

**Student Guide for
Overseas Exchange Students
2007/08**

Studying in Germany
– at the HTW, University of Applied Sciences
Saarbrücken



Hochschule für
Technik und Wirtschaft
des Saarlandes

University of Applied Sciences



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The University

Address

Welcome to the University of Applied Sciences of the Saarland (*Hochschule für Technik und Wirtschaft des Saarlandes*).

Goebenstraße 40
66117 Saarbrücken
Germany
Internet: www.htw-saarland.de

Saarbrücken



The banks of the Saar



St. Johanner Markt¹



Exchange students 2004

Saarbrücken is the capital city of the German federal state of Saarland. With a population of 190 000, Saarbrücken is one of the smaller of Germany's major cities. A modern, forward-looking and forward-thinking city, Saarbrücken boasts an attractive old town and varied cultural and recreational amenities.

Saarland

Located at the heart of the so-called Saar-Lor-Lux triangle, Saarland is strongly influenced by its neighbours France and Luxembourg. The Lorraine region of France is only a stone's throw away and Luxembourg a mere 90 km from Saarbrücken.



Saarland – the European setting¹

With a population of around 1.08 million and an area of 2570 km², Saarland is the smallest of the German *Länder* (federal states) after the city-states of Berlin, Bremen and Hamburg. Around one third of Saarland is covered by forest. Mining and the steel industry were for many years the most important elements in the economy of the Saarland. Today, the focus is on new industries, technologies and services – with all five institutions of higher education in Saarland playing their part.

¹ Image courtesy of the image database at the *Tourismus Zentrale Saarland* (Saarland Tourism Centre).

General description of the University of Applied Sciences

The University of Applied Sciences of the Saarland (commonly referred to by its German initials 'HTW') is split between two campuses in Saarbrücken:



Goebenstraße 40
66117 Saarbrücken

Civil and structural engineering
Biomedical engineering
Electrical and electronic engineering
Computer science and
communications engineering
Healthcare management
Mechanical engineering
Mechatronics / Sensor technology
Applied informatics
Social work



Waldhausweg 14
66123 Saarbrücken

Architecture
Business administration
International business administration
International tourism management
Industrial engineering

University management, the administrative departments and the Franco-German Institute of Higher Education (DFHI) are all located at the Goebenstraße site. The International Office (*Auslandsamt*) has offices at both sites.

The University of Applied Sciences in Saarbrücken currently offers 19 degree programmes. Study programmes are highly structured with students often learning in small groups. Excellent supervision and close contact to the more than 100 members of the professorial staff are distinctive features of academic life at the university. Students have access to modern, well-equipped laboratories, lecture halls and seminar rooms.

The university places considerable emphasis on high-quality, practically-focused teaching that is closely meshed with real social, business and industrial applications. This enables the university to identify at an early stage the changing needs of today's working environment and to adapt and modify its teaching curricula accordingly.

Nearly all degree programmes include integrated language training in at least one foreign language for two or three semesters and also offer opportunities to acquire soft skills such as communication and oral presentation skills.

A Bachelor degree programme generally lasts six to seven semesters, while a Master's programme normally takes three to four semesters. Degree programmes are divided up into phase I and phase II studies. The practical study stage and the final thesis are both part of the phase II study period. For detailed information on the individual degree programmes available, please refer to the internet presentations provided by the various departments at www.htw-saarland.de/organisation/fachbereiche.

The university's proximity to France and Luxembourg is not just a geographical fact; it is embodied in the Franco-German Institute of Higher Education (*Deutsch-Französisches Hochschulinstitut* – DFHI) with its headquarters at the University of Applied Sciences, as well as in the integrated German-French programmes run jointly with the *Université de Metz*, the *Écoles Supérieures de Commerce* in Grenoble and Chambéry, and in the programme 'Building and Construction Management' at the Department of Civil and Structural Engineering, which is taught cooperatively by the HTW in Saarbrücken and the *Université du Luxembourg*.

In the winter semester 2005/06, there were 3450 students enrolled at the HTW, of which 580 were foreign students from no fewer than 50 different countries.

Administrative offices and contacts

Rector's Office

Goebenstraße 40
66117 Saarbrücken
Germany

Prof. Dr. Wolfgang Cornetz, Rector
Tel.: +49-(0)681/5867.100/101
Fax: +49-(0)681/5867.122
E-mail: rektor@htw-saarland.de

Director of International Studies

Prof. Dr. Ralf Denzer
Goebenstraße 40, Room 8234

Tel.: +49-(0)681/5867.426
E-mail: denzer@htw-saarland.de

Auslandsamt / International Office

Waldhausweg 12a
66123 Saarbrücken

Goebenstraße 40, Room 2113
66117 Saarbrücken

Tel.: +49-(0)681/5867.602 / .654
Fax: +49-(0)681/5867.608
E-mail: auslandsamt@htw-saarland.de
Internet: www.htw-saarland.de/services/auslandsamt

Doris Kollmann, Director International Office
Tel.: +49-(0)681/5867.609
E-mail: kollmann@htw-saarland.de

Betina Lang, International Student Advisor
Tel.: +49-(0)681/5867.602 / .654
E-mail: b.lang@htw-saarland.de

Karin Ecker, Assistant
Tel.: +49-(0)681/5867.605
E-mail: karin.ecker@htw-saarland.de

Admissions Office

Goebenstraße 40
66117 Saarbrücken
Germany

Tel: +49-(0)681/5867.115/116
Fax: +49-(0)681/5867.122
E-mail: stud-sek@htw-saarland.de
Office hours: Mon, Tue, Thu, Fri: 9–11.30 am, Wed: 1.30–4 pm

