

# htw saar

**exchange@htwsaar.de**  
study guide 2016/17



# In brief

## Location

**Saarbrücken**  
49° 14' 0" N, 7° 0' 0" E  
capital of the federal state of the Saarland  
180 000 inhabitants  
65km to Metz, 90km to Luxembourg, 180km to Frankfurt aM  
315km to Brussels, 390km to Paris, 720km to Berlin

## Institution

**htw saar**  
Hochschule für Technik und Wirtschaft des Saarlandes  
University of Applied Sciences  
Saarbrücken, Germany  
4 schools on 4 sites  
40+ fulltime degree programmes (Bachelor & Master)  
6000 students

## Dates

Business School  
School of Architecture and Civil Engineering  
School of Engineering  
School of Social Sciences  
Research Campus IT-Park

**Application deadlines**  
31 May for the winter semester  
30 November for the summer semester

**Winter semester 2016/17**  
1 Oct 2016 to 31 March 2017  
Arrival and enrolment 26 to 30 Sept 2016  
Intensive German course & orientation 4 to 21 Oct 2016  
First / Last day of classes 24 Oct 2016 / 17 Feb 2017  
Exam/Finals period Feb/March 2017  
Christmas break (no classes) 19 to 30 Dec 2016

**Summer semester 2017**  
1 April to 30 Sept 2017  
Arrival and enrolment 20 to 24 March 2017  
Intensive German course & orientation 27 March to 13 April 2017  
First / Last day of classes 18 April / 28 July 2017  
Exam / Finals period Aug/Sept 2017

## Contacts

**International Office**  
Campus Alt-Saarbrücken  
Goebenstraße 40  
Room 2113  
66117 Saarbrücken  
Germany  
Phone: +49 681 5867-654  
Fax: +49 681 5867-662  
E-Mail: [exchange@htwsaar.de](mailto:exchange@htwsaar.de)  
[www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)

**Student advisor incoming (outside EHEA)**  
Andrea Roth-Bastian  
Phone: +49 681 5867-606  
E-Mail: [andrea.roth-bastian@htwsaar.de](mailto:andrea.roth-bastian@htwsaar.de)

**ERASMUS+ students incoming**  
Marion Hergenröther  
Phone: +49 681 5867-654  
E-Mail: [marion.hergenroether@htwsaar.de](mailto:marion.hergenroether@htwsaar.de)

# Welcome to htw saar!

Dear exchange student

Welcome to **htw saar**, University of Applied Sciences, Saarbrücken!

**htw saar** is the largest University of Applied Sciences in the federal state of Saarland with some 6000 students and a staff of over 300. **htw saar** is a multi-campus university with a very diverse student community. The percentage of international students is significantly higher than the national average. Currently, there are ca. 700 international students from over 60 countries learning together.

**htw saar** is offering more than 40 Bachelor and Master programmes, either taught in German, or some in English or French in the four schools: Business, Architecture & Civil Engineering, Engineering and Social Sciences. **htw saar** also can take credit for being a pioneer in shaping fully integrated German-French degree programmes in conjunction with the partner university in Metz, France. In 1978, long before ERASMUS and Bologna, the two universities founded the unique German-French Higher education institution, called ISFATES in French and DFHI in German, which today offers twelve German-French double-degree-programmes.

Studies at **htw saar** are practical-oriented with an excellent combination of hands-on skills along with a strong theoretical knowledge base. Research is fundamental and we attach great importance to applied research and development. We conduct research with industry partners in Germany and abroad and we belong to the top ranked Universities of Applied Sciences in Germany for R&D. International students are welcome to participate in the various R&D projects and get a better understanding of German cutting-edge technology and innovation.

I hope you will learn and discover a lot of new things during your studies and life in Saarbrücken. You will find new friends in our local student community and of course amongst the very diverse international student community. I'm wishing you the most enjoyable and stimulating experience - something to look back at home.

We look forward to having you as a student and to meeting you!

Prof. Dr. Andy Junker, Vice President for Academic and International Affairs



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## Introduction

### htw saar

Hochschule für Technik und Wirtschaft  
des Saarlandes  
University of Applied Sciences  
[www.htwsaar.de](http://www.htwsaar.de)

### General description

The “Hochschule für Technik und Wirtschaft des Saarlandes”, commonly referred to as **htw saar**, is a multi-campus university in Saarbrücken and the greater region. There are five main sites: Campus Alt-Saarbrücken, Campus Rotenbühl, Campus Rastpfuhl, Campus Rastpfuhl, Campus Göttelborn and Campus IT-Park.

Campus Alt-Saarbrücken houses the School of Engineering, the Department of Civil Engineering as well as the Franco-German Institute of Higher Education (DFHI).

Campus Rotenbühl is home to the Business School. The School of Social Sciences is located on Campus Rastpfuhl and the Department of Architecture on Campus Göttelborn.

The administrative departments and the International Office are mostly located on Campus Alt-Saarbrücken. An additional site, the Campus IT Park, houses several research units and institutes.



**htw saar** currently offers more than 40 fulltime degree programmes all accredited by national or international accreditation agencies, as well as a growing number of part-time postgraduate professional education programmes. Study programmes are highly structured with students often learning in small groups. Excellent supervision and close contact to academic staff are distinctive features of academic life at the university. Students have access to modern, well-equipped laboratories, lecture halls and seminar rooms.

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

The majority of the degree programmes include an integrated internship in industry as well as foreign language training. For international exchange students **htw saar** offers German courses (see p.45) to facilitate immersion into German study and community life.

A Bachelor degree programme generally lasts six to seven semesters, while a Master's programme normally takes three to four semesters. For detailed information about the individual degree programmes available, please refer to the internet presentations provided by the various departments at [www.htwsaar.de/studium/studienangebot](http://www.htwsaar.de/studium/studienangebot).

In the academic year 2015/16 about 6000 students are enrolled at **htw saar**. Some 700 students are international students from no fewer than 60 different countries.

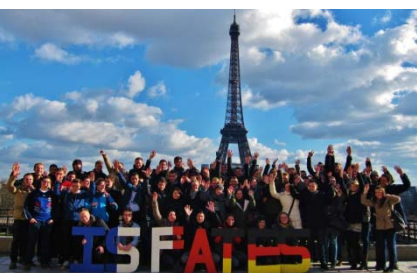
### **Semester dates and timetable**

At **htw saar** the academic year is divided into a summer and a winter semester. International exchange students may begin their course of study in the winter or summer semester. You can find the semester dates for the academic year 2016/17 on the inside of the cover to this guide.

Classes are scheduled from Monday to Friday. Some courses require students to attend class on Saturdays or in the evening. The detailed timetables are displayed on notice boards approximately two weeks before lectures start and can also be viewed on the departmental web pages.

### **Franco-German study programmes (DFHI)**

The university's proximity to France and Luxembourg is not only a geographical fact; it is embodied in the Franco-German Institute of Higher Education (Deutsch-Französisches Hochschulinstitut – DFHI, in French ISFATES) with its unique headquarters in Metz/Nancy (France) at Université de Lorraine and in Saarbrücken (Germany) at **htw saar**. The integrated DFHI programme 'Building and Construction Management' at the Department of Civil and Structural Engineering is even taught cooperatively by **htw saar** in Saarbrücken, the Université de Lorraine, Metz/ France and the Université du Luxembourg, Luxembourg.





The Franco-German Institute of Higher Education (DFHI) offers a total of 7 Bachelor's and 5 Master's degree programmes in the study areas of civil and structural engineering; business administration; logistics, electrical and electronic engineering, computer sciences and mechanical engineering.



### Summer intensive programmes

The Business School offers a 3 week summer immersion session for students of partner universities in the field of business studies.

The next summer immersion will take place from 20 June to 8 July 2016. The programme comprises selected business studies courses, German language learning, intercultural awareness, factory and company visits, excursions into the greater region as well as social and cultural activities. More detailed information and the application form can be found at:

<http://www.htwsaar.de/int/io/incoming-students/studying-at-htwsaar/summer-schools>



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

With a population of around 990 000 and an area of 2570km<sup>2</sup>, Saarland is the smallest of the German federal states after the city-states of Berlin, Bremen and Hamburg. Around one third of Saarland is covered by forest. Mining and the steel industry were for many years the most important elements in the economy of the Saarland. Today, the focus is on new industries, technologies and services – with all seven institutions of higher education in Saarland playing their part.

### Saarbrücken

Saarbrücken is the capital city of the German federal state of Saarland. With a population of 180 000, Saarbrücken is one of the smaller German major cities. A modern, forward-looking and forward-thinking city, Saarbrücken boasts an attractive historic city center and varied cultural and recreational amenities.



## Schools, degree programmes and contacts

### Business School

#### Campus Rotenbühl

The Business School offers fulltime degree programmes in the various business study areas and industrial engineering (see below). During the winter semester 2015-16 about 2310 students were enrolled in the school.

The school offers some programmes where the language of instruction is German only, some programmes where the languages of instruction are either both German and English, and some programmes where the language of instruction is English only. In the DFHI programmes the language of instruction is both German and French. An overview of the English taught modules at the Business School can be found at this link:  
[www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)

#### *Degree programmes (fulltime)*

B.A. Aviation Business - Piloting and Airline Management (6 semesters)

B.A. Business Administration (7 semesters)

B.A. International Business Administration (6 semesters)

B.A. International Tourism Management (6 semesters)

B.Sc. Industrial Engineering (7 semesters)

M.A. Accounting (3 semesters)

M.A. Cultural Management (4 semesters)

M.A. International Management (4 semesters)

M.A. Leisure, Sports and Tourism Management (4 semesters)

M.Sc. Industrial Engineering (3 semesters)

M.Sc. Marketing Science (3 semesters)

M.Sc. Supply Chain Management (3 semesters)

DFHI B.A. Business Administration (6 semesters)\*

DFHI B.A. Logistics (6 semesters)\*

DFHI B.A. International Tourism Management (6 semesters)\*

DFHI M.A. Management Sciences (4 semesters)\*

*The bilingual German-French DFHI programmes are offered in cooperation with the Université de Lorraine (France)*

Contact for exchange students with questions about course choice (learning agreement) and other academic issues:

#### *Exchange coordinator*

Prof. Dr. Malte Beinhauer

Campus Rotenbühl

Office: ESG, Waldhausweg 7, room 104

Phone: +49 681 5867-575

E-Mail: [malte.beinhauer@htwsaar.de](mailto:malte.beinhauer@htwsaar.de)





## School of Architecture and Civil Engineering

The School of Architecture and Civil Engineering offers fulltime degree programmes in the study areas of architecture and civil engineering. During the winter semester 2015-16 about 690 students were enrolled in the school.

