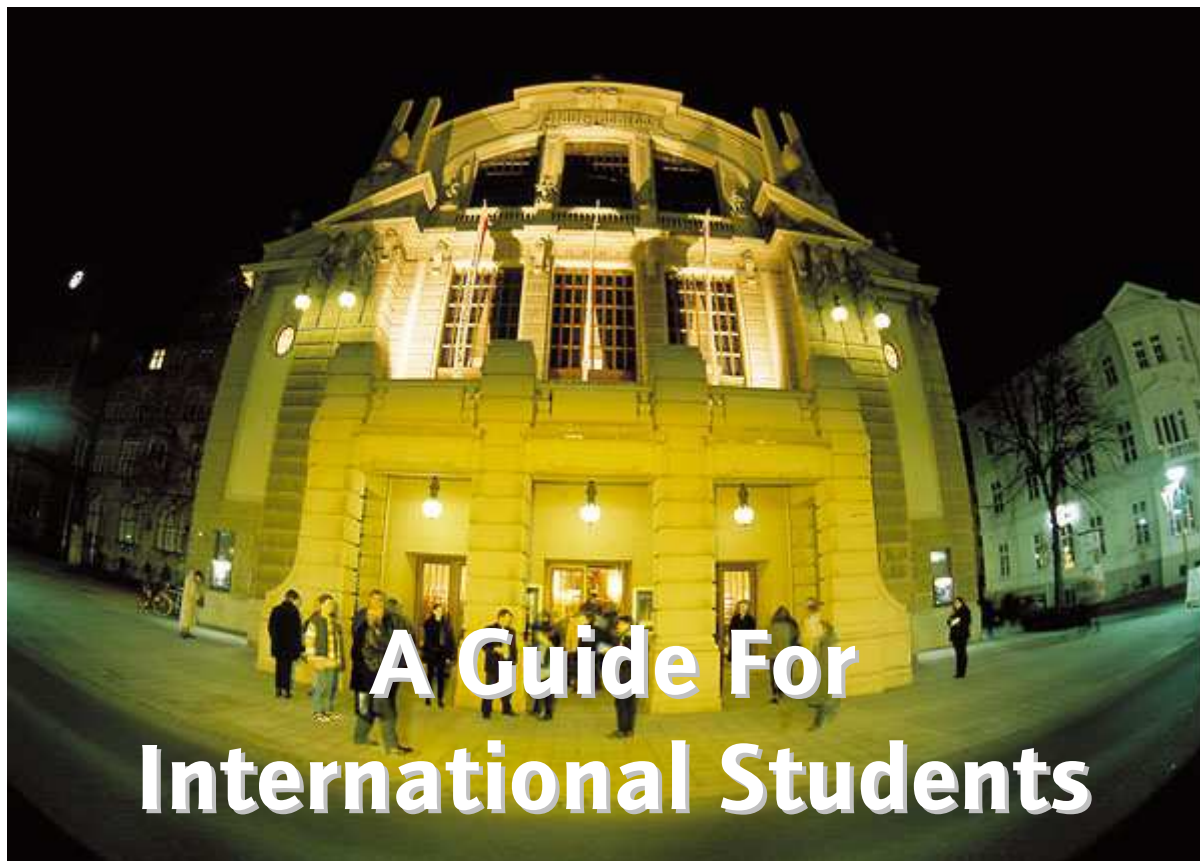




Fachhochschule Bielefeld
University of Applied Sciences

Akademisches Auslandsamt
International Office



Willkommen! Welcome!
Bienvenue! Witamy!
Ni hao! Vitany! Tervetuloa!
Bem vindo! Velkommen!
Hoş geldiniz! Γειάσας!



Verwelkomd!
Bienvenido! Benvenuto!
Välkommen!
Добро пожаловать!

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Welcome!

Welcome to the Fachhochschule Bielefeld's International Students Guide. We, the team of the International Office, warmly welcome you to the Fachhochschule Bielefeld [University of Applied Sciences]. We are pleased you have decided to study at our university!

Living in a new cultural environment and coping with a foreign language is difficult enough. Therefore, we want to make your start here as easy as possible and provide you with this guide. It is designed to give you an idea of what it is like to study at the FH Bielefeld. It also covers all you need to know in order to prepare your stay in Bielefeld and contains a lot of useful information for your first weeks at our university.

Obviously, we cannot answer all the questions you might possibly have, but isn't it part of spending some time abroad to learn how to cope with new situations and manage to get along? However, if you have any further questions, please feel free to contact us. We want to help!

We wish you a good start and a successful and interesting time at the University of Applied Sciences Bielefeld!

Your International Office Team

The International Office

The International Office is the focal point for all the international activities at the FH Bielefeld. We take care about several additional tasks:

- Advice of German students and teaching staff for stays abroad
- Advice and support of international students
- Building up bilateral university cooperations
- Acquisition and administration of third party and project funds
- Organisation of an orientation programme for international students

Thus, we are your central contact for all questions during your studies at our university. Please inform us duly about any kind of changes occurring while staying in Bielefeld.

Fachhochschule Bielefeld
International Office
Kurt-Schumacher-Str. 6
33615 Bielefeld, Germany

Building D
Rooms 7 / 8

Phone: +49 521 / 106-7709 or -7710
Fax: +49 521 / 106-7790
E-mail: aaa@fh-bielefeld.de
Web: www.fh-bielefeld.de/article/fh/1

Office hours: Monday to Thursday 9.30 – 11.30 am

Office Staff

Bernadette Dambacher, MBA*Head of International Office*

- Set-up and supervision of the university's international cooperation
- Institutional SOKRATES/ERASMUS-Coordinator

Contact: Room 8
Phone: +49 521 / 106-7710
E-Mail: bernadette.dambacher@fh-bielefeld.de

Office Hours : Monday to Thursday 9.30 – 11.30 am

Barbara Lawatzki*Coordinator for international students*

- Counselling for studies abroad
- Mentoring of international students
- Scholarships

Contact: Room 7
Phone: +49 521 / 106-7709
E-Mail: barbara.lawatzki@fh-bielefeld.de

Office Hours: Monday to Thursday 9.30 – 11.30 am

Denise Villis*Head of Buddy-Team*

- Mentoring of international students
- Buddy Programme

Contact: Room 7
Phone: +49 521 / 106-7709
E-Mail: denise.villis@fh-bielefeld.de

Thomas Kroll

- International cooperation contracts
- Data administration
- Internet

Contact: Room 7
Phone: +49 521 / 106-7709
E-Mail: thomas.kroll@fh-bielefeld.de

Buddy programme

In 1999, the International Office established the "Buddy programme". It is a network of students at the FH Bielefeld aiming to help you as international students by:

- contacting you before your arrival in Bielefeld (by E-Mail)
- picking you up from the train or bus station
- providing help with all important formalities (registration office, health insurance, student union, bank account)
- giving a first introduction at FH Bielefeld and the faculty you study in
- offering help in everyday-life (shopping facilities, sport and free time activities, etc.)

Your Buddy will contact you before you start travelling to Bielefeld! For further information, please go to www.fh-bielefeld.de/article/fh/2030.

Studying at FH Bielefeld

Peculiarities of studying at a "Fachhochschule"

"Fachhochschulen" are universities of applied sciences and differ significantly from other universities.

When beginning an academic education today, you want to be sure that the contents of your course will not be outdated tomorrow. Therefore we apply high standards not only with regard to science, but also with regard to up-to-date practical requirements, besides paying constant attention to maintaining and improving our quality. Being in close contact with representatives of science and practice, we constantly match and customise our study contents. Academic teachers and employees from all fields of the Fachhochschule work together toward continuously improvement of standards in teaching, research and development.