Departmental coordinators for international academic exchange programmes

Department	International exchange coordinator
Architecture	Prof. Klaus-Dieter Köhler Waldhausweg 14, Room D-2-02, Tel.: +49-(0)681/5867.561 E-mail: koeehler@htw-saarland.de
Civil and Structural Engineering	Prof. Frank Baur Goebenstraße 40, Room 5401, Tel.: +49-(0)681/5867.170 E-mail: baur@htw-saarland.de
Business Administration	Prof. Dr. Holger Buck Waldhausweg 14, Room A-1-14, Tel.: +49-(0)681/5867.550 E-mail: holger.buck@htw-saarland.de
Electrical and Electronic Engineering	Prof. Dr. Martin Buchholz Goebenstraße 40, Room 2302, Tel.: +49-(0)681/5867.196 E-mail: martin.buchholz@htw-saarland.de Prof. Dr. Reinhard Brocks Goebenstraße 40, Room 2301, Tel.: +49-(0)681/5867.226 E-mail: reinhard.brocks@htw-saarland.de
Applied Computer Science, Computer Science and Communication Systems, Mechatronics	Prof. Dr. Ralf Denzer Goebenstraße 40, Room 8234, Tel.: +49-(0)681/5867.426 E-mail: denzer@htw-saarland.de
Mechanical Engineering	Prof. Dr. Christine Sick Goebenstraße 40, Room 8224, Tel.: +49-(0)681/5867.420 E-mail: christine.sick@htw-saarland.de
Industrial Engineering	Prof. Gerhard Bleymehl Waldhausweg 14, Room B-2-13, Tel.: +49-(0)681/5867.525 E-mail: gwb@htw-saarland.de

University-wide exchange programme coordinator

Doris Kollmann, Director International Office
Waldhausweg 12a
Tel.: +49-(0)681/5867.609
Fax: +49-(0)681/5867.608
E-mail: kollmann@htw-saarland.de

Degree programmes

Bachelor's programmes

Department	Degree programme:	Duration in semesters
Architecture	Architecture	6
Civil and Structural Engineering	Civil and structural engineering (<i>Specialist areas: structural engineering, construction and project management, water management, waste management and traffic planning</i>)	7
Business Administration	Business administration	7
	International business administration ²	6
	International tourism management ²	6
Electrical and Electronic Engineering	Biomedical engineering Electrical and electronic engineering (<i>Specialist areas: automation technology, power engineering, micro- and telecommunications electronics, communications engineering</i>)	6
		6
Applied Computer Science, Computer Science and Communication Systems, Mechatronics	Computer science and communications engineering	6
	Mechatronics / Sensor technology	7
	Applied informatics	6
Mechanical Engineering	Mechanical engineering and process technology	6
Healthcare Management	Management and expertise in the healthcare sector	7
Industrial Engineering	Industrial engineering	7

Master's programmes

Department	Degree programme:	Duration in semesters
Architecture	Architecture	4
Civil and Structural Engineering	International construction management	3
	Structural Engineering ³	3
Business Administration	International management	4
Electrical and Electronic Engineering	Electrical and electronic engineering	4
	Biomedical engineering	4
Applied Computer Science, Computer Science and Communication Systems, Mechatronics	Computer science and communications engineering	4
	Mechatronics / Sensor technology	3
Mechanical Engineering	Engineering and Management	4
Industrial Engineering	Evaluation ⁴	4

Franco-German study programmes

Department	Degree programme:
Franco-German Institute of Higher Education (DFHI)	Civil and structural engineering; Business administration; Electrical and electronic engineering, Computer science, Logistics, Mechanical Engineering ⁵

² Some courses held in English

³ From summer semester 2009

⁴ Interdisciplinary cooperative programme between Saarland University and the University of Applied Sciences (HTW)

⁵ A total of six Bachelor's and two Master's degree programmes with individual application deadlines and documentation. Further information can be obtained from the DFHI. Please contact Ms Pia Erb at dfhi@htw-saarland.de.

Admissions procedure and application deadlines

A simplified application procedure applies to international academic cooperative programmes. The application form for overseas exchange students is included in the appendix to this student guide and can also be downloaded from:
www.htw-saarland.de/international.

Application deadlines:

31 December for exchange programmes that start on 1 April

30 June for exchange programmes that start on 1 October

Note: These deadlines only apply to exchange students. International students who wish to apply for a full-time undergraduate or postgraduate programme, please refer to the Admissions Office for further information.

Semester dates and daily timetable

Semester dates

The academic year is divided into a summer and a winter semester. Degree programmes at the HTW begin in the winter semester. International students and exchange students from partner universities may also begin their course of study at the HTW in the summer semester.

Summer semester 2007:	1 Apr 2007 to 30 Sep 2007
Lectures begin:	16 Apr 2007
Lectures end:	20 July 2007

Winter semester 2007/08:	1 Oct 2007 to 31 Mar 2008
Lectures begin:	22 Oct 2007
Lectures end:	22 Feb. 2008
Christmas holiday (winter break):	24 Dec 2007 to 5 Jan 2008

Summer semester 2008:	1 Apr 2008 to 30 Sep 2008
Lectures begin:	7 Apr 2008
Lectures end:	11 July 2008

Written examinations are held at the end of a semester after lectures have ended; generally in March or in July/August.

Timetable

Classes are usually held Monday to Friday during the day. Some courses of study requires students to attend class on Saturday or in the evenings.

Period 1: 8 am – 9.30 am
Period 2: 9.45 am – 11.15 am
Period 3: 11.30 am – 1 pm
Period 4: 2 pm* – 3.30 pm
Period 5: 3.45 pm – 5.15 pm

* Period 4 starts at 1.30 pm in a number of departments

The detailed timetables are displayed on university notice boards approximately two weeks before lectures start and can also be viewed on the relevant departmental web pages.

