk, to which the rent is paid, too. There are also student residences that are operated by the church or real estate agencies. In most residences, you share kitchen and bathroom facilities with three to twelve other students. The rooms are usually furnished.

There are different student residences in Hildesheim and Goettingen operated by different organisations, in which rooms are rented. You can often apply for a room on the internet. The demand for accommodation is very high, especially at the beginning of the winter semester (September/October) so that you might be put on a waiting list first. There are no student residences in Holzminden.

Private housing market

In order to find a room on the private housing market, you can search e.g. on the internet, look at the notice boards at the university or in Stud.IP or place an advertisement yourself. Especially if you are looking for your own small flat, it is worth having a look at the ad-

Private shared flat

In a shared flat, you live together with several other students (normally 2 to 5), have a room of your own and share kitchen and bathroom facilities. However, the flat is in a private apartment building and you pay the rent to the landlord. Rooms made available permanently to a new tenant are usually not furnished. Often students who go abroad for one semester themselves offer their rooms as a sublet for one semester. These rooms are usually furnished.

Own apartment

You can look for your own apartment as well. You should keep in mind that apartments in Germany are usually rented without furniture.

Student residences in Hildesheim

Student residences operated by the Studentenwerk OstNiedersachsen

Student residence Blauer Kamp

Student residence Hansering 1b

<http://www.stw-on.de/hildesheim/wohnen>

Catholic student residence Braunsberger Str.

<http://www.khg-wohnheim-hi.de/ziminfo.html>

Student residence Ortelsburger Str.

<http://www.alpha-immobilien.de/Vermietung/Wohnungen/Studentenwohnheim-Nur-einen-Steinwurf-von-der-Uni-entfernt.html>

Student residence Annenstrasse

<http://www.studentenwohnheim-hildesheim.de/de/studentenwohnheim-hildesheim-annenstr.-29.html>

Student residences in Holzminden

There are no student residences in Holzminden;
you have to look for a room on the private housing market.

Student residences in Goettingen

Student residences operated by the Studentenwerk Goettingen

<http://www.studentenwerk-goettingen.de/wohnen.html>

Catholic student residences Edith Stein House and Alfred Delp House

<http://www.khg-wohnheim-goe.de/>

Mahatma Ghandi House of the African-Asian Student Organisation

<http://www.studentenwohnheim-mahatma-gandhi-haus-goettingen.de/wohnheim.php>



Accommodation service for programme students

The International Office offers an accommodation service for programme students. You can indicate whether you want the International Office to offer you accommodation on the application form and if yes, if you prefer a room at a student residence or in a shared flat. The International Office will try to find a room in the preferred category at a reasonable price and will send you a rental contract, which has to be signed and sent back. Once you have signed and returned the contract, it is binding.

Note: You will be offered one room only. If the rental contract is not sent back within the period indicated, the room will be assigned to someone else and you will have to find a room on your own.

The International Office also supports all other international students as far as possible in their search for a room.

Rental contracts

The rental contract is made between the student as a tenant and the landlord (e.g. the Studentenwerk). These contracts can be signed for a limited or an unlimited period of time. If you have an unlimited rental contract, you have to make sure that you give the proper notice when you want to move out. The monthly rent varies depending upon location and size of the room. A monthly rent of € 200 to 300 is normal and often already includes such other additional expenses as heating, electricity and water, sometimes even telephone and internet. All this is noted down in the rental contract. The rental contract also indicates how and by when you have to pay the rent.

It is also usual for the landlord to ask for a security deposit. The security deposit is usually a sum of one to two monthly rents which you have to pay before you move in and which you get back when you move out and your room has no damages. The amount of the security deposit is also regulated in the rental contract.



Room furnishings

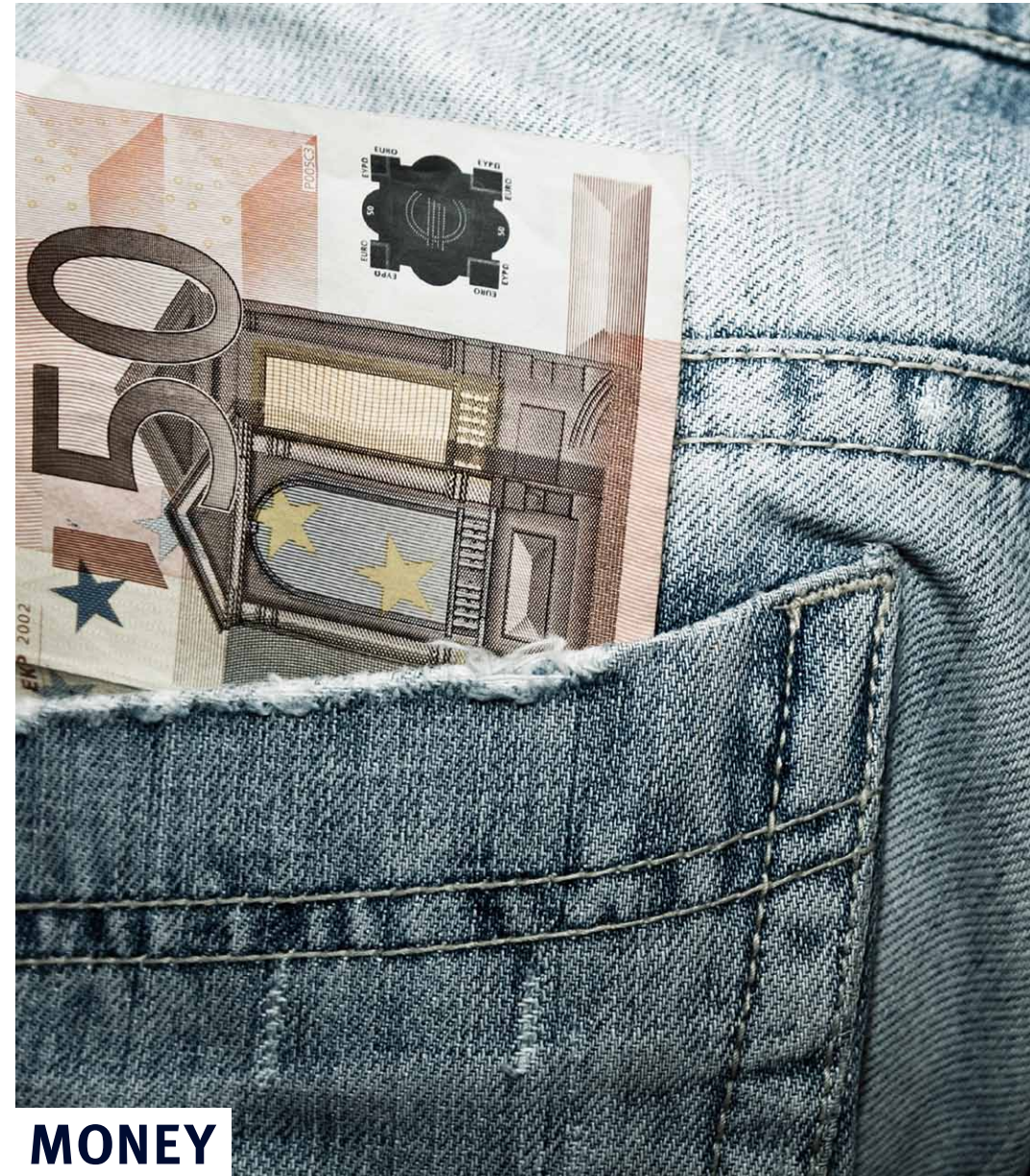
The furnished rooms in the student residences are usually equipped with the most necessary things. You can assume that the room is furnished with a bed and a mattress, a wardrobe, a desk and a chair. Especially if you are sharing the kitchen with several other students, it will usually be well equipped, too. The Studentenwerk Ostniedersachsen offers a so-called starter package, which contains bed clothes and towels for the rooms in the student residences in Hildesheim. This package can be booked additionally if the student wishes. The Studentenwerk Goettingen makes sure that exchange students find bedclothes in their rooms. Exchange students in Hildesheim can borrow bedclothes from the International Office as well.

