



Hochschule für Angewandte Wissenschaften Hamburg
Hamburg University of Applied Sciences



International Guest Students **STUDY GUIDE**

Studying in Hamburg	2	Health Matters	7
German Higher Education System	2	- health insurance.....	7
- universities of applied sciences.....	2	- health system.....	7
Hamburg University of Applied Sciences	2	- doctors & hospitals.....	7
- profile.....	2	- dentists.....	7
- academic calendar.....	2	- chemists & medicine.....	7
- language of instruction.....	2	- emergency.....	7
- structure of studies.....	2	Getting around Hamburg	8
- methods of teaching.....	2	- public transport / city maps.....	8
Faculties	2	- cycling.....	8
- Engineering and Computer Science.....	2	- driving.....	8
- Life Sciences.....	3	Banks & Post Offices	8
- Design, Media and Information.....	3	- opening hours.....	8
- Business and Public Management.....	3	- postage.....	8
- Social Work and Nursing.....	4	- opening an account.....	8
Guest students	4	- telephoning & directory inquiries.....	8
- application process.....	4	Shopping & Eating out	8
- status.....	4	Student Life	8
- student ID.....	4	- opening hours.....	9
- choosing courses / learning agreement.....	4	- shopping for food.....	9
- transcript of records / ECTS.....	4	- eating out.....	9
Living in Hamburg	5	- refectories & cafeterias.....	9
- short profile.....	5	- libraries.....	9
Visa and Permits	5	- internet.....	9
- EU-students.....	5	- university sports programme.....	9
- students from outside the EU.....	5	- student travel.....	9
Getting to Hamburg	5	Buddies & International Students' Club	9
- air.....	5	Leisure	10
- rail/bus.....	5	- out of doors in & outside of Hamburg.....	10
- car.....	5	- culture.....	10
Registration	5	- night life & cinemas.....	10
Language Proficiency & German Courses	5	10 Things	10
Accommodation	6	Getting around Germany & Europe	11
- university-booked accommodation.....	6	- air.....	11
- finding you own accommodation.....	6	- rail.....	11
Money Matters	6	Other useful information	11
- currency.....	6	- electricity.....	11
- tuition fees/semester contribution.....	6	- weather.....	11
- scholarships.....	6	- public holidays.....	11
- cost of living.....	6	- smoking.....	11
- paying with credit cards / EC cards.....	7	- tipping.....	11
		- weights & measures.....	11
		Important addresses	12

Studying in Hamburg

GERMAN HIGHER EDUCATION SYSTEM

In Germany there are two types of higher education: »universities« (*Universität*) and »universities of applied sciences« (*Hochschule für Angewandte Wissenschaften*), formerly known as *Fachhochschulen*. At the universities of applied sciences – as the name suggests – the degree programmes are more practice-oriented with case studies from industry, study projects in the labs and cooperation with industry in business and research. The professors must have worked at least five years outside of the university – in industry or research.

HAMBURG UNIVERSITY OF APPLIED SCIENCES

▪ Profile

Hamburg University of Applied Sciences has 13,400 students and is the second largest institute of higher education in Hamburg and one of the largest of its kind in Germany. With its thirteen departments it covers a wide range of subjects: engineering, business, life sciences, building, design, information media and social studies. Practice-oriented degree programmes are its trade mark with small study groups to ensure that students are individually looked after and supported during their studies. Hamburg University of Applied Sciences is also a very international university with 2,000 international students (15% of all students). They represent over 100 nations. We also welcome guest students from over 50 university cooperations throughout the world.

▪ Academic calendar

The academic year is divided into two semesters: **winter semester** from September to February (third Monday in Sept. to mid February) and **summer semester** from March to July (second Monday in March to mid July). The only holidays are the official holidays – Christmas and Easter – and the three weeks between the winter and summer semesters.

▪ Language of instruction

Most of the degree programmes at Hamburg University of Applied Sciences are in German. In the »International Management« programme there are several courses in English; »Information Engineering« is completely in English.

▪ Structure of studies

At Hamburg University of Applied Sciences we offer degree programmes leading to three different academic qualifications: »Bachelor« (6 semesters), »Diplom« (8 semesters) and »Master« (2-4 semesters). The undergraduate programmes (Bachelor, *Diplom*) are divided into foundation studies (2-3 semesters) and main studies (4-5 semesters).

The »Bachelor« programmes have a short practical period in industry between year 2 and year 3 and a final semester for the Bachelor thesis. The »Diplom« programmes contain a five-month practical semester in industry and a final

semester for the dissertation. The »Master« programmes are of different length depending on the entry requirements and programme structure. In general the Master's thesis is completed in industry or in research.

▪ Methods of teaching

The degree programmes are made up of theoretical lectures, group work, lab/practical work, independent studies and project work.

Facts & Figures

4536 female students, 7479 male students
336 professors
358 employees in teaching, research and administration

Degree programmes

15 Bachelor programmes; 16 Diplom programmes; 12 Master programmes

State university of applied sciences, founded in 1970.

FACULTIES

▪ FACULTY of ENGINEERING & COMPUTER SCIENCE

The Faculty of Engineering and Computer Science is our largest faculty – almost forty percent of our 12,015 students are enrolled here. Four departments of Hamburg University of Applied Sciences make up this faculty, covering a wide range of fields.

In the Department of **Automotive and Aeronautical Engineering** the students are taught the design and calculation of vehicles and aircraft with the help of modern computer and laboratory technology. The study majors include body design, aircraft design, cabin interiors and lightweight structures. Close cooperation with the important companies in the automotive industry and the immediate vicinity of Hamburg's aircraft production site (AIRBUS) – the third largest in the world – guarantee practice-oriented and state-of-the-art degree programmes with excellent career possibilities.

Studies in the Department of **Mechanical Engineering and Production Management** link the fields of engineering and management. They contain the core areas of mechanical engineering such as development, design, computer science, calculation and manufacturing as well as the control and optimisation of processes. Knowledge acquired in lectures is applied and tested in 12 modern laboratories. A flexible building block system with numerous modules makes an individual study focus and with it a tailor-made degree programme possible.

