

Information for Incoming Exchange Students in Winter Semester 2019/20

Important dates

Application Deadline: April 30, 2019

By this date, applicants must have been nominated by the International Office of their home university and they must have completed their online application.

Arrival: Sept 2 – 6 2019 (upon arrangement)

You can move into your dorm room on Sept. 2, 3, 4, 5, and 6 between 7:30 am and 3:30 pm after prior arrangement for an appointment with the dormitory administration. Please contact Mr. Staebler or Weisse Rose for an appointment.

Welcome Week: Sep 16 – 20, 2019

From Monday, September 16 until Friday, September 20, our Welcome Week will take place which will help you to settle in, cope with bureaucracy and get familiar with Ravensburg/ Weingarten and the region where you are going to live for the months to come. During these days all important formalities will be completed (enrolment, registration at the municipality, bank account, health insurance); therefore, it is highly recommended to get here in time.

German language course: September 23 – October 2, 2019 (Oct 3 is a public holiday)

The University offers a free intensive German language course on different levels from Monday, September 23 to Wednesday, October 2, 2019. This intensive course is continued throughout the winter semester with a weekly German lecture between 90 and 180 minutes. The German courses are held 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 here, participation is highly recommended! Please note that you cannot participate in a German language course during the semester if you miss the intensive course.

Lecture period: October 7, 2019 – January 31, 2020

Examination period: February 3, 2020 – February 22, 2020

Options for exchange students

You are welcome to spend one or two semesters at our university and have the option to

- **attend courses:** you can take any course from any study program if you fulfil the respective requirements. Please note: Most study programs are taught in German, but there is a huge offer of English-taught courses as well, see below
- **do project work**, if you apply successfully for one of the projects on offer, see below
- **combine both.**

Courses (lectures, seminars, labs/practical trainings) in general

Information about courses is provided in the university information system LSF.

- Click on the *My Campus (LSF)* link in the Quick Links column of our homepage www.hs-weingarten.de, click on the British flag to choose the English version.
- The chapter *Curricula Modules* shows the general concept and modular structure of the individual study programs.
- The course offer of a specific semester is published only shortly before the semester start, but generally each winter semester offers similar courses as the previous winter semester, and the same applies for the summer semester. Therefore, to get an idea of the most likely courses on offer for the winter semester 2019/20, choose the list offered under winter semester. *Select semester* at the very right of the blue bar.
- In the column *Courses* click 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 obtain the detailed description of the individual lecture, seminar or practical training.
- Alternatively, you can click on *Search for courses* in the column *Courses* in order to find specific lectures you are interested in.
- There is an entry in the [University course catalog](#) called *Language courses (all faculties)*. Here you will find a broad range of language and intercultural courses, offered by our Center for Languages and Intercultural Communication (CLIC). Students from all study programs can take part in as many of these courses as they like (and can manage). For all language courses you will obtain the specified number of credits if you pass the varied types of exams (oral, written etc.) taking place throughout the semester and if your attendance was 100%.

Attention: The German language course on levels A1 – B2 start with an intensive course prior to the beginning of the lecture period, the attendance of which is compulsory!

English-taught courses

Study programs at our university are taught in German, with some exceptions:

- [Bachelor program in Electrical Engineering and Information Technology](#), taught in English during the first two years (Semester 1 – 4)
- [E-Mobility and Green Energy](#), taught in English during the first two years (Semester 1 – 4)
- [Bachelor Program in Physical Engineering](#), taught in English during the first two years as of SS 2019 (Semester 1 – 4)
- [Master program in Electrical Engineering and Embedded Systems](#), taught entirely in English
- [Master program in Mechatronics](#), taught entirely in English.
- [International Academy](#): In order to meet the needs of exchange students without sufficient knowledge of German, an increasing number of courses within the German study programs is offered in English, in

particular those of the International Academy a one-year program in English in the field of business and technology management. The offer for exchange students is completed by courses/ seminars run by the Center for Languages and Intercultural Communication (CLIC). They comprise German courses on levels A1 up to C2, a large variety of English (and other language) courses as well as intercultural trainings.