Our study courses are – at a high academic level – clearly structured and stringently organised. This makes it easy to plan your studies and complete your course within the intended time. The outstanding feature of courses at the FH Bielefeld is the close link between science and practice in studying, teaching and research. While still studying you can already apply the theoretical knowledge gained in lectures, seminars and exercise classes to your projects and practical phases. In the field of research and development the professors of the FH Bielefeld co-operate closely with regional and national companies. Project papers and examination theses are often produced in co-operation with companies or social and public institutions. Thus many of our graduates have already had good contacts with potential employers before they finish their course and are taken on after graduation without interruptions.

Thus, students at FH Bielefeld normally graduate within a very short range of time (7-8 semesters). The degree courses at Fachhochschulen are based upon the distinctive educational objective to prepare students for their professional career through application-oriented teaching. In most of the degree courses an internship is compulsory. That is the reason why Fachhochschule graduates already had good contacts with potential employers when graduating and represents a big advantage on the labour market.

The academic year and lecture periods

The academic year starts on the 1st of September and ends on 31st of August. It is based on two semesters – a winter and a summer semester (WS and SS). Each semester falls into a lecture and a non-lecture period (*Vorlesungszeit* and *vorlesungsfreie Zeit*).

Winter semester	01.09. – 28.02.
Lecture period	middle of September – first week of February
Summer semester	01.03. – 31.08.
Lecture period	middle of March – middle of July

Normally, there won't be classes during the last 3 weeks of lecture period. They are devoted to revision and assessment.

You will find the exact lecture periods here: www.fh-bielefeld.de/article/fh/1355.

Faculties and courses of study

FH Bielefeld is divided into 8 faculties (FB), that are allotted over the city area of Bielefeld and Minden. You will find a site plan of all faculties in Bielefeld at the end of this guide book.

FB 1: Design

Courses of study:

- Design
- Media Information Technology and Design
- Design (Master-Studies)

FB 2: Electro- and Information-Technology

Courses of study:

- Information Technology
- Electro Technology

FB 3: Mechanical Engineering

Courses of study:

- Engineering
- MB-CAE Engineering - Computer Aided Engineering
- CAME Computer Aided Mechanical Engineering (Master-Studies)

FB 4: Social Studies

Courses of study:

- Social Work
- Social Pedagogy

FB 5: Business Management

Courses of study:

- Bachelor of Arts (B.A.) in Business Studies
- Master in Business Studies
- Bachelor International Studies in Management
- Bachelor in Company and Commercial Law
- Bachelor of Science in Commercial Information Technology
- Business Management for Engineers (post-graduate MBA)

FB 6: Architecture and Civil Engineering

Courses of study:

- Architecture
- Civil Engineering
- Project Management in Construction

FB 7: Mathematics and Technology

Courses of study:

- Mathematics
- Product Development

FB 8: Nursing and Health

Courses of study:

- BA Care & Health
- BA Instruction & Mentoring for health-care professional
- Master in Vocational Education

The Faculty of Architecture and Civil Engineering in **Minden** supplies many useful information about studying and finding accommodation in Minden. Please visit the website for further information: www.fh-bielefeld.de/article/fh/1790.

Academic facilities

Library

The **Fachhochschule Library** consists of the library administration and six specialised libraries being located closely to the respective faculties. In the specialised libraries you have access to the asset of books and computers for literature and information research in the library's catalogues and data bank or the internet.

To lend books you need a library card which will be issued to you after showing your student identity card.

In addition, you also have the opportunity to use the **Library of the University of Bielefeld**. Due to its location, this library is of special interest for students of Business Management and Social Studies. Again, you need a separate library card to lend books. However, you can read books and copy chapters on site without this library card.

You will find opening hours and the University's library site plan on their website:

www.ub.uni-bielefeld.de/biblio/hours/

For addresses and opening hours of all Fachhochschule Bielefeld's specialised libraries, please see the address register in the course of this guide.

Computer centre

Fachhochschule Bielefeld disposes of several computer centres you can use for free. At your disposal is the complete MS Office package, a picture editing programme, internet browsers and specific software for your course of studies. In addition, FH Bielefeld supplies you with storage space in the network so that you can save files locally on the computers.

After your registration to the network in the computer centre you will get your own FH e-mail address: *forename.surname@fh-bielefeld.de*.

For opening hours please see the register in the course of this guide.

Semester ticket

A semester ticket is at FH Bielefeld students' disposal to use public transport devices (such as busses, trams and regional trains) for free in the Bielefeld/Minden region and beyond.

Your student ID in combination with your drivers licence, your passport or identity card is a **valid ticket** for all public transport devices. Please make sure to always have these documents with you!

Attention: The coverage of the semester ticket is limited for students of the Architecture and Civil Engineering faculty in **Minden**!

For further information please consult the Traffic Group at the University of Bielefeld: www.uni-bielefeld.de/stud/verkehrsgruppe.

You can find a printable overview of the semester ticket's coverage here:

www.uni-bielefeld.de/stud/verkehrsgruppe/downloads.htm.

Eating and drinking

Studentenwerk Bielefeld (Student Services Bielefeld) provides students with several refectories and cafeterias on the university's and Fachhochschule's campuses. By presenting your student ID you can buy cheap meals, snacks and drinks (warm and cold) – independently from the location of your faculty. Mostly, you have to pay cash. A lunch costs between 2,00 € and 3,00 €.

If you study in the **Faculty of Social Studies** or **Faculty of Business Management** the university's refectory is your nearest option for lunch. Please note that you can only pay with an electronic chip card (5,00 € deposit). This card will be displayed directly in front of the main refectory in the university. All other Students Services' facilities in the university building also accept cash.

The **Faculty of Design** does not dispose of an own refectory. However, the local cafeteria also provides warm meals.

Sports and leisure time facilities

There are sports halls and a swimming pool in the main university building you can use for free. Furthermore, there is a sport programme with a wide variety of sport courses such as yoga, football or basketball. For more details, please see this website:

www.uni-bielefeld.de/Universitaet/Serviceangebot/Sport/. There you can also find out where you have to enrol for the courses.

Bielefeld and Minden

The City of Bielefeld

- Located between Dortmund and Hanover
- Approx. 330.000 inhabitants
- One of the 20 biggest cities in Germany
- City with six universities with approx. 30.000 students
- Interesting cultural, sports and leisure time facilities
- The town's landmark is the historic castle "Sparrenburg" with a splendid view over the city

Beside several theatres, museums and cinemas there is a large variety of bars, restaurants, pizzerias and discotheques with different music styles.

You will find more information about Bielefeld on the website www.bielefeld.de.

The City of Minden

- Located about 40 km north of Bielefeld
- More than 85.000 inhabitants
- Centre of administration and business of the district of Minden-Lübbecke
- Pretty Old Town with several historical buildings (such as the 1000 years old cathedral)
- Numerous sports and leisure time facilities

Learn more about Minden on the website www.minden.de.

Preparation of your stay

Linguistic preparation

Adequate knowledge in the German language is surely not a 'must' to study at FH Bielefeld. But it is obvious that it makes your stay and especially your studies much easier since most of the lectures are held in English.

Therefore, we strongly recommend taking German classes before coming to Germany. Furthermore, we arrange an orientation week for our international students and offer a free German class customised to your individual knowledge. Benefit from this opportunity!

Finding accommodation

The International Office provides an accommodation service for international students and will send you an accommodation application form. It is important to send it back soon since the rooms will be allocated on a first come – first serve basis. In any other case you have to find accommodation on your own.

Halls of residence

The local halls of residence are administrated by the Student Services Bielefeld and are situated in the direct surroundings of the University's main building and the Fachhochschule. Currently, the International Office disposes of the following residences:

- Jakob-Kaiser-Str. 14 and 16 for 161,00 € per month
- Morgenbreede 29 and 31 for 186,50 € per month

Most of our accommodation is fully furnished. However, this does not include blankets, sheets and pillows or towels. Moreover, you will be required to pay a deposit of 250,00 €. When you move out of the flat, the deposit will be refunded, assuming that nothing has been damaged. In case you would like to get an idea of your future accommodation, visit the following website: www.studentenwerk-bielefeld.de/ and click on "Was" ("What?") in the upper frame and then on "Wohnen" ("Accommodation").