The Department of **Information and Electrical Engineering** offers degree programmes with study majors in communication, automation and information technologies. Laboratory work and placements in industry ensure the transfer of theory into practice and encourage students to work independently with course material. Degree programmes in English as well as trilingual European degree programmes and a »Joint College« with a partner university

in Shanghai underline the department's focus on an international outlook.

In the Department of **Computer Science** it is the professors' knowledge of project work and working in project teams that define the teaching style. The degree programmes lay a solid foundation in hardware and software for the development of application processes. Through the interplay of theory and practice students learn to develop solutions with the customer in mind. Research projects - also in collaboration with industry - ensure that students are involved in new developments and that these are also incorporated into teaching.

Facts & Figures

426 female students, 4252 male students
146 professors
135 employees in teaching, research and administration

Degree programmes

5 Bachelor programmes
7 Diplom programmes
4 Master programmes

▪ **FACULTY of LIFE SCIENCES**

The university's second largest site - Campus Bergedorf - lies in the southeast of Hamburg. The areas »Applied Natural Sciences«, »Nutrition & Home Economics« as well as »Health Sciences« are located here.

The degree programmes of the Departments of **Bioprocess Engineering, Biomedical Engineering, Environmental Engineering** and **Process Engineering** are very practice-oriented and taught in close cooperation with leading companies and research institutions. During the main studies excellent students are integrated into the department's own research projects: Research fields are at present: »Bioprocess and Analysis Technology«, »Lifetec Process Engineering« and »Network Systems in Biomedical Engineering«.

Graduates of the Department of **Nutrition and Home Economics** work in management and quality control positions in product development, production, marketing and sales of household services, comestibles and technical apparatus. Others focus on counselling, further education as well as public relations for nutrition and public health.

The Department of **Health Sciences** has the study majors Health Promotion/Prevention and Health Reporting/ Epidemiology. Special focus is possible in the areas of Health Management and Public Health.

Facts & Figures

1016 female students, 870 male students
55 professors
73 employees in teaching, research and administration

Degree programmes

7 Bachelor programmes
7 Master programmes

▪ **FACULTY of DESIGN, MEDIA & INFORMATION**

With its creative scene and large printing houses Hamburg has important location advantages for media and design-oriented programmes. The Faculty of Design, Media and Information serves this exciting business sector with its degree programmes.

The Department of **Design** offers the degree programmes »Illustration and Communication Design«, »Textile, Fashion and Costume Design« and »Clothing Technology«. The foundation studies are characterised by an intensive groundwork in artistic and design techniques. In the main studies design concepts are developed and realised in a wide spectrum of applications in all media from book illustration, web design to fashion collections.

Studies in the Department of **Technology** focus on engineering but look also at the artistic side of the media world. Its study majors are »Audio-visual Media«, »Media Informatics« and »Events«. As one of the largest German media locations Hamburg offers graduates good career possibilities, from technical management in radio stations and theatres and for events, technical support and jobs in consulting to the development of computer programmes for animation.

The Department of **Information** offers study majors in the areas of media and information management. Using modern technologies the students learn to obtain, communicate and archive information. Graduates of the department work in libraries, develop multi-media concepts and database solutions, work in public relations. Hamburg is Germany's most important media centre. Close cooperation, in particular with the big publishing houses in the city, ensures the degree programmes contain current information and are practice-oriented.

Facts & Figures

1356 female students, 980 male students
64 professors
107 employees in teaching, research and administration

Degree programmes

2 Bachelor programmes
4 Diplom programmes

▪ **FACULTY of BUSINESS & PUBLIC MANAGEMENT**

The Department of **Business** prepares its students for a global economy. Together with a solid foundation in business studies the three study majors »Marketing«, »Logistics« and »International Management« ensure tailor-made degree programmes. Lectures in English in the international courses round off this profile. Professors with experience in industry and contacts to international companies ensure that theory is turned into practice.

In addition to its normal student exchange with foreign universities the Department of Business offers a double degree programme with its partner university ESC Groupe Sup de Co Montpellier in France.

The Department of **Public Management** prepares students for a career in the civil service. The degree programme has study majors in law and business. An important part of the programme is the practical training in public offices of the Free and Hanseatic City of Hamburg as well as in a company.

Facts & Figures

543 female students, 675 male students
33 professors
23 employees in teaching, research and administration

Degree programmes

1 Bachelor programme
2 Diplom programmes

▪ FACULTY of SOCIAL WORK & NURSING

The degree programme in the Department of **Social Work** prepares students for a diverse range of social occupations - among other things working with children and young people, with misdemeanants and addicts as well as with the sick and elderly or in social management. The integrated placement as well as projects and studies ensure a continuous contact to the workplace and the students benefit from the high need for professionally managed social work in a big city.

The **Central Placement Office (ZEPRA)** is the link between the theory of the degree programme at the university and the practice of social work. The office has contacts to more than 800 social institutions.

In the Department of **Nursing and Management** students acquire the skills required for the content and structure of the development processes for the whole field of nursing. Studies focus on improving client-oriented nursing and institute-oriented nursing management.

Facts & Figures

1109 female students, 347 male students
38 professors
20 employees in teaching, research and administration

Degree programmes

2 Diplom programmes
1 Master programme

GUEST STUDENTS

▪ Application process

If your university has a cooperation with us then you should contact your International Coordinator and register for a place. They will have the necessary application forms. If your university does not have a cooperation then you can apply to come as a »freemover«. Application forms are available from the International Office of Hamburg University of Applied Sciences. The **application deadlines** are 30th May for the winter semester and 30th November for the summer semester.

▪ Status

As a guest student at Hamburg University of Applied Sciences you can study for one, a maximum of two semesters. You can choose any degree programme within the undergraduate range of programmes. Within this degree programme you can choose any courses and take the related exams but you cannot take the final exams or be awarded a final academic qualification (Bachelor, *Diplom*) of Hamburg University of Applied Sciences.

