

Exchange Student Guide

International Office



TECHNISCHE UNIVERSITÄT
CAROLO-WILHELMINA
ZU BRAUNSCHWEIG

TECHNISCHE UNIVERSITÄT BRAUNSCHWEIG
EXCHANGE STUDENT GUIDE

International Office

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WE CORDIALLY INVITE YOU TO BECOME A MEMBER OF OUR UNIVERSITY
COMMUNITY AND VERY MUCH HOPE THAT YOUR STAY WILL BE A REWARDING
AND ENRICHING EXPERIENCE BOTH ACADEMICALLY AND IN TERMS OF YOUR
PERSONAL LIFE AND DEVELOPMENT.



Welcome

Studying abroad is always a challenging experience and one that will benefit you throughout your life, whatever career path you choose. You will become acquainted with a different academic tradition, you will meet students from all over the world and you will encounter a variety of new ideas and perspectives.

This guide is designed to give you an idea of what it is like to study at the TU Braunschweig. It also covers all you need to know in order to prepare for your stay in Braunschweig and contains a lot of useful information for your first week at our university. If you have further questions please contact the International Office. We look forward to hearing from you.

STUDENTS FROM MORE THAN 100 DIFFERENT COUNTRIES CHOOSE TO COME AND STUDY AT THE TU BRAUNSCHWEIG. THE CULTURAL DIVERSITY ON CAMPUS ENRICHES THE STUDY EXPERIENCE OF ALL STUDENTS, BOTH THOSE FROM GERMANY AND FROM AROUND THE WORLD.



The International Experience

The International Experience

The TU Braunschweig has established educational links with a great number of universities abroad. Official cooperation agreements exist with universities in Western and Eastern Europe, the USA, Canada, South America, China, Japan and Indonesia. Within the framework of the SOCRATES/ERASMUS programme we collaborate with more than 200 universities all over Europe. Today, out of a total student community of around 13 500, there are more than 1 700 non-German students from more than 100 different countries studying here for their first academic degree or within the bilateral exchange programmes.

We greatly value the international nature of our university community and the significant contribution that our international students make to the rich cultural diversity of life on campus.

**EVERY YEAR, WE WELCOME ABOUT 300 STUDENTS IN EXCHANGE PROGRAMMES,
MOST OF THEM FROM EUROPEAN COUNTRIES, NORTH AND SOUTH AMERICA.
WHILE AT BRAUNSCHWEIG, OUR EXCHANGE STUDENTS ARE FULLY INTEGRATED
INTO THE ACADEMIC, CULTURAL AND SOCIAL LIFE OF THE UNIVERSITY AND
HAVE ACCESS TO THE BEST EDUCATIONAL FACILITIES.**

The International Office

The International Office is the focal point for all international activities at the TU Braunschweig. We are committed to making sure that our international students get the most from their time spent at Braunschweig and we provide students with advice and information on issues such as admission, visa regulations, finance, accommodation or the University in general.

Orientation and Welcome Programme

When you arrive in Braunschweig the International Office organises an orientation programme for international students. The programme is free of charge and runs for a week in October, prior to the beginning of the university year. It includes information sessions, study preparation workshops and social events and helps new students to find their way around the university and make new friends.

International Office

International Office

Bültenweg 74/75, 38106 Braunschweig

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e-mail: exchange@tu-braunschweig.de

www.tu-braunschweig.de/international

The International Student Network

Support by Students for Students

The International Student Network is the student team of the International Office at the TU Braunschweig. It is a network run by and for students, aiming to help international students with their start at Braunschweig and to encourage an active interchange between German and international students.

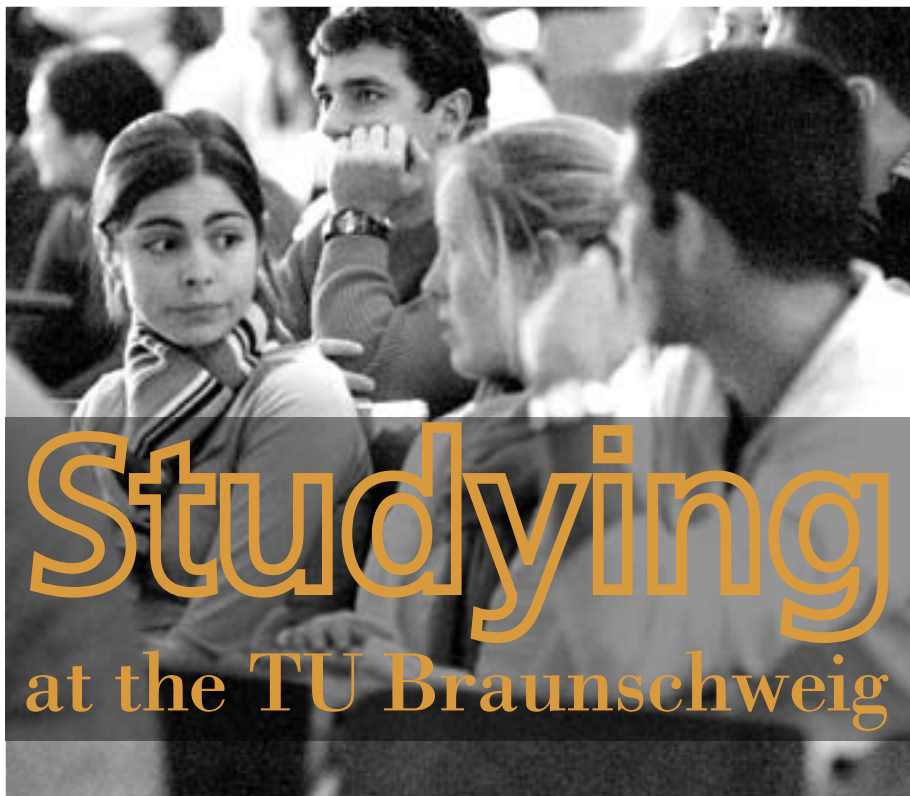
The ISN organises a semester programme with a wide variety of events such as excursions and short trips, sport tournaments, parties or weekly meetings at a local café open to all international students of the University. Support with the first steps in Braunschweig is provided by the »Peer Student Programme«, through which international students can find a »peer student« to lend a helping hand when getting to grips with life at Braunschweig. More information on the International Student Network can be found on the following website:

www.isn-braunschweig.de

International Student Network



FOUNDED IN 1745 THE TECHNISCHE UNIVERSITÄT BRAUNSCHWEIG IS ONE OF
GERMANY'S OLDEST TECHNICAL UNIVERSITY AND LOOKS BACK ON MORE THAN
A TWO AND A HALF CENTURY-LONG TRADITION OF ACADEMIC EXCELLENCE.



Studying at the TU Braunschweig

The TU Braunschweig has grown from a school for humanities, fine arts and engineering to become one of Germany's leading universities in the fields of engineering sciences. Today, the University has 13 500 students studying in more than 50 different degree programmes. 8 departments and 110 institutes offer excellent facilities for interdisciplinary study and research work within the fields of engineering, natural and social sciences and the humanities.

Teaching programmes at the TU Braunschweig aim at an interdisciplinary approach. We offer a broad curriculum including many of the traditional academic fields, a wide range of modular courses, joint degrees and international programmes.

Departments and Courses

The following list provides an overview of the departments and fields of study offered at the TU Braunschweig. More details can be found on the following web page:

Degree Programmes

www.tu-braunschweig.de/studium/studienangebot

Department of Mathematics and Computer Sciences

- Business Mathematics • Computer Sciences • Computer Systems Engineering
- Mathematics • Mathematical Engineering

Department of Physics

- Physics

Department of Life Sciences

- Biology • Biotechnology • Chemistry • Food Chemistry • Pharmacy
- Psychology • Psychotherapy

Department of Construction and Environment

- Architecture • Civil Engineering • Computational Sciences in Engineering
- Environmental Engineering: Sustainable Management and Water Protection
- Geo-Ecology • Industrial and Civil Engineering

Department of Mechanical Engineering

- Bio-Engineering • Industrial and Mechanical Engineering
- Mechanical Engineering • Mobility and Transportation

Department of Electronical Engineering and Information Technology

- Electrical and Electronical Engineering • Computer Systems Engineering
- Industrial, Electrical and Electronical Engineering

Department of Humanities and Educational Sciences

- Corporate Development / Educational Management • Educational Sciences
- English Studies • German Studies • History • Philosophy • Teacher Training
- Technological and Scientific Culture

Department of Business Administration, Economics and Social Sciences

- Business Administration • Computer Sciences in Economics • Economics
- Integrated Social Sciences • Law • Media Studies • Personnel Development
- Politics • Sociology

MOST DEGREE PROGRAMMES ALLOW A LOT OF FLEXIBILITY AND PERMIT SOME STUDY OUTSIDE THE MAIN SUBJECT. A GREAT NUMBER OF COURSES ARE OPEN TO STUDENTS FROM ALL DEPARTMENTS, ENCOURAGING AN INTERDISCIPLINARY APPROACH TO STUDY.

Degree Course Structure

German Degrees

The traditional academic degrees at German universities are the *Diplom* and the *Staatsexamen* (State Examination). These degree courses are generally divided into three or four semesters of foundation studies (*Grundstudium*) and four or six semesters of advanced studies (*Hauptstudium*).

Throughout the foundation course students acquire a fundamental knowledge within their specific field of study and become acquainted with academic and scientific working methods. The curriculum is usually rather strictly defined, with only a few optional courses. This first part of the studies is completed with an Intermediate Exam (*Zwischenprüfung* or *Diplom-Vorprüfung*) but does not lead to any academic degree such as the Bachelor.