Private accommodation offers

Private accommodation offers in Bielefeld and surroundings can be found on the information boards on campus and in the Saturday edition of the local newspapers *Neue Westfälische* and *Westfalen-Blatt*. In addition, you can find the housing market online: www.nw-news.de/nw/anzeigen/immobilien.

The cheapest alternative is staying in a called **WG** (flat share). In German WGs it is common that every resident has his own room whereas the kitchen, living room and bathroom are shared with the flatmates. WGs are a really good opportunity to improve your German language skills. Admittedly, rooms in WGs are normally offered unfurnished.

Reading through the property advertisements you will find that they have their own system of **abbreviations**:

1 ZKB	1-room-apartment with kitchen and bathroom
1 ZKD	1-room-apartment with kitchen and shower
2 ZKB	2-room-flat with kitchen and bathroom
KM (Kaltmiete)	Monthly rent without electricity, heating and warm water. In case additional costs are not mentioned in the accommodation offer, we recommend to consult your landlord to get to know the approximate amount!
KT (Kaution)	Amount of money you have to deposit at your landlord before moving in. You will get it back after moving out again.
NK (Nebenkosten)	Additional costs: electricity, gas, water, heating etc.
NR	Non-smoker
WG	Flat share
WM (Warmmiete)	Rent including additional costs (heating, electricity and warm water)

You will find a complete list of abbreviations online:

mv.westline.de/_media/Immo_Abkuerzungen.pdf.

The International Office is eager to help you with further questions.

The so called "**Mitwohnzentrale**" (Letting Agency) on www.mitwohnzentrale.de is also a good alternative for finding private accommodation for only a few months. On this website people offer rooms and flats for a few weeks or months. The big advantage is that those habitations are normally completely furnished. By any means, you absolutely have to respect the landlord's constraints.

Youth hostels

If the worst comes to the worst, you have the opportunity to stay in a youth hostel for a few days. An overnight stay (including breakfast) costs at least 24,50 € and has to be reserved beforehand. Moreover, you have to be a member in either the German Youth Hostel Association or in an international association.

Youth Hostel Bielefeld

Hermann-Kleinewächter-Str. 1
33602 Bielefeld
Germany

Phone: +49 521 / 52205-0

Fax: +49 521 / 52205-110

E-mail: jgh-bielefeld@djh-wl.de

www.lvb.westfalen.jugendherberge.de/bielefeld

Insurances

Health insurance

There are two different kinds of health insurances in Germany: the compulsory and the private. 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 FH Bielefeld.

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 Studierende*). Please bring an appropriate insurance certificate (E 128 form or equivalent), 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 and the insurance continues during your period of study in Germany, you might also be able to claim exemption from the German Statutory Health Insurance for Students. You will need a certificate issued by your insurance company at home with a German translation stating the type and the extent of your insurance (this must fully cover medical and dental treatment, the cost of prescribed medication and normal hospital care).

All other students must obtain insurance cover from the German Statutory Health Insurance for Students. The monthly rates are about 54,00 € and the insurance covers expenses for medical and dental treatment, hospital care and a contribution on all prescribed medication. More information on this can be obtained from the *Techniker Krankenkasse*.

Accident liability insurances

We recommend all of our students to take out a **third party insurance policy** (*Haftpflichtversicherung*) covering any accidental damages you might cause to property and other persons. A third party liability insurance costs approximately 5,00 € per month.

In case you intend to drive your own car in Germany, you are legally obligated to procure **automobile third party insurance** (*Kfz-Haftpflichtversicherung*).

Student visa

Citizens of the European Union require no student visa. Students from all other European Countries, Australia, Canada, Israel, Japan, New Zealand and the USA need a Student Visa. Detailed information on entry regulations can be obtained from the German consulate or embassy in your home country or on the website of the Federal Foreign Office (*Auswärtiges Amt*): www.auswaertiges-amt.de/diplo/en/WillkommeninD/Uebersicht.html.

Please do not try to enter Germany on a tourist visa only since it cannot be converted into a student visa!

For your visa application, please add the letter of acceptance of Fachhochschule Bielefeld. In case you intend to take part in an intensive language course before starting your studies in Bielefeld, you should apply for an Entry Visa for Educational Purposes (*Einreisevisum zu Studienzwecken*) for both language course and course of studies. Since legal formalities can vary from country to country you should contact the appropriate consulate in good time (approximately 10 weeks before wishing to enter Germany). Addresses of German embassies and consulates can be found on the internet:

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

Students with disabilities

Most of the Fachhochschule's and university's facilities, busses and tram stops are adjusted for wheelchairs. However, you should inform the International Office as soon as possible about any kind of disabilities so that we can make individual arrangements.

Checklist of all documents

When coming to Germany, please bring along the following documents:

- Document of enrolment of your home university
- Letter of acceptance of Fachhochschule Bielefeld
- Appropriate insurance certificate from your home country (E 128)
- Valid identity card or passport (in case you are a Non-EU citizen)
- Student visa for studying in Germany if necessary
- Proof of sufficient financial resources (*Finanzierungsnachweis*)
- 4 passport photos
- Curriculum Vitae
- Sufficient cash for the semester contribution

Arrival in Bielefeld

Date

When organising your trip to Bielefeld please keep in mind to arrive

- by the beginning of March in the Summer semester and
- by the beginning of September in the Winter semester.

If you are not able to be here by the required date or if any major delays occur during your journey, please inform the International Office in time.

How to get to Bielefeld

Situated in the west of Germany, Bielefeld is well served by major road and train links. For students travelling by plane there are four international airports within easy reach.

By plane

All German airports have good connection to the public transport system. The nearest international airports are Paderborn/Lippstadt (approx. 50 km), Dortmund (approx. 90 km), Hanover (approx. 115 km) and Düsseldorf (approx. 180 km). Ask for special student offers!

By train

Bielefeld is included in the ICE network of the Germany Railway Company (*Deutsche Bahn AG*) and there are trains to your destination Bielefeld Central Station (*Bielefeld Hbf*) from many European Cities. Here your Buddy will welcome you! Further help (in different languages) for planning your journey by train and train schedules can be found on the website www.bahn.de.

By car

Bielefeld is easily accessible from the A2 autobahn. When coming by car you have to take out automobile third party insurance. At the frontier you have to be able to show the international green insurance card. There is an exception for cars from Austria, Belgium, Denmark, Finland, France, Great Britain, Hungary, Ireland, Italy, Lichtenstein, Luxembourg, Monaco, the Netherlands, Norway, San Marino, Sweden, Switzerland, the Czech Republic and Slovakia.

The German motor highway network has a total length of approximately 11.800 kilometres. In Germany you do not have to pay a road charge for cars (the so called „Maut“).

When driving a car in Germany you have to respect the many particularities of road traffic! You can get further information from your national car association or from the website www.adac.de. For example, you are legally obligated to fasten seat belts! Also, it is very important to observe the speed regulations. Driving too fast can be very expensive since there are many radar speed checks on highways, country roads and in the cities.

The alcohol level in your blood stream must not be higher than 0,5 per mill. If the level exceeds this limit you could lose your driving license. Even when riding a bike and being controlled, you can lose your driving license if the alcohol level in your blood stream is too high. Therefore: don't drink and drive!

How to get to the International Office

By tram from Bielefeld Central Station

From the central station take the tramway 4 heading to „Universität/Lohmannsof“ and exit at the station „Bültmannshof“. On your left you will find a metallic column showing the FH Bielefeld logo. When crossing the ground, the International Office is situated in building D on your left hand side.