▪ Student ID

If you are an EU student you will be sent your student ID with your welcome pack. If you are a student from a non-EU country then you will receive your student ID when you arrive in Hamburg and have provided proof that you are registered with a German health insurance company.

If you are staying for only one semester you will be sent two sheets of paper: the first sheet has your student ID and your semester ticket, the second sheet has your confirmation of student status, should you need to prove this, e.g. hall of residence, bank. If you are staying for a year then you will receive four sheets: in addition to the two sheets mentioned above, you will receive two sheets with information about the payment of the semester contribution for the second semester, which should be made in January. Please use the bank transfer slip printed on sheet four as it contains important data for our computer system. Your student ID will be sent automatically to your address in Hamburg. (For semester contribution – see »Money Matters«)

▪ Choosing courses / learning agreement

As a guest student you do not have to choose courses within the course programme for one specific semester; you can pick and choose from the courses that interest you. You must however, stay within a specific degree programme. Study plans of all the degree programmes at Hamburg University of Applied Sciences can be found on our website under www.haw-hamburg.de/studiengaenge. You should decide before you come to Hamburg what you would like to study and complete a learning agreement which should be discussed with your home university. Please also contact the coordinating professor at Hamburg University of Applied Sciences to ensure that your choice of courses is possible (sometimes lectures overlap, for example). Students register for courses at the beginning of the semester – this may be unusual for you but don't worry if you have not been registered months in advance. It is normal here!

▪ Transcript of Records / ECTS

A learning agreement is also useful for when you have completed your studies and you want a transcript of records. It helps the department put together your credits, as this does not happen automatically in Hamburg. For each examination you take or course you complete you will get a piece of paper confirming the grade (*Schein*). You need to collect these and then ask the department to put together a transcript of records at the end of your stay.

Living in Hamburg

With its 1.8 million inhabitants Hamburg is the second largest German city after Berlin and with its nine institutions of higher education and 68,000 students it is one of the most important study centres in Germany. Approximately ten percent of the students at Hamburg's universities come from outside Germany.

Hamburg is in the North of Germany and as a major international port its economic focus is on trade. Hamburg is also a city with modern industry and with 3,300 media companies Germany's media centre. As Europe's »greenest« city its large and small parks offer ample opportunity for leisure and its lake in the centre of the city the chance to row or sail. And in the evenings you have an enormous variety of theatres, musicals, pubs and nightclubs to choose from. So you won't just be studying but hopefully also having a ball!

VISA AND RESIDENCE PERMITS

▪ EU Students

EU students can travel freely within the EU and do not need a visa for Germany. When you register with the local authorities you will get a residency permit for your study period in Hamburg. If you come from a country that signed the Schengen Agreement then your Identity Card is sufficient; if not then you should ensure that you have your passport with you and that it is valid for the whole period of your stay in Germany.

Some countries – USA, Canada, New Zealand, Japan, Israel and Switzerland – have special agreements with Germany so that you also do not need a visa. Please consult the German embassy in your country for advice, as things are always changing.

▪ Students from outside of the EU

Students from outside of the EU or where there is no special agreement need a visa for their stay in Germany. It is otherwise only possible to stay for a maximum of three months as a tourist. Please apply for a »visa for study purposes« at the German embassy in your home country; it is not possible to get it in Germany. A letter of acceptance will be sent to you by the International Office of Hamburg University of Applied Sciences to help the process.

GETTING TO HAMBURG

▪ Air

Hamburg airport is an international airport with links to all major European cities and further afield. The airport is situated approximately 11 km from the centre of town. There is a shuttle bus service (*Airport Express*) to the main station. It leaves from Terminal 1 and 4 every 15/20 minutes (between 6 a.m. and midnight) and takes 25 minutes. A ticket costs 5 Euro/Person. For those living in the hall of residence *Georgi Haus*, you can also take the 172 bus which leaves close to Terminal 4 and takes 40 minutes (get out at

Großheidestraße). It goes every 20 minutes and costs 2,40 Euro. There are also plenty of taxis if you have a lot of luggage – a journey into town costs between 25 and 30 Euros.

▪ Rail / bus

Hamburg's main **train station** is in the centre of town and has international rail links. From there it is easy to get round Hamburg using the underground links.

Hamburg's main **bus station** (ZOB) is close to the main station. It is often used in particular by students coming from Poland, Bulgaria.

▪ Car

If you are coming by car there are several motorway links to Hamburg. You might find the »Route Planner« offered by the British AA: **www.theaa.com** helpful.

REGISTRATION

During your time in Hamburg you have to be registered with the local authorities (*Einwohnermeldeamt*). Take with you your passport, proof of student enrolment as well as a form signed by your landlord confirming your address. If you are staying in Hall the Director will provide you with the necessary form; if you are in private accommodation you will need to collect this form from the *Einwohnermeldeamt* first. You must register **within 7 days** of arriving in Hamburg. The address of your nearest *Einwohnermeldeamt* can be found in the Hamburg telephone book (under *Behörden/Bezirksämter*) or in the internet: **http://dibis.dufa.de**. If you have a »buddy« please ask him/her to help you and accompany you to the *Einwohnermeldeamt*.

LANGUAGE PROFICIENCY & GERMAN COURSES

To ensure that your stay in Hamburg is a success we recommend that you have a good level of German, that will enable you to follow lectures and participate actively in group work. If you are enrolled in classes held in English we still recommend that you have at least a basic knowledge of German, so that you don't feel completely alien in the university and are able to deal with every day life.

Hamburg University of Applied Sciences is unfortunately not able to offer German language classes. If you are interested in brushing up your German before the semester starts or improving it during the semester, the International Office can provide information on courses offered by local language schools. For students coming in September, it is ideal to make use of the first three weeks and participate in an intensive language course before the semester starts. Here are two examples of language schools:

Volkshochschule Hamburg

Schanzenstraße 75-77, 20357 Hamburg
Tel. + 49.40 428 41-2752,
www.vhs-hamburg.de

This institution offers courses in all sorts of subjects, including German as a foreign language. They have schools in seven different locations in Hamburg.