International programmes

Cooperative academic programmes with universities in Europe

Country	University / Institution of higher education	Degree programme	Programme coordinator at the HTW
Czech Republic	Brno University of Technology	A M	Prof. Klaus-Dieter Köhler koeehler@htw-saarland.de Prof. Dr. Walter Calles calles@htw-saarland.de
Denmark	Aalborg Universitet	BW IBW	Prof. Dr. Leonhard Firlus firlus@htw-saarland.de
France	Ecole d'Architecture de Nancy Ecole Nationale d'Ingénieurs de Metz Ecole Supérieure de Commerce de Brest Ecole Supérieure de Commerce de Chambéry Ecole Supérieure de Commerce de Grenoble Université de La Réunion Université de Metz	A M BW IBW BW IBW WI BW IBW ITM BI, BW, E, PI, M, LG	Prof. Klaus-Dieter Köhler koeehler@htw-saarland.de Prof. Dr. Heike Jäckels jaeckels@htw-saarland.de Prof. Dr. Günter Pochmann pochmann@htw-saarland.de Prof. Dr. Wolfgang Blumbach blumbach@htw-saarland.de Prof. Gerhard Bleymehl gwb@htw-saarland.de Prof. Dr. Holger Buck buck@htw-saarland.de Prof. Dr. Ralf Rockenbauch ralf.rockenbauch@htw-saarland.de DFHI dfhi@htw-saarland.de
Italy	Università degli Studi di Firenze	A	Prof. Klaus-Dieter Köhler koeehler@htw-saarland.de
Latvia	School of Business Administration TURIBA, Riga	BW	Prof. Dr. Holger Buck buck@htw-saarland.de
Luxembourg	Université de Luxembourg	BI M	Prof. Dr. Peter Böttcher boettcher@htw-saarland.de
Norway	Høgskolen i Buskerud, Drammen/ Kongsberg/ Hønefoss	E M	Prof. Dr. Walter Calles calles@htw-saarland.de
Poland	Akademii Ekonomiczna w Krakowie, CUE Cracow Akademia Górniczo-Hutnicza AGH Kraków Akademia Ekonomiczna Im. Karola Adamieckiego Katowice Politechnika Łódzka, Technical University of Lodz	BW IBW E BW WI	Prof. Dr. Rudolf Large rudolf.large@htw-saarland.de Prof. Dr. Wolfgang Langguth wlang@htw-saarland.de Prof. Dr. Holger Buck buck@htw-saarland.de Prof. Gerhard Bleymehl gwb@htw-saarland.de
Romania	„Gh. Asachi“, Technical University of Iași Universitatea „Eftimie Murgu“, Resita	M M ITM	Prof. Dr. Peter Lorenz lorenz@htw-saarland.de Prof. Dr. Peter Lorenz Prof. Dr. Ralf Rockenbauch ralf.rockenbauch@htw-saarland.de
Spain	Universidade de Vigo Universidad de Las Palmas de Gran Canaria	BW E PI M ITM	Prof. Dr. Leonhard Firlus firlus@htw-saarland.de Prof. Dr. Horst Wieker wieker@htw-saarland.de Prof. Dr. Ralf Denzer denzer@htw-saarland.de Prof. Dr. Hans-Joachim Weber hjweber@htw-saarland.de Prof. Dr. Ralf Rockenbauch ralf.rockenbauch@htw-saarland.de
United Kingdom	Napier University, Edinburgh University of Glamorgan, Pontypridd, Wales University of Hertfordshire, Hatfield University of Newcastle upon Tyne	BW IBW, ITM BW IBW BW IBW, ITM BI	Prof. Dr. Leonhard Firlus firlus@htw-saarland.de Prof. Dr. Leonhard Firlus Prof. Dr. Leonhard Firlus Prof. Frank Baur baur@htw-saarland.de

See next page for a list of the abbreviations used

Cooperative academic programmes with non-European universities

Country	University / Institution of higher education	Degree programme
Brazil	UNIFACS, Universidade de Salvador, Bahia	PI
Canada	University of Guelph	PI
Chile	UTFSM, Universidad Técnica Federico Santa Maria	All
Georgia	Georgian Technical University, GTU Tbilisi	BW M
Japan	Aoyama Gakuin University	BW
Mexico	Tec de Monterrey, ITESM	M E BW IBW
Malaysia	Universiti Teknologi Malaysia	BMT E
USA	Carnegie Mellon University, Pittsburgh James Madison University Pfeiffer University, Charlotte, North Carolina Southern Oregon University Texas A&M University	A M E PI BW IBW BW IBW BW IBW

Abbreviations:

A: Architecture

BI: Civil and structural engineering

BMT: Biomedical engineering

BW: Business administration

E: Electrical and electronic engineering

IBW: International business administration

ITM: International tourism management

LG: Logistics

M: Mechanical engineering

PI: Applied informatics

WI: Industrial engineering

General information about studying at the HTW

Cost of living and financing your studies

Studying in Saarbrücken costs between €600 and €900 a month. This figure includes estimated costs for accommodation, food, leisure activities, books and study equipment, semester fees and health insurance charges.

Scholarships and grants offer a means of financing or partially financing a course of study in Germany. International exchange students from non EU member states have the option of applying for a grant from the DAAD (German Academic Exchange Service). The award of a scholarship or grant is typically dependent on the candidate's academic progress and achievements. Comprehensive information is available from the DAAD website www.daad.de.

The European Commission's Alßan programme is another high level scholarship programme specifically addressed to applicants from Latin America. Comprehensive information is available from the Alßan website www.programalban.org.