Tickets for the tram can be obtained only from vending machines in every station. A single ticket currently costs 1,90 € The use of public transport devices in Bielefeld will be for free as soon as you have received your student ID.

After your arrival

Pickup-service from the station

Your Buddy will meet with you when you arrive and show you your new accommodation. He will accompany you through your first weeks in Bielefeld offering a helping hand and giving advice when needed.

Orientation week

When you arrive in Bielefeld the International Office organises an orientation programme for international students. Participation is compulsory since all important administrative aspects (for further information please see the following pages) will be completed then! Additionally, the programme includes information sessions, a welcome party and other social events. It helps new students to find their way around Bielefeld and surroundings and to make new friends.

Applying for a residence permit

German law requires you to hold an official residence permit. This is why you have to register within the first ten days of your stay with the local Foreigners Registration Authority (*Ausländerbehörde*).

EU and EEA (European Economic Area) citizens also need a residence permit when staying longer than three months in Germany. They have to apply for the permit within the first three months of their stay.

For your registration the following documents are needed:

- Valid identity card or passport
- 2 passport photos
- Letter of acceptance of the FH Bielefeld
- Confirmation of registration
- Proof of sufficient financial resources (*Finanzierungsnachweis*) for the time of your stay
- Appropriate insurance certificate from your home country (E 128)

You will then receive your resident permit (*Aufenthaltsgenehmigung*).

Registration of domicile

Like all citizens in Germany, foreign exchange students and interns living in the Bielefeld region have to register their domicile at the local **Registry Office**.

This has to be done within the first 10 days of your stay in Germany. To do so, you need the following documents:

- valid identity card or passport,
- your visa (if required) and
- your lease contract.

Thereupon you will get a registration certificate (*Meldebescheinigung*) from the Registry Office.

Please do not forget to give notice of departure when going back to your home country!

Registry Office

Aliens department
New town hall of the city of Bielefeld
Niederwall 21-23
33602 Bielefeld
(00 49) 521 51-66 66

Health insurance

We will help you to comply with all formalities. To do so, you will meet a representative of the *Techniker Krankenkasse (TK)*. Depending on the insurance coverage in your home country you either have to show the completed documents from your health insurance at home (E 128) or you have to contract an insurance here. No matter if you receive an insurance chip card or an exemption certificate from the *Techniker Krankenkasse (TK)*, always carry those documents with you!

Semester contribution

The semester contribution is no tuition fee, so no exemptions are possible. It 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 Bielefeld and all regional trains from Bielefeld for free.

You will have to pay your semester contribution (at present 152,80 €) either in cash in the University's cash office or transfer the money when opening an bank account (Sparkasse).

Enrolment (*Immatrikulation*)

The International Office does the main part of enrolment for you. You only have to sign the documents in the course of the orientation week; the International Office will do the rest!

The student ID will be sent to you by post in about one week time.

Opening a bank account

You and your Buddy will open a bank account at Sparkasse Bielefeld and Sparkasse Minden respectively. The staff at the bank will be happy to explain the various types of accounts and will help you decide what type of account is best for you. Student accounts normally are free of charge, and you will receive a customer's card which allows you to draw money from the cash machines.

Registration at the Fachhochschule user administration

In combination with your student ID you will also receive your personal password for computer access within the FH's computer network. First, this access has to be placed at your disposal by one of the computer centre's employees. Please ask the contact person in your faculty. You will find more information on the computer centre's website: www.fh-bielefeld.de/dvz/info.

General information

Employment and work permit

Most students within exchange programmes hold a partial or full scholarship from their home institution or from other organisations. Nevertheless, some students get only very little or no subsidies and might need part-time work to cover their living expenses. Before coming to Bielefeld, you should assess your financial means early and realistically before leaving.

As a full-time student you will not have much time to work. The semester break might be the only time for working. If you think about taking up paid part-time work in Germany you must observe German labour law regulations for international students.

Most students from non EU-countries are not allowed, under the terms of their visa, to work more than 90 days per year parallel to their studies. EU-students are generally subject to the same conditions as German students. All German and international students earning more than 400 € per month are liable to pay contributions to the German pension fund. These contributions are transferable within the EU.

For most employments you need a German tax card which can be obtained from the Citizens' Bureau (*Bürgerbüro*).

Medical care

There is an area-wide network of general practitioners and medical specialists in Germany. The patient has to pay a consulting fee (*Praxisgebühr*) of 10,00 € in cash for each quarter.

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

Present the voucher from the *Techniker Krankenkasse (TK)* to the doctor or the dentist. This will enable him to bill your national health insurance directly. You will not receive an invoice and only have to pay a **consulting fee** (*Praxisgebühr*) of 10,00 € for each quarter.

If you are a member of the *Techniker Krankenkasse (TK)* in Germany:

Present your insurance chip card to the doctor.

If you have private health care cover:

No matter if 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 Buddy 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

Police	110
Fire Brigade, Emergency	112

You can dial these numbers **for free** from all public phone boxes and phones – even when you do not have any credits left!

Banks

The opening hours of banks in Germany are from 9.00 h to 16.00 h on weekdays, on Thursdays even until 18.00 h. Exchange offices at airports and some major train stations are also open on weekends.

The most important German banks are: Sparkasse, Volksbank, Postbank, Commerzbank, Deutsche Bank and Dresdner Bank. All these banks also offer online-banking.

Shopping

Germany is a fairly expensive place for students to live compared to other countries in Europe. Depending on your place of study, living expenses can vary significantly. Living in Munich for example is much more expensive than in Rostock or the Ruhr District. Bielefeld has a medium level of prices.

People in Germany normally pay more with cash than in other countries. However, most stores and retailers accept credit cards or bank cards. Groceries are usually paid in cash.

Shopping hours:

Shopping hours vary considerably, depending on the type of shop. Bakeries usually open at 6.00 or 6.30 in the morning, supermarkets between 8.00 and 9.00 h while department stores and shopping centres in the city centre are not open before 10.00 h. In the evening most smaller shops close around 18.00 h, supermarkets are open until 20.00 h (sporadically even until 22.00 h), on Saturdays until 20.00 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.

German public holidays

Some public holidays apply nationwide (bank holiday), whereas many religious holidays only apply for certain federal states. Public holidays in Bielefeld and Minden are subject to the regulations of North Rhine-Westphalia (NRW).

You will find an overview of all current public holidays here: www.feiertage.net/frei-tage.php.

Climate and clothing

The German winter can be fairly cold and we often have snow and temperatures distinctly under zero. You should think about warm jackets and jumpers when you are packing your suitcase. In spring and autumn it is rainy very often. Therefore you should think about bringing rainwear and good shoes. In the summer the average temperature is about 20°C, although the thermometer often clambers over the 30°C mark. You'd better be prepared for all kind of weather conditions.

Living expenses

Your monthly living expenses will be approximately 400,00 € plus rent. Every student who has paid the semester contribution (ca. 153,00 €) receives a student ID which can be of value in your everyday life. It enables you to use the library and the public transport in Bielefeld.

Post offices

The post offices have different opening hours. Normally, they are open from 9.00 h to 18.00 h on weekdays. Many district offices already close middays. A standard letter within Europe costs 0,55 € You will find more information under www.post.de.

Laundry service

In case you do not want to wash and iron your laundry by yourself, you can let it do by a laundry service. Admittedly, this is quite expensive. A cheaper option are laundrettes where you have to pay approximately 5,00 € for one load of clothes.

Normally, all students' residents dispose of washing machines in the basement. Washing is much cheaper here. Ask the local caretaker or your housemates.

Telephone and mobile phone

When you want to call your friends and family in your home country, think about dialling the international area code, for example 0048 for Poland or 001 for Canada and the United States.

Telephone box

There are two different kinds of payphones in Germany: paying with coins or phone cards. You can buy them in all shops of the T-Com (*Deutsche Telekom*) that are called "*T-Punkt*".