Their courses are very reasonably priced.

Example: Beginners German, 28 lessons (56 hours) for 168 Euro.

COLON Sprachschule

Colonnaden 96, 20354 Hamburg

Tel.: + 49.40 345 850

www.colon.de

This language school offers courses in German on all levels from beginners to advanced; from intensive to twice a week.

Examples: Intensive course, all levels »Deutsch als Fremdsprache Intensivkurs 5x5« (Monday - Friday) EUR 106 / week (25 hours); »Deutsch als Fremdsprache Abendkurs 2x2« (Mo/Wed or Tue/Thurs) EUR 108 (per month)

ACCOMMODATION

University-booked accommodation

If the university has arranged accommodation for you then your welcome pack will include the written confirmation of your room in hall as well as a map with details of how to get there. In most cases we will try and get you a »buddy« (a student from Hamburg University of Applied Sciences), who will collect the key before your arrival and accompany you to the hall. If this is not possible, please be advised that the office hours of the Director of Hall are normally 9 – 10 a.m. If you are arriving in Hamburg outside of office hours you can make an appointment (if it is a reasonable time). Your rent includes bedding, bedclothes, kitchenware.

▪ Finding your own accommodation

If we were unable to provide you with a room or you would rather find your own accommodation, then you can try one of the following options:

Guest rooms in halls of residence

Some of the halls of residences have guest rooms (*Ferienzimmer*) for short-term stays (usually up to three months, though they have been known to extend for a full semester). A list of halls can be found here: www.studentenwerk-hamburg.de (see *Gästezimmer/ Ferienzimmer*). Rent is between 205 and 280 EUR and can include bedding, etc. All rooms are furnished.

Private Flats / Flat-sharing

The information centre of the Studentenwerk, Von-Melle-Park 2 is a good place to look. It has a big information board with offers from private landlords and students looking for other students to share. Rent starts at around 180 EUR/month for flat-sharing.

The website www.studenten-wg.de has a database with flats and rooms for students. Otherwise the main regional newspaper, *Hamburger Abendblatt*, has flats to rent on Wednesdays and Saturdays: www.abendblatt.de

The *Mitwohzentrale* is a service that rents flats to people for short-term stay – the flats are furnished as their owners are out of the country or out of town for a period: www.mitwohzentrale.de/hamburg.

Please be advised that there is a great demand for rooms in Hamburg, so start as early as possible.

Youth Hostels / Youth Hotel

If you are arriving before your room in hall is available or you want to get some orientation before looking for a place to stay, Hamburg offers cheap short-term accommodation in its Youth Hostels or »Junges Hotel«:

»Auf dem Stintfang« Youth Hostel
Alfred-Wegener-Weg 5, 20459 Hamburg
Tel.: +49 (040) 31 34 88
eMail: jh_stintfang@t-online.de

»Junges Hotel« Hamburg
An der Alster 40, 20099 Hamburg
Tel.: +49 (040) 28054 825
eMail: Jungeshotel@t-online.de

»Horner Rennbahn« Youth Guest House
Rennbahnstraße 100, 22111 Hamburg
Tel.: +49 (040) 651 16 71
eMail: jgh_hamburg

MONEY MATTERS

▪ Currency

Germany is part of the Euro group of countries. Coins are 2 Euros, 1 Euro, 50, 20, 10, 5, 2, and 1 Cents. Bank notes start at 5 Euros and go up 10, 20, 50, 100, etc. Traveling to other Euro countries is very easy as you do not have to worry about getting money changed. A currency converter for other currencies can be found here: www.xe.com/ucc

Tuition fees / semester contribution

Hamburg University of Applied Sciences does not charge tuition fees for its undergraduate programmes. All students, including SOCRATES-exchange students, have to pay a **semester contribution** (197,50 Euros/ semester). This money goes in part to the students' social fund and the students' union. The main part goes towards a »**semester ticket**« with which students can use the Hamburg public transport system for free.

Scholarships

Hamburg University of Applied Sciences is not able to offer scholarships to its exchange students. You must be able to finance your stay in Hamburg through SOCRATES and/or private funding.

Cost of living

Hamburg is a relatively expensive city. You should therefore be prepared to have living costs of between 450 – 700 Euros for rent, food and other costs, eg. materials for your degree programme.

Paying with credit cards / EC Cards / Cheques

Paying with **credit cards** is perhaps not quite as widespread in Germany as in other countries. Small shops and restaurants will generally not accept credit cards. **EC cards** are generally accepted and EU citizens can use their EC cards as a form of payment (with signature or PIN) or to get money from cash machines at the bank. If you are staying in Germany longer and have a German account you can apply for an EC card.

In Germany it is not usual to send **cheques** to people by post (eg. the rent to your landlord). There are various ways of conducting monetary transactions:

Transfer (Überweisung) is used to transfer money from one account to the other. You can fill in a transfer form and hand it in at your bank or you can use a bank terminal.

Standing order (Dauerauftrag): If you have regularly recurring payments, such as the rent, you can arrange a standing order with your bank, so that it can be deducted automatically from your account on an agreed date and transferred to the account of the recipient.

Direct debit (Lastschrift): This is a practical method of payment if you have recurring sums which vary in size, such as the telephone bill. You give the recipient a direct debit authorization (*Einzugsermächtigung*) which authorises them to deduct the respective amounts from your account. Of course, you can always cancel the authorization and stop the direct debit. This method of payment may be new to you and you may be suspicious that it could be open to abuse. However, all direct debits are registered on your bank statement so that you can check them and revoke any incorrect debits.

HEALTH MATTERS

▪ **Health insurance**

Students from the EU and those countries with which Germany has a Social Agreement which includes an insurance clause can remain in their national health insurance scheme. Please bring the »European Union Health Insurance Card« or the provisional form with you. You can go directly to the doctor or hospital with your card and get medical treatment.

Students from other countries must be insured in the German national health system, e.g. AOK [Schlüterstraße 22, 20146 Hamburg, Tel.: [040] 2023-2212 / www.unilife.de].