Students may also be able to undertake paid employment as a means of financing their degree. The higher education specialists from the Federal Employment Agency in Saarbrücken are able to provide detailed information on work permits, income tax and possible restrictions on the amount of work you may perform. The team of employment counsellors, whose office is located on the Saarland University campus, can also help you to find part-time employment that is compatible with your studies.

Saarland University Campus, Bldg. A 4.2, Room 2.06/2.07
66123 Saarbrücken
Germany
Tel.: +49-(0)681/ 944-6803/4
E-mail: saarbruecken.hochschulberater@arbeitsagentur.de

Accommodation

The International Office at the HTW can help you to find suitable accommodation. Foreign students at the HTW generally have following options: An apartment in a student hall of residence, a room in a shared flat or house, or private lodgings. Rooms in a hall of residence are furnished, while a room in a flat or house share will generally be unfurnished.

Student halls of residence

Rooms or apartments in a student hall of residence in Saarbrücken cost between €150 and €300 a month. To this you will need to add the costs of buying new pillows, bed linen, towels, crockery, etc.

The International Office runs a loan service for kitchenware, tableware and other household articles that international students are welcome to use. This offer is subject to availability.

The company *Saarland Bauträger AG* runs a private hall of residence at Sulzbachstraße 53, which offers single and double-room apartments from about €270 to €480.

Current information is available from:
Saarland Bauträger AG, Ms M. Schlösser
Wilhelm-Heinrich-Str. 11, 66117 Saarbrücken, Germany
Tel.: +49-(0)681/5860016
E-mail: m.schloesser@saarland-bautraeger.de
Internet: www.studentenwohnungen-saarbruecken.de



The association “Catholic Student Services in Saarbrücken” (*Katholische Studentenwerk Saarbrücken e.V.*) offers a number of rooms and studio flats of varying size and degree of furnishing in its *Cusanushaus* hall of residence. Costs vary from €150 to €280.

Current information is available from:
 Katholisches Studentenwerk, Vermietungen, Mr M. Geiger
 Saaruferstr. 12, 66117 Saarbrücken, Germany
 Tel.: +49-(0)681/ 5847618
 E-mail: mark-geiger@web.de

The Protestant Church of the Rhineland (*Evangelische Kirche im Rheinland*) runs a student residential facility in Waldhausweg in Saarbrücken, with rooms available from €110 to €256 per month.

Current information is available from:
 Evangelisches Studentenwohnheim
 Waldhausweg 7, 66123 Saarbrücken, Germany
 Tel.: +49-(0)681/ 9366110
 Web: www-esg.stw.stud.uni-saarland.de/

Residential accommodation is also available at the *Eule* in Dudweiler, which offers simple rooms with shared kitchen and bathroom facilities with prices starting at €120 a month.

Beethovenstraße 47; 66125 Saarbrücken-Dudweiler
 Tel. +49-(0)6897/763798

Private lodgings / Flat or house shares

A room in a private house will generally be furnished, whereas a room in a shared student flat or house² will generally be unfurnished. A room in private lodgings or in a shared flat or house currently costs between €200 and €300 a month.

Searching for accommodation – Internet-based student accommodation sites, such as:

<http://asta.htw-saarland.de/service/wohnungsmarkt>
www.studenten-wg.de (Click on: Wohnungsmarkt ⇒ Angebote lesen ⇒ Saarbrücken ⇒ WGs)
www.easyyroommate.com

² Generally known as a WG

Searching for accommodation – Newspapers

Saarbrücker Wochenspiegel

Published Wednesdays, website: www.sbr-wochenspiegel.de

(Click on: Anzeigen ⇒ Immomarkt ⇒ Regionale Suche ⇒ Rubrik: Wohngemeinschaften Angebote ⇒ PLZ-Gebiet: 66111)

Saarbrücker Zeitung

Published daily, property ads in the Friday edition, website: www.sz-sb.de (Immowelt

⇒ Saarbrücken ⇒ Wohngemeinschaften).

Searching for accommodation – Notice boards

The various HTW buildings house a number of notice boards where rooms to let are advertised.

The *Mensa* building at Saarland University is also a very popular site for posting and reading accommodation notices.

Temporary accommodation at Saarbrücken Youth Hostel

Europa-Jugendherberge

Jugendgästehaus Saarbrücken

Meerwiesertalweg 31, 66123 Saarbrücken, Germany

Tel. +49-(0)681/33040

E-mail: jh-saarbruecken@djh-info.de, Web: www.djh-info.de

Catering services

The student refectory at the HTW – usually referred to as the *Mensa* – offers students, staff and visitors freshly prepared regional and international dishes. The menu also always includes a vegetarian meal. Prices currently range from €1.70 to €3.00.

Mensa Goebenstraße 40, Room 3401

Opening hours: 7.45 am – 2 pm

Tel.: +49-(0)681/5867.107

Mensa Waldhausweg 14, Room B-K-12

Opening hours: 7.45 am – 2 pm

Tel.: +49-(0)681/5867.559

Medical and health services

A list of local doctors can be found in your telephone directory or in the Yellow Pages. If you prefer, the International Office would be pleased to recommend a doctor or medical practitioner. Please also read “E...for emergency” (page 19 ff.)

Insurance

As a student at the HTW, your student-services payment automatically provides you with personal accident, theft and public liability insurance cover. Compensation can only be paid in cases in which the insured event is directly related to studying at the HTW.

For information on health insurance, please refer to the section ‘Things to be done after arriving in Germany’, page 17.

Financial support

The HTW does not award scholarships or grants. However, international exchange students have the option of applying for a mobility grant. See ‘Cost of living and financing your studies’, page 12.