The language of instruction at the school is German only. In the DFHI programmes the language of instruction is both German and French. The school does not offer any English taught modules.

### Architecture

Campus Göttelborn

*Degree programmes (fulltime)*

B.A. Architecture (6 semesters)

M.A. Architecture (3 semesters)

Contact for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Klaus-Dieter Köehler

Campus Göttelborn

Room G-0-03

Phone: +49 681 5867-561

E-Mail: klaus-dieter.koehler@htwsaar.de

### Civil engineering

Campus Alt-Saarbrücken

*Degree programmes (fulltime)*

B.Eng. Civil Engineering (7 semesters) *specialist areas: structural engineering, water management, waste management and traffic planning*

M. Eng. Civil and Structural Engineering (3 semesters)

DFHI B.Sc. European Building Management (7 semesters)\*

DFHI M.Sc. European Building Management (3 semesters)\*

*\*The bilingual German-French DFHI programmes are offered in cooperation with the Université de Lorraine (France) and the Université du Luxembourg.*

Contact for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Dr.-Ing. Alpaslan Yörük

Campus Alt-Saarbrücken

Building 2, room 2404b

Phone: +49 681 5867-172

E-Mail: alpaslan.yoeruek@htwsaar.de



## School of Engineering

The School offers fulltime degree programmes in the study areas of biomedical engineering, electrical engineering, computer sciences, mechanical engineering and mechatronics/sensor technology. During the winter semester 2015-16 about 2280 students were enrolled in the school.

The language of instruction at the school is predominantly German. In the DFHI programmes the language of instruction is both German and French. Some programmes offer a selection of English taught modules. An overview of the modules at the School of Engineering where English is the language of instruction can be found at this link: [www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)

Additionally, some research units / professors offer research projects to exchange students for thesis work or research internships in their labs. Details such as topics, language and duration have to be discussed directly with the respective professors.

### Biomedical engineering

Campus Alt-Saarbrücken

#### *Degree programmes (fulltime)*

B.Sc. Biomedical Engineering (7 semesters)

M.Sc. Biomedical Engineering (3 semesters) *specialist areas: medical physics & neural engineering*

Contact for exchange students with questions about course choice (learning agreement) and other academic issues:

#### *Exchange coordinator*

Prof. Dr. Dr. Daniel Strauss

Campus Alt-Saarbrücken

Building 6, room 6214/6215

Phone: +49 681 5867-251

E-Mail: [daniel.strauss@htwsaar.de](mailto:daniel.strauss@htwsaar.de)

### Electrical engineering

Campus Alt-Saarbrücken

#### *Degree programmes (fulltime)*

B. Eng. Electrical Engineering (7 semesters) *specialist areas: automation technology, power engineering, micro- and telecommunications electronics, communications engineering*

B.Eng. Energy System Technology / Renewable Energies (7 semesters)

M.Eng. Electrical Engineering (3 semesters)

DFHI B.Sc. Electrical Engineering (6 semester)\*

DFHI M.Sc. Electrical Engineering (4 semester)\*

*\*The bilingual German-French DFHI programmes are offered in cooperation with the University Lorraine (France)*

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Dr. Wenmin Qu  
Campus Alt-Saarbrücken  
Building 6, room 6211  
Phone: +49 681 5867-335  
E-Mail: wenmin.qu@htwsaar.de

Computer science and communications engineering

Campus Alt-Saarbrücken

*Degree programmes (fulltime)*

B.Sc. Computer Science and Communications Engineering (6 semesters)

M.Sc. Computer Science and Communications Engineering (4 semesters)

DFHI B.Sc. Computer Science (6 semester)\*

DFHI M.Sc. Computer Science (4 semester)\*

*\*The bilingual German-French DFHI programmes are offered in cooperation with the University Lorraine (France)*

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Dr. Martina Lehser  
Campus Alt-Saarbrücken  
Building 5, room 5310  
Phone: +49 681 5867-314  
E-Mail: martina.lehser@htwsaar.de

Applied computer sciences

Campus Alt-Saarbrücken

*Degree programmes (fulltime)*

B.Sc. Applied Computer Sciences (6 semesters)

M.Sc. Applied Computer Sciences (4 semesters)

DFHI B.Sc. Computer Science (6 semester)\*

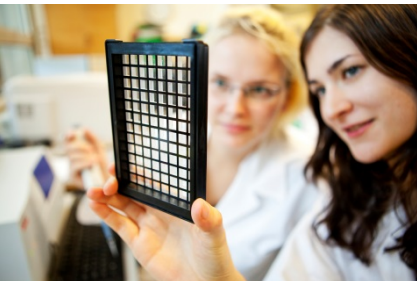
DFHI M.Sc. Computer Science (4 semester)\*

*\*The bilingual German-French DFHI programmes are offered in cooperation with the Université de Lorraine (France)*

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Dr. André Miede  
Campus Alt-Saarbrücken  
Building 8, room 8233  
Phone: +49 681 5867-782  
E-Mail: andre.miede@htwsaar.de







## Mechanical engineering

Campus Alt-Saarbrücken

### *Degree programmes (fulltime)*

B.Eng. Mechanical Engineering and Process Technology (6 semesters)

B.Eng. Automotive Engineering (7 semesters)

M.Eng. Engineering and Management (4 semesters) *mechanical engineering*

DFHI B.Sc. Mechanical Engineering (6 semester)\*

DFHI M.Sc. Mechanical Engineering (4 semester)\*

*\*The bilingual German-French DFHI programmes are offered in cooperation with the Université de Lorraine (France)*

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

### *Exchange coordinator*

Prof. Dr. Marco Günther

Campus Alt-Saarbrücken

Building 2, room 2409

Phone: +49 681 5867-501

E-Mail: marco.guenter@htwsaar.de

## Mechatronics / sensor technology

Campus Alt-Saarbrücken

### *Degree programmes (fulltime)*

B.Sc. Mechatronics / Sensor Technology (7 semesters)

M.Sc. Mechatronics / Sensor Technology (3 semesters)

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

### *Exchange coordinator*

Prof. Dr. Martin Löffler-Mang

Campus Alt-Saarbrücken

Building 9, room 9106

Phone: +49 681 5867-247

E-Mail: martin.loeffler-mang@htwsaar.de





## School of Social Sciences

The School of Social Sciences offers fulltime degree programmes in the study areas of health care and social work & early childhood. During the winter semester 2015-16 about 790 students were enrolled in the school.

The language of instruction at the school is German only. The school does not offer any English taught modules.

Social work and early childhood

Campus Rastpfuhl

*Degree programmes (fulltime)*

B.A. Social Work and Early Childhood (7 semesters)

M.A. Evaluation (4 semesters) *Interdisciplinary cooperative programme between UdS Saarland University and htw saar.*

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Dr. Klaus Kraimer

Campus Rastpfuhl

Room 127

Phone: +49 681 5867-494

E-Mail: klaus.kraimer@htwsaar.de

Health care

Campus Alt-Saarbrücken

*Degree programmes (fulltime)*

B.A. Health Care Management (7 semesters)

Contacts for exchange students with questions about course choice (learning agreement) and other academic issues:

*Exchange coordinator*

Prof. Dr. Martha Meyer

Campus Alt-Saarbrücken

Room 4114

Phone: +49 681 58 67-644

E-Mail: martha.meyer@htwsaar.de



## Preparing for the job market

Studying at **htw saar** is practically oriented and the ultimate goal is to get you the best starting position for your career.

Degree seeking exchange students from partner universities who have to do an obligatory industrial internship as part of their studies at **htw saar** are required to find and organize the internships/placements themselves.

However, the htw saar placement coordinators

(<http://www.htwsaar.de/service/praxisreferat>) can advise and help these students to identify suitable companies/organizations in Germany to apply to.

Important notes:

- German language knowledge must be minimum **B2** level (Common European Framework of Reference for Languages). The work environment for industrial internships/placements is mostly German speaking only. To reach B2 students typically need at least 800 contact hours of language classes.
- Minimum placement period usually required by companies is 12 weeks (longer preferred), in some cases 4 to 6 months.
- Additionally, the platform [erasmusintern.org](http://erasmusintern.org) maybe a useful information resource.

## *Internship/Placement coordinators*

### **Business School**

all programmes (see p.10)

Dipl. Kffr. Annemarie Philippi  
Campus Rotenbühl, room A-K-09  
Phone: +49 681 5867-535  
E-Mail: [aphilippi@htwsaar.de](mailto:aphilippi@htwsaar.de)

### **School of Architecture and Civil Engineering**

B.A. Architecture  
M.A. Architecture  
B.Eng. Civil and Structural Engineering  
M.Eng. Civil and Structural Engineering

n.a.  
  
Dipl. Ing. (FH) Vera Müller  
Campus Alt-Saarbrücken  
Building 6, room 6313  
Phone: +49- 681 5867-251  
E-Mail : [vera.mueller@htwsaar.de](mailto:vera.mueller@htwsaar.de)

### **School of Engineering**

all programmes (see p.12-14)

Dipl. Ing. Irmgard Köhler-Uhl  
Campus Alt-Saarbrücken  
Building 2, room 2218  
Phone: +49-(0)681 5867-139  
E-Mail: [iku@htwsaar.de](mailto:iku@htwsaar.de)

### **School of Social Sciences**

B.A. Social Work and Early Childhood  
M.A. Evaluation  
B.A. Health Care Management

n.a.  
  
Dipl. Ing. (FH) Vera Müller  
Campus Alt-Saarbrücken  
Building 6, room 6313  
Phone: +49- 681 5867-251  
E-Mail : [vera.mueller@htwsaar.de](mailto:vera.mueller@htwsaar.de)

## Career service

The career service supports students at the interface between studies and their professional career. The services offered include a **htw saar** graduate-database for future employers.

### *Career service*

Dipl. Kffr. Christine Jordan-Decker

Campus Alt-Saarbrücken

Building 4, room 4102

Phone: +49 681 5867-137

E-Mail: [christine.jordan-decker@htwsaar.de](mailto:christine.jordan-decker@htwsaar.de)







## Application

### Types of exchange students

There are various types of student status at **htw saar** pending on the programme. Some students are in the exchange only to transfer credits, others study (at the same time) toward a degree at **htw saar**. Degree-seeking and non-degree seeking students have to fulfill different criteria for admission (see p.25).

