

## SEMESTER AT DHBW STUTT GART

### FACT SHEET 2018/2019 (08/01/2018)

| GENERAL INFORMATION  |   |               |
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| <b>Name of institution</b>   | Duale Hochschule Baden-Württemberg Stuttgart<br>Baden-Wuerttemberg Cooperative State University Stuttgart (DHBW)  |               |
| <b>ERASMUS ID code</b>   | D STUTTGA10   |               |
| <b>Country</b>   | Germany   |               |
| <b>Address</b>   | DHBW Stuttgart Auslandsamt / International Office<br>Paulinenstrasse 50<br>70178 Stuttgart  |               |
| <b>Internet</b>  | <a href="http://WWW.DHBW-STUTT GART.DE/INCOMINGS">WWW.DHBW-STUTT GART.DE/INCOMINGS</a>  |               |
| <b>E-mail</b>  | <a href="mailto:INTERNATIONAL@DHBW-STUTT GART.DE">INTERNATIONAL@DHBW-STUTT GART.DE</a>  |               |
| <b>Head of the International Office</b>  | Ms Dorte Süchting   |               |
| <b>E-mail</b>  | <a href="mailto:DORTE.SUECHTING@DHBW-STUTT GART.DE">DORTE.SUECHTING@DHBW-STUTT GART.DE</a>  |               |
| NOMINATION DEADLINE FOR PARTNER UNIVERSITIES   |   |               |
| The nomination should be processed between designated staff members at the home and the host institution, not on an individual basis.  |   |               |
| <b>Winter semester</b>   | <b>International Study Programme 01.04.</b>   |               |
| <b>Summer semester</b>   | <b>International Study Programme 01.10.</b>   |               |
| <b>Information required</b>  | Name, surname, date of birth, study course, e-mail  |               |
| APPLICATION PROCESS FOR STUDENTS   |   |               |
| The application should be processed between designated staff members at the home and the host institution, not on an individual basis. |   |               |
| <b>Deadlines</b>   | <b>Winter Semester</b>  | <b>30.04.</b> |
|  | <b>Summer Semester</b>  | <b>31.10.</b> |
| <b>Documents required</b>  | <p>Send <u>via email</u> to <a href="mailto:international@dhbw-stuttgart.de">international@dhbw-stuttgart.de</a></p> <ul style="list-style-type: none"> <li>• Application form</li> <li>• List of courses at DHBW Stuttgart</li> <li>• Transcript of records</li> <li>• ERASMUS Learning Agreement (<i>for ERASMUS-students only</i>)</li> <li>• Copy of the general university entrance qualification</li> <li>• Proof of funding (EUR 720,00 per month <i>for non-European students only</i>)</li> <li>• DAAD-language certificate or TOEFL, IELTS</li> <li>• Proof of travel insurance (from departure day until start of semester <i>for non-European students only</i>)</li> <li>• Copy of the European health insurance card (<i>EHIC</i>)</li> </ul> |               |

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|  | <p><i>for European-students only</i></p> <ul style="list-style-type: none"> <li>• Personal statement</li> <li>• Reference letter</li> <li>• Copy of student ID</li> <li>• Copy of passport</li> <li>• Passport-sized photo (360x480 pixel) in JPG format</li> </ul> <p>Students are asked to transfer approx. <b>EUR 100</b> to the Studentenwerk before their arrival in order to receive their student ID. Students will be informed about the bank details after the application documents have been received.</p> |
| <b>ACADEMIC INFORMATION</b>  |   |
| <b>WINTER SEMESTER 2018 (September – February)</b>   |   |
| For exact dates please contact the International Office. The dates depend on the courses chosen and year of study.     |   |
| <b>Arrival and Introduction Period</b>   | Starting 2 September and including our Welcome Days, an optional German Language Intensive course and the seminars “Intercultural Training Germany” and “Basics of Scientific Working”  |
| <b>Classes in the International Study Programme</b>  | October – December  |
| <b>Classes in the Regular Study Programme</b>  | Sept – Feb  |
| <b>SUMMER SEMESTER 2019 (March – August)</b>   |   |
| For exact dates please contact the International Office. The dates depend on the courses chosen and the year of study. |   |
| <b>Arrival and Introduction Period</b>   | Starting 4 March and including our Welcome Days, an optional German Language Intensive course and the seminars “Intercultural Training Germany” and “Basics of Scientific Working”  |
| <b>Classes in the International Study Programme</b>  | April – June  |
| <b>Classes in the Regular Study Programme</b>  | March – August  |
| <b>PUBLIC HOLIDAYS 2018/2019</b>   |   |
| German Unification Day   | 3 October   |
| All Saints’ Day  | 1 November  |
| Christmas  | 24 /25 /26 December   |
| New Year’s Eve   | 31 December   |
| New Year’s Day   | 1 January   |
| Epiphany   | 6 January   |
| Good Friday  | 19 April  |
| Easter   | 22 April  |
| Labor Day  | 1 May   |
| Ascension Day  | 30 May  |
| Pentecost  | 10 June   |
| Corpus Christi   | 20 June   |