Many student residences and private shared flats are already equipped with a telephone and internet connection which you can probably use if you contribute your share to the costs.

If you lack anything in your room, you should have a look at the notice board in Stud.IP, where second-hand furniture is frequently offered. Cheap second-hand furniture can also be found e.g. at the Labora Möbelshop (Osterstr. 30) in Hildesheim or at Möbelino (Gronauer Landstrasse 48) in Goettingen.

Laundry

Washing machines and dryers are usually available in the student residences. You usually have to buy tokens to operate these machines. The caretakers at the student residences can give you further information. Most shared flats have a washing machine, which can be shared. If you don't have a washing machine in your flat, you can do your laundry at a laundromat.



Tuition fees | Cost of living | Banks | Opening a bank account | Credit cards

Tuition fees

Tuition fees amounting to € 500 per semester are charged in Lower Saxony. In addition, administration fees, the semester ticket as well as a contribution to the Studentenwerk and for the student representation have to be paid, so that, depending on the study location, the charges come to approx. € 700 to 770 per semester (as per summer semester 2012). Exchange students pay neither tuition fees nor the administration fee. They only pay for the semester ticket and the contributions to the Studentenwerk and the student representation. Depending on the study location, they are required to pay approx. € 130 to 190 (as per summer semester 2012).

Cost of living

You can assume that you'll need approx. € 600 to 700 per month to pay for your living expenses. This is approx. what it will cost you for your rent, your meals and other things you need for daily life. You'll need more money for your first month in Germany in particular because there are several important things that must be paid upon your arrival:

- the first month's rent
- the security deposit for the room (approx. one month's rent)
- the tuition fees/semester fees
- different personal things, like e.g. bicycle, television, money for excursions, books etc.

These costs should be taken into account when you calculate your financial plan at home. You should also find out what is the best way to make money transfers to Germany.

Banks

There is a large selection of different banks at all three study locations. The opening times of the branch banks can vary considerably, depending upon the size and location of the branch. As a rule, most banks are open on weekdays in the morning and afternoon; some branches close at midday (usually between 1:00 and 2:00 pm) and many smaller branches are also closed on Wednesday and Friday afternoons. However, the ATMs for withdrawing money are accessible even when the branch is closed so that you can withdraw money 24 hours a day. You should use the ATMs at your house bank to withdraw money from your account. Other banks often charge high fees for this service. It is free of charge at your house bank.

Opening a bank account

We recommend that you open a bank account at a German bank so that you can conveniently transfer the rent and take care of any other payments like the fees for your health insurance. If you live in a room at a student residence, having a German bank account is an absolute necessity because the rent has to be paid by direct debit, which only works from a German bank account. Most banks offer a free-of-charge account for students. In order to open a German bank account, the following documents are needed:

- Passport/identity card
- Certificate of residency
- Study confirmation from the HAWK

Money exchange

The currency used in Germany is the euro. Other currencies can be exchanged into euros at large branch banks. It is also possible to exchange money at the airport.

Credit cards

In general, you pay by cash, debit card or credit card in Germany. However, you should check the signs in shops and restaurants because not all credit cards are accepted everywhere. In order to book tickets on the internet, for example, you usually need a credit card. MasterCard and Visa are well established and accepted almost everywhere. You can also withdraw money at an ATM with your credit card but you are often charged a high fee to do so.

You'll get a chip card and a PIN for the bank account to use the self-service terminals at the bank to withdraw money or print bank statements and to pay via direct debit in shops. Online banking is also an option so that transactions can be done from your computer at home. You can use your international banking data to easily transfer money from abroad into your German bank account. You should print out your bank statements on the machine once a month; otherwise they will be sent to you and you will be charged a small fee. It is also important to keep track of all the transactions in your account. Take care of your chip card and keep your PIN a secret. The International Office will help you to open a German bank account.





INSURANCE

Health insurance | Other useful insurances | Accident insurance

Private liability insurance | Household insurance

Health insurance

When you register at the HAWK, you have to prove sufficient health insurance coverage. Students from the European Union usually have a European Health Insurance Card (EHIC), which provides them with insurance coverage in Germany. The EHIC must be presented when registering at the HAWK. If you have an EHIC, you can get medical treatment from a doctor in Germany without any problem. Students from non-European Union states or without the EHIC must insure themselves with a German health insurance company. All public health insurances companies offer the same tariffs for students; however, some health insurance companies charge an additional monthly fee. In some cases, it is also possible to be privately insured. The International Office can give you further information and help you to choose a health insurance that is accepted for the registration at the HAWK.