Proof of this insurance must be given to the International Office within two days of arrival. The AOK guarantees free medical treatment and covers the costs for a stay in hospital.

What does the national health system provide?

The health insurance scheme pays for the costs of medical treatment by a doctor or dentist as well as periods in hospital – except for a »Praxisgebühr« – for the first visit per quarter you will have to pay 10 Euros when you visit a doctor. If a G.P. transfers you to a specialist, you do not have to pay another 10 Euros.. If you are prescribed medicine then you will have to pay a minimum charge.

Certain costs, such as tooth replacement or crowns generally must be paid for in full.

Doctors and Hospitals

In Germany you do not have to go first to a G.P.; you can go directly to a specialist. You will require an appointment with most doctors, except in an emergency. And waiting lists for an appointment can vary. If possible it is best to ask a friend to recommend a doctor. Or you can consult the *Kassenärztliche Vereinigung* who will recommend a doctor in your area [Tel.: [040] 228 02-0].

If you need urgent medical attention at the weekend, you can call emergency services [112] or go to Out-Patients at your nearest hospital.

If you have to spend some time in hospital the health insurance scheme will cover the cost for your stay and the treatment. However, you will have to contribute 8 Euros daily to the costs during the first 14 days. A list of doctors and hospitals in Hamburg can be found in the *Gelben Seiten* from Deutsche Telekom.

▪ **Dentists**

Your German health insurance also covers visits to the dentist. As with doctors you have to pay 10 Euros for every first visit in the quarter. The insurance will cover normal fillings, for all other services be expected to have to pay for some of the costs.

Chemists / medicine

In Germany medicine is available only from chemists (*Apotheke*). There are two groups of medicines: those that require a prescription and those that do not. With prescription medicines you will have to pay between 4 and 5 Euros depending on the price of the medicine. Some insurance companies provide exemption from this: Ask for the »Befreiung von der Zuzahlung«.

With medicines that do not require a prescription you do not need to go to the doctor first. The chemist can advise you regarding minor ailments, such as a cold.

Chemists are normally open Mondays to Fridays from 9 a.m. to 6 p.m. and Saturdays from 9 a.m. - 12. After 6 p.m. and on Sundays and bank holidays Hamburg's chemists offer an emergency service. The addresses of the chemist with the emergency service nearest to you can be found at all chemists.

Emergency

If you need a doctor during the night, at the weekend or on public holidays you can use the emergency service [*ärztliche Not- und Bereitschaftsdienst*]. The doctors' addresses can be found in the daily newspaper under »*Ärztlicher Notdienst*« and »*Ärztlicher Bereitschaftsdienst*« or you can call [040] 22 80 22.

If you need an ambulance, call **112**.

GETTING AROUND HAMBURG / DRIVING

Public Transport / City Maps

As a registered student at the Hamburg University of Applied Sciences you will receive a **semester ticket** which allows you free travel on Hamburg's buses and underground system. To find out where the nearest train station or bus stop is or how best to get to your destination, you can consult the following website: www.hvv.de; a street map guide can be found under www.stadtplandienst.de. Paper city maps are also available from the tourist information office at the main station.

▪ Cycling

Hamburg is well-equipped with cycle paths and especially in the summer it is a good way of getting from A to B. If you do not want to bring your own bike, then you can get one cheaply from a second-hand bicycle shop or through advertisements in the AVIS newspaper. You can also take your bike on the underground, from 9 a.m. – 4 p.m. and after 6 p.m. during the week, all day at the weekend.

▪ Driving

Foreign and international **driving licences** are valid for six months; if you are staying only for a maximum of 12 months then you can have it extended for a further six months.

As with all big cities **parking** is a problem in some areas of Hamburg. Some halls of residences rent parking spaces. With its excellent public transport system you do not really need a car in the city, but it is useful for getting to the North and Baltic Sea and other interesting places in Germany.

In towns the **speed limit** is 50 km/hour, in some areas 30 km/hour. Dual carriageways usually have a speed limit of 80 – 100 km/hour and there is no general speed limit on motorways. And of course, for those coming from outside of continental Europe, we drive on the right!

Drinking & Driving: The blood alcohol limit in Germany is 0.08 percent and if you are over the limit you risk losing your licence. The limit for cyclists is 0.15 percent and if you are over this limit you might lose your licence, too.

Accidents: If you are involved in an accident you must not leave the scene until the police arrive. So-called »hit-and-run« offences are considered very serious in Germany. Even the slightest damage is defined as an accident. If you are in any doubt at all you should insist that the police are called. If you damage a parked car and it is not clear who owns the car, you should inform the police immediately and leave a note with your name, address and telephone number for the owner.

Petrol in Germany is either unleaded (normal or super) or diesel.

BANKS / POST OFFICES

Opening Hours

The **banks** in Hamburg are open Monday – Friday, generally from 9 a.m. to 12 and from 2 p.m. to 4 p.m, Thursdays until

6 p.m. They are always closed over lunch time and this time can vary.

The **Post Office** is open Monday – Friday from 9 a.m. – 6 p.m. and Saturdays from 9 a.m. – 1 p.m. A post office can be recognised by its yellow colour and black post horn on its sign. The letter boxes are also yellow with a black post horn.

Opening an account

Even if you are staying only for a semester or two you may want to open a bank account to make paying your rent, etc. easier. A lot of students open an account with the HASPA (www.haspa.de). Whichever bank you choose you should arrange an appointment and bring the following with you: your (valid) passport, proof of registration with the local authorities, proof of student status and a letter describing what money will be going into your account (money from parents, etc.). As a student you will not be charged fees for the account. You can generally apply for an EC card which should take roughly 14 days.

Postage

A letter (up to 20g) to a destination within Europe costs 55 cents and a postcard 45 cents. For postal rates for overseas and parcels, please ask directly at your local post office. Postal collection is generally several times a day, with last collection at 5.30 p.m. (some letter boxes also have a late collection service (10 p.m.) guaranteeing next-day arrival within Germany.