The advanced studies usually offer a very broad range of options, allowing students to specialise according to their own interests and abilities. Students are expected to work independently and are solely responsible for the progress of their studies. This level is usually completed with a final project or thesis and an examination at Master's level leading to the *Diplom* or the *Staatsexamen*.

Bachelor and Master Degrees

The Bachelor is an international undergraduate degree. Bachelor programmes at the TU Braunschweig are usually six semesters and are completed with a final project or thesis, leading to the award of the Bachelor of Arts (BA) or the Bachelor of Sciences (BSc), depending on the field of study.

The Master is an international postgraduate degree. It is designed for students who have successfully completed their Bachelor degree and wish to specialise and broaden their knowledge in their field of study. Alternatively, it can also serve as a conversion course from the Bachelor degree subject, giving students the opportunity to add an additional set of skills and knowledge to their first degree qualification. Master programmes at the TU Braunschweig are usually four semesters and are completed with a final project or a Master thesis leading to the award of the Master of Arts (MA) or the Master of Sciences (MSc).

Doctorate

A doctorate is possible in all fields of studies offered at the TU Braunschweig. There are a few special courses for doctoral students, but usually a doctorate in Germany means to do an individual research project under the guidance of a professor. Doctoral students need to find a professor who is interested in their chosen research field and who will supervise their doctoral research work. The time taken to complete a doctoral degree is dependent on the field of research and the successful progress of the research work and ranges from three to four years.

The Academic Year

The academic year starts on the 1st of October and ends on the 30th of September. It is divided into a winter and a summer semester. Each semester falls into a lecture and a non-lecture period (*Vorlesungszeit* and *vorlesungsfreie Zeit*).

Winter Semester	1st of October - 31st of March
Lecture Period:	mid-October - mid-February
Christmas Break:	weeks of Christmas and New Year

Summer Semester	1st of April - 30th of September
Lecture Period:	mid-April - mid-July
Excursion Week:	week after Whitsun

Most examinations take place in the non-lecture period. For the summer semester, they are mostly scheduled for August and September, for the winter semester in March.

AT THE TU BRAUNSCHWEIG WE HAVE SUCCESSFULLY COMBINED OUR TRADITIONAL ROOTS AS AN »OLD« UNIVERSITY WITH A DYNAMIC AND PROGRESSIVE APPROACH TO TEACHING AND LEARNING. WE ARE COMMITTED TO PROVIDING HIGH QUALITY, INNOVATIVE DEGREE PROGRAMMES WHICH MEET THE NEEDS OF THE PROFESSIONAL WORLD AND PREPARE YOU FOR A CHALLENGING AND REWARDING CAREER.

THE TU BRAUNSCHWEIG PLACES A HIGH EMPHASIS ON IT'S RESEARCH ACTIVITIES
AND IS RANKED AMONG THE TOP TEN GERMAN RESEARCH UNIVERSITIES WITHIN
THE DISCIPLINES OF ENGINEERING AND NATURAL SCIENCES.



Research

at the TU Braunschweig

Research at the TU Braunschweig

The TU Braunschweig is the centre of one of Germany's most active regions for scientific research and development. Many leading research institutes and companies of global reputation are located in and around Braunschweig. The high density of research facilities and industry in the region with its many active partnerships provides excellent conditions for interdisciplinary research work and technology transfer. Research fields range from microelectronics, metrology, information and communication technology to transport engineering, aeronautical and space research, biotechnology and environmental engineering.

Research at the TU Braunschweig is defined by high standards, innovation and international perspectives. The University actively participates in many international research collaborations. Post-graduate students can benefit from a wide range of opportunities to pursue research projects leading to a doctoral degree.

Research Institutes in Braunschweig

- **Federal Research Centre of Physics and Metrology**
(*Physikalisch-Technische Bundesanstalt – PTB*)
- **Federal Biological Research Institute for Agriculture and Forestry**
(*Biologische Bundesanstalt für Land- und Forstwirtschaft – BBA*)
- **German Research Centre for Biotechnology**
(*Gesellschaft für Biotechnologische Forschung mbH – GBF*)
- **German Collection of Microorganisms and Cell Cultures**
(*Deutsche Sammlung von Mikroorganismen und Zellkulturen GmbH – DSMZ*)
- **Federal Agricultural Research Centre**
(*Bundesforschungsanstalt für Landwirtschaft – FAL*)
- **German Aerospace Centre**
(*Deutsches Zentrum für Luft- und Raumfahrt e.V. – DLR*)
- **Federal Civil Aviation Authority**
(*Luftfahrt-Bundesamt – LBA*)



- **German Federal Bureau of Aircraft Accidents Investigation**
(Bundesstelle für Flugunfalluntersuchung – BFU)
- **Centre for Facility and Reactor Safety**
(Gesellschaft für Anlagen- und Reaktorsicherheit mbH – GRS)
- **Federal Radiation Protection Authority**
(Bundesamt für Strahlenschutz – BfS)
- **Fraunhofer Institute for Wood Research, Wilhelm-Klauditz Institute**
(Fraunhofer Institut für Holzforschung, Wilhelm-Klauditz-Institut – WKI)
- **Fraunhofer Institute for Surface Engineering and Thin Films**
(Fraunhofer Institut für Schicht- und Oberflächentechnik – IST)
- **Georg Eckert Institute for International Textbook Research**
(Georg-Eckert-Institut für Internationale Schulbuchforschung – GEI)
- **Herzog August Library Wolfenbüttel**
(Herzog August Bibliothek Wolfenbüttel)
- **Herzog Anton Ulrich-Museum**
(Herzog Anton Ulrich Museum)



BEING AN IMPORTANT CULTURAL AND POLITICAL CENTRE SINCE THE MIDDLE AGES, BRAUNSCHWEIG RETAINS IMPRESSIONS OF EACH PASSING AGE, FROM THE MEDIEVAL CASTLE AND THE GOTHIC CATHEDRAL TO MODERN SHOPPING STREETS AND LEISURE FACILITIES.



The City of Braunschweig

The City of Braunschweig

Braunschweig's history dates back to the 11th century, when it was a market settlement and a crossroad of major foreign trade routes. Henry the Lion chose to make it his residence in the early Middle Ages and Braunschweig subsequently developed into a large and influential medieval city. Braunschweig's historic city image has survived in its unregular and narrow downtown street layout and in many of its magnificent architectural monuments. The city's landmark, the Lion Monument, is still a symbol of the strength and political power of those times.

Today, the city of Henry the Lion is a lively modern town and the second largest city in Niedersachsen. With a population of 240 000 it is big enough to feel cosmopolitan and still small enough not to be overwhelming. It is a friendly place, easy to get to know yet still capable of holding surprises even after having lived here for many years.

Music and Theatre

Braunschweig's cultural life is rich and varied. The *Staatstheater* and the *Braunschweiger Staatsorchester* offer drama, dance, music and opera. A great number of festivals and cultural events throughout the year attract well-known names in drama, film, classical and rock music. Various small theatres provide more alternative and experimental productions.

Cinemas and Nightlife

Cinemas range from art-house programmes to more mainstream features at an 8-screen multiplex. There is a great variety of bars, pubs and nightclubs. Some of them have live music and as the town is so well populated by students, you will find that many places offer student nights or student discounts.

Leisure and Recreation

Braunschweig is a »green« city with numerous parks and open spaces. The surrounding countryside provides lots of opportunities for heading out of the city and retreating to places of natural beauty and historical interest. The *Harz*, the *Lüneburger Heide*, the *Weserbergland*, the towns of *Wolfenbüttel* and *Wolfsburg* and the city of *Hannover* are all within an hour's drive and can be reached by public transport.

More information on the city of Braunschweig can be found on the following web page:

Braunschweig

www.braunschweig.de



SITUATED RIGHT IN THE HEART OF GERMANY, BRAUNSCHWEIG IS EASY TO REACH. HIGH-SPEED TRAINS FROM BERLIN AND HAMBURG TAKE UNDER TWO HOURS, HANNOVER IS LESS THAN ONE HOUR AWAY.

A STUDY PERIOD ABROAD REQUIRES A LOT OF PREPARATION BEFORE YOU LEAVE YOUR HOME COUNTRY. ON THE FOLLOWING PAGES YOU WILL FIND ALL THE NECESSARY INFORMATION FOR PLANNING YOUR STAY AT THE TU BRAUNSCHWEIG. IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CONTACT THE INTERNATIONAL OFFICE, WE ARE HAPPY TO HELP.



Preparing Your Stay

Preparing Your Stay

Academic Preparation

Studying abroad is not only a valuable personal experience but also an important part of your professional and academic career. In order to make the most of your study period in Braunschweig you should start with the necessary academic preparation well in advance.

As an exchange student at the TU Braunschweig you can attend any of the courses offered, provided you meet the necessary prerequisites and places are available. Before leaving home, you should select the courses you wish to attend together with the programme coordinator at your home university, using the ECTS Information Packages or the course catalogue (*Vorlesungsverzeichnis*). Information on the courses at the TU Braunschweig can be found on the internet at:

www.tu-braunschweig.de/international/ects/packages
www.tu-braunschweig.de/studium/lehrveranstaltungen

ECTS Information Packages
Course Catalogue

Upon your arrival in Braunschweig, you can finalise your choice of classes with the responsible programme coordinator in Braunschweig.

Students in exchange programmes are usually guaranteed full academic recognition of their study period abroad, since the learning achievements at the partner universities abroad are considered to be equivalent to those at the home institution. In order to obtain this recognition you will need to have your learning agreement approved by your home university before your departure. Should it later become necessary to make any changes in the classes selected please remember that you must again have these approved by your coordinator at home.