Telephone directory

You can get a telephone directory in every post office. Additionally, you can look up numbers online under www.telefonbuch.de.

Private telephone mainline

There usually are no telephone mainlines in the halls of residence. However, you can buy one at the T-Com or other phone companies. The basic fee is approximately 20,00 € plus time rate.

Mobile phones

Of course, you can also use your mobile phone in Germany. It makes sense to take advantage of one of the many German wireless companies' prepaid offers. Your Buddy will give you more information or just compare online by yourself: www.billig-tarife.de/handytarife/index.htm.

GEZ

The GEZ (German TV Licensing Office; *Gebühreneinzugszentrale*) is the central institution of German broadcasting corporation under public law responsible for client and toll administration based in Cologne. The GEZ collects tolls for radio receivers (such as televisions, radios and since 2007 also internet-pc's and mobile phones) and is legitimated by the so called "*Rundfunkfinanzierungsstaatsvertrag*" (Treaty of Financing Public Broadcasting). Under certain conditions students can be exempt from the GEZ-toll. You will find more information on the website www.gez.de.

University vocabulary

AStA

The so called AStA (*Allgemeiner Studierendenausschuss*) is a committee made up of students from all faculties at the FH Bielefeld being elected by students. Its function is to stand for students' social and financial needs and interests concerning university policy. AStA representatives are members with voting power in all committees of the FH Bielefeld and participate in all important decisions concerning university policy.

The AStA offers help in social matters, supports students with problems and questions concerning collegiate life and makes contacts to legal advisors.

AStA
Fachhochschule Bielefeld
Kurt-Schumacher-Str. 6
33615 Bielefeld
+49 521 / 106-7723
www.asta.fh-bielefeld.de

BAFöG

The so called BAFöG (*Bundesausbildungsförderungsgesetz*) is a loan compounded of a interest-free loan and a government grant that does not have to be paid back. Under certain conditions BAFöG is granted to students. Granting depends on the parents' income.

In particular cases exchange students also can be entitled to BAFöG. Please ask the Student Services for further information.

Dean

A dean is the head of a university's faculty.

Student Representation

The student representation (*Fachschaft*) stands for students' interests in the faculties. They organise orientation programmes for first-year students and offer course guidance. Additionally, the student representation helps with all kind of problems and questions concerning your course of studies and your faculty.

Klausur

"Klausur" is the German word for exam.

Kommilitone

The German word for fellow student is "*Kommilitone*".

Matriculation Number

The number on your student ID allows a clear identification. At the FH Bielefeld this number consists of six ciphers:

Cipher 1 describe the faculty,

Ciphers 2 + 3 describe the year of enrolment,

Ciphers 4 – 6 are consecutive numbers. 000 – 499 means that the student has enrolled in the summer semester, 500 – 999 indicates enrolment in the winter semester.

Orientation Week	Programme organised by the International Office and the Buddies to help you to acclimatise in Bielefeld.
Refectory	The German word for refectory is " <i>Mensa</i> ".
Semester Ticket	The student ID in combination with a passport allows you to ride all public buses and tramways in Bielefeld and all regional trains from Bielefeld and Minden.
Scholarship	A scholarship is a financial aid from various institutions given to students. It is connected to certain qualifications applicants have to fulfil. Often, a scholarship is awarded for outstanding achievements or because of indigence.
Consultation Hours	The German translation is "Sprechstunde" or "Sprechzeiten"; this is the time when you can consult a professor to ask him or her questions about their lectures.
Student Services	The Student Services (<i>Studentenwerk</i>) is a public corporation working together with the university. It takes care of many aspects concerning campus life and serving students (such as hall of residence or refectories).

Addresses and opening hours

Student Services Bielefeld

Accommodation

Universitätsstraße 25
33615 Bielefeld
Phone: +49 521 / 106 34 41, -43, -44
Fax: +49 521 / 106 6406
e-Mail: stw.wohnen@uni-bielefeld.de

Consultation Hours :

Mondays, Tuesdays, Thursdays and Fridays from
9.00 h to 12.00 h
Tuesdays also from 13.30 h to 15.30 h in the
university's main building
Level C2, Room 121, 123, 127

Faculties

Please note: There are special opening hours during the semester break!

1 Desing

Address

Lampingstr. 3
33615 Bielefeld

How to get there:

Tramway 4, station „Rudolf-Oetker-Halle“

Opening Hours	Library	Refectory	Cafeteria	Computer Centre
Mo – Thu	09:00 - 17:00	-	08:30 - 16:00	09:00 - 22:00
Fr	09:00 - 15:30	-	08:30 - 16:00	09:00 - 22:00

2 Electro- and Information-Technology 3 Mechanical Engineering

Address

Wilhelm-Bertelsmann-Str. 10
33602 Bielefeld

How to get there:

Bus 24 | 25 | 26,
Station „FH | Wilhelm-Bertelsmann-Straße“

Opening Hours	Library	Refectory	Cafeteria	Computer Centre
Mon – Thu	08:30 - 16:30, Tue 08:30 - 12:00 and 12:45 - 16:30	11:30 - 14:00	08:30 - 15:30	-
Fr	08:30 - 15:00	11:30 - 13:30	07:30 - 14:00	-

4 Social Studies

Address

Kurt-Schumacher-Str. 6
33615 Bielefeld

How to get there:

Access via Voltmannstraße
Tramway 4, station „Bültmannshof“

Opening Hours	Library	Refectory	Cafeteria	Computer Centre
Mon - Thu	08:30 - 16:30	11:30 - 14:00	Mon - Wed 08:30 - 15:30	08:00 - 17:00
			Thu 08:30 - 15:00	
Fr	08:30 - 16:30	11:30 - 13:30	08:30 - 13:30	08:00 - 15:00

5 Business Management

Address
Universitätsstr. 25
33615 Bielefeld

How to get there:
University main building
Tramway 4, station "Universität"

Opening Hours	Library	Refectory	Cafeteria	Computer Centre
Mo - Thu	08:30 - 17:00	11:30 - 14:00	08:00 - 20:00	08:00 - 20:00
Fr	08:30 - 15:30	11:30 - 13:30	08:00 - 20:00	08:00 - 17:00

6 Architecture and Civil Engineering

Address
Artilleriestr. 9
32427 Minden

How to get there:
Bus 459, station "Paulinenstraße"

Opening Hours	Library	Refectory	Cafeteria	Computer Centre
Mo - Thu	08:30 - 17:00	11:30 - 13:30	08:30 - 15:30	-
Fr	08:30 - 14:00	11:30 - 13:30	08.30 - 14:00	-