#### Non-degree exchange student

A student sent from a partner university (see p.23) who studies one or two semesters at **htw saar**. The course credits are to be transferred back toward the degree studied in the home country.

#### Degree-seeking exchange student

A student sent from a partner university (see p.23) who studies towards a degree at **htw saar**. Admission as degree seeking exchange student is subject to specific requirements with regard to study progress and proof of language proficiency (see p.25). In cases where there is a dual-degree agreement with the partner institution additional requirements may apply.

## Application deadlines and forms

### *Application deadlines*

31 May for exchange programmes that start on 1 October

30 November for exchange programmes that start on 1 April

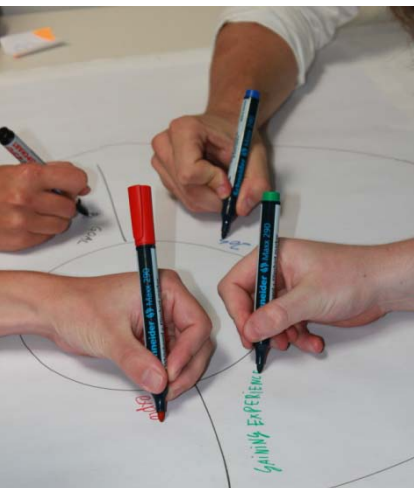
### *Application forms*

Forms and the list of required documents for non-degree and degree-seeking exchange students can be downloaded from: [www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)

## Application Process

The application process differs slightly between students coming from a partner-university within the EHEA (European Higher Education Area, usually ERASMUS+-students) and from partner universities outside of the EHEA.

ERASMUS+ Students from our European partner universities	Students from our OUTSIDE-EHEA partner universities
Home institution of student sends nomination E-Mail (containing student's name and first name, E-Mail-contact, area and year of study, duration of stay) to <b>htw saar</b> International Office.	Home institution of student sends nomination E-Mail (containing student's name and first name, E-Mail-contact, area and year of study, duration of stay) to <b>htw saar</b> International Office.
↓	↓
Nominated students receive the application forms directly from the <b>htw saar</b> International Office via E-Mail with indication of deadline to return application documents to <b>htw saar</b> .	Home institution (or nominated students her/himself) sends both in paper by post and as pdf via E-Mail the application documents (letter of motivation, CV, academic record, information about language proficiency, as well as a provisional list of modules – see below) of the nominated student to <b>htw saar</b> International Office. The application form can be downloaded <a href="http://www.htwsaar.de/exchange">www.htwsaar.de/exchange</a> Please note: sending the application does not mean that the student is accepted!
↓	↓
Nominated students return the application documents both in paper by post and as pdf via E-Mail to <b>htw saar</b> International Office by the indicated deadline. Please note: sending the application does not mean that the student is accepted!	
↓	↓
The application documents will be evaluated by the international exchange coordinator (see p.22) of the respective department. Upon decision the student will be informed and in case of approval the <b>htw saar</b> International Office will send out the admission letter shortly after the application deadline.	The application documents will be evaluated by the international exchange coordinator (see p.22) of the respective department. Upon decision the student will be informed and in case of approval the <b>htw saar</b> International Office will send out the admission letter shortly after the application deadline.



## Learning agreement / list of modules

We require a provisional learning agreement / list of modules (see: [www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)) together with the application documents. Students should discuss their choice of **htw saar** modules with their academic advisor of their home university in order to prepare their learning agreement / list of modules, in which the provisional intended study programme at **htw saar** is formalized. The module catalogue is available at: [www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)

The provisional learning agreement / list of modules will be evaluated by the **htw saar** international exchange coordinator of the respective department a short time after the application deadline. However, thereafter modifications may occur and **htw saar**, as well as the student, have the possibility to change the provisional version. All exchange students will meet their academic **htw saar** exchange coordinator before the start of courses to finalize the learning agreement / list of modules. Once the courses have started we only allow changes within the first four weeks of lectures. Students need to fill in the form 'Changes to the original proposed learning agreement' (see: [www.htwsaar.de/exchange](http://www.htwsaar.de/exchange)). The finalized learning agreement / list of modules will be sent to the International Office of the sending university (depending on the requirements of the individual exchange programme).

## **Departmental coordinators for international exchanges**

### **Business School**

All departments

Prof. Dr. Malte Beinhauer (incoming)  
Campus Rotenbühl, ESG Waldhausweg 7, room 104  
Phone: +49 681 5867-575  
E-Mail: malte.beinhauer@htwsaar.de

Prof. Dr. Stefanie Jensen (outgoing)  
Campus Rotenbühl, room A-1-16  
Phone: +49 681 5867-582  
E-Mail: stefanie.jensen@htwsaar.de

### **School of Architecture and Civil Engineering**

Architecture

Prof. Klaus-Dieter Köehler  
Campus Göttelborn, room G-0-03  
Phone: +49 681 5867-561  
E-Mail: klaus-dieter.koehler@htwsaar.de

Civil engineering

Prof. Dr. Alpaslan Yörük  
Campus Alt-Saarbrücken, building 2, room 2404b  
Phone: +49 681 5867-172  
E-Mail: alpaslan.yoeruek@htwsaar.de

### **School of Engineering**

Biomedical engineering

Prof. Dr. Dr. Daniel Strauss  
Campus Alt-Saarbrücken, building 6, room 6214/6215  
Phone: +49 681 5867-251  
E-Mail: daniel.strauss@htwsaar.de

Electrical engineering  
Energy system technology / renewable energies

Prof. Dr. Wenmin Qu  
Campus Alt-Saarbrücken, building 6, room 6211  
Phone: +49 681 5867-335  
E-Mail: wenmin.qu@htwsaar.de

Computer science & communications engineering

Prof. Dr. Martina Lehser  
Campus Alt-Saarbrücken, building 5, room 5310  
Phone: +49 681 5867-314  
E-Mail: martina.lehser@htwsaar.de

Applied computer science

Prof. Dr. André Miede  
Campus Alt-Saarbrücken, building 8, room 8233  
Phone: +49 681 5867-782  
E-Mail: andre.miede@htwsaar.de

Mechanical engineering and process technology  
Automotive engineering

Prof. Dr. Marco Günther  
Campus Alt-Saarbrücken, building 2, room 2409  
Phone: +49 681 5867-501  
E-Mail: marco.guenther@htwsaar.de

Mechatronics / sensor technology

Prof. Dr. Martin Löffler-Mang  
Campus Alt-Saarbrücken, building 9, room 9106  
Phone: +49 681 5867-247  
E-Mail: martin.loeffler-mang@htwsaar.de

### **School of Social Sciences**

Social work and early childhood

Prof. Dr. Klaus Kraimer  
Campus Rastpfuhl, room 127  
Phone: +49 681 5867-494  
E-Mail: klaus.kraimer@htwsaar.de

Health care

Prof. Dr. Martha Meyer  
Campus Alt-Saarbrücken, building 4, room 4114  
Phone: +49 681 58 67-644  
E-mail: martha.meyer@htwsaar.de

## International partner universities

Country	University / Institution of higher education
Belgium	Erasmushogeschool Brussel Thomas More University College, Mechelen
Brazil	Universidade de Salvador, Bahia
Bulgaria	University of National and World Economy, Sofia
Canada	University of Guelph, Ontario
Chile	Universidad Técnica Federico Santa Maria, Valparaiso
China	CDHAW Tongji University, Shanghai
Croatia	University of Zagreb
Czech Republic	Brno University of Technology
Denmark	Aalborg Universitet Syddansk Universitet, Odense
Finland	Metropolia UAS, Helsinki Saimaa UAS, Lappeenranta
France	Brest Business School Ecole d'Architecture de Nancy Ecole Nationale d'Ingénieurs de Metz Ecole Supérieure en Travail Educatif et Social, Strasbourg INSEEC Business School, Chambéry Université de La Réunion Université de Lorraine, Metz Université de Savoie Mont Blanc, IAE, Chambéry
Georgia	Georgian Technical University, Tbilissi
Italy	Università degli Studi di Firenze
Ireland	University College Cork
Japan	Aoyama Gakuin University, Tokyo
Jordan	German Jordanian University, Amman
Latvia	Latvijas Universitate, Riga Turība Biznesa augstskola, Riga
Luxembourg	Université du Luxembourg
Malaysia	Universiti Teknologi Malaysia, Johor Bahru
Mexico	Tecnológico de Monterrey Universidad Iberoamericana, Mexico City
Netherlands	Saxion Hogeschool, Enschede
Poland	Uniwersytet Ekonomiczny w Krakowie, Crakow Uniwersytet Ekonomiczny w Katowicach; Katowice Politechnika Łódzka, Lodz
Portugal	Universidade de Lisboa, ISEG, Lisbon
Romania	Universitatea Tehnică "Gheorghe Asachi", Iași Universitea „Eftimie Murgu“, Resita
Spain	Universidade de Vigo Universidad de Las Palmas de Gran Canaria Universidad Europea, Madrid Universidad de Sevilla
Sweden	University West Trollhättan
Switzerland	Fachhochschule Bern Fachhochschule Nordwestschweiz, Windisch Fachhochschule Ostschweiz, Buchs Fachhochschule Westschweiz, HES-SO, Sierre, Valais/Wallis
Turkey	Istanbul Aydın University
United Kingdom	Cranfield University, Bedfordshire University of Hertfordshire, Hatfield
USA	James Madison University, Harrisonburg (Virginia) Clemson University, Clemson (South Carolina) Southern Oregon University, Ashland (Oregon) Texas A&M University, College Station (Texas) Westminster College, Salt Lake City (Utah)







## Admission and language requirements

Please note that in cases where there are special agreements between **htw saar** and a particular partner university some requirements may differ from those specified below.

### Admission and language requirements for NON-DEGREE exchange students

#### Admission

Students from partner universities are welcome to apply for a semester or an entire academic year without preparing for a **htw saar** Bachelor or Master degree.

For bachelor programmes students have to show a minimum of 60 ECTS (eqv. 1 year/ 2 semesters of fulltime study) from the respective study programme at their home university prior to the start of the programme at **htw saar**.

For master programmes students have to show a minimum of 180 ECTS (eqv. 3 year/ 6 semesters of fulltime study) from the respective study programme at their home university prior to the start of the programme at **htw saar**.



## Language

German is the main language of instruction at **htw saar** and students are required to submit proof of their German language proficiency as listed below.