▪ Telephoning

Telephone boxes: Telephone boxes in Germany are not always easy to find as they are made of clear glass with a little *Telekom* sign (in pink) above it. You can ring any number you like in Germany or abroad from any telephone box. In most public telephone boxes it is also possible to be rung back; there is a sign inside with the number of the telephone box. Coin-operated payphones have become fairly rare, and most public phone boxes are now card-phones. You can buy the cards at kiosks or the post office.

Telephone in hall: It is possible to get a phone connection in your room in hall. This may however, take a while. Depending how often you intend to use the phone, it may be cheaper just to use your mobile, when you compare prices with the monthly fee of having a telephone connection.

Directory Enquiries: The *Deutsche Telekom* directory inquiry service is under the telephone number 11833 or www.telefonbuch.de

SHOPPING & EATING OUT

Hamburg is made up of a collection of districts and each has its own shopping area (and »personality«) with small shops, chain stores and shopping centres. The most variety for clothes, shoes, books, etc. can be found in the city centre – on and around the main shopping street *Mönckebergstraße*.

▪ **Opening Hours**

Opening hours in Hamburg vary depending on where you are. The big shops in the city centre as well as the large shopping centres and supermarkets are open from 9 / 9.30 a.m. to 8 p.m, Monday – Friday and generally from 9 / 9.30 a.m. to 4 p.m. on Saturdays. Smaller shops may close at 7 p.m. or earlier during the week and at 1 / 2 p.m. on Saturdays. Shops are closed on Sundays. In an »emergency« standard groceries, newspapers, etc. can be bought at the main station and at larger petrol stations/underground stations.

▪ **Shopping for food**

There is a wide selection of supermarket chains with an equally wide range of prices, so it is worth looking around. The cheapest supermarkets are *Aldi*, *Penny*, *Lidl* and *Walmart* with their own-brands. You will find a wider range of fresh fruit and vegetables at the regional markets throughout Hamburg (usually twice a week) or in the small Turkish and Moroccan corner shops. Being an international city there are lots of these little shops in Hamburg, as well as African and Asian shops with their own range of specialities.

▪ **Eating out**

Hamburg is an international city, a fact reflected in its variety of restaurants. Lots of nationalities are represented, but also good German fare as well as typical Hanseatic food. So when you have had enough of the refectory, you won't have a problem treating yourself. **www.gohamburg.de** shows you where you can go.

If you are eating out with other people, when the bill comes, be expected to be asked the question by the waiter/waitress »Zusammen oder getrennt?«. You have the option that one person pays the bill for everybody or the waiter/waitress will calculate what each person has to pay, so that you can pay separately.

STUDENT LIFE

Refectories & Cafeterias

Each campus has its own refectory and often additional cafés – some run by students. The refectories all offer several meals for lunch – with vegetarian options and pasta and salad bars. Some also have a breakfast service. Meal prices range between 1.50 and 3.50 Euros.

▪ **Libraries**

Each campus has its own library with books, etc. specific for the subject majors of the site. Please visit the library website: **www.haw-hamburg.de/Bibliotheken.1808.3.html** -> **Getting a library card:** You can apply for a library card directly in the library. You need to bring with you your student ID, your personal ID and proof that you have registered with the local authorities (*Meldebestätigung*). The library card is free of charge and can be collected within two days. It has a »user number« printed on it which you will need when you want to order books. Your initial password

is the first three letters of your surname; please change this as soon as you get your library card.

Online catalogues: You can search for a book using the online library catalogue which covers over 250,000 media items in all five libraries of Hamburg University of Applied Sciences. You can also use it to extend books or reserve ones that are on loan. Each library has internet computers. You will also find under »weitere Kataloge« the catalogues of the libraries of Hamburg University, of regional libraries and the complete catalogue for the seven north German federal states (»GBV«).

Digital library: This is a collection of databases and e-magazines throughout Germany, sorted according to subject area as well as alphabetically.

Opening hours & rules: Each library has its own opening hours. They are generally not what students from other countries are used to – closing at 4 or 6 p.m. during the week or 2 p.m. on Fridays, closed at the weekend. For the opening hours of your campus university please consult the website. You are not permitted to eat, drink or smoke in the libraries.

Internet

As a student enrolled at Hamburg University of Applied Sciences you will get a password, so that you can use the internet terminals in your department and in the libraries. This is organised at the beginning of the semester. The halls of residence have internet links in the rooms.

University Sports Programme

The university sports programme offers a wide variety of sport and leisure activities – at reasonable prices. Team sports such as basketball and football or fitness courses in the gym or in the water; dancing, fencing or skiing – there is something for everyone:

www.rrz.uni-hamburg.de/hochschulsport

Student Travel

With STA Travel, the Student Travel Organisation – an office is on the Berliner Tor Campus – you can get special student offers: **www.statravel.de**. See also »Getting around Germany & Europe«.

BUDDIES & INTERNATIONAL STUDENTS' CLUB

We will try and find you a student as a »buddy« who will look after you on arrival and during your stay in Hamburg. He/she will collect you from the airport/train station and take you to your hall of residence. He/she will help you to register with the authorities (and health insurance, if necessary), open a bank account (if you wish) and help you settle in. Your buddy will take you round your department, explain how things work and help you if you have questions regarding your study plan. If we can find you a buddy, he/she will contact you by eMail before you arrive.

The **International Students' Club** organises events for our guest students. There is a »Welcome Brunch« on the Sunday before the semester officially starts, so that you can get to

know the other guest students and during the semester the Club arranges get-togethers such as bowling, clubbing or excursions in and outside of Hamburg. Please ensure that you have an eMail address, so that you can be kept up to date on what is happening.

LEISURE

Out of doors in & outside of Hamburg

Hamburg is Europe's »greenest« city with beautiful parks – ideal for jogging, cycling or just hanging around with a group of friends and a barbeque. You can sail on the *Alster*, the large lake in the middle of town, or hire a canoe and row along the canals on a sunny summer day. The river Elbe flows through the town and it has its own beach. For what is on in Hamburg: www.hamburg-magazin.de.