7 Mathematics and Technology

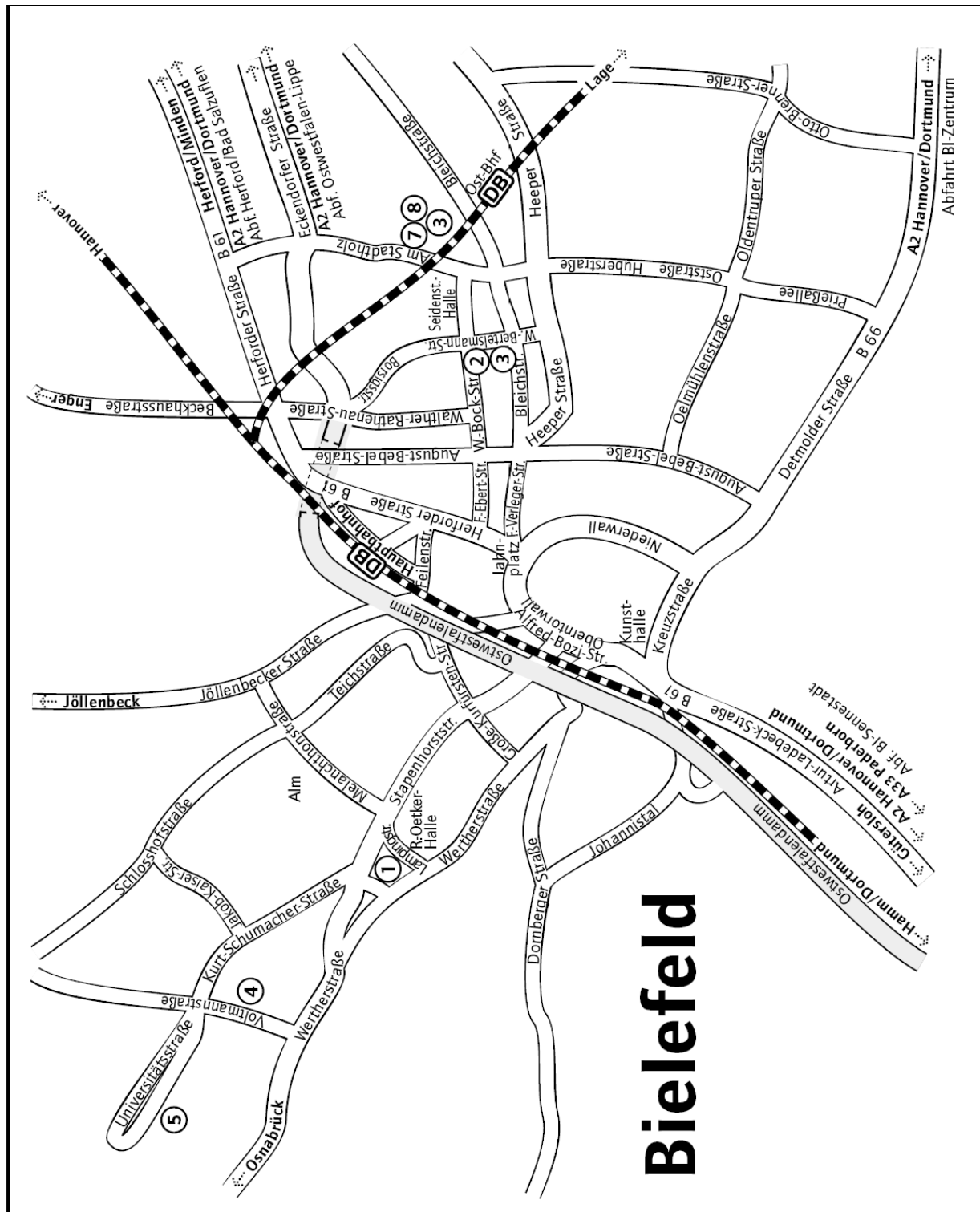
8 Nursing and Health

Address
Am Stadtholz 24
33609 Bielefeld

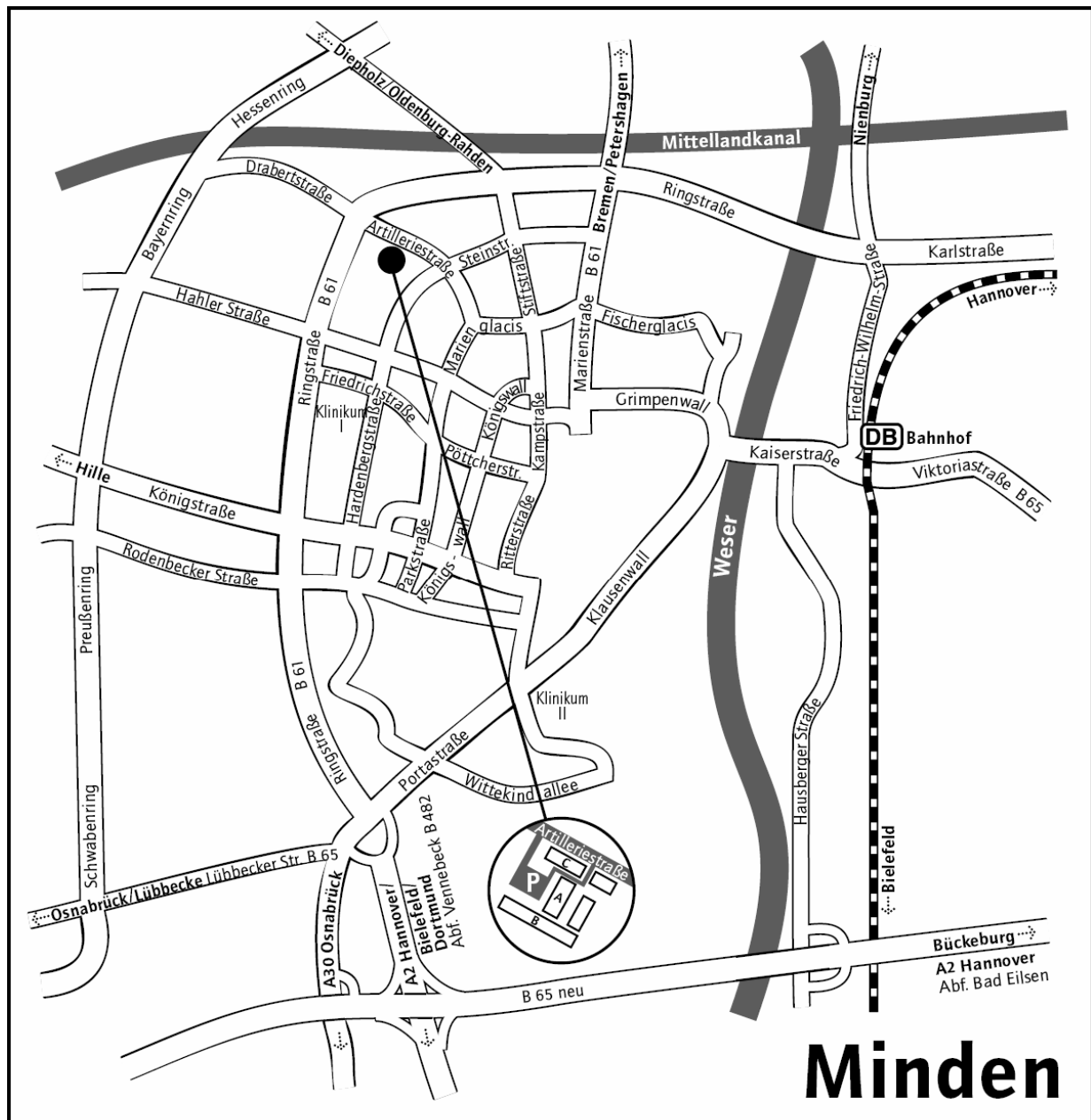
How to get there:
Bus 24 | 25 | 26, station "Seidenstickerhalle"

Opening Hours	Library	Refectory	Cafeteria	Computer Centre
Mo - Thu	08:30 - 16:30	<i>see faculty of Electro- and Information Technology / Mechanical Engineering</i>	07:20 - 09:00 09:30 - 15:00	08:15 - 17:00
Fr	08:30 - 15:00		07:30 - 09:00 09:30 - 14:00	08:15 - 16:00