ECTS (European Credit Transfer System)

ECTS was developed by the European Community as a means of measuring and comparing learning achievements and transferring them from one institution to another. It is a common language that facilitates student mobility and academic exchange between European universities, especially within the frame of the SOCRATES/ERASMUS programme. Because it offers an internationally applicable credit system and a common standard of information presentation, ECTS makes it easier to compare degree course structures, study requirements and individual course units between universities and provides more transparency within the European educational systems.

ECTS has been introduced to most departments at the TU Braunschweig. However, some of the ECTS Information Packages on the internet are still under construction. If you cannot find the information you are looking for, please contact your responsible departmental coordinator.

Programme Coordinators in Braunschweig

For DAAD-scholarship holders:

Your academic advisor is named in the DAAD nomination letter. The International Office is happy to help and assist you with all general questions regarding your studies here.

For students in bilateral exchange programmes, Fulbright and ISEP students:

Students nominated in official bilateral exchange programmes, Fulbright and ISEP students are requested to contact the International Office. We will inform you of your academic advisor at the TU Braunschweig and will assist you with all general questions.

For SOKRATES/ERASMUS students:

Every SOKRATES/ERASMUS student has an academic advisor responsible for the

individual exchange programme. With your letter of admission you will receive the name and e-mail address of your departmental coordinator. Your institutional coordinator is the International Office.

International Office

Bültenweg 74/75, 38106 Braunschweig

phone: +49 (0)531 / 391-4331, fax: +49 (0)531 / 391-4332

e-mail: exchange@tu-braunschweig.de

www.tu-braunschweig.de/international

Institutional Coordinator

Language Preparation

Students in exchange programmes do not have to pass a language test in order to be admitted to the TU Braunschweig. You should however bear in mind that all regular programmes are taught in German. There are a few postgraduate programmes and some optional courses which are taught in English, and also writing a thesis or working in a laboratory under personal supervision may require only little German. For all other courses you will need a solid basic knowledge of German.

But quite apart from the fact that you need the German language in order to follow your courses, your knowledge of German will also be one of the main factors determining how easily you will adjust to life in Germany. If you have not managed to acquire a good basic knowledge of German before leaving home you will lose a lot of time and might sometimes feel rather isolated at the beginning of your stay in Braunschweig.

If you feel that you need more intensive language training before starting your studies in Braunschweig, the Language Centre at the TU Braunschweig offers summer courses on pre-intermediate, intermediate and advanced levels. During the semester there are German courses on basic, intermediate and advanced levels available for all exchange students.

More information on these language courses can be found on the Language Centre's web pages:

Language Courses

www.sprachenzentrum.tu-bs.de

Accommodation

Halls of Residence

The University has eight halls of residence, most of them situated in the direct surroundings of the three university campuses. There are various kinds of fully or partly furnished accommodation available. The choice ranges from single study-bedrooms with washbasins, shared bathroom and kitchen facilities to single and shared apartments. All students residencies have common rooms, laundry and telephone facilities, most bedrooms have direct internet access. Generally, the halls of residence are mixed, but certain halls also provide single sex accommodation. For students with disabilities there are some specially adapted apartments available.

Details on each hall of residence and room furnishings can be found on the Studentenwerk's website:

University Accommodation

www.studentenwerk-braunschweig.de

Accommodation Service

The International Office provides an accommodation service for international exchange students, helping you to find a suitable place to stay. For your application, please use our Online Application Form:

Online Application Form

www.tu-braunschweig.de/international/exchange/accommodation

In this form please indicate your first and second preference for accommodation. Our application deadlines are the 15th July for the winter semester and

the 1st December for the summer semester. The rooms will be allocated on a first come – first serve basis. In most cases we will be able to provide you with accommodation if we receive your application on time!

Applications submitted after the deadline can only be processed if there are rooms still available. If all of our residencies have already been allocated we will help you to find alternative accommodation in the private sector and we will offer you university accommodation if vacancies arise during the year.

Most of our accommodation is fully furnished. **However, this does not include blankets, sheets and pillows, towels, dishes and cutlery!** Rent ranges from 160 € and 230 € per month and you will be required to pay a deposit equal to one month's rent. When you move out of the flat, the deposit will be refunded, assuming that nothing has been damaged.

Important: Please use this accommodation service if you intend studying here as an exchange student. If you apply directly to the *Studentenwerk* you will be put on a very long waiting list!

Private Accommodation

A high percentage of students live in privately rented accommodation, most of them in shared apartments (*Wohngemeinschaften* or *WGs*). There is a large number of private accommodation for rent in Braunschweig and the offers range from rooms in shared apartments to single apartments and larger flats. Accommodation in the private sector is often not furnished and is priced from 150 € to 250 € per month for a room in a shared apartment and 220 € to 350 € for a single apartment (including bills).

How to Find Private Accommodation

You should aim to secure yourself a flat roughly a month before courses begin to enable a relatively stress-free start to the academic year. The best way to look for private accommodation prior to beginning your studies is through the

internet. Information on rooms and flats to rent can be found on the following web pages:

Private Accommodation

www.studentenwerk-braunschweig.de
www.tu-braunschweig.de/studium/studierende/wohnen
www.studenten-wg.de
www.studentenwohnungsmarkt.de

Once in Braunschweig, offers of accommodation can also be found in the local newspapers and on the information boards in the university refectories and on campus. Reading through the property advertisements you will find that they have their own system of abbreviations:

1 ZKB	<i>(1-Zimmer-Küche-Bad)</i> single room apartment with kitchen and bathroom
2 Zi-Whg. / 2-ZW	<i>(2-Zimmer-Wohnung)</i> two room flat
zzgl. NK	<i>(zuzüglich Nebenkosten)</i> plus electricity, gas, water, heating, etc.
KM	<i>(Kaltmiete)</i> heating, electricity and water excluded
WM	<i>(Warmmiete)</i> heating, electricity and water included
KT	<i>(Kaution)</i> refundable deposit
NR	<i>(Nichtraucher)</i> non-smokers
WG	<i>(Wohngemeinschaft)</i> flat- or house-sharing

Overnight Stay

If you arrive too late to move into your room on the same day, or if you have not yet found an accommodation, you can find a room for the first night(s) through Braunschweig's Tourist Information Service. At

Braunschweig Hotels

www.braunschweig.de/english/touristservice/hotels/index.html

you will find a list of all bed and breakfasts and hotels in Braunschweig and an online booking service.

Insurance

Health Insurance

All students studying in Germany require an adequate health insurance. Proof of this has to be presented when you enrol for your courses - without sufficient health insurance cover you cannot be enrolled at the TU Braunschweig.

If you come from an EU member state or from another country which has insurance agreements with Germany, you are already covered by your national health scheme and are exempt from the German Statutory Health Insurance for Students (*Gesetzliche Krankenversicherung für Studenten*). Please bring an appropriate insurance certificate (European Health Insurance Card or a temporary insurance certificate), completed by your insurance company in your home country. On presenting this form at a German public health insurance company, you will be issued the exemption certificate required for enrolment.

If you have private health care cover in your home country please bring a certificate issued by your insurance company at home with a German translation stating the exact type and extent of your insurance. The insurance must fully cover medical and dental treatment, the cost of prescribed medication and normal hospital care. If the your insurance is considered equivalent to the German Statutory Health Insurance for Students you will also be issued the exemption certificate necessary to enrol at the TU Braunschweig. Please note that a travel insurance is not adequate cover!

All other students must obtain insurance cover from the German Statutory Health Insurance for Students. The monthly rates are about 56,00 € and the insurance covers expenses for medical and dental treatment, hospital care and a contribution on all prescribed medication.

Students the age of 30 and older are not eligible for the German Statutory Health Insurance for Students. They should either bring sufficient health

insurance cover from home or take out a private health insurance in Germany. When choosing a private health insurance you must make sure that it fully covers medical and dental treatment, hospital care and a contribution to the cost of prescribed medication. Check the contract details carefully and don't just opt for the cheapest policy!

More information and advice on health insurances in Germany can be obtained from the *Techniker Krankenkasse*:

Health Insurance

Techniker Krankenkasse (TK), Uni-Büro

Pockelsstraße 9, 38106 Braunschweig

phone: +49 (0)531 / 38018-0, fax: +49 (0)531 / 38018-23

e-mail: jens.kynast@tk-online.de

www.tk-online.de

When you enrol at the TU Braunschweig there will be an office of this health insurer installed at the International Office's Welcome Point where you can either purchase a student health Insurance or receive your exemption certificate.

Accident and Liability Insurance

We expect all of our students to take out a third party liability insurance policy (*Haftpflichtversicherung*). This policy covers any accidental damage you might cause to property and other persons. Accidents can easily result in high costs (if e.g. you cause a car or bicycle accident). Without third party liability cover you alone are responsible for any damages and all resulting costs.

Before you come to Germany, check whether you have an international third party liability insurance policy. If you do have one, bring appropriate proof to your enrolment. If not, you can close a policy here in Braunschweig for € 6.48 a month.

Additionally, you should consider a personal accident insurance (*Unfallversicherung*). As a student you are covered by a statutory accident insurance

within the premises of the TU Braunschweig and on your way to and from university, but not for any accidents that occur in your recreational time.

Information on both third party and personal accident insurance can be obtained from the *Debeka*. When you arrive in Braunschweig this insurer will be present at the International Office's Welcome Point, and you can close these policies directly when enrolling for your courses.

Debeka Hochschulservice Braunschweig

Pockelsstraße 9, 38106 Braunschweig

phone: +49 (0)531 / 340 660, fax: +49 (0)531 / 288 5638

e-mail: servicebuero_braunschweig4@debeka.de

www.debeka.de

**Accident and Liability
Insurance**

Student Visa and Financial Requirements

Citizens of the European Union require no student visa. Students from Australia, Canada, all other European countries, Israel, Japan, New Zealand, the USA and some South and Central American Countries are also exempt. Detailed information on entry regulations specifically for your country can be obtained from the German consulate or embassy in your home country and can be found on the internet pages of the Federal Foreign Office (*Auswärtiges Amt*).

www.auswaertiges-amt.de/www/en/willkommen/einreisebestimmungen

Visa Regulations

If you require a visa you should contact the appropriate consulate in good time (approximately three months before wishing to enter Germany) and apply for an Entry Visa for Educational Purposes (*Einreisevisum zu Studienzwecken*).