A preliminary list of all English-taught courses as well as language and intercultural classes taught in winter semester 2019/20 is available on our website:

<http://www.hs-weingarten.de/web/international-office/exchange-students>.

Project work

If you wish to do some kind of project work at our university, you can choose a project from the list available on <http://www.hs-weingarten.de/web/international-office/exchange-students>. Fill in the title of the project and the name of the supervising professor in the appropriate boxes of the online application form. The International Office of HRW will forward your application to the professor in charge.

Admission to a project depends on your grades, on your language skills (mostly English), on your general “fit” – please let us know your background, skills and interests.

Application procedure and documents

Online Application

Nominated students will receive a weblink to the online portal Mobility Online from their International Offices. Applicants must have been nominated by their International Office and must have completed their online application by the application deadline (April 30, 2019). The following documents have to be submitted in the portal:

- Learning Agreement
- Transcript of Records
- Language Certificate
- Application for Housing in a dormitory, if desired

Learning Agreement

ERASMUS+ students use the Learning Agreement (LA) form provided by their home institution, possibly only the first part of it (“Before the mobility”). Exchange students from countries not taking part in the ERASMUS+ program and from institutions not providing any document comparable to LA, please use the form provided at the top right-hand corner of <http://www.hs-weingarten.de/web/international-office/exchange-students>.

Please fill in all courses you plan to take at Hochschule Ravensburg-Weingarten and the number of ECTS credits as indicated in LSF resp. our list of English-taught lectures. If you wish to do a project, please indicate it in the LA as well (title and professor).

On receipt of your LA, we will check if you meet the requirements for the courses you have chosen and/or if the professor is ready to supervise your project. The LA will be signed by the professor in charge and sent back to the International Office of your home university and you.

At the time of the application the selection of courses can be a preliminary one only, there will be some changes. When your semester in Weingarten starts, there may be conflicts in the timetable or some courses might not meet your expectations. It might also be the case that for whatever reason the desired course is not offered or is cancelled shortly after the semester start (e.g. this can happen with CLIC courses when the number of participants turns out to be too small). However, we try our best to keep you updated.

Upon request, we can arrange a consultation with a professor, who could help you to make your final decision regarding lectures and projects. Changes in the course selection then need to be documented in the second part of the LA form ("During the mobility") and are signed by all parties again.

Transcript of Records

By "Transcript of Records" an official document is meant issued by your home university listing all courses you have already taken showing the credits earned and the grades obtained. If possible, it should also list the courses you are taking at present (not graded yet). Please note, however, that we can only accept transcripts in English or German language.

Language Certificate

If you plan to attend German-taught courses, your application has to include a proof of sufficient knowledge in German. If you plan to attend English-taught courses only/ as well, please also provide a language certificate for English. Your language skills have to be at least on level B1 as defined by the Common European Framework of Reference for Languages (CEFR) at the time you arrive here, but we highly recommend level B2. Native speakers do not need to submit a language certificate.

Application for Housing

Please submit the "Application for Housing" form provided on <http://www.hs-weingarten.de/web/international-office/exchange-students> under application documents, if you would like the International Office to organize a room for you in one of the Weiße Rose dormitories.

The Student Services Weiße Rose e.V. operates two student dormitories in Weingarten:

- Dormitory at Briachstr. 10, also called "old Briach dormitory": There are up to 24 single rooms per floor plus kitchen and common space for all students. Two adjacent single rooms share a common bathroom. The monthly rent amounts to € 230.
- Dormitory at Briachstr. 2, also called "new Briach dormitory" (opened in September 2015): two to four students share an apartment. The monthly rent amounts to € 300/ 305.

The International Office has a fixed number of rooms at their disposal at Briachstr. 10 and 2 which we can offer to exchange students. You need to send a principal application for housing to the International Office but the rental contract is taken out between the student and the Weiße Rose dormitory.

The form asks you which dormitory you prefer. We will try to accommodate your wishes but we cannot guarantee.

Contact

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Postal adress:

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P.O. Box 3022
D - 88216 Weingarten
GERMANY

Visitor's adress:

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Hochschule Ravensburg-Weingarten
88250 Weingarten
Lazarettstr. 3 (Building P)
Room P 001