Student organizations

AStA (*Allgemeiner Studierendenausschuss*) is the Students' Union Executive Committee that represents students at the HTW. AStA represents the interests of students in all official university matters

AStA der HTW Saarbrücken
Goebenstr. 40, Room 2411
66117 Saarbrücken, Germany
Tel.: +49-(0)681/5867.104 or +49-(0)681/55647
E-mail: asta@htw-saarland.de
Web: <http://asta.htw-saarland.de/>

The departmental student organizations (*Fachschaften*) represent the interests of students at the departmental level.

Architecture: fsa@htw-saarland.de
Civil and Structural Engineering: fs-bi@htw-saarland.de
Business Administration: fsbw@htw-saarland.de
Electrical and Electronic Engineering: fachschaft_e@web.de
Applied Computer Science, Computer Science and Communication Systems,
Mechatronics: fs-gis@htw-saarland.de
Mechanical Engineering: fs-ma@htw-saarland.de
Industrial Engineering: fswi@htw-saarland.de

HTW facilities

HTW Library

The HTW Library provides students with access to print and electronic information sources. Each campus has its own library.

Goebenstraße campus: Room 5405
Tel.: +49-(0)681/5867.121
Waldhausweg campus: Room A-K-12
Tel.: +49-(0)681/5867.538

Current opening hours are listed at: www.htw-saarland.de/service/bibliothek.

Language courses

Despite its proximity to France and Luxembourg, incoming students should not expect staff in local government offices, banks or shops to have sufficient language skills to be able to provide assistance in a foreign language. You may find that help is available in the popular foreign languages French and English, but it is unlikely to be the case for other languages. With few exceptions, German is the language of instruction at the HTW.

International exchange students from partner institutions should therefore have a sufficiently good command of German to allow them to benefit from their chosen programme of study. We recommend that students should have had between 350 and 600 hours of tuition. This corresponds to level A2/B1 of the Common European Framework of Reference for Languages (CEF) (see: <http://culture2.coe.int/portfolio> ⇒ Levels). If you would like to assess your current proficiency in German, an online placement test is available at: www.goethe.de/cgi-bin/einstufungstest/einstufungstest.pl.

Intensive German course for exchange students

The International Office offers a preparatory intensive German course for ERASMUS students.

1 to 19 Oct. 2007

Mon–Fri, 9 am – 1 pm

For more information or to apply for the course, please contact: Betina Lang, b.lang@htw-saarland.de

German courses during the summer and winter semesters for HTW international students

The International Office offers German language courses for international students that run during the summer and winter semesters. These courses can be used to consolidate your language proficiency and to acquire specialist skills.

From 24 Oct 2007

Wed, 2 pm – 3.30 pm

Goebenstraße 40, Room 7108

For more information or to apply for the course, please contact: Betina Lang, b.lang@htw-saarland.de

Evening language courses

German evening courses (typically 4 hours per week) are a useful supplement to the German language courses offered at the HTW. Information on the courses offered and the addresses of language schools in Saarbrücken can be obtained from the International Office.

Self-study

International students at the HTW can pursue interactive self-study at the multimedia language lab in the Department of Mechanical Engineering.

Multimedia Language Lab

Prof. Dr. Christine Sick

Goebenstraße 40, Room 7005

Tel.: +49-(0)681/5867-420 or -421

Wed, 1.30 – 4.30 pm; Fri, 1 – 3 pm

The multimedia self-study program '*Einblicke*' (level A2/B1) is installed on the two PCs in the middle row immediately in front of the teacher's desk.

- Module: '*Arbeitswelt*' ('The World of Work')
- Module: '*Studium*' ('Studying')
- Grammar trainer (with over 200 grammar exercises)
- Speech trainer (over 400 speech exercises and 350 situational exercises)
- Vocabulary trainer (over 500 vocabulary exercises)

Preparing to come to Germany

Visa

Foreign students who are not nationals of an EU member state require a student visa in order to enter the Federal Republic of Germany. Student visas are issued by the German diplomatic mission (embassy or consulate) in the relevant home country on presentation of the official offer of admission from the HTW.

Visas are not required by students from countries with which special agreements have been signed.

Health insurance

Students from non EU member state must take out student health insurance to cover their stay in Germany. Student health insurance cover typically costs about €56 per month (as of Jan. 2006). Alternatively, students can use a private health insurance from their home country.

Travelling to Saarbrücken

By coach:

Saarbrücken is served by international coach services from almost every European country. The international coach station in Saarbrücken is located next to the main railway station not far from the city centre and is easy to reach with public transport.

By train:

Saarbrücken is situated on the IC and ICE main line linking Mannheim and Paris and has excellent rail links to other German cities (see: www.bahn.de).

By plane:

Saarbrücken airport is located about 20 km from the city and can be reached from the city centre by a shuttle bus. At present, Lufthansa and Luxair are the only airlines operating regular scheduled services to and from Saarbrücken. Other airports that can be used when travelling to Saarbrücken include Frankfurt am Main, Frankfurt-Hahn, Metz, Luxembourg and Paris. These airports all have good bus, coach or rail services to Saarbrücken.

By car:

Saarbrücken can be reached via the A1 motorway from Trier, via the A620 from Luxembourg, the A6 from Mannheim, or the A32/A4 from Metz.