You should not attempt to enter on a tourist visa! Enrolment at the TU Braunschweig is only possible with a visa for educational purposes and a tourist visa cannot be converted into a student visa!

Addresses of German embassies and consulates can be found on the internet:

German Embassies

www.auswaertiges-amt.de/www/en/laenderinfos/adressen

As an international student coming to Germany you will have to present proof of your financial resources (*Finanzierungsnachweis*) for the time of your stay in Germany. You will either have to do this when you apply for your visa, or, if you are exempt from visa regulations, on your arrival in Braunschweig, when you register with the Foreigners' Registration Authority (*Ausländerbehörde*).

As a student within an exchange programme you will normally hold a partial or full scholarship from your home institution or from other organisations such as the DAAD. In this case your letter of admission from your scholarship organisation (e.g. SOCRATES/ERASMUS, DAAD) will be accepted as sufficient proof.

Foreigners Registration Authority

Fallersleber Straße 1 (1st floor), 38100, Braunschweig
phone: +49 (0)531 / 470-6062 / -6063, fax: +49 (0)531 / 470-6008
e-mail: thomas.wald@braunschweig.de, birgit.berger@braunschweig.de
www.braunschweig.de/auslaender

The »Peer Student« Programme

The first few days and weeks in a foreign country can sometimes be a confusing time. If you feel you might be happy about someone helping you with the formalities or difficulties you might encounter at the beginning of your stay in Braunschweig, the International Office can try to find a peer student for you.

Our Peer Student Programme is provided by the International Office in cooperation with the International Student Network, our international students' society (see page 9). Your peer student will meet with you when you arrive and show you your accommodation. He will accompany you through the various formal procedures such as enrolment, registering with the authorities, closing insurance

policies and opening a bank account and he will help you to find your way around the University and the city. More information on the programme and an online application form can be found on the following web page:

www.isn-braunschweig.de/patenprogramm/anmeldung.shtml

Online Application Form

Please complete this form and send it to the International Office. We will try to arrange the contact between you and your peer student as soon as possible.

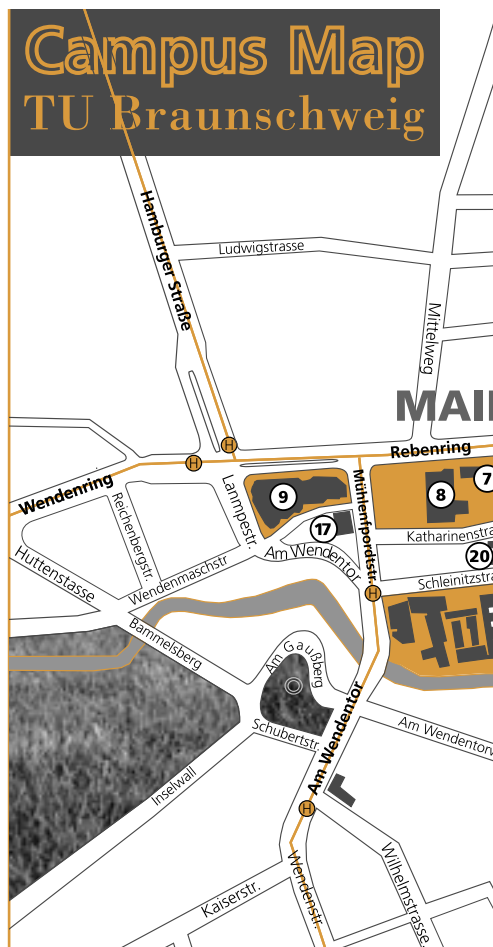
Checklist for Your Documents

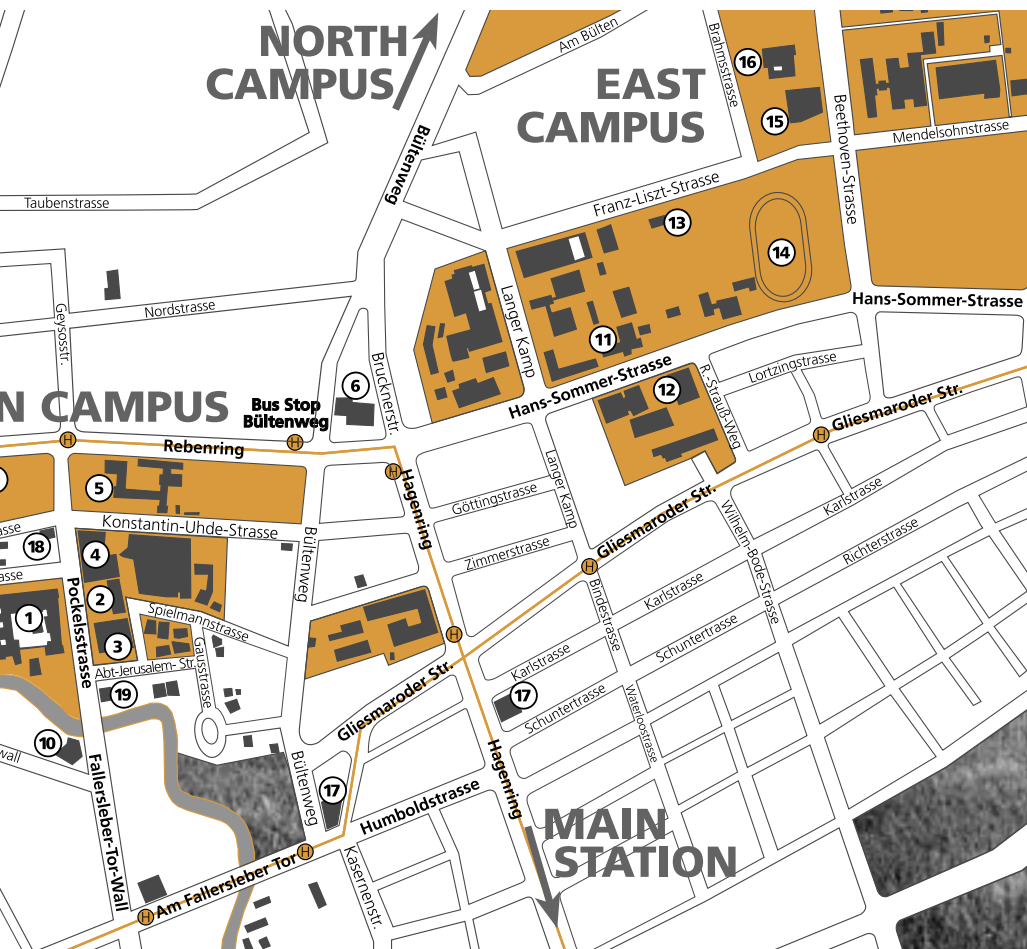
- document of enrolment from your home university
- the completed documents from your health insurance at home (European Health Insurance Card (EHIC) or temporary insurance certificate)
- identity card or passport (if you come from a non-EU country), valid for the time of your stay in Braunschweig
- visa (if you come from a country for which visa regulations apply)
- proof of sufficient financial resources
(letter of admission from your scholarship organisation)
- 2 passport photos
- sufficient cash for the semester fee (currently 113,60 €)
- proof of international third party liability insurance, if applicable

Checklist for
Your Documents

YOUR LETTER OF ACCEPTANCE STATES THE TIME PERIOD IN WHICH YOU CAN ENROL AT THE TU BRAUNSCHWEIG. PLEASE PAY ATTENTION TO THESE DATES WHEN MAKING YOUR TRAVEL ARRANGEMENTS, AS A LATER ENROLMENT IS ONLY POSSIBLE IN EXCEPTIONAL CASES!

- ① **Historic Main Building, TU-Altgebäude,**
Language Centre, *Sprachenzentrum*
- ② **Forum**
- ③ **Audimax**
- ④ **University Library, Universitätsbibliothek**
- ⑤ **Enrolment Office, Immatrikulationsamt**
- ⑥ **International Office**
- ⑦ **Student Services, Studentenwerk**
- ⑧ **Refectory Katharinenstraße, Mensa Katharinenstraße**
- ⑨ **Hall of Residence »APM«, Studentenwohnheim »APM«**
- ⑩ **Central Academic Advisory Service,**
Zentrale Studienberatung
- Student Counselling Service,**
Psychotherapeutische Beratungsstelle
- ⑪ **Hall of Residence »Langer Kamp«,**
Studentenwohnheim »Langer Kamp«
- ⑫ **Computer Centre, Rechenzentrum**
- ⑬ **Sports Centre, Sportzentrum**
- ⑭ **University Sports Ground, TU-Sportplätze**
- ⑮ **Refectory Beethovenstraße, Mensa Beethovenstraße**
- ⑯ **University Sports Hall, TU-Sporthalle**
- ⑰ **Bank, Bank**
- ⑱ **Health Insurance, Krankenversicherung**
- Liability Insurance, Haftpflichtversicherung**
- ⑲ **Evangelische Studierendengemeinde (ESG)**
- ⑳ **Katholische Hochschulgemeinde (KHG)**





PLEASE INFORM US AT LEAST ONE WEEK PRIOR TO YOUR DEPARTURE WHEN AND HOW YOU WILL ARRIVE IN BRAUNSCHWEIG, SO WE CAN MAKE ALL NECESSARY ARRANGEMENTS. IF YOU HAVE A PEER STUDENT, HE OR SHE WILL MEET WITH YOU ON YOUR ARRIVAL AND WILL ACCOMPANY YOU TO YOUR ACCOMMODATION.