Other useful insurances

Accident insurance

All HAWK students are automatically insured for their way to the HAWK and during lessons by the Landesunfallkasse (Accident insurance of Lower Saxony). In case of an accident, please contact the secretary's office of the faculty and the safety engineer, Mr. Hennies (Tel.: +49(0)51 21/881-196, E-mail: hennies@hawk-hhg.de).

Private liability insurance

The Civil Law Code says that everyone can be made liable for any damages he has caused, even if this damage was caused by accident. That means if you injure another person, e.g. in a collision with a bicycle, or damage or destroy an item belonging to somebody else, you must pay for this damage. This can become very expensive depending on the kind of injury or the damage caused. So that you don't have to pay for the damage yourself, you can purchase private liability insurance. The annual insurance premium usually lies between € 25 and € 150 (depending on coverage).

Household insurance

Household insurance replaces the financial loss for electric/electronic devices, furniture, clothes, computers, etc., which results from burglary, robbery, vandalism or fire. Damages caused by lightning, storms, hail, water and explosions are also covered by this insurance. Contrary to private liability insurance, household insurance is purchased per flat and not per person. The amount of the annual insurance premium depends upon the size of the flat, the total value of the furnishings and the insurance conditions. An average amount you can expect to pay for the annual premium for this type of insurance is about € 35.



HEALTH SYSTEM

Doctors' appointments | Hospitals | Emergency medical services

Practice fee | Dentists | Medicine | Psychological counselling services

Doctors' appointments

In Germany, there are GPs (general practitioners or family doctors) and specialists, such as opticians, dermatologists, gynaecologists and dentists. Most Germans have a family doctor, whom they consult first when they are ill and who transfers them to a specialist, if necessary.

It is highly advisable to make an appointment before you go to the doctor's because otherwise you might have to wait for a long time. In urgent cases, you can go to the doctor without an appointment but should be aware that you'll be spending quite a bit of time in the waiting room. Office hours differ, but most practices are open from Monday to Friday in the mornings; not all practices are open every afternoon.

You can freely choose the doctor you want to go to. Names and addresses of physicians can be found in the telephone directory, the yellow pages or on the internet. The International Office can also assist you in finding the right doctor.

Hospitals

If you need urgent medical assistance during the weekend or at night, you can go to the emergency outpatient department of the local hospital or call an ambulance or the paramedics.

- Emergency Call: 112
- General number for ambulances: 19222

Emergency medical services

In less urgent cases, but when treatment still cannot wait until the next regular office hours of your family doctor, you can go to the „emergency medical services“. The addresses can be found on the internet or in the daily newspaper.

Practice fee

All patients must pay a practice fee of € 10 once per quarter if they consult a doctor. The next quarter, the fee is due again if you consult a doctor. If, during the same quarter, you need to consult a specialist as well, you'll get a referral so that you don't have to pay the € 10 again. You always have to pay the practice fee in the hospital as well.

Dentists

You don't need a referral from another physician in order to consult a dentist. At the dentist's, the practice fee is only due if treatment is necessary, not if you are going for a general check-up only (possible twice per year). Dental treatment can be very expensive in Germany; your medical insurance does not usually cover all the costs and the patient has to pay the rest. You can have a cost plan set up for this.

Medicine

Prescription medicine can only be bought at pharmacies (or internet pharmacies) with a prescription from a doctor (e.g. antibiotics or strong pain killers). There is a lot of over-the-counter medicine that can be bought at pharmacies without a prescription from a doctor (e.g. headache tablets, sore throat lozenges and nose drops). Some of this medicine can even be bought in drugstores or in large supermarkets, where it is generally cheaper than in pharmacies. In general, medicine is quite expensive in Germany. Pharmacies are usually open like other shops, too, however many pharmacies are closed on Wednesday afternoons. For emergencies, there is always one pharmacy with emergency service 24 hours a day; you can find out which pharmacy that is on the internet or in the daily newspaper. There is also a notice hung on the door of every pharmacy indicating which pharmacy is currently open for emergency services.

Psychological counselling services

Hildesheim and Holzminden

Studentenwerk OstNiedersachsen location Hildesheim | Psychological Counselling Services (PBS)
Hindenburgplatz 16 | D-31134 Hildesheim
Tel.: +49(0)51 21/15 02 02 | E-Mail: pbs.hi@stw-on.de

Goettingen

Studentenwerk Goettingen | Psychological Counselling Services (PBS)
Gosslerstrasse 12b (Refectory am Turm) | D-37073 Goettingen
Tel.: +49(0)5 51/39 40 59 | E-Mail: psb@studentenwerk-goettingen.de

Psychological counselling services

If you need psychological counselling services, you can get in touch with the psychological counselling services (PBS) of the Studentenwerk. The counselling is free of charge and you can speak openly about your problems with trained personnel. The psychological counselling services also offer different workshops on how to manage stress or how to calm jittery exam nerves.



SHOPPING

Where to buy what? | Opening hours | Flea markets | Deposit bottles

Where to buy what?

Food is available in a large selection in supermarkets; the large discount chains are particularly cheap. Cosmetic products can be found in supermarkets, too, or in drugstores. Fresh fruit and vegetables as well as milk products and fresh meat can be bought at the open-air markets downtown. Meat and sausages are available from a butcher's shop. Fresh bread and rolls as well as cake and pastry can be bought at bakeries, some at very reasonable prices at shops selling products from the day before or at „Backshops“ with self-service. In most places, you will also be able to find speciality shops where Asian, Spanish or Turkish specialities and food are available.

Clothes can be bought in department stores and shops in the city centre or at more reasonable prices in second-hand shops. Or you can take a trip to one of the factory outlets where you get clothes at cheap prices.

Opening hours

The opening hours of the shops can vary. Shops in the city centre are usually open from Monday to Friday from 9:00 am to 7:00 pm or even to 8:00 pm; on Saturdays, they usually close by 4:00 or 6:00 pm; large supermarkets and discount chains often have longer opening hours.

The shops are usually closed on Sundays. For emergencies, there is a small shop at the main train station that is open on Sundays, too, or you can buy the most necessary items at a kiosk or a petrol station. Some bakeries are also open on Sundays. Many cities allow shops to open on special Sundays a couple of times a year (verkaufsoffener Sonntag).