The two HTW campuses are also well served by local bus services:

Destination	Bus no.
Waldhausweg campus	101, 102, 150: from <i>Rathaus</i> (City Hall), alight at Prinzenweiher 109: from <i>Rathaus</i> (City Hall), alight at <i>Ilseplatz</i> 109: from Goebenstraße (<i>HTW/Stadtwerke</i>), alight at <i>Ilseplatz</i> 111: from <i>Hauptbahnhof</i> (Main Railway Station), alight at <i>Ilseplatz</i>
Goebenstraße campus	101, 103, 104, 109: from <i>Hansahaus</i> , alight <i>HTW/Stadtwerke</i> 109: from Waldhausweg (<i>Ilseplatz</i>), alight <i>HTW/Stadtwerke</i> 121: from <i>Hauptbahnhof</i> (Main Railway Station), alight <i>HTW/Stadtwerke</i>

Things to be done after arriving in Germany

Note:

A checklist to help you deal with organizational red tape after arriving in Saarbrücken is provided in the appendix to this student guide (see page 26). The checklist also contains the addresses of the relevant agencies or government offices.

Moving in

Make an appointment at an early date to receive the key to your new room or apartment and agree on a date to move in. You will be given a rental agreement by your landlord to sign. You will need this contract when registering at the Resident's Registration Office and the Foreigner's Registration Office in Saarbrücken.

Matriculation (Enrolment)

Exchange students from our partner institutions can arrange to enrol at the HTW personally at the International Office.

Health insurance

Students from non EU countries must take out student health insurance to cover their stay in Germany. Some useful addresses are available on page 26. Alternatively, students can use a private health insurance from their home country.

Paying the semester fee

To enrol at the HTW, students must provide proof that the semester fee has been paid to the *Studentenwerk* (Saarland Student Services). At present, the semester fee for a single semester is €102.50 and €205 for two semesters. A payment form and information on the current fee level are available from the International Office.

Registering your place of residence

International students must register their place of residence in Saarbrücken at the Residents' Registration Office (*Bürgeramt / Einwohnermeldeamt*). Address: see page 26.

Bank account

A bank account is essential for many day-to-day transactions, such as setting up a direct debit mandate. Many banks in Saarbrücken offer charge-free student accounts (see page 26 for addresses).

Temporary residence permit

International students must apply for a temporary residence permit in Saarbrücken. Applications must be submitted to the Foreigners' Registration Office, whose address is given on page 26.

Income tax card

International students who would like to gain work experience in a German company as part of their course of study or who want a student job to help finance their studies will need an income tax card. Income tax cards are issued at the *Bürgeramt* (Community Office). Address: see page 26.

Student life in Saarbrücken

Students make up only a part of the population of Saarbrücken. The best-known student district is *Nauwieser Viertel* – a colourful mix of alternative shops, bars and restaurants. There are also pubs and bars a plenty in and around *St. Johanner Markt*. And of course there's a big choice of clubs and discos offering everything from house, techno and dancefloor to salsa and tango. – something for every taste and budget.

Tips for living in Saarbrücken

B... for BahnCard

BahnCard25 is a national rail discount card that costs €53 per year for second-class rail travel. Card holders receive a 25 % discount on DB's standard and saver fares. In addition, if you purchase a DB saver fare, up to four people can accompany you, each paying half the saver fare.

For students up to the age of 26, the BahnCard50 costs €106 per year for second-class travel. Card holders receive a 50 % discount on standard fares.

BahnCard25 and BahnCard50 are both valid for one year. The card will be automatically renewed for a further year unless written notice of termination is sent to DB's BahnCard Service unit at least six weeks before the date on which the current card is due to expire.

B... for Bus

The student ID card (semester travel ticket) allows students to use all public transport services in Saarland. The current timetable for *Saartallinien* buses can be searched online at www.saarbahn.de/fahrplan.

C... for Cinema

Saarbrücken boasts a large number of cinemas. All of them offer reduced-price tickets on one day a week (*Kinotag*).

CineStar, St. Johanner Straße 61 (bargain admissions: Tue, Thur)

Filmhaus, Mainzer Straße 8 (bargain admissions: Tue)

Kino Acht ½, Nauwieserstraße 19

Passage-Kino, Bahnhofstraße 82 (bargain admissions: Mon, Tue, Wed)

Camera zwo, Futterstraße 5 (bargain admissions: Tue)

Unifilm, Universität Campus, AudiMax, Bldg. 16

UT Kinos, Berliner Promenade 17 (bargain admissions: Mon, Tue, Wed)

D... for Doctors

A list of local doctors can be found in your telephone directory or in the Yellow Pages. If you need assistance, the staff at the International Office would be pleased to recommend a doctor or medical practitioner. Just call round or phone for assistance. (See also "E... for Emergency".)

E... for Emergency

In an emergency call ☎ 110 (police and emergency medical services)

☎ 112 (fire service)

Doctors-on-call: ☎ 0681/48038

(Mon, Tue, Thur: 7 pm – 7 am, Wed: 1 pm – 7 am, Fri: 7 pm – 8 am)

(Sat–Sun and holidays: 8 am – 8 pm)

Evangelisches Krankenhaus, Saarbrücken

Großherzog-Friedrich-Straße 44, ☎ 0681/3886700

St. Josef Krankenhaus, Dudweiler

Klosterstraße 14, ☎ 06897/7010

E... for E-mail

Once enrolled at the HTW, you will be issued with an e-mail account that gives you internet access via the PC labs in your department.

F... for Fitness centre

SpoGeSa, Dudweilerlandstraße 7

☎ 0681/376666

Fitness-Zentrum Venice, Sulzbachstraße 44-48

☎ 0681/31212

I... for Intercultural communication and advisory services

Ramesch – Forum für Interkulturelle Begegnung e.V.

Haus der Kulturen, Johannisstraße 13

☎ 0681/3904921

I... for Internet

Once enrolled, students have access to the internet via the HTW computing network. The following address may be useful before matriculation (enrolment) is complete:

Internet-Treff Saarbrücken, Bahnhof Burbach, Hochstraße 74, 66115 Saarbrücken

www.internet-treff-sb.de

Mon–Fri: 10 am – 5 pm; Sat: 11 am to 4 pm

L... for Launderette

There are a number of launderettes in Saarbrücken, for instance at Eisenbahnstraße 8 or Nauwieser Straße 22.