Your Arrival in Braunschweig

To enable us to prepare for your arrival in Braunschweig, you need to inform us of the exact date and time you are going to get here. If any major delays occur during your journey, please call the International Office and let us know.

International Office

phone: +49 (0)531 / 391–4374 or –4375

e-mail: exchange@tu-braunschweig.de

International Office

If you have a place in one of the halls of residence you should plan to arrive on a weekday before 15:00 h, as this is the latest time for moving into your room.

If you arrive on a weekend or late in the evening there is no possibility to receive your accommodation keys, so you should plan to spend your first night in a hotel. Please do not forget to make a reservation in advance (booking service see page 30)! Alternatively, you may ask your peer student to collect your accommodation keys for you.

How to Get to Braunschweig

Situated almost in the centre of Germany, Braunschweig is well served by major road and train links and for those travelling by plane there are three international airports within easy reach.

By Plane

The nearest international airport to Braunschweig is Hanover. You will need about one hour to get from Hanover to Braunschweig. There are direct trains from Hannover Airport to the main station. From there the train connections to Braunschweig run every 30 minutes.

Other options are the Berlin or Frankfurt airports. There are high speed train connections (ICE) to Braunschweig, the travel time from Berlin is approximately one and a half hours, from Frankfurt approximately three hours.

By Train

Braunschweig is included in the ICE network of the German Railway Company (*Deutsche Bahn AG*) and there are direct train connections to Braunschweig from many European cities. Train schedules can be found at:

Deutsche Bahn

www.bahn.de

From Braunschweig main station to the International Office

Leave the station through the main exit. On the main plaza to your left you will find the central bus and tramway station. Tickets can be obtained from the driver or from the Braunschweig public transport's ticket office in front of the main station. Take the bus no. 419 or 439 (direction *Hauptbahnhof* or *Weststadt Donaustraße*) from platform A up to the bus-stop *Bültenweg*. You will find the International Office at *Bültenweg 74/75* on the ground floor.

By Car

Braunschweig is well served by road links being easily accessible from the A2 and A7. The map in this brochure may help you to find your way around the university campus, detailed road maps can be found on the following website:

Road Maps

www.braunschweig.de

The Welcome Point

When you arrive in Braunschweig the International Office organises a »Welcome Point« prior to the start of the semester. The Welcome Point is designed to help you with all formal procedures you will have to complete before courses begin. At the Welcome Point you will receive all the necessary forms for your enrolment

and the International Office staff will help you to complete them. The Foreigners Registration Authority (*Ausländerbehörde*) and offices of two local insurers will also be present, so you can obtain your residence permit as well as your insurance policies and certificates directly at the International Office's Welcome Point.

Completing your Enrolment Forms

The exact time and place of the Welcome Point is stated in your letter of acceptance. The Welcome Point begins with an introduction session on how to complete your enrolment forms. The following documents are required:

- 1 passport photo
- an enrolment certification from your home university
- the letter of acceptance from the TU Braunschweig

Residence Permit

German law requires you to hold an official residence permit. This is why you have to register with the Foreigners' Registration Authority (*Ausländerbehörde*). For your registration the following documents are needed:

- your identity card or passport (if you come from a non-EU country)
- your visa (if you are a student from a country for which visa regulations apply)
- proof of sufficient financial resources (letter of admission from your scholarship organisation)
- 1 passport photo
- your letter of acceptance from the TU Braunschweig

You will then receive your residence permit (*Aufenthaltsgenehmigung*) and your residents' registration certificate (*Meldebescheinigung*). Please take care of these documents as you will need them occasionally e.g. when opening a bank account or applying for a reader's card in the public library.

Health Insurance

There will be an office of a local public health insurer installed at the International Office's Welcome Point where you can purchase a German Statutory Health Insurance for Students or receive an exemption certificate on presenting your form (European Health Insurance Card (EHIC) or temporary insurance certificate, see page 32).

Third Party Liability Insurance

If you have not yet taken out a valid third party liability policy, you will have the opportunity to do so directly at the Welcome Point. Information on personal accident insurance and private health care insurance is also available.

Semester Contribution

Next you will have to pay your semester contribution at one of the local banks. There are two major banks, the *Deutsche Bank* and the *Nord/LB* within walking distance of the International Office. For a cash payment a processing fee of 6,00 € will be charged.

Deutsche Bank

Deutsche Bank

Hagenring 71/72, 38106 Braunschweig
phone: +49 (0)531 / 38710-0, fax: +49 (0)531 / 38710-10
www.deutsche-bank.de

Norddeutsche Landesbank (Nord/LB)

Nord/LB

Neustadttring 9, 38114 Braunschweig
phone: +49 (0)531 / 487-7527, fax: +49 (0)531 / 487-3461
www.nordlb.de

The semester contribution (*Semesterbeitrag*) serves to support the Student Services (*Studentenwerk*) and other activities within the University's academic and social life. Additionally, it covers a semester ticket which allows you to ride all buses and tramways in Braunschweig and all regional trains in *Niedersachsen* for free.

Enrolment (*Immatrikulation*)

Once you have completed all the above mentioned procedures you can make an appointment for enrolment. Please bring your completed enrolment documents, the receipt of the bank transaction proving the payment of the semester contribution and your health insurance documents. If all documents are complete you will receive your preliminary student ID. The actual student ID will be sent to you by post or can be collected from the enrolment office (*Immatrikulationsamt*) before your preliminary ID expires.

Immatrikulationsamt

Pockelsstraße 11, 38106 Braunschweig
phone: +49 (0)531 / 391-4325, fax: +49 (0)531 / 391-4329
e-mail: i-amt@tu-braunschweig.de
www.tu-braunschweig.de/i-amt
opening hours: Mon – Fri 9:00 – 12:00 h

Enrolment Office

Opening a Bank Account

As soon as you are enrolled at the TU Braunschweig and have received your student ID, you should open a bank account at one of the local banks (see addresses opposite). In order to set up your first German bank account, you will need:

- your identity card or passport
- your residents' registration certificate (*Meldebescheinigung*)
- your letter of acceptance or your preliminary student ID

The staff at the bank will be happy to explain the various types of accounts and help you decide what type of account is best for you. Most banks offer special student accounts which are free of charge, and you will receive a customer's card which allows you to draw money from the cash machines.

AT BRAUNSCHWEIG WE HAVE FIRST-CLASS ACADEMIC FACILITIES TO SUPPORT YOU
IN YOUR STUDIES. OUR CENTRAL LIBRARY CONTAINS MORE THAN 1 500 000 BOOKS
AND 2 700 PERIODICAL TITLES AND THE COMPUTER CENTRE PROVIDES EXTENSIVE
COMPUTER FACILITIES TO ALL STUDENTS. THE LANGUAGE CENTRE OFFERS CLASSES
IN 16 DIFFERENT LANGUAGES AND THERE IS A GREAT NUMBER OF SPECIALIST
FACILITIES AND LABORATORIES TO SUPPORT SPECIFIC AREAS OF STUDY.



Academic Facilities

The University Library

The main University Library is situated on the main campus. It contains over 1 520 000 books, microforms and electronical data, 13 800 electronic journals, nearly 2 700 printed periodicals and a textbook collection of about 32 000 volumes.

All material in the Library is listed in the Library's electronic catalogues which provide quick and easy access from any PC on the University computer network and from your home PC. Books can be renewed or recalled by users over the network. The network also allows access to local, national and international databases, for example to the online catalogues of other universities.

In order to get a reader's card please complete the online registration form at:

www.biblio.tu-bs.de/anmeldung

Library Reader's Card

You can then collect your reader's card from the library loan desk upon paying a fee of 5,00 € and presenting the following documents:

- valid passport
- residents' registration certificate (*Meldebescheinigung*)
- student ID

Your reader's card is valid for one year and allows you to borrow locally stored books free of charge. For borrowing books and other materials through interlibrary loan (*Fernleihe*) you will be charged 1,50 € per loan, payable in advance. Computers to access the various library catalogues can be found on the ground floor as well as in the reading rooms.

Info meetings on how to use the Library are offered each Wednesday at 14:00 h during the lecture period. At the beginning of each new semester additional meetings are organized. Detailed information and all kinds of leaflets on local and inter-library loan can be found on the University Library's internet pages, which are available in the German, English, French and Arabic languages. If you have any problems or questions, please contact the staff at the information desk.

University Library

Universitätsbibliothek (UB)

Pockelsstraße 13 (Forumsplatz), 38106 Braunschweig

phone: +49 (0)531 / 391-5018 (information), fax: +49 (0)531 / 391-5836

e-mail: ub@tu-braunschweig.de

www.biblio.tu-bs.de

The Computer Centre

The Computer Centre is situated on route to the east campus, about 10 minutes walk from the main campus. It provides open access computing areas, introductory courses to a great number of software applications and a central advisory service, to which questions of any aspect of computing may be addressed.

Computer laboratories are available at the Computer Centre and on the main campus. They are open to all members of the University on weekdays and Saturdays, some are open for extended hours on Sundays. They contain a large number of Windows NT and LINUX workstations and powerful central computer facilities. The PCs can be used to run a wide range of applications covering scientific and mathematical computation, statistical analysis, computer graphics, text processing and database management. A full internet service is available to all students, including e-mail and World Wide Web access.

In order to use the computer facilities at the Computer Centre, you will need a user identification number (*y-Nummer*). This ID allows you to access the

university computer network as well as the internet from all workstations at the university and from your home PC via modem, ISDN, DSL or wireless LAN. Most university accommodation have direct access to the University's data network.