English is the language of instruction in some programmes offered at the Business School. The School of Engineering also offers a selection of English taught modules. Depending on the programme, students have to show evidence of their proficiency in German, English or both languages (see below).

The language requirements comply with the CEF-levels of the European Language Portfolio project “Common European Framework of Reference for Languages (CEF)”.

More details see: [www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

## Language requirements for NON-DEGREE exchange students

Programme	German taught modules	English taught modules
<b>Business School</b>		
B.A. International Business Administration B.A. International Tourism Management B.Sc. & M.Sc Industrial Engineering	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>2</sup>	<b>Required</b> proof of English proficiency at min. <b>level B2</b> of the CEF. <sup>4</sup>
M.A. International Management	No German taught modules offered. German proficiency at <b>A2-level is recommended</b> to allow immersion into German society/community.	<b>Required</b> proof of English proficiency at min. <b>level C1</b> of the CEF. <sup>5</sup>
B.A. Business Administration [Betriebswirtschaft] M.A. Accounting [Rechnungs-, Prüfungs- und Finanzwesen] M.A. Marketing Science M.A. Supply Chain Management	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>2</sup>	No English taught modules offered.
<b>School of Engineering</b>		
all programmes (see p.12-14)	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>1</sup> Research students exclusively doing a lab or thesis project in English, German proficiency at <b>A2-level is recommended</b> to allow immersion into German society/community.	<b>Required</b> proof of English proficiency at min. <b>level B2</b> of the CEF. <sup>4</sup> For research students exclusively doing a lab or thesis project in English proficiency at min. <b>level B2</b> of the CEF is required.
<b>School of Architecture and Civil Engineering</b>		
all programmes (see p.11)	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>1</sup>	No English taught modules offered. For research students exclusively doing a lab or thesis project in English proficiency at min. <b>level B2</b> of the CEF is required.
<b>School of Social Sciences</b>		
all programmes (see p.15)	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>2</sup>	No English taught modules offered.

The following **German certificates** are accepted:

<sup>1</sup> Level A2: Goethe-Zertifikat Start Deutsch 2 (SD2); certificate issued by language instructor of home university or language school confirming A2-level; other acceptable higher level certificates include: Goethe-Zertifikat Deutsch B1 (ZD), Goethe-Zertifikat B2, Test-DaF, Goethe-Zertifikat C1, Kleines Deutsches Sprachdiplom (KDS).

<sup>2</sup> Level B1: Goethe Zertifikat Deutsch B1 (ZD); certificate issued by language instructor of home university (or language school) confirming B1-level; other acceptable higher level certificates include: Goethe-Zertifikat B2, Test-DaF, Goethe-Zertifikat C1, Kleines Deutsches Sprachdiplom (KDS).

The following **English certificates** are accepted:

<sup>3</sup> Level B1: IELTS: 4.5; Cambridge PET: pass; TOEFL min. 457 (paper-based), 140 (computer-based), 57 points (internet-based); BEC: Preliminary; TOEIC: min. 550; certificate issued by language instructor of home university or language school confirming B1- level.

<sup>4</sup> Level B2: IELTS: 5.5; Cambridge FCE: pass; TOEFL: min. 513 (paper-based), 183 (computer-based), 72 points (internet-based); BEC: Vantage; TOEIC: min. 600; The European Language Certificates: telc English B2 oder telc English B2 Business; certificate issued by language instructor of home university or language school confirming B2- level.

<sup>5</sup> Level C1: IELTS: 6.5; Cambridge CAE: pass; TOEFL: min. 550 (paper-based), 213 (computer-based), 95 (internet-based); BEC: Higher; TOEIC: min. 700; European Language Certificates: TELC English C1; certificate issued by language instructor of home university or language school confirming C1- level.

## Admission and language requirements for DEGREE-SEEKING exchange students

## Admission

Students from partner universities are welcome to apply for an entire academic year towards preparing a **htw saar** Bachelor or Master degree.

For bachelor programmes students have to show a minimum of 120 (90) ECTS from the respective study programme at their home university prior to the start of the programme at **htw saar**. Upon successful completion of 60 (90) ECTS at the **htw saar** including the Bachelor thesis, students from partner universities will be granted the **htw saar** Bachelor's degree.

For master programmes students have to show a minimum of in total 240 cumulative ECTS from their home university including a Bachelor's degree (with minimum 180 ECTS) prior to the start of the programme at **htw saar**. Upon successful completion of 60 ECTS including the Master thesis at **htw saar**, students from partner universities will be granted the **htw saar** Master's degree. [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

## Language

German is the main language of instruction at **htw saar** and students are required to submit proof of their German language proficiency as listed below.

English is the language of instruction in some programmes offered at the Business School. The School of Engineering also offers a selection of English taught modules. Depending on the programme, students have to show evidence of their proficiency in German, English or both languages (see below).

he language requirements comply with the CEF-levels of the European Language Portfolio project “Common European Framework of Reference for Languages (CEF)”.

More details see: [www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)



## Language requirements for DEGREE-SEEKING exchange students

Programme	German taught modules	English taught modules
<b>Business School</b>		
B.A. International Business Administration B.A. International Tourism Management M.A. International Management	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>1</sup>  No German taught modules offered. German proficiency at <b>A2-level is recommended</b> to allow immersion into German society/community.	<b>Required</b> proof of English proficiency at min. <b>level B2</b> of the CEF. <sup>3</sup>  <b>Required</b> proof of English proficiency at min. <b>level C1</b> of the CEF. <sup>4</sup>
B.A. Business Administration <sup>5</sup> [Betriebswirtschaft] M.A. Accounting [Rechnungs-, Prüfungs- und Finanzwesen], M.A. Marketing Science M.A. Supply Chain Management B.Sc. & M.Sc Industrial Engineering <sup>5</sup>	<b>Required</b> proof of German proficiency at min. <b>level B2</b> of the CEF. <sup>2</sup>	<b>Required</b> proof of English proficiency at min. <b>level B2</b> of the CEF. <sup>3</sup>
<b>School of Engineering</b>		
all programmes (see p.12-14)	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>1</sup>	<b>Required</b> proof of English proficiency at min. <b>level B2</b> of the CEF. <sup>4</sup>
<b>School of Architecture and Civil Engineering</b>		
all programmes (see p.11)	<b>Required</b> proof of German proficiency at min. <b>level B1</b> of the CEF. <sup>1</sup>	No English taught modules offered.
<b>School of Social Sciences</b>		
all programmes (see p.15)	<b>Required</b> proof of German proficiency at min. <b>level B2</b> of the CEF. <sup>2</sup>	No English taught modules offered.

The following **German certificates** are accepted:

<sup>1</sup> Level B1: Goethe Zertifikat Deutsch B1 (ZD); other acceptable higher level certificates include: Goethe-Zertifikat B2, Test-DaF, Goethe-Zertifikat C1, Kleines Deutsches Sprachdiplom (KDS).

<sup>2</sup> Level B2: Goethe Zertifikat Deutsch B2; other acceptable higher level certificates include: Test-DaF, Goethe-Zertifikat C1, Kleines Deutsches Sprachdiplom (KDS).

The following **English certificates** are accepted:

<sup>3</sup> Level B2: IELTS: 5.5; Cambridge FCE: pass; TOEFL: min. 513 (paper-based), 183 (computer-based), 72 points (internet-based); BEC: Vantage; TOEIC: min. 600; The European Language Certificates: telc English B2 oder telc English B2 Business.

<sup>4</sup> Level C1: IELTS: 6.5; Cambridge CAE: pass; TOEFL: min. 550 (paper-based), 213 (computer-based), 95 (internet-based); BEC: Higher; TOEIC: min. 700; European Language Certificates: TELC English C1.

<sup>5</sup> For these degree programmes English proficiency can be replaced with French proficiency at level B2. The following **French certificates** are accepted:

For example D.E.L.F. 4 (Diplôme d'Etudes en Langue Française); T.C.F. 4 (Test de Connaissance du Français); T.E.F. 4 (Test d'Evaluation de Français).







## **Erasmus+ (2014-2020)**

### **Institutional coordinator**

Doris Kollmann, M.A.  
Director International Office  
Campus Rotenbühl  
Waldhausweg 12a  
Phone: +49-681 5867-609  
Fax: +49-681 5867-608  
E-Mail: [doris.kollmann@htwsaar.de](mailto:doris.kollmann@htwsaar.de)

More information about the Erasmus+ programme can be found on the website of the European Commission:

→ [http://ec.europa.eu/education/ects/ects\\_en.htm](http://ec.europa.eu/education/ects/ects_en.htm)

### **ECTS**

The European Credit Transfer and Accumulation System (ECTS) is the credit system for higher education used in the EHEA (European Higher Education Area), involving all countries engaged in the Bologna Process. ECTS is one of the cornerstones of the Bologna process. Most Bologna countries have adopted ECTS by law for their higher education systems. Among other

objectives, the Bologna Process aims at the establishment of a system of credits as a proper means of promoting the most widespread student mobility.

### ECTS credits

ECTS credits are based on the workload students need in order to achieve expected learning outcomes. Learning outcomes describe what a learner is expected to know, understand and be able to do after successful completion of a process of learning. They relate to level descriptors in national and European qualifications frameworks. Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes. 60 ECTS credits are attached to the workload of a fulltime year of formal learning (academic year) and the associated learning outcomes. In most cases, student workload ranges from 1,500 to 1,800 hours for an academic year, whereby one credit corresponds to 25 to 30 hours of work.



### Use of ECTS credits

Credits are allocated to entire qualifications or study programmes as well as to their educational components (such as modules, course units, dissertation work, work placements and laboratory work). The number of credits ascribed to each component is based on its weight in terms of the workload students need in order to achieve the learning outcomes in a formal context. Credits are awarded to individual students (full-time or part-time) after completion of the learning activities required by a formal programme of study or by a single educational component and the successful assessment of the achieved learning outcomes.

### The ECTS grading scale

The performance of the student is documented by a local/national grade. It is good practice to add an ECTS grade, in particular in case of credit transfer. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a pass grade as follows:

- A - best 10%
- B - next 25%
- C - next 30%
- D - next 25%
- E - next 10%

A distinction is made between the grades FX and F that are used for unsuccessful students. FX means: "fail- some more work required to pass" and F means: "fail - considerable further work required". The inclusion of failure rates in the Transcript of Records is optional.

## Diploma Supplement

The Diploma Supplement is a document attached to a higher education diploma providing a standardised description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the graduate. The Diploma Supplement provides transparency and facilitates academic and professional recognition of qualifications (diplomas, degrees, certificates etc.).