L... for Library

Students at the HTW have access to the university library. Information is available at www.htw-saarland.de/ze/zb.

The Saarbrücken Municipal Library (Gustav-Regler-Platz, Tue-Fri: 11 am – 6 pm; Sa: 10 am – 1 pm) offers everything from atlases and encyclopaedias to magazines, novels and films on DVD. Membership costs €10 a year. International newspapers and magazines are available at the *Lese-Café*.

M... for Music

Collegium Musikum

Saarland University, Saarbrücken Campus, Bldg. 11.1 Level 0, Room 20

☎ 0681/3022218

N... for Nightlife

Saarbrücken is home to a wide variety of pubs and bars, including:

Café Kostbar, Nauwieserstraße 19

Kurzes Eck, Nauwieserstraße 15

Mono, Nauwieserstraße 38

Ubu Roi, Ecke Cecilien/Försterstraße

home, Berliner Promenade 17-19

O'Dwyer's Irish Pub, Fröschengasse 6

Tante Anna, Türkenstraße 3

Dance clubs that are popular with students include:

Atomic Club Futterstraße 5-7 – Rock

blau, Am Steg 3: House – Dancefloor

Garage, Bleichstraße 15-17 – Dancefloor

Havanna-Member-Club, Futterstraße 5-7 – Salsa

KUFA, Dudweilerlandstraße 7 – Techno

N8Werk: St. Johanner Straße 38 – Dancefloor

P... for Post

There are numerous post offices in Saarbrücken, for example at:
Am Hauptbahnhof 16-18
Dudweiler Straße 17
Vorstadtstraße 40

R... for Radio

See also "T... for Television".

Radio stations broadcasting in and around Saarbrücken:

JAM FM (94.2 MHz) – Commercial station, black music and soul
Radio Salü (101.7 MHz) – Commercial station, pop
SR 1 Europawelle (98.2 MHz) – Pop
SR 2 KulturRadio (98.0 MHz) – Classical, jazz
SWR 3 (97.5 MHz) – Pop
UnserDing (103.7 MHz) – Pop

R... for Religion

A number of religious communities in Saarbrücken are listed below:

Protestant Student Community (*Evangelische Studentengemeinde* – ESG)
Waldhausweg 7, ☎ 0681/9366110

Islamic Community of the Saarland (*Islamische Gemeinde Saarland e.V.*)
Im Malhofen 4, Saarbrücken-Burbach, ☎ 0681/7616885

Catholic Students' Association (*Katholische Hochschulgemeinde* – KHG)
Saarland University, Saarbrücken Campus, Bldg. 19.2, ☎ 0681/3022950

Jewish Community (*Synagogengemeinde Saar*)
Kaiserstraße 5, ☎ 0681/910380

Turkish Islamic Cultural Association (*Türkisch Islamischer Kulturverein*)
Hohenzollernstraße 120 (next to the HTW), ☎ 0681/9273298

S... for Shopping

Saarbrücken offers a number of discount supermarkets such as *Plus*, *Lidl* and *Aldi*. There are conveniently located branches in Dudweiler Straße and Mainzer Straße. The food departments at *Karstadt* and *Galeria Kaufhof* are somewhat more expensive. Asian food can be bought for instance at *Asia Shop*, Mainzer Straße 55. Middle Eastern foodstores include *Central-Markt*, which is opposite the *Haus der Zukunft* and *Santha Weltmarkt* at Nauwieserstraße 38a. And anyone who would like to test the culinary delights of neighbouring France only needs to take a number 11 or 19 bus to the border where there's an ATAC supermarket.

S... for Swimming pools

Calypso Indoor Water Park, Deutschmühlental 7
www.erlebnisbad-calypso.de/

Dudweiler Indoor Swimming Pool, St. Avolder Straße
Schwarzenberg Outdoor Swimming Pool, Am Schwarzenberg

S... for Sport

Students at the HTW can make use of the activities on offer within the University Sport programme at Saarland University. Details of the current programme are available on-line at: www.asta.uni-sb.de. The link to the University Sport website (*Hochschulsport*) is on the left side of the page.

Local sports clubs in and around Saarbrücken offer a very wide range of sporting activities. The following is just a small selection of what's on offer:

Badminton: www.asc-dudweiler.de/badminton.htm

Basketball: members.aol.com/ATSV

Football: www.sanet.de/fvs

Rowing: www.ruder-club-saar.de

Chess: www.schachvereinigung-saarbruecken.de

Inline skating: www.saarskating.de

T... for Telephone

You can apply for a phone line by contacting *Deutsche Telekom* (for instance at the T-Punkt store in Bahnhofstraße). The Uni@home (www.unihome.de) scheme is of particular interest to students and offers cheap rates and special offers.

The international dialling code for Germany is +49. To call an international number from Germany, you will first need to pre-dial the international access code '00'.

T... for Television

If you want to watch television or listen to radio in Germany, you need to pay a fee. If you receive a request for payment from the licensing authority GEZ, please don't ignore it; it could be that you are exempt from charges. Ask us for advice.

The German public service television broadcasting stations are: ARD, ZDF, ARTE, Euronews and 3 SAT. There are also a large number of private television stations.

T... for Theatre

Saarland State Theatre (*Saarländisches Staatstheater*), Schillerplatz 1

☎ +0681/32204

www.theater-saarbruecken.de

Alte Feuerwache, Landwehrplatz

☎ 0681/3092-203 681

Theater im Viertel, Nauwieserstraße 13

☎ 0681/3904602

V... for Varied cultural events

Saarbrücken's calendar of cultural events is available at www.saarbruecken.de.