Before you can apply for a y-number you need your permanent student's ID - the temporary document is not sufficient! The operators are located on the ground floor in room 015. Please bring your student's ID and your passport for the registration. You will receive your user identification and your e-mail address within the next days.

More information on all the computer facilities available can be found on the Computer Centre's web page.

Rechenzentrum

Hans-Sommer-Straße 65, 38106 Braunschweig
phone: +49 (0)531 / 391-5555 (advisory service)
e-mail: rz-beratung@tu-braunschweig.de
www.tu-braunschweig.de/rz

Computer Centre

The Language Centre

The Language Centre at the TU Braunschweig is located on the main campus and offers classes in 16 foreign languages including German as a foreign language. More than 2 500 students enrol for these courses every semester.

The Language Centre also provides an open access area (*Mediothek*) with state-of-the-art facilities for Computer Aided Language Learning (CALL) and a variety of other media resources (audio and video tapes, satellite TV). Assistants are present to offer help and advice.

Classes in German as a foreign language are offered on different levels during the semester and during the semester break. Semester courses usually take

place once a week and last one and a half hours. Before signing up, you will take a placement test to determine the right level of course.

If you feel you need more intensive language training before the start of your courses at the TU Braunschweig, the Language Centre offers International Summer Courses in German language and cultural studies during the semester break from mid-July to mid-October. The courses last 3, 4 or 6 weeks and include basic and optional modules in German language training, cultural studies and a cultural programme with field trips and excursions (e.g. to Berlin and Hamburg). Some courses offer modules in scientific and technical language especially designed for students of engineering and the natural sciences.

Detailed information on the various classes offered and on the registration requirements can be found on the Language Centre's web pages. Registration forms for the summer courses are also available.

Language Centre

Sprachenzentrum

Pockelsstraße 4, 38106 Braunschweig

phone: +49 (0)531 / 391-5086, fax: +49 (0)531 / 391-8228

e-mail: sprachenzentrum@tu-braunschweig.de

www.sprachenzentrum.tu-bs.de

Academic Advisory Services

The TU Braunschweig offers a Central Academic Advisory Service (*Zentrale Studienberatung*) to all students. This service provides general information on the different departments, degree courses and study programmes at the TU Braunschweig and offers help and advice with academic problems or personal problems related to your study.

Additionally, every department offers a Departmental Academic Advisory Service (*Studienfachberatung*). This service is provided by academic tutors

involved in teaching your degree programme. They can answer all questions specifically concerning your studies and can advise you on study programmes and suitable study areas, specialisation, admission requirements and examination regulations.

Zentrale Studienberatung (ZSB)

Fallersleber-Tor-Wall 10 (1st floor), 38100 Braunschweig

(New address from August 2006, please check the website for details!)

phone: +49 (0)531 / 391-4344, fax: +49 (0)531 / 391-4348

e-mail: zsb@tu-braunschweig.de

www.tu-braunschweig.de/zsb

**Central Academic
Advisory Service**



AT THE TU BRAUNSCHWEIG WE DO NOT JUST SUPPLY YOU WITH ACADEMIC SUPPORT BUT ALSO PROVIDE A NETWORK OF SOCIAL SUPPORT SERVICES TO HELP YOU TO GET THE MAXIMUM BENEFIT OF YOUR TIME IN BRAUNSCHWEIG.



Student Support Services

Student Support Services

Student Services / *Studentenwerk*

Most student support services at the TU Braunschweig are provided by the Student Services (*Studentenwerk*). The Student Services are responsible for the economic and social welfare of all students at the TU Braunschweig. They run the university cafeterias and halls of residence and provide a nursery for children of students. They also administrate the national educational loan programme, and provide help and advise on a wide range of issues, including finance, social and legal matters as well as personal problems and concerns.

Studentenwerk

Katharinenstraße 1, 38106 Braunschweig

phone: +49 (0)531 / 39-4807, fax: +49 (0)531 / 391-4848

e-mail: info@sw-bs.de

www.studentenwerk-braunschweig.de

Student Services

Student Counselling

Adjusting to life at university can sometimes be challenging. The Psychotherapeutic Student Counselling Service (*Psychotherapeutische Beratungsstelle*) provides a confidential service which aims to help you cope with any situation you may have difficulties with.

The service has five experienced counsellors and personal counselling is available by appointment. The counselling service also offers group workshops on stress management, relaxation techniques, dealing with examination anxiety and a wide range of other topics. Both workshops and personal counselling are free to all students and the Psychotherapeutic Student Counselling Service is open throughout the year, both during lecture and non-lecture periods.

Psychotherapeutische Beratungsstelle

Fallersleber-Tor-Wall 10 (ground floor), 38100 Braunschweig

phone: +49 (0)531 / 391-4932, fax: +49 (0)531 / 391-4935

e-mail: pbs.bs@sw-bs.de

www.studentenwerk-braunschweig.de

Childcare Facilities

The Student Services run a nursery for children of University students which caters for children from 1 to 3 years. Demand for places is high and you should apply well in advance. Application forms and more detailed information can be obtained from the Student Services.

Students with Disabilities

The TU Braunschweig welcomes applications from students with disabilities and is committed to improving the quality of services and support for students with special needs. For more detailed information about the facilities available at the TU Braunschweig please contact the International Office. We will discuss your special needs with you to ensure that, as far as possible, you are provided with the facilities and services you need.

Religious Life

There are two chaplaincies on the campus. Both are open to people of all faiths or backgrounds and the chaplains are available for guidance on any matter of personal concern.

The chaplaincies arrange a lively programme of events, including services, discussion groups, lectures, social events and excursions. International students are an important part of the chaplaincies' communities.

More information about the chaplaincies' activities can be found on the internet, most events are also advertised on campus.

Evangelische Studierendengemeinde - esg

Pockelsstraße 21, 38106 Braunschweig

phone: +49 (0)531 / 33 31 48, fax: +49 (0)531 / 34 40 23

e-mail: esg@tu-braunschweig.de

www.esg-bs.de

Chaplaincies on Campus

esg

Katholische Hochschulgemeinde - KHG

Schleinitzstraße 17, 38106 Braunschweig,

phone: +49 (0)531 / 34 39 11, fax: +49 (0)531 / 33 82 89

e-mail: info@khg-braunschweig.de

www.khg-braunschweig.de

KHG

THESE PAGES GIVE A SHORT SUMMARY OF THE STUDENT SERVICES OFFERED AT THE TU BRAUNSCHWEIG. IF YOU FEEL IT MAY BE HELPFUL TO DISCUSS ANY SPECIAL NEEDS BEFORE COMING TO BRAUNSCHWEIG PLEASE CONTACT THE INTERNATIONAL OFFICE. WE WILL BE HAPPY TO ANSWER ANY QUESTIONS YOU MIGHT HAVE AND CAN PUT YOU IN CONTACT WITH THE APPROPRIATE PERSONS.

SPORTS, MUSIC, DRAMA, CINEMA AND MUCH MORE - THERE IS A WIDE VARIETY OF STUDENT GROUPS AND SOCIAL ACTIVITIES ON CAMPUS, MAKING IT EASY TO MEET PEOPLE AND MAKE FRIENDS.



Life on Campus

Catering

The *Studentenwerk Braunschweig* runs three university refectories (*Mensen*) and several cafeterias for all University students and staff. They are located on the main campus, the east campus and at the Braunschweig School of Art and offer a varied daily menu. All refectories are open from Monday to Friday at lunchtime, the *Mensa Katharinenstraße* on the main campus is also open on Saturdays and in the evenings. You can choose between different meals for lunch and dinner, prices are very low and range between 0,90 € and 2,80 € for students. The daily and weekly menus are displayed in the *Mensa* lobbies and can also be found on the internet:

www.studentenwerk-braunschweig.de

University Refectories

For payment you have to purchase a rechargeable chip card which can be obtained with your student ID. Chip cards are available from the cashiers and can be used for all university refectories and cafeterias in Braunschweig.

Sports

The TU Braunschweig has a fully-equipped Sports Centre (*Sportzentrum*) providing excellent facilities for indoor and outdoor sports. The University's Sports Centre promotes an extensive programme of competitive and recreational sporting activities. Courses are offered in more than 80 different disciplines.

The University's Sport Centre is situated on the east campus. Sporting facilities include a large sports hall with facilities for badminton, volleyball, indoor hockey, handball, soccer and archery. There is also a climbing wall and a fitness room, a great number of outdoor tennis courts, an athletics track and extensive playing fields for all kinds of outdoor sports.

Another sports hall, several smaller practice rooms and a sauna are situated on the main campus. The University shares facilities with local clubs for more specialist sporting activities like riding, parachuting, gliding, rowing, diving or sailing.

Most of the courses offered at the Sports Centre are free of charge, for some of them you have to register in advance and pay a small fee. The programme can be found on the notice boards throughout the university, e.g. in the *Mensa* and at the gyms. A brochure with detailed information on all sporting activities is available at the beginning of each semester and can also be found on the internet.

University Sports Centre

Sportzentrum der TU

Franz-Liszt-Straße 34, 38106 Braunschweig

phone: +49 (0)531 / 391–3659, fax: +49 (0)531 / 391–8102

e-mail: sportzentrum@tu-braunschweig.de

www.unisport.tu-bs.de

Performing Arts

If you are interested in music, theatre or dance, you will find a lot of opportunities in and outside of the University. The student music and drama scene is very active and there is a wide variety of University ensembles including choirs, orchestras, a bigband, chamber music and rock groups as well as cabaret, jazz dance and tango argentino groups. The ensembles are open to all students and staff of the University and new members are always welcome.

Practising

The music department provides several practise rooms with pianos. The rooms can be used by students from all departments, however music students are given special priority.