### Grading system at htw saar

Grade	Definition	Definition
1.0	excellent	A very good grasp of the subject matter.
1.1		
1.2		
1.3		
1.4		
1.5		
1.6	good	A sound grasp of the subject matter, exceeds the threshold standard.
1.7		
1.8		
1.9		
2.0		
2.1		
2.2		
2.3		
2.4		
2.5		
2.6	satisfactory	A satisfactory performance overall, but limited grasp of some areas of the subject matter.
2.7		
2.8		
2.9		
3.0		
3.1		
3.2		
3.3		
3.4		
3.5		
3.6	sufficient	Fair but with significant small comings, still above the threshold level.
3.7		
3.8		
3.9		
4.0		
5.0	fail	Performance well below the threshold level.

#### *Unmarked subjects*

BE = passed

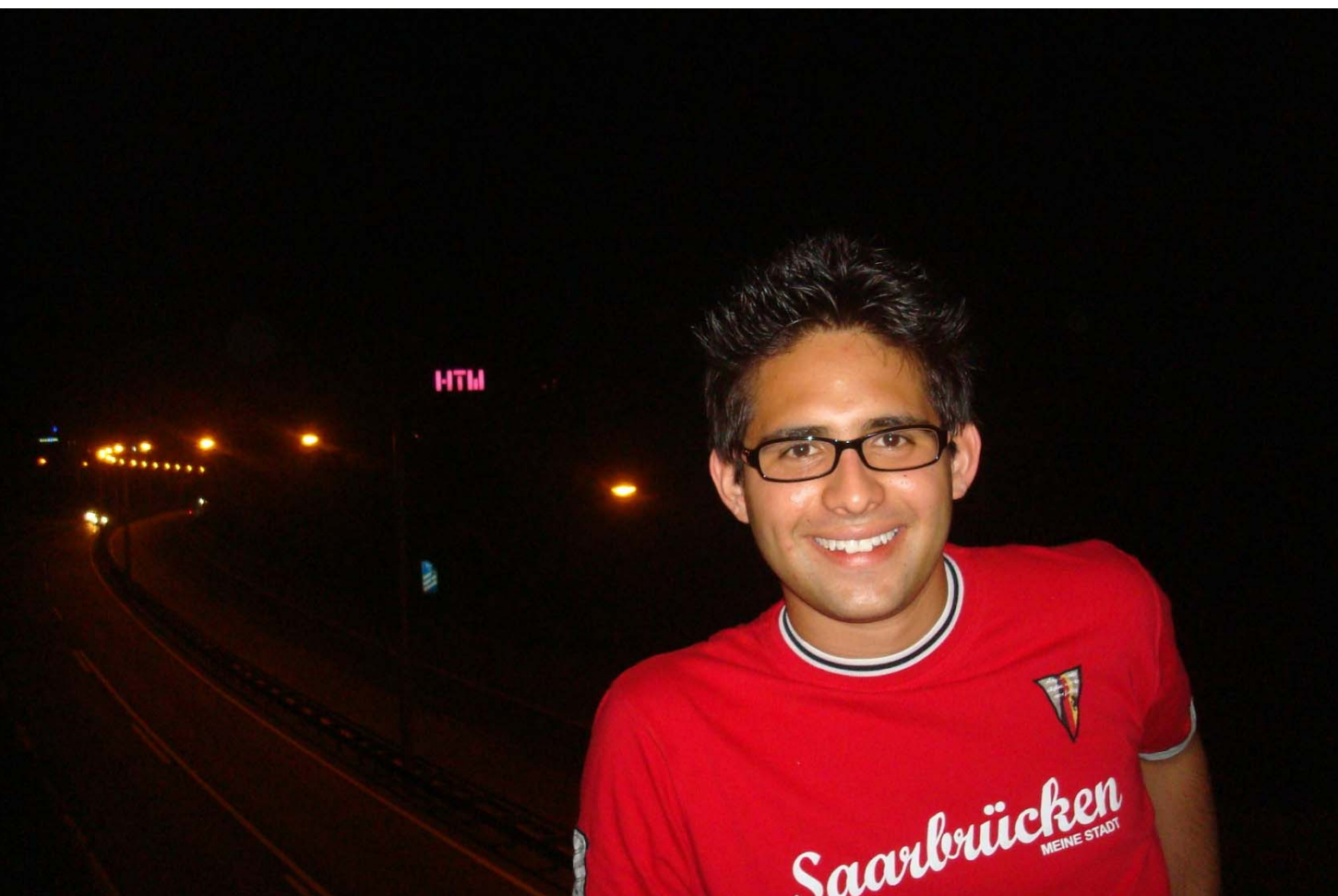
NB = not passed, with further attempts possible

EN = definitely not passed, with no further attempt possible

NE = exam not attended, presentation of a valid attestation, with further attempts possible







## Student living

### Cost of living and financing your studies

#### Cost of living and studying

At present there are no tuition fees at **htw saar**. However, all students have to pay the semester fee (see p.53).

According to the DAAD a student's average monthly budget in Germany ranges from 725€ to 850€. This includes the rent, travel expenses, costs for food, clothing, learning material, health insurance, phone, internet, radio and television fees and expenses for leisure activities. This amount does not include the semester fee (see above), which needs to be paid prior to every semester as part of registration to the htw saar student union. It also does not include, for non-EU nationals, fees to be paid for the visa application at the embassy and/or the temporary residence permit at immigration authority. Additionally, accommodation providers usually require a refundable security deposit at the start of your rental agreement. This means that higher costs arise at the start of the semester.

More information such as a sample budget and detailed average living expenses can be found on:

[www.daad.de/en](http://www.daad.de/en) → "Financing your studies".

Please note that non-EU nationals, who need to apply for either a visa at the German embassy and/or a temporary residence permit at the immigration



authority in Saarbrücken, usually need to submit proof of sufficient financial resources. Information about exact amounts and documentation required can be obtained from these institutions (see page 47 & 48).

### Scholarships

Scholarships and grants offer a means of financing or partially financing a course of study in Germany. International exchange students from EU member states and other eligible countries have the option of applying for a European mobility grant from the European Union's Erasmus+ programme. As the country-of-origin principle applies within the Erasmus+ programme, you should contact your home institution for details.

Additional scholarship and grant programmes for studying in Germany are administered by the DAAD (German Academic Exchange Service). The award of a scholarship or grant is typically dependent on the candidate's academic progress and achievements. Comprehensive information as well as a scholarship database is available at the DAAD website [www.daad.de](http://www.daad.de).

### Financial support for work experience, vocational training and internships

Students from EHEA member states and other eligible countries who would like to gain work experience as part of their course of study in Germany may apply for a European mobility grant from the Erasmus+ programme. Some EHEA member states also offer national grant programmes to support students seeking work placement in another EHEA country. For further information please contact the International Office at your home institution.

### Student employment / student jobs

Students may also be able to undertake paid employment as a means of financing their stay in Germany. Typical unqualified student jobs include working in restaurants as service staff or in the kitchen, temporary sales staff in shops, etc.. Employers usually expect advanced German language proficiency. For non-EU nationals, depending on their visa/residence permit status restrictions may apply.

The local student service team of the Federal Employment Agency (Agentur für Arbeit), located at the other university in Saarbrücken offers a student job service and database for all students in Saarbrücken, as well as information and advice on income tax, work permits and restrictions for non-EU nationals:

Agentur für Arbeit (Federal Employment Agency)

Studenten-Job-Vermittlung

UdS Saarland University Campus,

Building A 4.2, ground floor

Phone: +49 681 944-6804

E-Mail: [saarbruecken.hochschulberater@arbeitsagentur.de](mailto:saarbruecken.hochschulberater@arbeitsagentur.de)

Opening hours:

Monday to Thursday 8:00-12:00 & 14:00-15:30; Friday 8:00-12:30



## Accommodation

The International Office at **htw saar** offers a pre-reservation service for international exchange students. The available options with our external accommodation partners are described below. After admission all exchange students will receive a pre-reservation form from the International Office in the 2nd half of July (for students studying at **htw saar** in the winter semester) and in the 2nd half of December (for students studying at **htw saar** in the summer semester). The actual rental paperwork with the external accommodation providers will be sent to the student either via e-mail or postal mail by the management of these partners.

### WOGESaar – Wohnungsgesellschaft Saarland mbH

#### Flat share:

The buildings with the flats are located at Hellwigstraße 17/19 in 66121 Saarbrücken or Bayernstraße 12/14 in 66111 Saarbrücken and at about 4 km distance/20 min by bus to the htw saar Campus 'Rotenbühl' (Business School) and about 5 km distance / 15 min by bus to the htw saar Campus 'Alt-Saarbrücken' (School of Engineering and department of Civil Engineering). The tramway and the bus stop are in a walking distance.

#### **Basic information:**

- Individual room (11/13/14m<sup>2</sup>) in shared apartment (ca. 75 m<sup>2</sup>), WC, bathroom (washbasin and shower), common room and kitchen to share with 2 other students (all male or all female)
- Rent: € 280/300/310 p.m. (**including** a monthly utility charge for warm/cold water, heating, electricity, etc.)
- Deposit: the refundable security deposit amounts to € 280/300/310, depending on the size of the room
- **Minimum rental period: 3 months** with cancellation period: 4 weeks
- Functional furniture **including** bed, bed table, 2 wardrobes, desk and chair, 2 lamps
- **Included:** mattress, duvet, pillow included in the furnishings.  
**NOT** included: bed linen and towels - students need to arrange for those themselves
- Fully furnished kitchen with hot plates, oven and refrigerator (partly with freezer), dishwasher, table and chairs to share with 2 other students. Also **included:** kitchen equipment (tableware, pans and pots etc.)
- Common living room, furnished with sofa, table, chairs and TV
- **NO** washing facilities in the apartment, however in Saarbrücken there are several laundrettes with coin operated washing machines
- Internet access **included** in the rent
- Good shopping facilities in the neighbourhood (3 supermarkets)

#### **Start of rental period:**

In summer semesters: March or April (exact date on request)

In winter semesters: September or October (exact date on request)

Your contact person at the WOGES Saar:

Ms Julia Kummutat,

j.kummutat@woge-saar.de

Phone: 0049 6893 83 -424

www.freundlich-wohnen.de → Wohnraum für Studenten (*Housing for students*)

### **SGS – Saarbrücker gemeinnützige Siedlungsgesellschaft mbH**

The municipal real estate company Saarbrücker Siedlungsgesellschaft mbH (SGS) offers two different types of student accommodation at the following locations in Saarbrücken:

a) The student residence hall 'Carl-Duisberg-Haus': a single room with private ensuite bathroom and shared kitchen for 4 people

b) Flat share: a single room with shared bathroom and kitchen for 3 people



a) The 'Carl-Duisberg-Haus':

The Carl-Duisberg-Haus is located at Mecklenburgering 1 in 66121

Saarbrücken (Eschberg) at about 3,5 km distance/15 min by bus to the htw saar Campus 'Rotenbühl' (Business School), and about 40 min by bus to the htw saar Campus 'Alt-Saarbrücken' (School of Engineering and department of Civil Engineering). The bus stop is in front of the building.