If you want to discover some of the scenery in the metropolitan region of Hamburg, then you might find some ideas here: www.stadtgruen-freizeit.de

Culture

Hamburg is a city full of culture – whether you are interested in theatre or classical concerts, in museums and exhibitions there are hundreds of things to choose from. A regular overview of what is on in Hamburg can be found at www.abendblatt.de (look for »Hamburg Live« on the left in the green menu column) or at www.hamburg-magazin.de. Hamburg is particularly famous for its ballet in the Hamburg State Opera House (*Staatsoper*) www.hamburgische-staatsoper.de. You can get tickets for as little as 12 Euros, if you don't mind sitting up in the »gods«. Tickets for the theatre can be bought online, at the theatre box offices or at special ticket shops.

Night Life, concerts & cinemas

Hamburg has lots to offer for those who like to go out clubbing. The *Reeperbahn* is one of the favourite streets to go. Rock and pop concerts are held in the »Docks« and the »Große Freiheit«. To find out what is on where you can consult www.szene-hamburg.de or www.prinz.de. These are magazines that you can also get at your local kiosk or newsagent. With the »Nightcruiser Service« you can take buses from party to club throughout the night: www.nightcruiser.net.

You can keep up to date on what is on at the many cinemas in Hamburg by clicking on www.kino-fahrplan.de. There is the full range from multi-screen cinemas to small »programme cinemas«. The cinemas *Ufa Grindel* (and sometimes) *Abaton* show films in English.

10 THINGS

Hamburg is full of things to do but some things are typical for Hamburg and therefore a »must« for all guests. See how many you manage!

Take a canoe

(and a group of friends) and paddle through the canals and on to the *Alster* – seeing Hamburg from the water gives you a completely different perspective. For those students living in *Georgi Haus* you can take out the hall's own canoes; otherwise there are several canoe hire places in Hamburg, e.g. Dornheim on Kaemmererufer or at the Stadtparksee.

Go to a concert

in the *Stadtpark*. Lots of international artists give concerts in the park in the summer. Information about concerts can be found on billboards in the city or on this website:

www.hamburg.karten-vorverkauf.de/hamburg.htm

or in the *Musikhalle*, for those of you who prefer classical music or are here in the winter (!). www.musikhalle-hamburg.de

▪ Visit the Michel

and climb the tower to see Hamburg from above. The St. Michaelis church is Hamburg's main church and landmark and a wonderful example of baroque architecture. The tower offers a great view over Hamburg, the harbour and beyond.

▪ Take a harbour tour

and see the old *Speicherstadt* and the new *HafenCity*. Hamburg is an international harbour and a trans-shipment centre for container ships from overseas. You can take a small boat (*Barkasse*) from the *Landungsbrücken* and see the old warehouses and the huge container ships from the water. And you can visit the old warehouses and the spice museum on foot.

▪ Visit the »Fish Market«

(*Fischmarkt*) at six o'clock on a Sunday morning! Most people party through the night in the clubs and bars on the *Reeperbahn* and then go on to breakfast at the *Fischmarkt* and be part of the hustle and bustle of the market sellers – selling everything but fish!

Take a boat along the Elbe

to Blankenese. Leaving from *Landungsbrücken* you travel down river to Blankenese, a picturesque part of Hamburg with old villas. Wander round the narrow streets and up and down steps for a great view over the river. www.hadag.de (Niederelbe Tours).

Visit a museum

Hamburg has 50 museums to choose from, so there is something for everyone – from old masters to modern art, from photography to Hamburg's history. Information about the different museums can be found on this website: www.hamburg-magazin.de/ku_mus.htm

And once a year there is the »Long Night of the Museums« for which you can get a cheap ticket and visit as many museums as you can fit in.

Get the beach feeling

at Hamburg's Beach Clubs on the *Elbe*. When the summer is good relax in a deckchair at the beach with barbeque and cocktails. *Große Elbstraße 134* or at the »Strandperle« near Övelgönne.

Visit »Planten un Blumen«

– one of Hamburg's many parks, »Planten un Blumen« is special all year round. Its particular attraction in the summer is its (free) water and light concerts with the fountains on the lake. At 9 / 10 p.m. daily people gather with blankets and picnics to enjoy this atmospheric show.

For guests who come in the winter visit the outdoor ice rink with music.

Skate inline

round the *Alster* or through town. In Hamburg there are lots of events: »Alsterrunde«, »Tuesday Late Skate«, »Inline Tours«. In most cases the roads are closed for cars and hundreds of skaters come to make the most of it.

www.hamburg-magazin.de/fr_skate2.htm

GETTING AROUND GERMANY & EUROPE

Hamburg is in the heart of Europe, so – especially if you are from overseas – make sure you also use your stay in Hamburg to see some other European countries. Lots of countries and cities are much closer than you might think.

▪ Air

Hamburg has an international airport, with lots of direct flights, so getting around Europe is not a problem. Air Berlin www.airberlin.de, Hapag Lloyd www.hlx.com and German Wings www.germanwings.com offer cheap flights and special offers to lots of destinations in Europe. With dba you can fly cheaply to Nice and various cities in Germany: www.flydba.com. Lufthansa and British Airways also sometimes have special offers to London and other capital cities: www.lufthansa.com / www.ba.com.

Rail

Those of you who prefer taking the train take a look at www.bahn.de, the website of Germany's train company – *Deutsche Bahn*. For trips inside Germany, they have special internet offers (*Surf & Rail*), lower prices if you book in advance (50%, 25%) and group tickets for the weekends (*Schönes-Wochenende-Ticket*) and day tickets during the week for each federal state (e.g. *Schleswig-Holstein Ticket*) – with these tickets groups of up to five people can travel for 28 Euros or 21 Euros for the day. A great way to see Germany.

You can also ask STA Travel, (an office is on the Berliner Tor Campus) for special student offers: www.statravel.de.

OTHER USEFUL INFORMATION

▪ Electricity

The voltage is 220 AC. Plugs are two-pin continental sizes.