Film and Cinema

There are three student film clubs at the TU Braunschweig showing a wide selection of movies. The films are screened in the *Audimax* and the hall of residence *An der Schunter* and range from recent film releases to old and art-house films.

www.schunterkino.de
www.gruppen.tu-bs.de/studver/uni-film
www.gruppen.tu-bs.de/studver/sff

Student Film Clubs

If you wish to make films instead of just watching them there is an annual student film festival organized by students of both the TU Braunschweig and the Braunschweig School of Art. The festival attracts student teams from all parts of Germany who meet in Braunschweig to produce and watch experimental short films.

www.durchgedreht24.de

Student Film Festival

Other Student Groups and Societies

There is a great number of other student societies, including political and academic groups and many international and religious societies. The list varies from year to year and new clubs are always emerging: Joining one is one of the best ways to meet people with a common interest!

More information on all student groups and societies at the TU Braunschweig can be found on the following websites:

www.tu-braunschweig.de/studverein
www.tu-braunschweig.de/kultur

Student Groups
and Societies

SHOPPING HOURS, LIVING EXPENSES, PUBLIC TRANSPORT AND SECOND HAND BIKES – THIS CHAPTER CONTAINS A LOT OF USEFUL INFORMATION FOR EVERYDAY LIFE IN BRAUNSCHWEIG AND ANSWERS QUESTIONS SUCH AS: WHAT DO I DO IF I FALL ILL? AND WHO DO I CALL IN AN EMERGENCY?



General Information

General Information

Climate and Clothing

Germany has a moderate but changeable climate. In the summer the average temperature is about 20°C, although the thermometer often clammers over the 30°C mark. In the winter we often have snow and temperatures distinctly below zero. You should think about bringing enough warm clothing!

Living Expenses

Braunschweig is a fairly inexpensive place for students to live compared with many other places in Germany. Depending on your lifestyle you will probably require around a minimum of 650 € per month (including rent) as given in the following example:

		Living Expenses
food:	190 €	
rent:	200 €	
insurances:	60 €	
telephone and internet:	50 €	
miscellaneous: books, clothing, evenings out:	150 €	
total approximately:	650 €	

Shopping

Shopping hours vary considerably, depending on the type of shop. Bakeries usually open at 6.30 h in the morning, supermarkets between 8.00 and 9.00 h while department stores and clothes stores in the city centre are not open before 10.00 h. In the evening most smaller shops close around 18.00 h, supermarkets and shops in the city centre are open until 19.00 or 20.00 h, on Saturdays until 18.00 h. On Sundays shops are closed but you will find durable items such as long-life milk, cold drinks and sometimes even fresh products at

petrol stations and kiosks. Banks, doctors' surgeries and some smaller shops are closed on Wednesday afternoons.

The choice of food in Germany is vast. In the last few decades foreign residents have contributed significantly to enhancing the German food market and you will find all kinds of international food shops and restaurants. Food shops vary considerably in terms of price and quality. Delicatessens are obviously the most expensive shops, while specialist shops (bakers, butchers, international food shops etc.) are not necessarily more expensive than supermarkets. Discount shops are somewhat cheaper but the choice is smaller. Highly recommendable are the popular weekly markets where you can buy fresh regional products.

German Public Holidays

	2006	2007	2008
New Year's Day	1 January	1 January	1 January
Good Friday	14 April	6 April	21 March
Easter	16/17 April	8/9 April	23/24 March
1 May	1 May	1 May	1 May
Ascension Day	25 May	17 May	1 May
Whitsun	4/5 June	27/28 May	11/12 May
National Holiday	3 October	3 October	3 October
Christmas	25/26 December	25/26 December	25/26 December

Public Transport

Braunschweig Public Transport

Along with your student ID you will receive a *Semester-Ticket* for the local public transport network. It entitles you to use all buses and tramways in Braunschweig and all local trains in *Niedersachsen* for free. Please note that this ticket is only valid in connection with your student ID and your passport!

Timetables of all local busses and tramways can be obtained from the information centre of the *BSVAG* and can also be found on the Internet.

Braunschweiger Verkehrs AG (BSVAG)

Kleine Burg 2-4, 38100 Braunschweig

phone.: +49 (0)531 / 383-2050

e-mail: info@verkehrs-ag.de

www.verkehrs-ag.de

Elektronische Fahrplanauskunft

www.efa.de

**Braunschweig
Public Transports**

Electronic Timetables

Trains

Your *Semester-Ticket* is valid on all local trains in *Niedersachsen*. *Niedersachsen* is quite a big federal state which means that you can make weekend trips up to Bremen, Hamburg or the North Sea without having to buy a ticket, as long as you only use local trains!

If you want to use a faster train connection or travel to other parts of Germany you need to buy a regular train ticket. Information on tickets, prices and connections are available at the main station, in most travel agencies and on the Internet. Apart from the regular tickets, the German Railway (*Deutsche Bahn - DB*) has a lot of special offers. With certain offers you can save up to 50% and more, so it is well worth inquiring about them!

At the date of print of this brochure, some of the most popular offers are:

- **BahnCard 25**
25% reduction on all DB train tickets for 51,50 € a year.
- **BahnCard 50**
50% reduction on all DB train tickets for 103 € a year for students under the age of 27.

- **Happy Weekend Ticket**
32 €, valid on Saturdays or Sundays on local trains only for up to 5 persons travelling together
- **Surf&Rail**
Return tickets for long-distance connections between German cities can be booked for about 39 - 59 € on the internet. The current »top-connections of the week« can be found every Saturday at 10:00 h on the German Railway's web pages.



Travelling by Bicycle

The best means of transport for short and medium distances in Braunschweig is by bicycle. Braunschweig is mainly flat without any steep slopes and most of the larger streets have cycle tracks. It is advisable to always lock your bike properly as unlocked bikes are often stolen, no matter what state the bike is in!

If you want to buy a second-hand bike there are several possibilities:

- **Auction sale of bicycles at the lost-property office:**
The lost-property office (*Fundbüro*) auctions bikes twice a year. Detailed information can be obtained under the following telephone number:
phone: +49 (0)531 / 470-6045 or -6046.
- **The »flea-market-page« (*Flohmarkt-Seite*)** in the Tuesday's edition of the *Braunschweiger Zeitung* or the advertisements on the newspaper's Internet pages: **www.newsclick.de**
- **Advertisements on the information boards in the *Mensa* lobby** and all over the university campus
- **Ask your German fellow students!**
Some of them may have an extra bike they no longer use and could lend to you for the time of your stay.

Medical Care

If you come from an EU-member state or from another country which has insurance agreements with Germany:

If you require medical care and hold a European Health Insurance Card (EHIC), you can go directly to the doctor. If you hold a temporary health insurance certificate, you have to obtain a voucher from the *Techniker Krankenkasse (TK)* or another German public health insurance company and present this to the doctor or dentist. This will enable them to bill your national health insurance directly.

If you have obtained insurance cover from the German statutory health insurance for students:

If you are a member of the *Techniker Krankenkasse (TK)* or any other German public health insurer you will receive an insurance chip card which you have to present to the doctor who will then contact the insurance company. You will not have to take care of the payment and everything will be arranged automatically.

Important: Everybody who holds a European Health Insurance Card (EHIC) or a temporary health insurance certificate must pay a 10 € consulting fee per quarter.

If you have private health care cover:

If you have a private health insurance, no matter whether it is a German one or an insurance from your home country, you will be treated as a private patient and you will be billed directly.

When you need a doctor, ask your friends to recommend somebody. You can also look one up in the telephone directory (*Gelbe Seiten*) under *Ärzte*. To avoid long waiting times, call the doctor first and make an appointment!

Accidents and Emergencies

If you fall ill outside of consulting hours, you can contact the doctors emergency service. Here you can also inquire about pharmacies on duty. A weekly schedule for doctors and pharmacies on off-hours duty can be found in the Thursday and Saturday editions of the local newspapers and on the Internet:

**Doctors Emergency
Service**

Ärztlicher Notfalldienst

An der Petrikirche 1, 38100 Braunschweig

phone: +49 (0)531 / 44033

www.hagenmarkt.de/Notdienste/content/Aerzte

Mon - Thu: 19:00 – 7:00 h
Weekends: Fri 17:00 – Mon 7:00 h

Service Hours

www.hagenmarkt.de/Notdienste/content/Apotheken

Pharmacies

If you need to be admitted to a hospital, you may be taken to one of the accident and emergency departments of the *Städtisches Klinikum Braunschweig*. Braunschweig has three accident and emergency departments on duty around the clock.

Städtisches Klinikum Braunschweig

Salzdahlumer Straße 90
Celler Straße 38
Holwedestraße 16
phone: +49 (0)531 / 595–0

Accident and Emergency Departments

In case of emergency, please call:

police: 110
fire, accident and ambulance: 112
ambulance: 19222

Emergency Numbers

Finance, Employment and Work Permits

Most students within exchange programmes hold a partial or full scholarship from their home institution or from other organisations such as the DAAD, so that they possess the financial means for their studies at the TU Braunschweig. There are, however, some programmes where students get only very little or no subsidies for covering their living expenses.

Please assess your financial means early and realistically before leaving – it is not possible to finance your study period at Braunschweig by working in Germany!

As a full-time student you will not have much time to take up paid employment. Degree programmes at German universities are intensive and it might be difficult for you to take up part-time work without affecting your studies.

If you are thinking about looking for a paid part-time employment in Germany you must observe the German labour law regulations for international students. Most students from non-EU countries are not allowed, under the terms of their visa, to work for more than 90 days or 180 half days per year parallel to their studies. EU-students are generally subject to the same conditions as German students. All German and international students who earn more than 400 € per month are liable to pay contributions to the German pension fund. These contributions are transferable within the EU, students from non-EU countries can apply for a refund.