#### **Basic information:**

- Individual room (15m<sup>2</sup>) with private ensuite bathroom, the room is part of a small unit of 4 students; each group is sharing a common-room with a fully furnished kitchen and a flat-screen TV
- Rent: € 260 p.m. (including a monthly utility charge for warm/cold water, heating, electricity, etc), **extra** cleaning fee at the end: € 54. The refundable security deposit amounts to € 440
- Each room is equipped with an individual bathroom with toilet and shower.
- **Minimum rental period: 2 months, cancellation period: 4 weeks**
- Functional furniture **including** bed, bed table, wardrobe (with safe), desk and chair
- **NOT** included: duvet, pillows, bed linen. Students need to arrange for those themselves
- The fully furnished kitchen is in the middle of the 4 individual rooms and equipped with hot plates, microwave, oven, refrigerator/freezer, table and chairs (no oven included).
- **NOT** included: kitchen equipment (tableware, pans, pots, cooking utensils etc.). Students need to arrange for those themselves
- Coin-operated washing machines and tumble dryer in the basement
- Internet access **NOT** included in the rent. Students need to contract an internet service provider themselves (currently between € 20 and 30)
- Elevator



- Good shopping facilities in the neighbourhood (The SaarBasar Mall)

b) Flat share:

The buildings with the flats are located at Tilsiter Straße 1 and 9 or Königsbergerstraße 2, both in 66121 Saarbrücken (Eschberg), and at about 3,5 km distance/15 min by bus to the htw saar Campus 'Rotenbühl' (Business School), and about 35 min by bus to the htw saar Campus 'Alt-Saarbrücken' (School of Engineering and department of Civil Engineering). The bus stop is in a short walking distance.

Basic information:

- Individual room (18m<sup>2</sup>) in shared apartment, bathroom (WC and shower) and kitchen to share with 2 other students (we aim to match male and female only flats, if requested).
- Rent: € 260 p.m. (including a monthly utility charge for warm/cold water, heating, electricity, etc., **extra** cleaning fee: €54). The refundable security deposit amounts to ca. € 440
- **Minimum rental period: 2 months, cancellation period: 4 weeks**
- Functional furniture including bed, bed table, wardrobe, desk and chair
- **NOT** included: mattress, duvet, pillows, bed linen. Students need to arrange for those themselves.
- Fully furnished kitchen with hot plates, oven and refrigerator (partly with freezer), table and chairs to share with 2 other students.
- **NOT** included: kitchen equipment (tableware, pans, pots and cooking utensils etc.). Students need to arrange for those themselves
- Elevator
- **Included:** washing facilities in the basement of the building Tilsiter Str. 9 (washing machines, no tumble dryer)
- Internet access **NOT** included in the rent. Students need to contract an internet service provider themselves (currently between € 20 and 30)
- Elevator
- Good shopping facilities in the neighbourhood (The SaarBasar Mall)

Your contact person at the SGS:

Ms Julia Sagawe,

julia.sagawe@ig-sb.de

Phone: 0049 681 3016-342 or 174 9340231 (mobile)

[www.sib-saarbruecken.de/wohnen/wohngemeinschaften](http://www.sib-saarbruecken.de/wohnen/wohngemeinschaften)

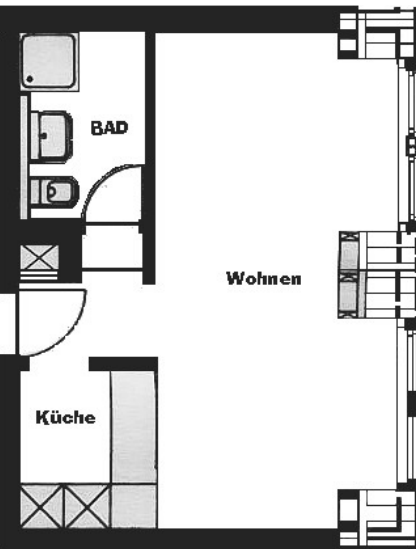
## Private student residence hall of residence 'GBS Studentenwohnungen Saarbrücken GmbH'

Address of the 3 buildings:

Sulzbachstraße 53, Dudweilerstraße 93, Försterstraße 70  
66111 Saarbrücken

The private company 'GBS Studentenwohnungen Saarbrücken GmbH' runs a student residence hall with modern furnished single and double apartments, all fully equipped with private bathroom and kitchen. The buildings are located within a 1,4km distance to htw saar Campus Rotenbühl (Business School) and 2,2km to htw saar Campus Alt-Saarbrücken (School of Engineering and department of Civil Engineering).

Basic information:



- Single apartments, standard category (17-24m<sup>2</sup>, bigger size on request), rent: €275 to 360 p.m. (including a monthly utility charge\* for warm/cold water, heating etc.), additional charge for electricity: €40. The refundable security deposit amounts to €540- €720
- Double apartments, standard category (36 to 42m<sup>2</sup>), rent: €455 to 505 p.m (including a monthly utility charge\* for warm/cold water, heating etc.), additional charge for electricity: €60. The refundable security deposit amounts to €840 to 990. The double apartment usually has to be rented by two people, some have separated bedrooms. Also to be arranged as 1 bedroom and 1 living room (Rent and charges may vary).
- **Minimum rental period is 2 semesters / 12 months** (the student has the option to find themselves a next tenant for the apartment if they need to leave earlier, additional contract breaking service fee: €100)
- \*Utility charge: each apartment has meters for heat, water, waste collection etc. When students move in and out the meters are protocolled. The monthly utility charge is based on average monthly use of utilities. At the end of each billing period (twice a year) the final bill for the utility charge is calculated. If renters used more than the monthly charge, the additional costs are deducted from the security deposit. If renters used less than the monthly charge, they receive a refund.
- Functional furniture **including** kitchenette with hot plates and refrigerator with freezer, bed, shelves, wardrobe, desk and chair
- Elevator
- Coin-operated washing machines in the basement
- Modern furniture **including** shelves, wardrobe, desk, chair and bed (without mattress, duvet, pillow and bed linen)
- Walking distance to the historic city center 'Altstadt' (or approx. 2 minutes by bus) as well as to the central train station
- **NOT** included: mattress, duvet, pillows, bed linen, towels, crockery. Students need to arrange for those themselves

- Internet access **NOT** included in the rent. Students need to contract an internet service provider themselves (currently between € 20 and 30)
- Good shopping facilities in the neighbourhood

Current information is available from:

Saarland Bauträger Gruppe, Ms Diana Jackson

Phone: +49 681 58600 97

E-Mail: [d.jackson@sbt-gruppe.de](mailto:d.jackson@sbt-gruppe.de)

[www.sbt-gruppe.de/index.php?id=116](http://www.sbt-gruppe.de/index.php?id=116)

### Student residence hall 'ESG Saarbrücken'

Address of the student residence hall:

Evangelisches Studierendenwohnheim Saarbrücken

Waldhausweg 7

66123 Saarbrücken



The ESG student residence hall is run by the Protestant student community Saarbrücken. It is open to all religious denominations and the interreligious and intercultural dialogue is an important part of the ESG's profile. The community offers a wide range of activities, thus the residence hall provides common rooms for workshops, for studying, for reading and watching television. The residence is divided into floors with nine units each, who share between them an open plan kitchen as well as the 2 W.C. and shower rooms.

The building is located within a 50m walking distance to htw saar Campus Rotenbühl (Business School) and about 4km (20 min. by bus) to htw saar Campus Alt-Saarbrücken (Schools of Engineering, and department of Civil Engineering).

Basic information:

- Standard category of single rooms (between 10 to 15m<sup>2</sup>) with wash-basin, the open plan kitchen and the 2 W.C. and shower rooms are shared with 8 other students.
- Rent: between €188 and €243 p.m. (including a monthly utility charge for warm/cold water, heating, electricity, etc.). The refundable security deposit amounts to €250.
- **Fixed rental period: 6 months** (the student has the option to find themselves a sublet for the room, if they need to leave earlier – however they remain responsible for the room for the full duration of the contract).
- Functional furniture **including** bed (with pillow and duvet/blanket), shelves, desk and chair.
- **NOT** included: bed linen/sheets and towels
- Fully equipped kitchen with tableware, pots and pans, hot plates and refrigerator, shared with 8 other students.
- Coin-operated washing machines.



- Internet access **included** in the rent.
- Some shopping facilities in the neighbourhood of 'Rotenbühl' (bakery, greengrocer, supermarket)

Your contact persons at the ESG:

Ms Stefanie Oestreich and Ms Heike Haerecke

esg.sb@mx.uni-saarland.de

Phone: 0049 681 936610

www.waldhausweg7.de (website in German only)

### **Private lodgings / Flat or house shares**

A room in a private house will generally be furnished, whereas single apartments or rooms in a shared student flat or house (known in German as a "WG") will generally be unfurnished. Private apartments, a room in private lodgings or in a shared flat or house currently costs between €200 and €350 a month.

The International Office is unfortunately not in the position to assist exchange students to find accommodation of this kind.

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

[www.htwsaar.de/service/wohnraumboerse/angebote](http://www.htwsaar.de/service/wohnraumboerse/angebote)

[www.studenten-wg.de](http://www.studenten-wg.de) (Click on: Wohnungsmarkt ⇨ Angebote lesen ⇨ Anzeigen in Saarbrücken)

[www.wg-gesucht.de](http://www.wg-gesucht.de)

Searching for accommodation – Newspapers

*Saarbrücker Zeitung*

Published daily, property ads in the Friday edition, website:

[www.saarbruecker-zeitung.de](http://www.saarbruecker-zeitung.de) (Immo ⇨ Saarbrücken ⇨ Immobilien-Art: Wohngemeinschaften).