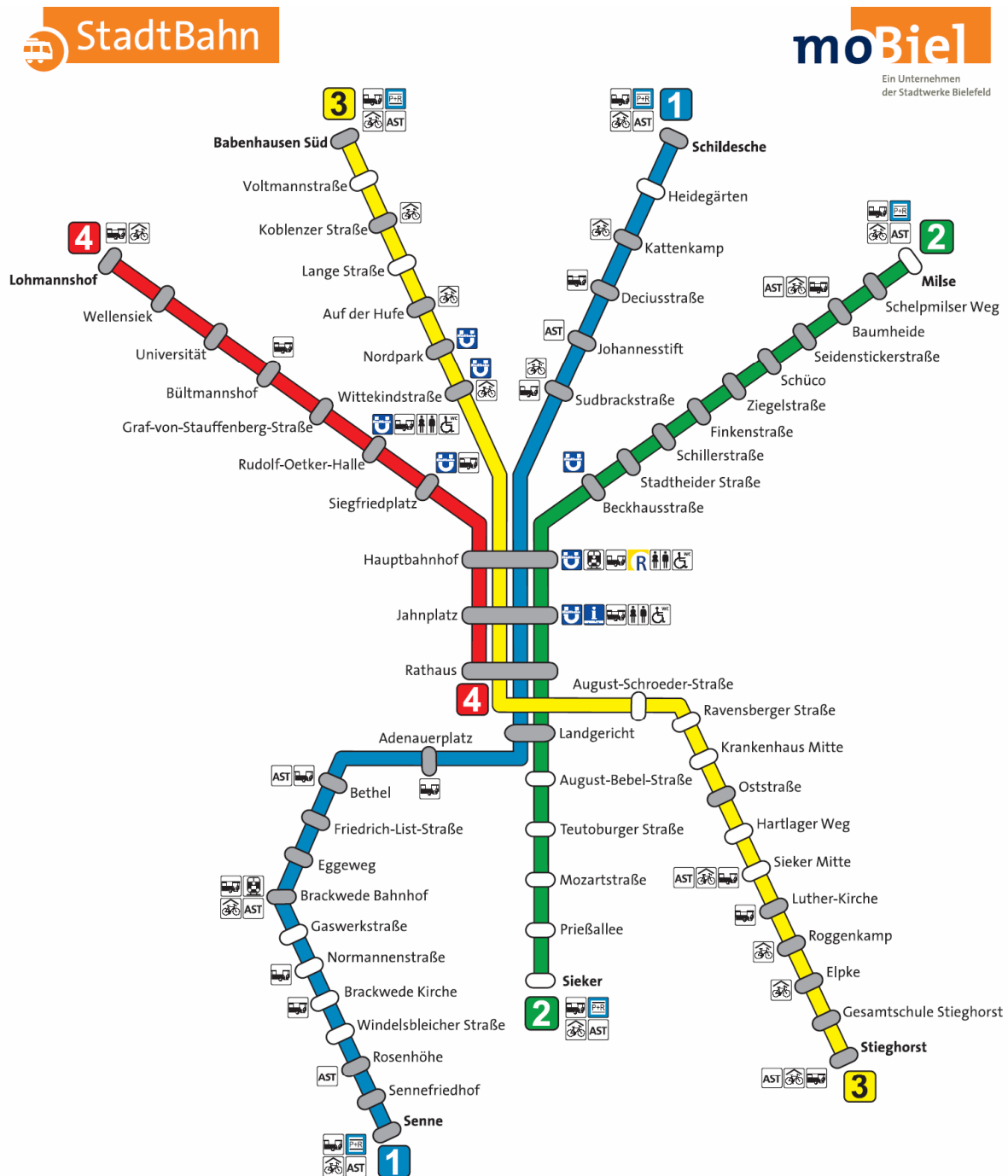
FH Bielefeld faculties



The city of Minden



Tramways in Bielefeld



Ihre StadtBahn-Linien:

- 1** Senne – Jahnplatz – Schildesche
- 2** Sieker – Jahnplatz – Milse
- 3** Stieghorst – Jahnplatz – Babenhausen Süd
- 4** Rathaus – Jahnplatz – Universität – Lohmannshof

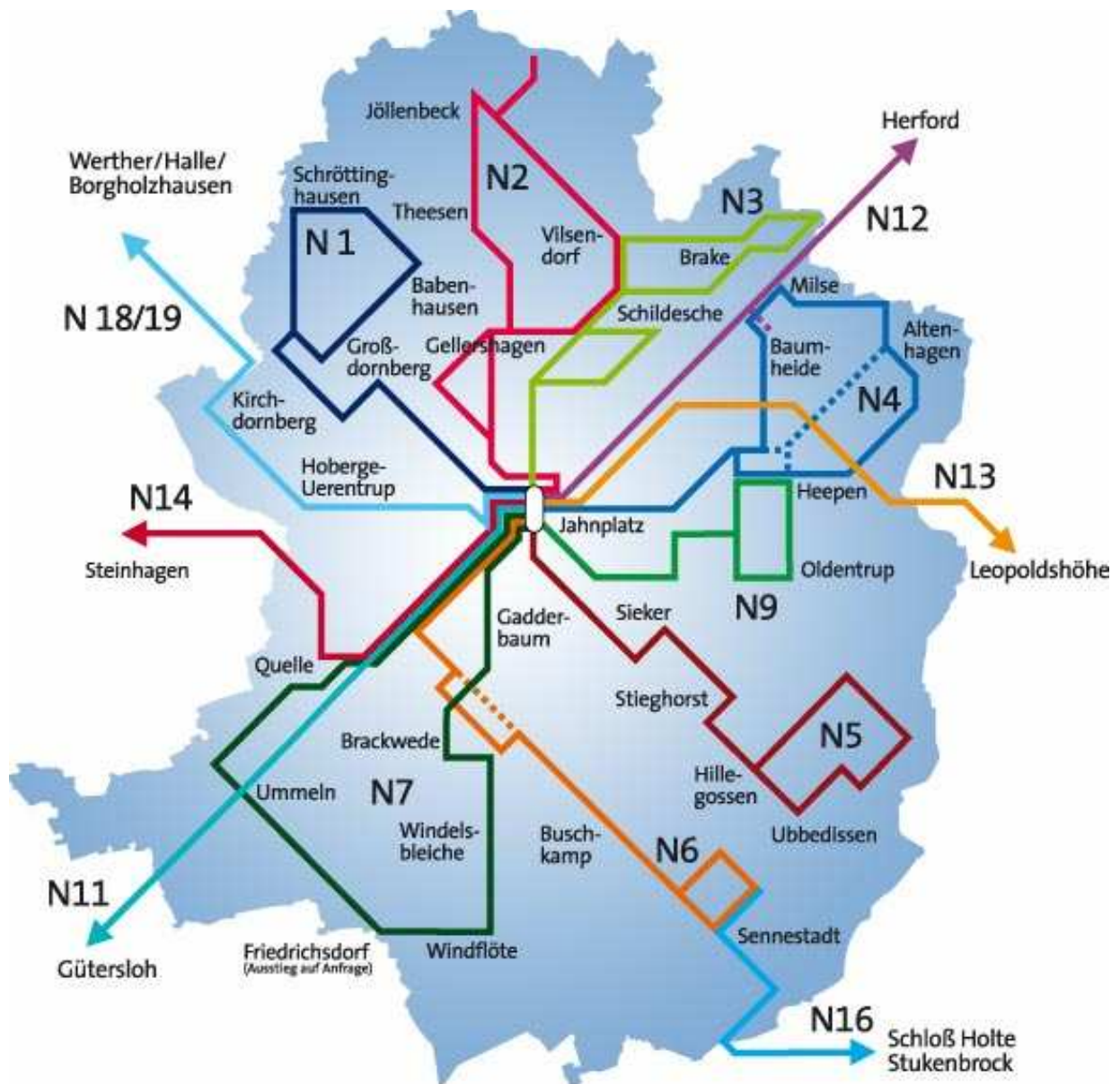
- Umsteigemöglichkeit zum Bus
- Haltestelle im Tunnel
- ServiceCenter moBiel / moBiel Haus
- Bahnhof
- Park and Ride

- Überdachter Fahrradstand
- Toiletten
- Anruf-Sammel-Taxi
- Radstation moBiel
- Rollstuhl- und kinderwagengerechte Haltestelle