Flea markets

Flea markets, also known as „Trödelmärkte“, are often organised on the weekends. This is where you can buy cheap second-hand household appliances, furniture, books or bicycles. It is also worth having a look at the notice boards at the university, on Stud.IP or in the daily newspapers because second-hand items are often offered there, too.

Deposit bottles

In Germany, there is a deposit charged on refillable and non-refillable glass and plastic bottles and cans. When you buy beverages in glass bottles, PET bottles and cans you pay a small amount, which you get back if you bring the empty bottles or cans back to the shop.



PUBLIC TRANSPORT

Semester ticket | Local city transportation | German Railway (DB)

Intercity busses | Bicycles | Ride-sharing services | Rent-a-car | Taxi

Semester ticket

Among other things, the semester fee that students pay goes towards paying for the semester ticket. It is printed on the student ID chip card at a self-service terminal. The semester ticket allows you to use the regional trains in Lower Saxony, Bremen and Hamburg free of charge. In Hildesheim, you can also use the city busses. The semester ticket is for your personal use only. In case of loss or theft, please notify the registration office immediately. Issuing a new student ID/ semester ticket costs € 20. In case of theft, you'll get a new card free of charge if you have made a complaint to the police.

Local city transportation

The city bus network is well developed in Hildesheim and Goettingen. In Holzminden, there is one bus line operated by the Transport Network of Southern Lower Saxony that runs once per hour and several regional busses with which you can reach the surrounding towns. In Hildesheim, the city busses can be used free of charge with the semester ticket. In Goettingen and Holzminden, the semester ticket does not cover the city busses. In Goettingen you can get a monthly ticket for students for approx. € 30.

Further information about timetables, bus lines and ticket prices can be found on the internet:

- Hildesheim:
<http://www.svhi-hildesheim.de/>
- Holzminden:
<http://www.vsninfo.de/>
- Goettingen:
<http://www.goevb.de/CMS/>

Self-service terminal for the semester ticket

Hildesheim

- Goschentor 1, in the entrance hall on the ground floor

Holzminden

- Billerbeck 2, on the ground floor, corridor plotter area HOB_S32

Goettingen

- Faculty of Resource Management: Büsgenweg 1a, Room 0.29
- Faculty of Natural Sciences and Technology: Von-Ossietzky-Str. 99, in Building A Room A 5



German Railway (DB)

Thanks to the semester ticket, students have the opportunity of visiting many interesting places nearby by train free of charge. Popular destinations include Hannover, Braunschweig, Bremen and Hamburg.

The German Railway Co. also offers many special rates. You can save a lot of money, especially if you buy your ticket some time in advance and commit yourself to a specific connection. With the so-called „Länderticket“ for the different Federal States, you can use the regional trains in the corresponding Federal State with up to five persons for a whole day. These tickets cost approx. € 30. On weekends, you can use the regional trains all over Germany with up to five persons with the „Schönes-Wochenende-Ticket“ for € 37. There is a similar offer on weekdays: for € 42, one person can use all the regional trains in Germany for one day with the „Quer-durchs-Land-Ticket“ and can take up to four other people along for only € 6 each. If you buy tickets some time in advance, you can get a group discount together with other fellow students. Sometimes you can buy very cheap railway

tickets at the discount supermarkets. Students who stay in Germany for a longer time may be well advised to buy a Bahncard 25 for approx. € 60. Upon presentation of this card, you get a discount of 25% on all tickets. The Bahncard is only available as a subscription so that you have to remember to cancel your Bahncard before you leave Germany.

Information on the internet:

- <http://www.bahn.de>

Intercity busses

Travelling by bus can be very cheap as well. You can take trips to different cities in Germany or even to the neighbouring countries like Poland, the Netherlands or France. Further information can be found on the internet, e. g. at:

- <http://touring.de/>

Bicycles

Regardless of which of the three HAWK locations you are at, it is a very good idea to invest in a bike because cycling is a very convenient way to get around.

Used bikes can be bought at flea markets or at the bike auctions held by the City. It is also worth having a look at the notice boards at the university, in Stud.IP or in the advertisement part of the daily newspapers to see whether someone has a used bicycle for sale. In Hildesheim, there are a few bikes that can be rented at the International Office. Exchange students can also get a special form with which they are allowed to buy a bike at the LABORA Youth Workshop for € 40 to € 60. The Fazze is a student bicycle self-help workshop in Hildesheim, where you can get help in repairing your own bicycle for a small charge. During lecture times, the Fazze is open on Mondays from 5:00 to 7:30 pm. It is located in the backyard of Moltkestr. 86.

- Contact: fazze@gmx.net

In Goettingen, you can have your bike repaired at reasonable prices or repair it on your own, too:

- ADFC Workshop (Güterbahnhofstraße, each Thursday 5:30 to 8:00 pm)
Contact: werkstatt@adfc-goettingen.de
- The „Fahrradklinik“ (bicycle clinic) (Humboldtallee 30, Monday to Friday 9:00 am to 4:00 pm)

Occasionally, you can buy used bikes there, too. It is also possible to purchase used bikes in bicycle shops.

Ride-sharing services

Booking a shared ride on the internet is cheaper than travelling by train. All you need to do is to enter your desired destination, and with a little luck you will find a car driver who is going in that direction and can give you a lift. You just pay a part of the petrol costs.

- <http://www.mfz.de>
 - <http://www.mitfahrgelegenheit.de>
- It's also worth having a look in Stud.IP because lifts to different destinations are frequently offered there, too.

Rent-a-car

In order to be more mobile, you can, of course, also rent a car. There are lots of different commercial car rentals. You usually have to be at least 21 years old before you can rent a car. In addition, you need a driving licence that is valid in Germany. Information about the validity of your driving licence can be found on the internet on the German Automobile Club (ADAC) website:

- <http://www.adac.de/infotestrat/ratgeber-verkehr/fuehrerschein/default.aspx>

Taxi

If you have missed the last bus and cannot get home on foot or by bike, you can also take a taxi. Taking a taxi is quite expensive in Germany. You always pay a basic rate of approx. € 2.60 plus approx. € 1.50 per kilometre driven. If you order a taxi by telephone, you often pay an additional fee. You can call a taxi 24 hours a day at the following numbers:

- Hildesheim: +49(0)5121/55555
- Holzminden: +49(0)5531/6600 or 5511
- Goettingen: +49(0)551/69300 or 66066



CULTURE

International evenings | STUBE | ESG/KHG

Studentenwerk Cultural Department | Mensa parties

Theatre | Opera | Cinema | Museums and exhibitions | Sports

International evenings

The International Office offers several international evenings each semester in Hildesheim and Goettingen. These evenings are organised by international students as a forum for intercultural communication. The international students usually present their home country and their universities, cook typical specialities and present national folklore. These evenings take place approx. three times each semester. All students, both international and German, are welcome to take part in these evenings.