Searching for accommodation – Notice boards

The various HTW buildings house a number of notice boards where rooms to let are advertised. The *Mensa* building at UdS Saarland University is also a very popular site for posting and reading accommodation notices.

### **Short term accommodation**

Saarbrücken Youth Hostel

Europa-Jugendherberge /Jugendgästehaus Saarbrücken

Meerwiesertalweg 31, 66123 Saarbrücken, Germany

Phone +49 681 33040

E-Mail: [saarbruecken@diejugendherbergen.de](mailto:saarbruecken@diejugendherbergen.de),

[www.diejugendherbergen.de](http://www.diejugendherbergen.de)

## Local Services

### Catering services

The student refectory at **htw saar** – usually referred to as the Mensa – offers students, staff and visitors freshly prepared regional and international dishes. The menu also always includes a vegetarian meal. Prices currently range from €2.00 to €2.50 (main dish, side salad & dessert). Both Campus Alt-Saarbrücken and Campus Rotenbühl have a Mensa (open Mo to Fr 7:30 to 15:00, lunch served from 11:30 to 14:00).

### Financial Support

**htw saar** itself does not award scholarships or grants. However, international exchange students from EHEA member states have the option of applying for a European mobility grant from the European Union's ERASMUS+ programme at their home institution. See 'Cost of living and financing your studies' on page 35.

### Insurance

As a student at **htw saar**, your student-services payment automatically provides you with personal accident cover on the **htw saar** campuses, as well as during official university excursions and on the commute to and from the university. Compensation can only be paid in cases in which the insured event is directly related to studying at **htw saar**. For information on health insurance, please refer to the section 'Preparing to come to Germany' on page 47.

### Kindergarden / day care

The AWO in cooperation with **htw saar** runs a day care and kindergarden for children aged from 8 weeks to 6 years. It is located in the vicinity of Campus Alt-Saarbrücken and accepts children from **htw saar** students & staff as well as from the local neighbourhood (subject to availability of places). For more information contact:

Martina Riedel

Arbeiterwohlfahrt Landesverband Saarland e.V. (AWO)

Phone: +49 681 21073300

E-Mail: [kitahtw@lvsaarland.awo.org](mailto:kitahtw@lvsaarland.awo.org)

### Library

The **htw saar** library provides students with access to print and electronic information sources. Each campus has its own library.

*Campus Alt-Saarbrücken*

Building 5, Room 5405

Phone: +49 681 5867-120

*Campus Rotenbühl*

Room A-K-12

Phone: +49 681 5867-537

E-Mail: [zbib@htwsaar.de](mailto:zbib@htwsaar.de)



### Medical and health services

A list of local doctors can be found in your telephone directory or in the Yellow Pages. If you prefer, the International Office would be pleased to recommend a doctor or medical practitioner.

### Student organizations

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

AStA der Hochschule für Technik und Wirtschaft des Saarlandes  
Campus Alt-Saarbrücken, building 2, room 2411  
66117 Saarbrücken, Germany  
Phone: +49 681 5867-104  
E-Mail: [asta@htwsaar.de](mailto:asta@htwsaar.de)  
[www.asta-htw.de](http://www.asta-htw.de)

The departmental student organizations (Fachschaften) represent the interests of students at the departmental level (see: [www.htwsaar.de/organisation/gremien-und-organe/asta](http://www.htwsaar.de/organisation/gremien-und-organe/asta) ->Fachschaften)

### Students with special needs

Contact for more information:

Dipl.-Soz. Isabelle Sefrin  
Campus Alt Saarbrücken  
Building 2, room 2220  
Phone: +49 681 5867-324  
E-Mail: [isabelle.sefrin@htwsaar.de](mailto:isabelle.sefrin@htwsaar.de)

### Transport

The **htw saar** student ID card (=semester travel ticket) entitles students to use all local and regional public transport services within the state of Saarland for free. The mandatory semester fee (see p.53) enables this service for all students.

### Tutors

The International Office provides student tutors that assist international exchange students in practical matters as well as orientation on study related issues. They offer a meet & greet service for arriving exchange students as well as a social and cultural programme during the semester with excursion, sports, etc..

### University sports

**htw saar** offers - in cooperation with the other universities of the region - a comprehensive sports programme: everything from Aikido to Yoga. Information and registration: [www.uni-saarland.de/hochschulsport](http://www.uni-saarland.de/hochschulsport)





## German courses

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

If you would like to assess your current proficiency in German, an online placement test is available at:

[www.goethe.de/cgi-bin/einstufungstest/einstufungstest.pl](http://www.goethe.de/cgi-bin/einstufungstest/einstufungstest.pl)

### Before coming to Germany

Ideally you should take German courses already in the year before coming as an exchange student to Germany. If your home university does not offer suitable German courses we recommend the DUO online courses (<http://www.deutsch-uni.com>). Check with the international office or language centre of your home university whether they offer free DUO licenses.

### Preparatory intensive German course for EXCHANGE students

Each semester before classes start International Office offers a preparatory intensive German course for exchange students. This course is free of charge. No courses for absolute beginners offered.

#### Preparatory intensive course dates

Winter semester 2016-17: 4 to 21 Oct 2016

Summer semester 2017: 27 March to 13 April 2017

### German courses during the semester for EXCHANGE students

The International Office offers German language courses for exchange students that run weekly during the semesters. These courses can be used to consolidate your language proficiency and to acquire specialist skills. It is possible to take these semester courses for credit (worth 2 ECTS each). In this case do not forget to include it in your learning agreement/course list. This course is free of charge. No courses for absolute beginners offered.

### German courses for specific purposes

**htw saar** also offers German courses for specific purposes for international students who already have German proficiency level B2 or higher (e.g. academic writing, job/internship application training or German in the workplace). These courses are a useful supplement to the German language courses offered for exchange students. They are free of charge.



### Contact and more information about German courses

LfbA Tina Flauder, M.A.

Phone: +49 681 5867-402

Fax: +49 681 5867-608

E-Mail: [tina.flauder@htwsaar.de](mailto:tina.flauder@htwsaar.de)

<http://www.htwsaar.de/int/deutschkurse>







## Preparing to come to Germany

### Visa/temporary residence permit

International students who are not nationals of an EU member state usually require a student visa in order to enter the Federal Republic of Germany. Student visas are issued by the German diplomatic mission (embassy or consulate) in the relevant home country on presentation of the official letter of admission from **htw saar**. Visas are not required by students from countries with which special agreements between governments have been signed (visa waiver). You can find more information (incl. links to the German diplomatic missions worldwide) on the website of the German Federal Foreign Office ("Auswärtiges Amt"): [www.auswaertiges-amt.de](http://www.auswaertiges-amt.de)

Important: The visa requirement also applies to non-EU nationals who hold a temporary residence permit / student visa issued by another EU member state. With a temporary residence permit / visa issued by another EU member state you are of course free to travel and visit other EU member states, but it does not automatically allow non-EU nationals to take up temporary residence as an exchange student in Germany. Non-EU nationals with a residence permit/ visa from another EU country need to contact the German embassy or consulate in the country where they hold residence in order to find out if they need to apply for a visa.



In the first weeks after arrival in Germany, all students who are not nationals of an EU member state, need to register at the Immigration Authority in Saarbrücken. Depending on the visa specifications and validity dates students may need to apply for a temporary residence permit at the Immigration Authority. Non-EU nationals who entered Germany in the framework of a visa-waiver programme, whose stay in Germany is longer than 90 days, must also apply for a temporary residence permit at the Immigration authority in Saarbrücken after arrival.

Especially for non-EU nationals who enter Germany under a visa waiver program it is advisable to contact the Immigration Authority (via email) prior to departure to obtain exact information what documents you will need to bring and what fees you will need to pay there:

Zentrale Ausländerbehörde Standort Saarbrücken  
(Immigration Authority)  
Lebacher Straße 6a,  
66113 Saarbrücken  
Phone +49 681 501-00  
zab@lava.saarland.de

### Health insurance



Students from an EU or EFTA member state must provide an EHIC chip card (European Health Insurance Card) as proof that they are insured in their home country. After arrival in Saarbrücken on presentation of the EHIC card to a German health insurance fund in Germany (see p.52) you will receive a proof of exemption for the German statutory health insurance („Bescheinigung über die Befreiung von der Krankenversicherungspflicht“). Students need to submit this proof of exemption when they enrol at **htw saar**.

The expiry date of the EHIC card has to exceed either 31 March for students coming for the winter semester or 30 September for students coming for the summer semester. The EHIC itself should be presented whenever you consult a doctor (see also p.44).

International students without EHIC must have sufficient health insurance to cover their stay in Germany. Please note: No insurance inevitably means no registration at any German university. Proof of health insurance is also necessary for the visa (if applicable) and in order to obtain the temporary residence permit at the immigration authority in Saarbrücken (if applicable). Most students from non-EU or non-EFTA member countries take out statutory student health insurance in Germany.

**Students from non-EU or non-EFTA countries who plan to take out (or already have) health insurance from their home country need to proceed as follows:**

- 1 After you have received your admission letter from **htw saar**, send an email to one of the statutory health insurers in Saarbrücken (contact details see p.52) in which you specify that you will be coming to Saarbrücken as an exchange student and ask them for a prior assessment of your health insurance whether it is sufficient for them to issue the proof of exemption. Include detailed information / policy

documents about the scope of the coverage of your insurance from the home country.<sup>1</sup>



- 2 If the assessment is POSTIVE, after arrival in Saarbrücken go to the statutory health insurer and present your policy documents and a copy of the correspondence with them and ask them to issue the proof of exemption („Bescheinigung über die Befreiung von der Krankenversicherungspflicht“). When you enrol at **htw saar** you need to hand in this proof of exemption.

**If the assessment is NEGATIVE, you need to take out German statutory student health insurance (rate ca. 78€ per month for students under age 30, current December 2015).<sup>2</sup>**



- 3 On the day of enrolment at htw saar you then hand in EITHER a written proof of the statutory health insurance called “Nachweis über den Abschluss einer gesetzlichen Krankenversicherung” (proof of statutory health insurance coverage) OR a written proof of exemption („Bescheinigung über die Befreiung von der Krankenversicherungspflicht“. These documents can only be issued by a German statutory health insurer.

<sup>1</sup>The International Office is unfortunately not in a position to make an assessment whether your foreign health insurance is recognized by German statutory health insurer as sufficient for the „proof of exemption“ or not. They may, for example, require a confirmation in English or German stating that it covers all costs (without any coverage limit!) in case of medical treatment and rehabilitation during your stay in Germany. It is therefore strongly advisable to obtain exact information from the insurance company in your home country.