Stand: 05/2005

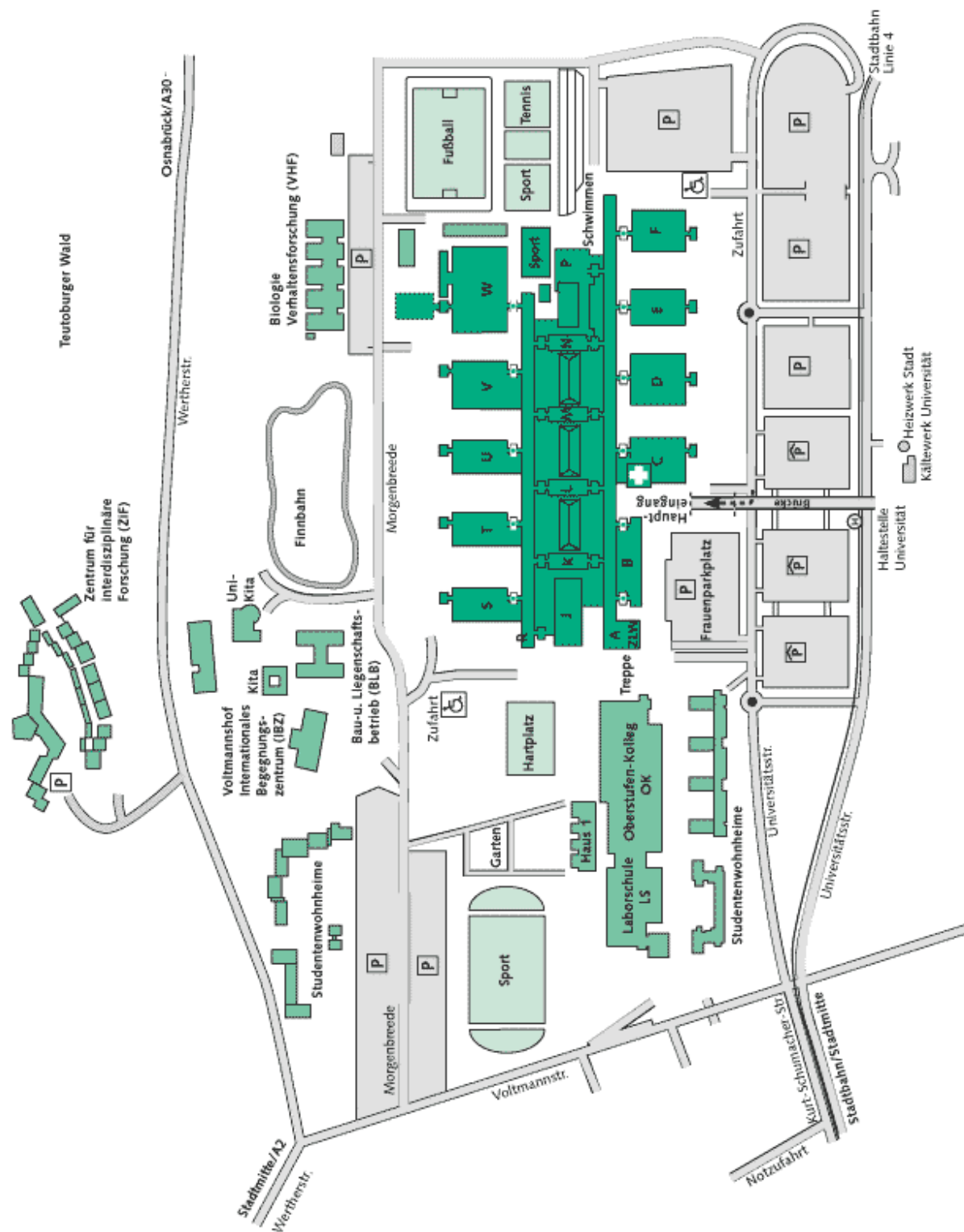
Source: www.mobiel.de/stadtbahnnetz.html

NightBus and NightExpress



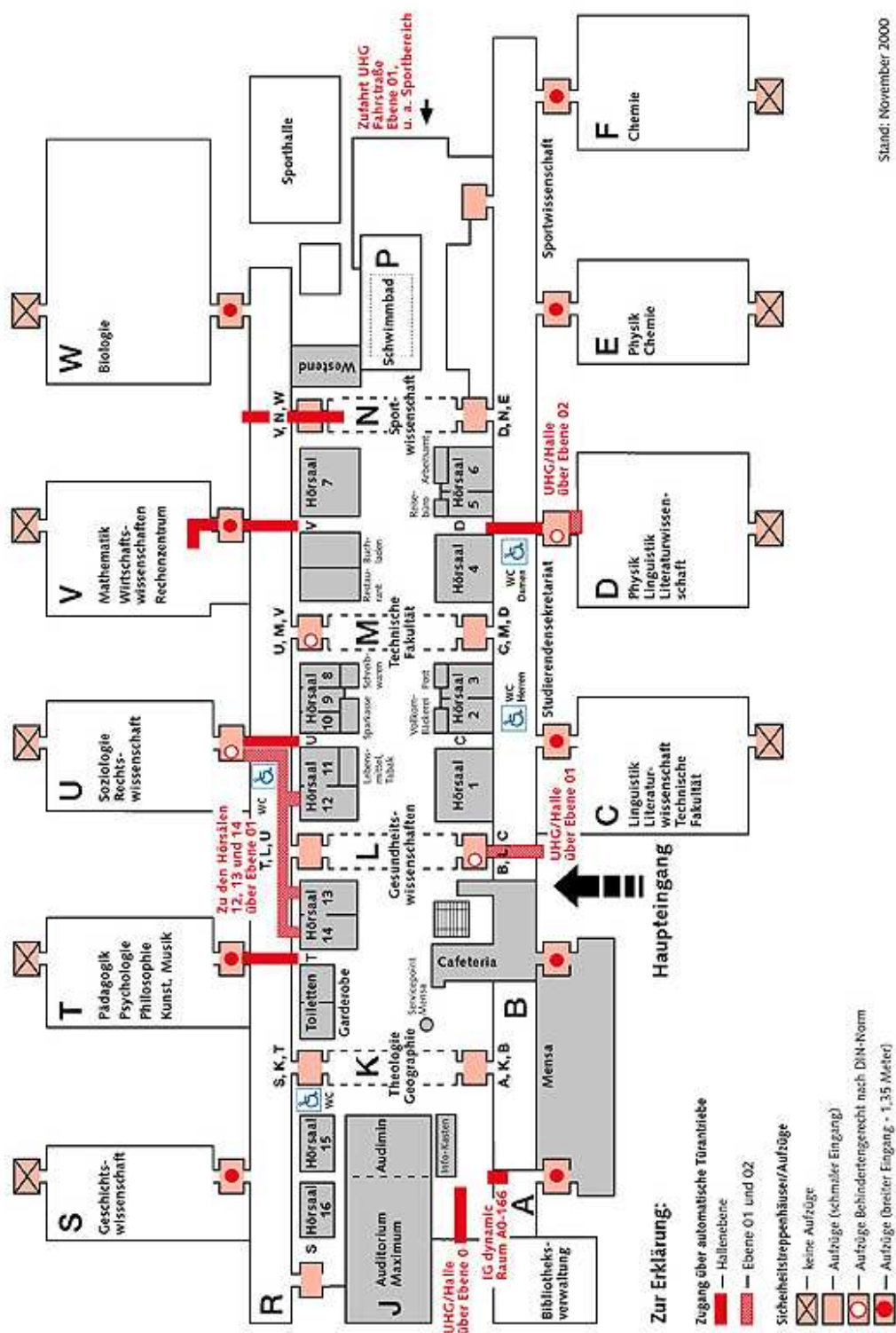
Source: www.mobiel.de

Plan of site: University of Bielefeld (Faculty of Business Management)



Plan of site: University of Bielefeld (Faculty of Business Management)

Universität Bielefeld Orientierungshilfe Universitätsgebäude (UHG)



Stand: November 2000

Map of Bielefeld's surroundings



Map of distances



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