STUBE

The Programme for International Students at Universities in Lower Saxony offered by STUBE (Studienbegleitprogramm) offers very interesting, inexpensively priced seminars and workshops and addresses degree students from Africa, Asia and Latin America in particular.

STUBE aims to make students more sensitive to social commitment and motivate them to engage in development policy during and after their studies. These offers, which accompany the students' studies, are designed to create the prerequisites for students to find a job after they have completed their studies and to reintegrate in their home countries in Africa, Asia and Latin America.

- <http://www.stube-niedersachsen.de>

ESG/KHG

The Protestant Student Community (ESG) and the Catholic University Community (KHG) are church organisations that offer a diverse programme for all students each semester. Apart from special advising offers for international students, there is an interesting programme including lectures, church services, exhibitions, short excursions along with cosy fairytale evenings and cookie bakes each semester. The current semester programme is available at the International Office or on the internet:

- Hildesheim and Holzminden:
<http://www.khg-esg-hildesheim.de/cms2/index.php?startseite>
- Goettingen:
<http://www.khg-goettingen.de>
<http://www.esg-goettingen.de>

Studentenwerk Cultural Department

The Studentenwerk in Hildesheim and Goettingen offers a wide-ranging cultural programme. The corresponding cultural department assists with questions on art and culture. They organise events and exhibitions, offering a platform to young artists from different genres. They also give advice to student projects and initiatives and support them. In addition, the cultural department offers a number of different courses and workshops and organises competitions.

- Contact Hildesheim:
Studentenwerk OstNiedersachsen
Cultural Department
Hindenburgplatz 16
D-31134 Hildesheim
Tel.: +49(0)51 21/15 02-09
kultur.hi@sw-bs.de
- Contact Goettingen:
Studentenwerk Goettingen
Platz der Göttinger Sieben 4
D-37073 Goettingen
Tel.: +49(0)5 51/39 51 48

Mensa parties

The student councils and the AStA (Student Union) organise numerous Mensa parties at all three HAWK locations during the semester. Announcements can be found on the notice boards at the HAWK. The student organisations at the universities in Hildesheim and Goettingen also organise Mensa parties that HAWK students are welcome to attend.

Theatre

You can spend a nice evening at the theatre at the Theatre for Lower Saxony in Hildesheim or at the German Theatre in Goettingen. The National Theatre in Hannover or the National Theatre in Braunschweig are also well worth a visit. In addition, there are a number of different free theatre groups, such as the Theatre House in Hildesheim or the Young Theatre in Goettingen. The international road theatre festival takes place in Holzminden every two years. Students are entitled to a discount on theatre tickets.

Opera

For opera lovers, a visit to the Opera House in Hannover is always a special treat. Modernised for the Expo 2000 in Hannover, the Opera House has one of the most modern opera stages in Europe. Students are entitled to a discount on opera tickets. The programme can be found on the internet.

- <http://www.staatstheater-hannover.de/oper/index.php>

Cinema

There are commercial cinemas at all three HAWK locations; they usually show German films and international films dubbed in German. Sometimes they also show original versions with or without German subtitles. There are also student cinemas: Campus, Note and OSCAR at the University of Goettingen and Movie at the University of Hildesheim where students can see films at very reasonable prices. The Studentenwerk Goettingen operates the Club Cinema, where you can watch movies off the mainstream. The Hochschulokino at the University of Hildesheim is similar; this cinema features classics and lesser known films, often in the original version with German subtitles.

Museums, exhibitions

Students are entitled to a discount on the admission fee to many museums when they show their HAWK student ID card. There are many different museums offering something for everybody. Special highlights include the Roemer-Pelizaeus Museum in Hildesheim, the Sprengel Museum in Hannover and the Art Museum in Wolfsburg. The International Office is glad to make further suggestions.

Sports

If you are interested in doing sports, you can join a sports club where almost all the sports you can think of are offered. Your member-

ship fee entitles you to use the sport offers. In Hildesheim and Goettingen, a diverse sports programme is offered in cooperation with the universities. Students can take part in the sports courses free of charge. The programme is available on the internet:

- Hildesheim: <http://www.uni-hildesheim.de/index.php?id=4036>
- Goettingen: <http://www.hochschulsport.uni-goettingen.de/news/index.php>

If you like swimming, you can choose from among different indoor and outdoor swimming pools.