▪ Weather

The weather in Hamburg is milder than in other parts of Germany – it can also be wetter! Average temperatures in the winter are 5 – 12°C, with temperatures below freezing in December/January. Summer temperatures vary between 15 – 22°C, if we have a bad summer and can go up to 30°C+, if we have a good summer. So just come prepared for everything!

▪ Public holidays

In addition to Christmas (Christmas Day & Boxing Day) and Easter (Easter Sunday & Easter Monday) Hamburg has the following public holidays, where everything is closed: New Year's Day, 1st May, Ascension Day (start/middle of May, depending on Easter), Whit Sunday & Whit Monday (middle/end of May, depending on Easter), 3rd October (Day of German Unity).

▪ Smoking

Smoking is still a relatively accepted pastime in Germany and allowed in most bars and restaurants, but not in public buildings or in the underground or train stations. Smoking is also not allowed inside the university buildings and only in a restricted area in the refectories.

Tipping

In restaurants in Germany service is not included on the bill. It is usual to round up the bill by roughly 10% when tipping rather than paying the amount on the bill and leaving a tip on the table.

Time Difference

Germany is one hour ahead of Greenwich Mean Time; there is a six hour time difference to New York. The clocks are turned back an hour at the end of Oktober and forward an hour at the end of March.

Weights & Measures

In Germany we use the metric system. Here are some of the most common measurements:

1 cm	=	0.39 inches
1 metre	=	3.28 feet
1 kilometre	=	0.62 mile
1 litre	=	1.76 pints (Brit.) / 0.22 gallon 2.1 pints (USA) / 0.26 gallon
1 kilogramme	=	2.2 pounds

Temperature is measured in centigrade not fahrenheit.

Enjoy your stay in Hamburg!

HAW Hamburg – Important Addresses & Telephone Numbers

Ingrid Weatherall
International Coordinator
International Office
HAW Hamburg
Stiftstraße 69 / Berliner Tor
20099 Hamburg
Tel.: +49 (040) 428 75-9182
Fax: +49 (040) 428 75-9189
eMail: ingrid.weatherall@hv.haw-hamburg.de

Department of Electrical Engineering / Computer Science

Prof. Dr. Jürgen Missun (Electrical Engineering)
Berliner Tor 7 / Room 1484
20099 Hamburg
Tel.: +49 (040) 428 75-8385
Fax: +49 (040) 428 75-8301
eMail: missun@etech.haw-hamburg.de

Prof. Dr. Wolfgang Gerken (Computer Science)
Berliner Tor 7 / Room 1192
20099 Hamburg
Tel.: +49 (040) 428 75-8431
Fax: +49 (040) 428 75-8301
eMail: gerken@informatik.haw-hamburg.de

Department of Mechanical & Production Engineering

Prof. Dr. Klaus Keuchel
Berliner Tor 21 / Room 112
20099 Hamburg
Tel.: +49 (040) 428 75-8622
Fax: +48 (040) 428 75-8799
eMail: keuchel@rzbt.haw-hamburg.de

Department of Automotive and Aeronautical Engineering

Prof. Dr. Dieter Scholz
Berliner Tor 9 / Room 121
20099 Hamburg
Tel.: +49 (040) 428 75-7833
Fax: +49 (040) 428 75-7809
eMail: scholz@fzt.haw-hamburg.de

Department of Applied Natural Sciences

Prof. Dr. Dieter Jaeger (SOCRATES)
Lohbrügger Kirchstraße 65 / Room N5.08
21035 Hamburg
Tel.: +49 (040) 428 75-6245
Fax: +49 (040) 428 75-6499
eMail: Dieter.Jaeger@rzbd.haw-hamburg.de

Prof. Dr. Ernst Sanders (New York)
Lohbrügger Kirchstraße 65 / Room BT1.03
21035 Hamburg
Tel.: +49 (040) 428 75-6350
Fax: +49 (040) 428 75-6449
eMail: Ernst.A.Sanders@rzbd.haw-hamburg.de

Department of Nutrition & Home Economics

Prof. Dr. Helmut Laberenz
Lohbrügger Kirchstraße 65 / Room N522
21035 Hamburg
Tel.: +49 (040) 428 75-6122
Fax: +49 (040) 428 75-6149
eMail: helmut.laberenz@rzbd.haw-hamburg.de

Department of Health Sciences

Prof. Dr. Ralf Reintjes
Lohbrügger Kirchstraße 65 / Room BN3.25
21035 Hamburg
Tel.: +49 (040) 428 75-6106
Fax: +49 (040) 428 75-6149
eMail: ralf.reintjes@rzbd.haw-hamburg.de

Department of Business

Jörn Casimir
Berliner Tor 5 / Room 9.22
20099 Hamburg
Tel.: +49 (040) 428 75-6953
Fax: +49 (040) 428 75-6999
eMail: casimir@wiwi.haw-hamburg.de

Department of Library and Information Management

Prof. Ursula Schulz
Berliner Tor 5 / Room 10.17
20099 Hamburg
Tel.: +49 (040) 428 75-3614
Fax: +49 (040) 428 75-3609
eMail: ursula.schulz@bui.haw-hamburg.de

Department of Design

Prof. Anke Feuchtenberger (SOCRATES)
Wartenau / Room W40
22087 Hamburg
Tel.: +49 (040) 6076 1315
Fax: +49 (040) 428 75-4883
eMail: feuchtenbergerowa@googlemail.com

Nir Alon (Kanada/Israel)
Armgartstraße 24
22087 Hamburg
nir_alon@hotmail.com

Department of Social Studies

Prof. Dr. Yolanda Koller-Tejairo
Saarlandstraße 30 / Room 412
22305 Hamburg
Tel.: +49 (040) 428 75-7051
Fax: +49 (040) 428 75-7119
eMail: koller-t@sp.haw-hamburg.de

Department of Media Technology

Prof. Dr. Norbert Witt
Stiftstraße 69 / Room 404
20099 Hamburg
Tel.: +49 (040) 428 75-7650
Fax: +49 (040) 428 75-7699
eMail: witt@mt.haw-hamburg.de