For most employments you will need a German tax card which can be obtained from the Citizens' Bureau (*Bürgerbüro*). Please do not forget your passport and visa or residence permit.

**Citizens's Bureau
Department for Civil
Concerns**

Bürgerbüro - Abteilung für Bürgerangelegenheiten

Fallersleber Straße 1 (Hagenmarkt), 38100 Braunschweig
phone: +49 (0)531 / 470-6012, fax: +49 (0)531 / 470-6099
e-mail: buergerangelegenheiten@braunschweig.de

Service Hours:

Mon 8:30 - 18:00 h
Tue, Thu 8:30 - 15:30 h
Wed, Sat 9:00 - 12:00 h
Fri 8:30 - 13:00 h

DAAD scholarship holders who want to work beside their studies require permission from the DAAD in advance.

Addresses and Office Hours

Technische Universität Braunschweig

Pockelsstraße 14, 38106 Braunschweig
www.tu-braunschweig.de

International Office

Bültenweg 74/75, 38106 Braunschweig
phone: +49 (0)531 / 391-4331, fax: +49 (0)531 / 391-4332
e-mail: exchange@tu-braunschweig.de
www.tu-braunschweig.de/international

Opening hours:
Mon – Thu 10:00 – 12:00 h
14:00 – 16:00 h

Enrolment Office / Immatrikulationsamt

Pockelsstraße 11, 38106 Braunschweig
phone: +49 (0)531 / 391-4325, fax: +49 (0)531 / 391-4329
www.tu-braunschweig.de/i-amt

Opening hours:
Mon – Fri 9:00 – 12:00 h

Academic Facilities

University Library / Universitätsbibliothek (UB)

Pockelsstraße 13 (Forumsplatz), 38106 Braunschweig
phone: +49 (0)531 / 391-5018 (information)
fax: +49 (0)531 / 391-5836
e-mail: ub@tu-braunschweig.de
www.biblio.tu-bs.de

Opening hours:
lecture period:
Mon – Fri 09:00 – 19:00 h
Sat 10:00 – 14:00 h
non-lecture period:
subject to change

Computer Centre / Rechenzentrum

Office hours (advisory service):

Mon - Thu 9:00 - 16:00 h

Fri 09:00 - 15:00 h

Hans-Sommer-Straße 65, 38106 Braunschweig
phone: +49 (0)531 / 391-5555 (advisory service)

e-mail: rz-beratung@tu-braunschweig.de

www.tu-braunschweig.de/rz

Language Centre / Sprachenzentrum

Office hours:

Mon + Wed 14:00 – 15:00 h

Tue 11:30 – 12:30 h

Thu – Fri 10:00 – 11:00 h

Pockelsstraße 4, 38106 Braunschweig

phone: +49 (0)531 / 391-5086, fax: +49 (0)531 / 391-8228

e-mail: sprachenzentrum@tu-braunschweig.de

www.sprachenzentrum.tu-bs.de

Central Academic Advisory Service / Zentrale Studienberatung

Office hours:

Mon, Thu + Fri 9:00 – 12:00 h

Tue 09:00 – 12:00 h

& 15:00 – 17:00 h

Fallersleber-Tor-Wall 10 (1st floor), 38100 Braunschweig

(New address from August 2006, please check the website for details!)

phone: +49 (0)531 / 391-4344, fax: +49 (0)531 / 391-4348

e-mail: zsb@tu-braunschweig.de

www.tu-braunschweig.de/zsb

Student Support Services

Student Services / Studentenwerk

Office hours:

see webpage

Katharinenstraße 1, 38106 Braunschweig

phone: +49 (0)531 / 391-4807, fax: +49 (0)531 / 391-4848

e-mail: info@sw-bs.de

www.studentenwerk-braunschweig.de

Student Counselling Service / Psychotherapeutische Beratungsstelle

Office hours:

lecture period:

Mon – Wed + Fri 10:00 – 12:00 h

Fallersleber-Tor-Wall 10 (ground floor), 38100 Braunschweig

phone: +49 (0)531 / 391-4932, fax: +49 (0)531 / 391-4940

e-mail: pbs.bs@sw-bs.de

www.studentenwerk-braunschweig.de

Refectories

Mensa Katharinenstraße (Main Campus)

Lunch: Mon – Fri 11:30 – 14.30 h, Sat 11:30 – 14.00 h

Dinner: Mon – Thu 16:30 – 20:00 h

Mensa Beethovenstraße (East Campus)

Lunch: Mon – Fri 11:30 – 14:15 h

HBK Mensa (Braunschweig School of Art)

Lunch: Mon – Fri 11:30 – 14:15 h

www.studentenwerk-braunschweig.de (menus of all refectories)

Sports

TU Sports Centre / Sportzentrum

Franz-Liszt-Straße 34, 38106 Braunschweig

phone: +49 (0)531 / 391–3659, fax: +49 (0)531 / 391–8102

e-mail: sportzentrum@tu-braunschweig.de

www.unisport.tu-bs.de

Office hours:

Mon - Wed 9:00 – 16:00 h

Thu 9:00 - 17:00 h

Fri 9:00 – 14:00 h

Insurances, Banks and Authorities

Foreigners Registration Authority / Ausländerbehörde

Fallersleber Straße 1 (1st floor), 38100, Braunschweig

phone: +49 (0)531 / 470–6062 / –6063

fax: +49 (0)531 / 470–6008

e-mail: thomas.wald@braunschweig.de,

birgit.berger@braunschweig.de

www.tu-braunschweig.de/international/aktuell/auslaenderbehoerde

Office hours:

see webpage

Office hours:	Techniker Krankenkasse (TK) / UniBüro
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Mon - Thu 11:00 - 14:00 h	Pockelsstraße 9, 38106 Braunschweig phone: +49 (0)531 / 38018-0, fax: +49 (0)531 / 38018-23 e-mail: jens.kynast@tk-online.de www.tk-online.de
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Office hours:	Debeka Hochschulservice Braunschweig
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Mon - Fri 9:00 - 18:00 h	Pockelstraße 9, 38106 Braunschweig phone: +49 (0)531 / 340 660, fax: +49 (0)531 / 288 5638 e-mail: servicebuero_braunschweig4@debeka.de www.debeka.de
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Office hours:	Deutsche Bank
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Mon - Fri 8:30 - 12:30 h	Hagenring 71/72, 38106 Braunschweig
Mon 13:30 - 16:30 h	phone: +49 (0)531 / 38710-0, fax: +49 (0)531 / 38710-10
Tue + Thu 13:30 - 18:00 h	www.deutsche-bank.de

Office hours:	Nord/LB
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Mon - Fri 9:00 - 13:00 h	Neustadtring 9, 38114 Braunschweig
Mon 14:30 - 16:00 h	phone: +49 (0)531 / 487-7527, fax: +49 (0)531 / 487-3461
Tue + Thu 14:30 - 18:00 h	www.nordlb.de

Departments

Department of Mathematics and Computer Sciences

Pockelsstraße 14, 38106 Braunschweig phone: +49 (0)531 / 391-5102, fax: +49 (0)531 / 391-8225 e-mail: fk1@tu-braunschweig.de www.tu-braunschweig.de/fk1

Department of Physics

Pockelsstraße 14, 38106 Braunschweig
phone: +49 (0)531 / 391-5250, fax: +49 (0)531 / 391-7974
e-mail: fb2@tu-braunschweig.de
www.tu-braunschweig.de/fb2

Department of Life Sciences

Chemistry and Pharmacy

Pockelsstraße 14, 38106 Braunschweig
phone: +49 (0)531 / 391-5300, fax: +49 (0)531 / 391-8172
e-mail: fb3@tu-braunschweig.de
www.tu-braunschweig.de/fb3

Bio-Sciences und Psychology

Pockelsstraße 14, 38106 Braunschweig
phone: +49 (0)531 / 391-5700, fax: +49 (0)531 / 391-8174
e-mail: fb4@tu-braunschweig.de
www.tu-braunschweig.de/fb4

Department of Construction and Environment

Architecture

Mühlenpfordstraße 23, 38106 Braunschweig
phone: +49 (0)531 / 391-5939, fax: +49 (0)531 / 391-5937
e-mail: fb5@tu-braunschweig.de
www.tu-braunschweig.de/fb5

Civil Engineering

Pockelsstraße 4, 38106 Braunschweig
phone: +49 (0)531 / 391-5566, fax: +49 (0)531 / 391-8204
e-mail: fb6@tu-braunschweig.de
www.tu-braunschweig.de/fb6

Department of Mechanical Engineering

Schleinitzstraße 20, 38106 Braunschweig
phone: +49 (0)531 / 391-7683, fax: +49 (0)531 / 391-5947
e-mail: fb-mb@tu-braunschweig.de
www.tu-braunschweig.de/fb7

Department of Electrical Engineering and Information Technology

Hans-Sommer-Straße 66, 38106 Braunschweig
phone: +49 (0)531 / 391-7796, fax: +49 (0)531 / 391-8166
e-mail: fb8@tu-braunschweig.de
www.tu-braunschweig.de/fb8

Department of Humanities and Educational Sciences

Bienroder Weg 97, 38106 Braunschweig
phone: +49 (0)531 / 391-8601, fax: +49 (0)531 / 391-8603
e-mail: dekanat-fb9@tu-braunschweig.de
www.tu-braunschweig.de/fb9

Department of Business Administration, Economics and Social Sciences

Rebenring 58a, 38106 Braunschweig
phone: +49 (0)531 / 391-2840, fax: +49 (0)531 / 391-8220
e-mail: fb10@tu-braunschweig.de
www.tu-braunschweig.de/fb10



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www.tu-braunschweig.de/international