Indoor and outdoor swimming pools in Hildesheim, Holzminden and Goettingen

Hildesheim

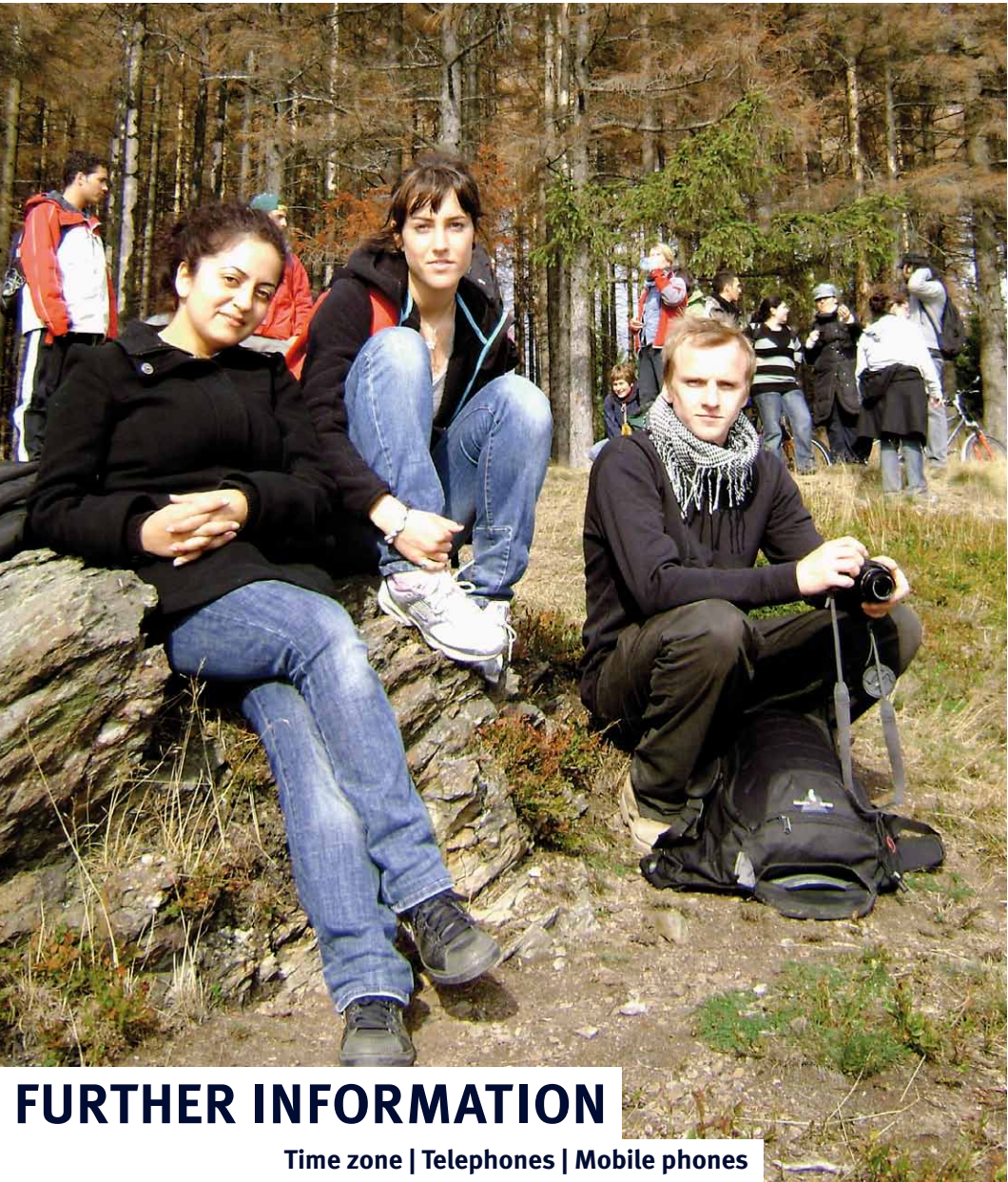
- Wasserparadies (indoor adventure pool) | Bischof-Janssen-Straße 30
- Schwimmhalle Himmelsthür (indoor swimming pool) | Julianen-Aue 13
- Indoor swimming pool Drispstedt | Ehrlicherstr. 18
- Outdoor swimming pool Johannswiese | Lucienvörder Allee 1
- Outdoor swimming pool/lake at the Müggelsee | Am Müggelsee 4

Holzminden

- Indoor/outdoor swimming pool of the City Holzminden | Am Stahler Ufer 16

Goettingen

- Badeparadies Eiswiese | indoor adventure pool | Windausweg 6
- Outdoor swimming pool Weende | Am Weendespring 1
- Outdoor swimming pool at the Brauweg | Brauweg 60
- Natural outdoor swimming pool Grone | Greitweg
- Luisenhaller Badehaus | Greitweg 48



FURTHER INFORMATION

Time zone | Telephones | Mobile phones

Internet | Drinking water | Smoking/drugs

Time zone

Germany is located in the Central European Time (CET) time zone. The standard difference to UTC (Universal Time Coordinated) is +1 hour. In spring on the last Sunday in March, the clocks are moved forward one hour to Central European Summer Time (CEST). At 2:00 am, the clock is set to 3:00 am. The clock is changed back to CET on the last Sunday in October. At 3:00 am, the clock is set back to 2:00 am.

Telephones

The international country code for Germany is +49. If you want to make an international call from Germany, you have to dial the corresponding international area code of the destination. The area codes for the HAWK locations from within Germany are:

- Hildesheim: (0)51 21
- Holzminden: (0)55 31
- Goettingen: (0)5 51

Even though most people have a mobile phone nowadays, there are still many public telephone boxes around; one unit costs about 10 cents. Most telephone boxes use telephone cards, which you can buy at post offices or kiosks, for example. Making a call from a public telephone box is more expensive than from a private telephone.

Private telephone connections are available in many shared flats and also in rooms at student residences, often in combination with an internet connection. If there is no telephone line already available, you can order one from a number of different telecommunication companies. You should keep in mind that most contracts have a minimum contract period. You can make cheap long-distance phone calls to foreign countries from Call Shops. They also sell special prepaid cards, which can be used to make cheap international calls from public telephone boxes.

Mobile phones

Mobile telephones are called „Handys“ in Germany. A mobile phone from abroad can also be used here. You should ask your provider at home about the cheapest network provider and rates in Germany. Keep in mind that when someone from abroad calls you, you will be charged for a part of the costs. That's why it is advisable to buy a German SIM card. In this case, you'll need a mobile phone without a SIM lock, because otherwise it is not possible to use other SIM cards. As an alternative, you can buy a relatively cheap prepaid mobile phone in Germany. Especially if you are staying in Germany for a longer period, a mobile phone with a contract could also be a good solution. Most contracts include a mobile phone; however, you are bound for a certain minimum contract period and you have to keep the cancellation period in mind.

Internet

All HAWK students get free access to the internet and their own e-mail account. With your HAWK account, you can use all the computers at the HAWK and you can connect your personal laptop using wireless LAN. An internet connection is already available in many rooms at the student residences as well as in many shared flats. The price for internet use is usually included in the additional expenses. If there is no internet connection available yet, you can order one from any of the different telecommunication companies. Make sure to check in advance whether or not the contract has a minimum contract period.