| <b>PROGRAMME INFORMATION</b>   |  |
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| <b>Classes in English from the International Study Programme (ISP)</b> | <p><a href="http://www.dhbw-stuttgart.de/themen/internationales/international-students/exchange-students/academic-information/">HTTP://WWW.DHBW-STUTT GART.DE/THEMEN/INTERNATIONALES/INTERNATIONAL-STUDENTS/EXCHANGE-STUDENTS/ACADEMIC-INFORMATION/</a></p> <p><b>16 week programme / class period:</b><br/> September/October – December (winter semester)<br/> March – June (summer semester)</p> <p>Please note that the classes may change depending on the number of applicants for the specific class.</p> |
| <b>Regular courses in German</b>                                       | <p>Students who consider taking curriculum classes taught in German need to check the information of the respective department on the German website</p> <p><a href="http://www.dhbw-stuttgart.de/themen/studienangebot/">HTTP://WWW.DHBW-STUTT GART.DE/THEMEN/STUDIENANGEBOT/</a> and contact the International Office.</p>   |
| <b>Language(s) of instruction</b>                                      | English (and/or German)  |
| <b>Academic requirements</b>   | Minimum grade point average (GPA) of previous study year recommended of at least <b>2,5</b> .  |
| <b>Language requirements</b>   | Exchange and programme students are required to submit proof of their proficiency in English or German according to the course selection. We accept DAAD-language certificate or compatible (f. ex. TOEFL IBT 79, TOEFL PBT 550, TOEFL ITP 550, TOEIC 765, IELTS 6) certifying at least level B2. Native English speakers along with students who are taking their degree programme in English are exempted. Partner institutions are expected to select students who meet these requirements.                   |
| <b>Language classes (English and German)</b>                           | <ul style="list-style-type: none"> <li>• German language and culture class at DHBW Stuttgart</li> <li>• German and English courses at one of the language schools in Stuttgart (optional, subject to fees)</li> </ul> <p>Students have a chance to attend extracurricular German and/or English language classes for a fee before the semester start or during the semester. For more information please contact the International Office.</p>   |
| <b>Programme related information</b>                                   | Programme specific questions (e.g. transcript of records, course information, learning agreements) will be forwarded to the departmental coordinators (therefore, it can take a bit longer before you receive a reply).  |
| <b>Local credit system</b>   | ECTS   |

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| <b>Minimum and maximum credits per semester</b> | Min. 5 ECTS / Max. 30 ECTS   |
| <b>Grading system</b>                           | 1.0 - 1.5 Very good<br>1.6 - 2.5 Good<br>2.6 - 3.5 Satisfactory<br>3.6 - 4.0 Pass<br>4.1 - 5.0 Fail  |
| <b>PRACTICAL INFORMATION</b>                    |  |
| <b>Tuition fees</b>                             | There is no tuition fee at the university<br>Students have to pay approx. EUR 100 / semester to the student organization (Studierendenwerk Stuttgart).<br>European Students (incl. ERASMUS-students) too.  |
| <b>Housing options</b>                          | <b>Student dormitory</b><br>(application via International Office)<br>Student dormitory check-in 01.09. or 01.03. Rent is available only for 6 months.<br>Type of housing: single rooms or rooms in shared flats with between 2 and 10 rooms.<br><b>Cost:</b> A single room costs, dependent on size, between EUR 250 and EUR 350 per month. This includes all overheads such as electricity, water, heating, etc., sometimes internet connection. <b>Prices are subject to change.</b><br><b>Deposit:</b> EUR 700 including EUR 300 as partial payment of the first month's rent.   |
| <b>Health insurance</b>                         | <b>Non-European students:</b><br>Non-European students need to arrange their own travel insurance from the day of your departure until the semester at DHBW starts.<br>Once the semester starts German public health insurance is mandatory. The International Office will organize German public health insurance registration during the first week of the semester. Costs are approximately EUR 90 per month.<br><b>European students:</b><br>European students need the European Health Insurance Card from their insurance company in their home country (EHIC). With this card they will go to the public health insurance in German in order to get a "Versicherungsbescheinigung für die Einschreibung". This certificate must be shown to the International Office. |
| <b>Visa requirements</b>                        | Non-European students seeking to study in Germany must have a student visa which can be obtained in the nearest German Embassy or Consulate.   |
| <b>Living costs</b>                             | <b>Accommodation</b><br>A single room costs depending on size, between EUR 250 and EUR 350 per month.<br><b>Semester transportation ticket</b><br>Approx. EUR 210,-<br><b>Personal expenses</b><br>Variable  |

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| <b>Airport pick-up service</b> | Airport pick-up service might be available with no charge (Stuttgart International Airport). Students will be accompanied by Culture Connection students to their front door. More information:<br>email: <a href="mailto:CULTURECONNECTION@LEHRE.DHBW-STUTTGART.DE">CULTURECONNECTION@LEHRE.DHBW-STUTTGART.DE</a><br><a href="http://WWW.DHBW-STUTTGART.DE/CULTURE-CONNECTION">WWW.DHBW-STUTTGART.DE/CULTURE-CONNECTION</a> |
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## DHBW STUTT GART POLICY FOR FOREIGN STUDENTS

**Our university kindly asks you to instruct your students on the following:**

- **WELCOME DAYS**  
Students must attend the orientation week (1<sup>st</sup> week of September / 1<sup>st</sup> week of March)
- **ATTENDANCE**  
Students must attend 80 % of the classes in order to receive the required ECTS and mandatory English courses if advised to. Otherwise the International Office is compelled to inform the coordinator at the home university
- **PUNCTUALITY**  
Students must be on time for the classes and other appointments with staff members.
- **BEHAVIOUR**  
Students must behave in a proper manner during their stay at DHBW Stuttgart (during lectures and in their free time, in the dorms, especially). Students have to be aware that they represent not only themselves, but also their families, their university and their home country, as well as DHBW Stuttgart.
- **WORKING DAYS**  
Working days in Germany are Monday to Friday.
- **RELIGIOUS CEREMONIES**  
DHBW Stuttgart is happy to welcome students to the university from various religious backgrounds. We understand that students may need to attend religious ceremonies during class time and we are willing to excuse absences under these circumstances. Student administrator may be informed in case of absent.
- **PRIVATE ACTIVITIES**  
When students come to Germany to study, any private activity or work they undertake must not interfere with their studies. Course work and university attendance can be affected as a result of travelling or working too much.