Special events hosted in Saarbrücken:

January: Max-Ophüls-Festival (A festival showcasing young talent in German-language films)

Early summer: Perspectives du théâtre (A festival of French theatre)

July: Saarbrücker Altstadtfest (Saarbrücken's traditional city fair)

July: Sommer Szene, International street theatre festival

August: Nauwieser-Viertel-Fest (A street festival in the *Nauwieser Viertel* district)

December: *Weihnachtsmarkt* (Christmas market)

Y... for Youth Hostel

Meerwiesertalweg 31

☎ +49-681/33040

www.djh-info.de

You can apply at the hostel to join the German Youth Hostelling Association (DJH). As a member you will have access to affordable accommodation at hostels around the world.

The annual membership fee for students up to the age of 26 is €12. Membership runs from 1 October of each year and is renewed automatically unless terminated before 30 September.

Appendix

Forms

Application Form for Overseas Exchange Students

- ☐ Study period beginning 1 April (deadline for application 31 December)
☐ Study period beginning 1 October (deadline for application 30 June)

Personal data:

Family name: _____

First name: _____

Female/Male: _____

Nationality: _____

Date / place of birth: _____

German proficiency³: _____ Contact hours German classes: _____ German language certificate: YES/NO
Type: _____

Home address:

Street and no.: _____

Post code and city: _____

Country: _____

E-mail: _____

Telephone: _____

Home university:

Name: _____

Department of: _____

Enrolled since: _____

Remaining study
programme /
outstanding subjects:⁴ _____

Coordinator at
home University: _____

Coordinator at
the HTW: _____

Date and signature of the applicant: _____

Please return to:

Fax: +49 (0)681 5867 608 | E-mail: b.lang@htw-saarland.de |

Mail: HTW, Auslandsamt / International Office, Waldhausweg 12a, 66123 Saarbrücken, Germany

³ Please note that German is the only language of instruction and that companies operate a German language policy!

⁴ If necessary, continue this list on a separate sheet.

Checklist

Please bring the following items with you to Germany:

- ☐ Personal identification card or passport
- ☐ Visa
- ☐ Passport photos
- ☐ Health insurance cover (see page 26)
- ☐ Student identity card from your home institution
- ☐ Proof that you can finance your course of study, e.g. a grant or scholarship or other proof
- ☐ Sufficient cash for the first few days (semester fee, deposit on rented accommodation, etc.)

Dealing with organizational red tape in Saarbrücken

Note:

It is very important that the following sequence is carried out in the order given, as some of the steps are prerequisites for later ones. For example, you will not be able to open a bank account unless you have registered your place of residence.

1. Matriculation (Enrolment) *Auslandsamt* / International Office (address: see page 6), prior appointment required

A copy of your formal offer of admission and the enrolment form are available from the International Office.

Please bring the following documents with you:

- ☐ Passport photo
- ☐ Student identity card from your home institution
- ☐ European Health Insurance Card – EHIC (only for students from EU and EFTA member states) Health insurance documents

2. Health insurance
Selected health insurance funds (*Krankenkassen*):
AOK, Halbergstraße 1
Barmer Ersatzkasse, St. Johanner Straße 41-43
Deutsche Angestellten Krankenkasse, Viktoriastraße 2
Techniker Krankenkasse, Trierer Straße 8

In order to enrol at the HTW you will need proof of health insurance cover.
 - If you have private health insurance from your home country, please seek advice from a German health insurance fund.
 - If you do not have health insurance cover, please apply for student health insurance at a German health insurance fund.

Please take the following documents with you:

- ☐ Formal offer of admission from the HTW
- If issued:
 - ☐ Health insurance documents from your home country

3. Semester fee
To enrol at the HTW, students must pay a semester fee to the *Studentenwerk* (Saarland Student Services). A form is available from the International Office. Take the form to a bank (for addresses see below) and pay the semester fee by cash or by transferring the amount from your account (see below). Hand in the proof of payment slip to the International Office.

Alternatively, you can transfer the semester fee from your home country:

Recipient: 'AStA der HTW'
IBAN: DE06591900000077747001
BIC: SABADE5S (Bank 1 Saar)

The amount payable and a personal reference number are available from the International Office.

4. Registering your place of residence
- Bürgeramt
Gerberstraße 4 (near Saarbrücken City Hall)
Mon and Tue: 7.30 am – 3 pm
Wed: 7.30 am – 12 am
Thu: 7.30 am – 6 pm
Fri: 7.30 am – 12 am and by appointment
- Please take the following documents with you:
- ☐ Rental agreement
 - ☐ Personal identification card or passport
5. Opening a bank account
- Selected banks in Saarbrücken:
Sparkasse Saarbrücken, Rathausplatz 9
Dresdener Bank, Kaiserstraße 25
City Bank, Bahnhofstraße 109
Deutsche Bank Saar, Kaiserstraße 29-31
Bank 1 Saar, Kaiserstraße 20
- Please take the following documents with you:
- ☐ Personal identification card or passport
 - ☐ Proof of registration from the Residents' Registration Office (*Anmeldebescheinigung*)
 - ☐ Certificate of Matriculation at the HTW (*Immatrikulationsbescheinigung*)
6. Temporary residence permit
- Foreigners' Registration Office
Johannisstraße 4 (near *Johanniskirche*).
- Please take the following documents with you:
- ☐ 2 passport photos
 - ☐ Personal identification card or passport (with visa, if issued)
 - ☐ Certificate of Matriculation at the HTW (*Immatrikulationsbescheinigung*)
 - ☐ Health insurance certification
 - ☐ Rental agreement
 - ☐ Proof of registration (*Anmeldebescheinigung*)