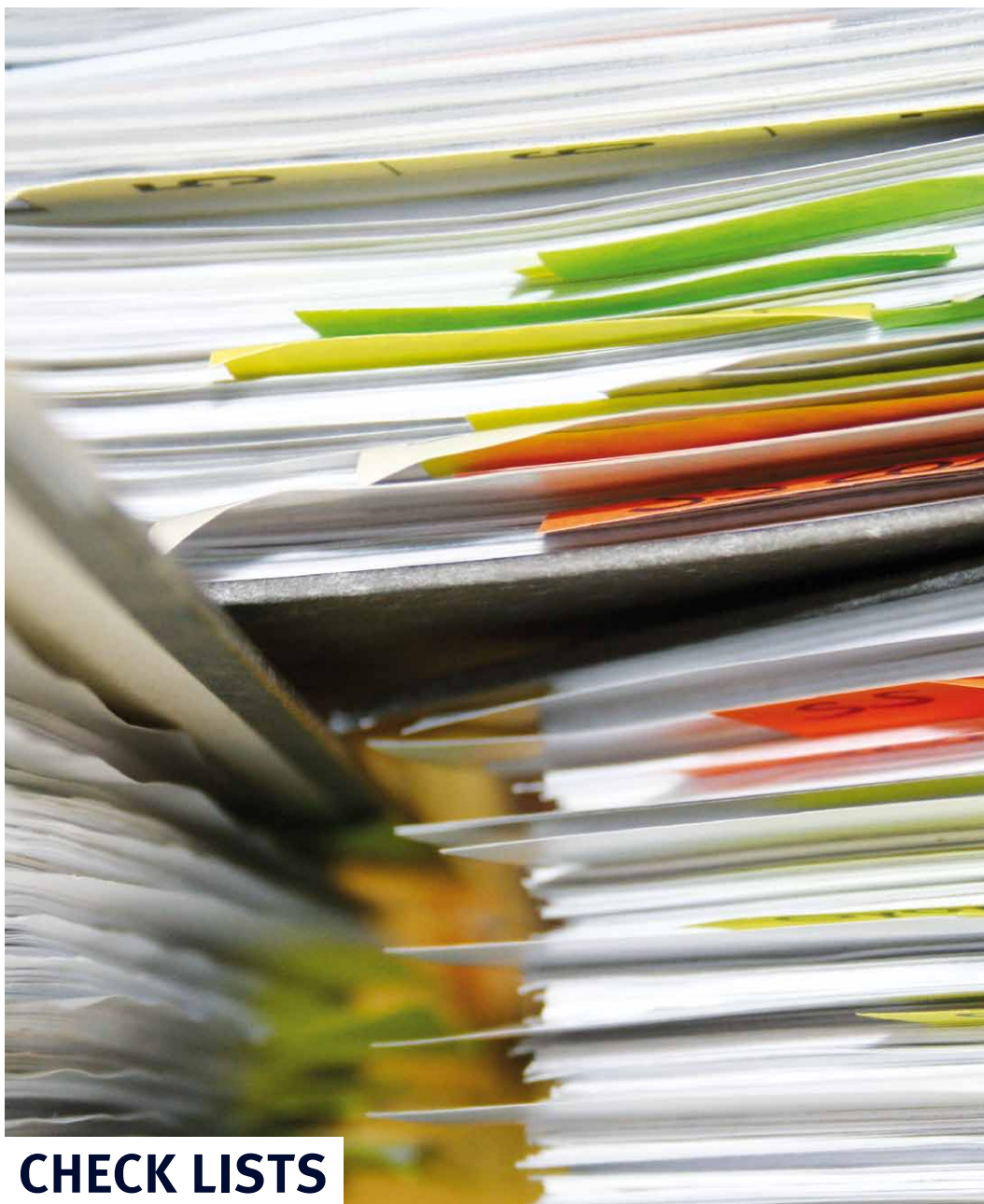
Drinking water

Tap water is perfectly fit for drinking anywhere in Germany. You can also buy different kinds of mineral water in bottles in the supermarket, with or without carbonation. If you order water in a restaurant in Germany, you'll usually get carbonated mineral water. You do not automatically get a glass of water together with your drinks and food in cafés and restaurants. In most restaurants, you have to order and pay for it.

Smoking/drugs

In Germany, young people are allowed to smoke at the age of 18. However, smoking is forbidden in the university as well as in many public buildings and in most restaurants, cafés and taverns. In some restaurants, there are special smoking areas. At stations and airports, smoking is allowed in the marked zones only. At the age of 18, you are also allowed to drink alcohol without restrictions. When participating actively in traffic, you should not drink any alcohol at all. The use of any other drugs, such as cannabis, cocaine, heroin or ecstasy, is illegal in Germany.





CHECK LISTS

CHECK LIST FOR EXCHANGE STUDENTS

Preparation for your stay abroad ...

- Please send the following documents by e-mail or regular mail to the International Office:
 - Application form with photo
 - Transcript of Records from your university
 - Copy of your passport or ID
 - 1 digital passport-sized photo (by e-mail only)
 - Learning Agreement
 - Portfolio (Faculty of Design)
- Deadlines:
 - Winter semester (starting in the middle of September): 31 May
 - Summer semester (starting in the middle of March): 31 October

Upon acceptance as an exchange student ...

- You'll get a Letter of Acceptance and an information package.
- At your request, the International Office will organise accommodation for you. You will be sent a rental contract, which you have to sign and return as soon as possible.
- Do you have a **passport** and/or ID that is valid for the whole period of your stay?
- Apply for your visa (if applicable) (proof of financing, e.g. scholarship, formal obligation from your parents, blocked bank account).
- Transfer the money for the semester ticket fee.
- Transfer the money for the first rent and the security deposit (if applicable).
- Do you have a **European Health Insurance Card (EHIC)**, or a travel health insurance for the first month?
- In due time before orientation begins, you will get important information about your arrival, the German language courses and the programme during orientation.
- Please notify us of your exact time of arrival as early as possible (**Arrival Form**).
- The International Office will organise a tutor for you.
- Contact your tutor.
- Let the International Office know if you want to borrow bed clothes.
- Please be sure to bring **enough cash** with you, especially if you intend to pay for the semester ticket, the security deposit and the first rent after you arrive in Germany.

CHECK LIST FOR EXCHANGE STUDENTS (CONTINUATION)

After your arrival at the HAWK ...

- After your arrival, you either take part in the welcome event or come directly to the International Office if you arrive later. Please bring your passport/ID and your EHIC/travel health insurance.
- Talk to your Departmental Coordinator and decide which classes you want to take.
- Register for your classes in **Stud.IP**.
- If you have changed your course selection, adjust your **Learning Agreement** (signed by the departmental coordinator and by you) and hand it in at the International Office. The International Office will send the signed Learning Agreement to your home university.

