



**Hochschule Ravensburg-Weingarten (HRW)**

**University of Applied Sciences**



**ECTS – EUROPEAN CREDIT TRANSFER SYSTEM**

# **Welcome to Hochschule Ravensburg-Weingarten (HRW) University of Applied Sciences**

## **Information for Incoming Exchange Students**

**Winter Semester 2016/17**

### **General Information**

#### **Application deadline**

Our application deadline for winter semester 2016/17 is **April 30, 2016**.

#### **Required application forms and documents**

Please send **all** forms and documents **by email (scanned, with a good resolution)**:

- The three ECTS-forms (Student Application Form, Learning Agreement, Transcript of Records, see <http://www.hs-weingarten.de/en/web/international-office/exchange-students>), filled in very carefully!
- Language certificate(s), proofing sufficient knowledge of German and /or English (depending whether you plan to take German or English courses) at least on skill level B1 (as defined by the Common European Framework of Reference for Languages CEFR), we highly recommend skill level B2.
- Your curriculum vitae (CV)
- Application for a room in a dormitory (if desired)

**Email address:** [incoming@hs-weingarten.de](mailto:incoming@hs-weingarten.de)

**Post address:** Ms Christine Lauer  
International Office  
Hochschule Ravensburg-Weingarten  
P.O. Box 3022  
D-88216 Weingarten, GERMANY

## Calendar

In winter semester 2016/17

- lectures will start on Tuesday, October 4, 2016 and finish on Friday, January 27, 2017.
- examinations will take place from Monday, January 30, until Saturday, February 18, 2017.

### **Welcome and Orientation Program**

**From Monday, September 12 to Friday, September 16** Welcome and Orientation Days will take place which will help you to settle in, struggle through bureaucracy and get familiar with the town and region you are going to live in. On these days all (!) important formalities will be completed (enrolment, registration in the town, bank account, health insurance); therefore, it is highly recommended to get here in time.

### **Arrival**

You can move into your dorm room on **September 7, 8 and 9 between 8 am and 6 pm**. We cannot guarantee someone will be there to grant you access late in the evening, so please make an effort to arrive within the scheduled time!

### **German language course**

The University offers a free Intensive German language course on different levels from **Monday, September 19 to Friday, September 30, 2016**. This intensive course is a prerequisite for the German language courses that we offer throughout the summer semester. There are various German courses with 90 to 180 minutes per week. The German courses are taught by professional language instructors and are free of charge.

Since a basic knowledge of the German language and an awareness of German culture are essential for your well-being and integration, participation is highly recommended! Please note that you cannot participate in a German language course during the semester if you miss the Intensive course.

## How to fill in the Learning Agreement

Please fill in the ECTS Learning Agreement by listing all courses and/or the project you want to do at Hochschule Ravensburg-Weingarten (HRW). For courses, please have a look which courses were offered in winter semester 2016/17 by our university (as explained below) and make a **preliminary selection** of the lectures, seminars and practical trainings which you want to do. The offer in winter semester 2016/17 will be very similar. Please also fill in the ECTS-credits, as far as mentioned in our list / on our homepage.

When we receive your Learning Agreement, we will check if you meet the requirements for the courses or project you have chosen. If so, we will sign the Learning Agreement and send it back to the International Office of your home university. The chosen lectures can be attended if they definitely will take place in winter semester 2016/17 and if they don't take place at the same time. Furthermore, whether or not you can do the project you have chosen depends on whether a professor is ready to supervise you (see below).

When you come here, we arrange a **consultation with the head of your study program** for you and then you can make your final decision which lectures you choose. If necessary, your Learning Agreement can be changed on the second page.

## Courses (lectures, seminars, practical trainings)

A list of all lectures, seminars and practical trainings offered by the different study programs can be found via **LSF**:

- Click the *My Campus (LSF)* link in the Quick Links column of our homepage [www.hs-weingarten.de](http://www.hs-weingarten.de).
- Click on the British flag to choose the English version. (Unfortunately, the English version is not perfect yet. It still contains some German words.)
- Click on *Select semester* and choose the term: *Winter semester 2015/16*
- Click in the column *Courses* on *University course catalog* and find the list of lectures for each study program.
- Please select the study program(s) you are interested in and click until you reach the detailed description of the single lecture, seminar or practical training.
- There is an entry in the *University course catalog* called *Language courses*. Here you find a broad range of language and intercultural courses, offered by the language department. Students from all study programs can take part in as many of these courses as they like (and manage). For all language courses you get the indicated number of credits if you pass the written examination at the end of the semester and if your attendance was 100%.
- Alternatively, you can click in the column *Courses* on *Search* in order to find specific lectures you are interested in.

## English Lectures

At our university, most courses are taught in German. However, the *Bachelor of Electrical Engineering and Information Technology*, the *Master of Science in Mechatronics*, the *Master Electrical Engineering* and the *International Academy* are taught in English and a few lectures and seminars of the other study programs are offered in English, too. A **preliminary list** of English lectures as well as language and intercultural classes taught in winter semester 2016/17 is available on our website: <http://www.hs-weingarten.de/web/international-office/exchange-students>.

## Project work

If you want to do any kind of project work at Hochschule Ravensburg-Weingarten (HRW), your admission depends on finding a professor ready to supervise you. This in turn depends on how good you are, how good your language skills are and how clear you present your background, skills and interests. So please choose a project from the list available on our website (<http://www.hs-weingarten.de/web/international-office/exchange-students>) and fill in very carefully the box PROJECT WORK in our ECTS Student Application Form. Indicate the title of the project and the name of the supervising professor, please.

## How to fill in the Transcript of Records

The ECTS Transcript of Records has to include **all courses** you have done and all courses you are doing at the moment **in your current study program**. Please fill in the titles of the courses in **English** language!

We also accept the official Transcript of Records of your University if it is in English or German and contains all the necessary information.

## Curriculum vitae (CV)

If you are not sure how to write a good CV, please have a look at: <http://europass.cedefop.europa.eu/>. Click on *Welcome* and then click on *Europass CV*. Here you can download the following Europass CV documents: a CV Template, Instructions for filling in the CV, and Examples of completed CVs. You can also create your CV online.

## Health Insurance

Under German law, every student is obliged to take out a health insurance contract. You can be registered as a student only when you submit such an insurance certificate. Thus be aware: For legal, but also for health reasons, it is in your own interest to have health insurance coverage from the first to the very last day of your stay in Germany!

If you come from an **EU-country**, please bring with you your **EHIC (European Health Insurance Certificate)** when you come to Germany. This **EHIC card** you get from your governmental / national health insurance company in your home country (but not from private health insurance companies).

There are some **cooperations** with European countries that are not in the EU, if in doubt please contact us.

If you come from any other country, you have to make a health insurance contract here in Germany (about € 80/month).

## Accommodation

For exchange students, we try to reserve a room in a dormitory. If you wish to apply for one of these rooms, please send back the Application for housing provided on our website (<http://www.hs-weingarten.de/web/international-office/exchange-students>).

Please note that the number of rooms available is limited. Therefore, rooms are allocated according to the principle "first come – first served" and there is no guarantee for accommodation.

However, the dormitories differ in the level of monthly rents and deposits, in the procedure for paying the deposit, in the location, in the division of rooms and common rooms as well as in the features. The rent is around € 300. Please take into consideration that there is no guarantee, neither for getting a room in a dormitory nearby the university nor for getting a room in the cheapest category.

For information about the dormitories, please have a look on our homepage: <http://www.hs-weingarten.de/web/international-office/accommodation>.