Before you leave ...

- Cancel your rental contract in due time and contact the caretaker/landlord in order to have all the formalities sorted out.
- Cancel all the contracts you made in Germany in due time, e.g. telephone/mobile phone, health insurance, sports club/gym.
- Have the International Office confirm your period of stay in your **Letter of Confirmation**.
- Hand in a list with all the classes you took during your stay. The International Office will prepare your **Transcript of Records** and will send it to your home university as soon as all the marks are available.
- Give notice of your departure to the City Registration Office.
- Close your German bank account (if applicable).
- Hand in your evaluation form at the International Office.

CHECK LIST FOR INTERNATIONAL APPLICANTS

The application ...

- Is an **internship** required?
Information at <http://www.hawk-hhg.de/studium/101082.php>
- **Study programmes for Design or Preventive Conservation:**
Hand in the **application form for the artistic aptitude test** before
 - 30.09./31.03. for a Bachelor's in Design
 - 31.10./30.04. for a Master's in Design
 - 30.04. for a Bachelor's in Preventive ConservationApplication form and further information at <http://www.hawk-hhg.de/studium/101114.php>
- **German language skills**
Information can be found in the admission regulations:
 - <http://www.hawk-hhg.de/studium/101082.php>
or at the International Office (E-Mail: tiefel@hawk-hhg.de | Tel.: +49(0)51 21/881-146)**These German certificates are accepted:**
 - DSH (Deutsche Sprachprüfung für den Hochschulzugang) – minimum level 1 or 2, depending on the study programme
 - TestDaF (Test Deutsch als Fremdsprache) – minimum level 3 or 4 in all parts, depending on the study programme
 - Kleines or Großes Sprachdiplom of the Goethe Institute
 - Deutsches Sprachdiplom der Kultusministerkonferenz (level 2)
 - Zentrale Oberstufenprüfung of the Goethe Institute**Preparatory language courses are available world-wide**
 - at the Goethe Institute (<http://www.goethe.de>)
 - close to the HAWK locations at the Volkshochschule Hildesheim: <http://www.vhs-hildesheim.de>
 - University of Applied Sciences and Arts Hannover: <http://www.fh-hannover.de/zff>
 - University of Goettingen: <http://www.uni-goettingen.de/iik>

CHECK LIST FOR INTERNATIONAL APPLICANTS (CONTINUATION)

The application ... (Continuation)

■ Is a visa needed?

Information on visa regulations at the German Embassy in your home country
<http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/Visabestimmungen>
If you need a visa: **DO NOT enter the country on a tourist visa** because it CANNOT be changed into a study visa! The visa application process might take several months. The following documents are usually needed (Please ask for the complete list of documents at the German Embassy!):

- Confirmation of application (available upon request at the International Office)
- Proof of sufficient financial means for the first study year
- Proof of health insurance
- Proof of sufficient German language skills

■ Application documents

by regular mail to: HAWK | International Office | Hohnsen 4 | D-31134 Hildesheim

- **Application form** (<http://www.hawk-hhg.de/studium/101114.php>)
- CV with photo
- Certified copies of the **school-leaving qualification**, the university entrance examination and the **university degree** (if applicable) | **NOTE:** If the original documents are not in English or German, a certified translation made by a recognized translator has to be handed in as well.
- Proof of citizenship (**copy of passport**) and copy of visa (if applicable)
- If applicable: **proof of internship**
- If applicable: **results of the artistic aptitude test**
- For applicants from China, Mongolia, Vietnam only:
Original certificate from the **Academic Evaluation Centre**

■ Deadlines

- **Winter semester** (beginning in September/October): **15 July (at the very latest!)**
- **Summer semester** (beginning in March/April): **15 January (at the very latest!)**
(Applications for the summer semester are only possible for the following study programmes
BA Early Childhood Education, BA Social Work (Hildesheim),
BSc Occupational Therapy, Speech and Language Therapy, Physiotherapy, BA Design, MA Design)

■ Any other questions?

HAWK | International Office | Hohnsen 4 | D-31134 Hildesheim
Contact person: Annika Tiefel | Tel.: +49(0)51 21/881-146 | E-Mail: tiefel@hawk-hhg.de

CHECK LIST FOR INTERNATIONAL APPLICANTS (CONTINUATION)

The admission ...

- Some days/weeks after the deadline, you will be notified as to whether or not you have been accepted. You have to **sign and send back the declaration of acceptance and transfer the tuition fees by the stipulated deadline!**
- **Accommodation:**
<http://www.hawk-hhg.de/studium/104245.php>
NOTE: Flats in Germany are usually **unfurnished!**
- **Health insurance for students:**
all public and some private health insurance companies are accepted.
NOTE: Changing a private health insurance into a public one later on might be difficult.
EU students: a **European Health Insurance Card (EHIC)** is also valid in Germany.
- **Any other questions?**
HAWK | International Office | Hohnsen 4 | D-31134 Hildesheim
Contact person: Annika Tiefel | Tel.: +49(0)51 21/881-146 | E-Mail: tiefel@hawk-hhg.de

After your registration ...

- Participation in the **welcome events at the faculties**
- **Registration at the registration office of the town** within 2 weeks. If you entered Germany on a visa, you will automatically get an invitation to have your residence permit issued within a few weeks.
- Open a bank account – free of charge for students at many banks.
- Registration in the Stud.IP group
„AAA – Akademisches Auslandsamt – Informationen für internationale Studierende“:
Information about workshops, scholarships especially for international students
- **Any other questions?**
HAWK | International Office | Hohnsen 4 | D-31134 Hildesheim
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Imprint

Editor

HAWK
Hochschule für angewandte
Wissenschaft und Kunst
Hildesheim/Holzminden/Goettingen
University of applied sciences and arts
International Office
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D-31134 Hildesheim
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Annika Kerknawi, Annika Tiefel,
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Translation

Johnson Translations, Hildesheim

Design

CI/CD-Team of HAWK

Printing

Gutenberg Beuys Feindruckerei, Hannover
Circulation: 300
Hildesheim in May 2012

This brochure has been funded with the
support of the DAAD-Stibet-program
that is, with financial means of the
Federal Foreign Affairs Office.