<sup>2</sup>The German student statutory health insurance is linked to semester enrolment periods. So your cover starts on either April 1st or October 1st. If you arrive earlier in Germany (e.g. preparatory language course or travels) you need to insure that you have adequate health insurance from your home country for the in-between period.

Additional Information and contact details of German statutory health insurance providers in Saarbrücken can be found on page 52.



## Travelling to Saarbrücken

### Plane

Saarbrücken airport is located about 20 km from the city and can be reached from the city centre by a shuttle bus (bus runs on limited hours, taxi one-way to city center ca. 25€). At present, Air Berlin and Luxair are the only airlines operating regular scheduled services to and from Saarbrücken. Other airports that can be used when travelling to Saarbrücken include Frankfurt am Main, Frankfurt-Hahn, Metz, Luxembourg and Paris. Except for Frankfurt-Hahn these airports all have good bus, coach or rail services to Saarbrücken.

### Train

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

### Coach

Saarbrücken is served by international coach services from almost every European country (see [www.busliniensuche.de](http://www.busliniensuche.de)).





## Things to be done after arriving in Germany

Note: A checklist to help you deal with organizational red tape after arriving in Saarbrücken is provided in the appendix to this study guide (see p.55). The checklist also contains the addresses of the relevant agencies or government offices.

### **Moving-in**

Make an appointment at an early date to receive the key to your new room or apartment and agree on a date to move in. You will be given a rental agreement by your landlord to sign. You will need this contract when registering at the Resident's Registration Office in Saarbrücken (see p.56).

### **Matriculation (enrolment)**

Exchange students from our partner institutions must enroll at **htw saar** personally in the International Office (see p.55).

## Health insurance

Germany has a two-tiered (public and private) health insurance system. For an explanation of the German health insurance system in English see:

[www.1a.net/versicherung/krankenversicherung/international](http://www.1a.net/versicherung/krankenversicherung/international)

The public health insurances ("Gesetzliche Krankenkassen") are obliged to offer health insurance to students (up to age 30) at a discounted rate (see p.48/49). This rate is fixed by law, and the same amount irrespective of which public health insurance you chose. Equally, the scope of the coverage is fixed by law, and for 90% identical between the public health insurances. There are more than one hundred different public health insurances in Germany. You are free to choose any public health insurance that offers health insurance in the state of Saarland (with the exception of some of the employer-linked "Betriebskrankenkassen"= BKK's).

For an overview of public health insurances in Germany see:

[https://de.wikipedia.org/wiki/Liste\\_deutscher\\_Krankenkassen](https://de.wikipedia.org/wiki/Liste_deutscher_Krankenkassen)

For your convenience we have shortlisted a few of the larger ones (in alphabetical order), which tend to offer more specialized services to (international) students:

### **AOK Saarland**

[www.aok.de/saarland](http://www.aok.de/saarland)

Limited information on website in English (can be difficult to find – go via German Student Link)

Halbergstraße 1  
Mo-Wed 8-16h  
Thu 8-18h  
Fr 8-13h

Thorsten Junk  
Tel. +49 681 6001 564  
[thorsten.junk@rps.aok.de](mailto:thorsten.junk@rps.aok.de)

Christian Brehm / Tim Schmidt  
Tel. +49 681 6001 220 / 222  
[christian.brehm@rps.aok.de](mailto:christian.brehm@rps.aok.de)  
[tim.schmidt@rps.aok.de](mailto:tim.schmidt@rps.aok.de)

# Local service-desk for students  
# Support for health insurance visa-requirements  
# Application forms in English

### **Barmer GEK**

[www.barmer-gek.de](http://www.barmer-gek.de)

St. Johanner Str. 41-43  
66111 Saarbrücken  
Mo-Thu 8-18:30h  
Fr 8-16h

Florian Dessbesell  
+49 681 41041 52 1484  
+49 151 8234020  
[Florian.dessbesell@barmer-gek.de](mailto:Florian.dessbesell@barmer-gek.de)

# Local contact person for students  
# Support for health insurance visa-requirements  
# Application forms in English

### **DAK**

[www.dak.de](http://www.dak.de)

Viktoriastraße 2  
66111 Saarbrücken  
Mo-Wed 8-16h  
Thu 8-17h  
Fr 8-13h

DAK Servicezentrum  
Saarbrücken  
Tel. +49 681 9881590  
[service756200@dak.de](mailto:service756200@dak.de)

# Support for health insurance visa-requirements  
# Application forms in English

### **IKK Südwest**

[www.ikk-suedwest.de](http://www.ikk-suedwest.de)

Berliner Promenade 1  
66111 Saarbrücken  
Mo-Fr 8-18h

Antonio Presti  
Tel. +49 681 93696 4047  
[antonio.presti@ikk-sw.de](mailto:antonio.presti@ikk-sw.de)

# Local contact person for students  
# Support for health insurance visa-requirements

### **Techniker Krankenkasse**

[www.tk.de](http://www.tk.de)

Limited information on website in English (scroll to the bottom of the homepage for English link)

Bismarckstr. 39-41  
66121 Saarbrücken  
Mo-Thu 9-17h  
Fr 9-16h

Anika Schmidt  
Tel. +49 681 98 92 202  
[anika.schmidt@tk.de](mailto:anika.schmidt@tk.de)

# Local contact person for students  
# Support for health insurance visa-requirements  
# Application forms in English



## **Paying the semester fee**

In order to be able to enrol at **htw saar**, all students must provide proof that the semester fee has been paid. At present, the semester fee for a single semester is € 182,50 (winter semester 2015-16). This mandatory fee is not a tuition fee, but entitles students to free public transport within the Saar region as well as discounts for meals, reduced-price tickets, etc. After your arrival you will receive information about the payment procedure from the International Office (see p.55).

## **Registering your place of residence**

International students must register their place of residence in Saarbrücken at the Residents' Registration Office (Bürgeramt / Einwohnermeldeamt).

Address: see page 56.

Students who are not nationals of an EU-member state additionally must register at the immigration authority (see p.56).

## **Bank account**

Some companies (accommodation providers, telecommunication service providers, etc.) may require you to set up a direct debit mandate with a German bank account. If you have a Euro/SEPA- bank account in another EU member state, you should check whether the particular German company allows direct debit mandates with this account. If you wish or need to set up a bank account in Germany, many banks in Saarbrücken offer free-of charge student accounts (see p.56 for addresses).

## **Taxation ID number**

International students who would like to gain work experience in a German company as part of their course of study, or who want a student job to help finance their studies will need a taxation ID number. The numbers are issued by the taxation authority (Finanzamt Saarbrücken, Am Stadtgraben 2-4, opening hours see: [www.finanzamt-saarbruecken.de](http://www.finanzamt-saarbruecken.de)).





# Appendix: CHECKLIST

## Items to bring with you to Germany

- ☐ Personal identification card or passport
- ☐ Visa (only for non-EU nationals)
- ☐ Student identity card from your home institution
- ☐ European Health Insurance Card (EHIC, only for students from EU and EFTA member states)
- ☐ Health insurance cover (only for students from non-EU countries, see Study Guide pages 48 & 52)
- ☐ Proof that you can finance your course of study (only for non-EU nationals (see Study Guide page 35 & 48)
- ☐ 1 passport-sized photo
- ☐ Sufficient Euros for the first few days (semester fee, deposit on rented accommodation, etc.)

## Dealing with organizational red tape in Saarbrücken

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

### 1. Enrolment at the International Office

Campus Alt-Saarbrücken, room 2113, Goebenstraße 40, 66117 Saarbrücken

A copy of your formal letter of admission and the enrolment form are available from the International Office. Please bring the following documents with you:

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

### 2. Paying the semester fee.

To enrol at **htw saar**, all students must pay a semester fee (this is not a tuition fee). The amount payable and a personal reference number are available from the International Office.

### 3. Selected health insurance funds ('Krankenkassen')

Addresses see Study Guide page 52. In order to enrol at **htw saar** you will need proof of health insurance cover.

If you have an EHIC, you will receive a health insurance certificate („Bescheinigung über die Befreiung von der Krankenversicherungspflicht“) from a German health insurance fund.

If you have private health insurance from your home country, please seek advice from a German health insurance fund (see Study Guide page 48 & 52).

If you do not have health insurance cover, please apply for student health insurance at a German health insurance fund.

Please take the following documents with you:

- ☐ Formal letter of admission from **htw saar**

If issued:

- ☐ EHIC (EU or EFTA member states) or Health insurance documents (non-EU and non-EFTA states)

#### **4. Registering at the „Bürgeramt“**

Gerberstraße 4 (near Saarbrücken City Hall)

Mon and Tue: 7.30 am – 3 pm; Wed: 7.30 am – 12 am;

Thu: 7.30 am – 6 pm; Fri: 7.30 am – 12 am and by appointment.

Please take the following documents with you:

- ☐ Rental agreement
- ☐ Personal identification card or passport

#### **5. Open a bank account (if applicable).** Selected banks in Saarbrücken:

Sparkasse Saarbrücken, Rathausplatz 9

Commerzbank, Kaiserstraße 25

Targobank, Bahnhofstraße 109

Deutsche Bank, Kaiserstraße 29-31

Bank 1 Saar, Kaiserstraße 20

Please take the following documents with you:

- ☐ Personal identification card or passport
- ☐ Proof of registration from the “Bürgeramt” (*Anmeldebescheinigung*)
- ☐ Certificate of Matriculation **htw saar** (*Immatrikulations-Bescheinigung*)

#### **6. Registering at the Immigration Authority (only for non-EU nationals)**

**NO walk-in - by appointment only (call beforehand to get an appointment)**

Lebacher Str. 6a, 66113 Saarbrücken, T: 0681-501-00

Please *take the following documents with you:*

- ☐ Passport (with visa)
- ☐ Certificate of matriculation at **htw saar** (*Immatrikulations-Bescheinigung*)
- ☐ Health insurance certification
- ☐ Rental agreement
- ☐ Proof of registration from the “Bürgeramt” (*Anmeldebescheinigung*)
- ☐ Proof of scholarships
- ☐ Proof that you can finance your course of study (see Study Guide p. 35 & 48)
- ☐ Money to pay application fees (see Study Guide page 48)

Additional documents may be required, ask what to bring exactly when you make the appointment.

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**Editorial team:**

Doris Kollmann  
Andrea Roth-Bastian  
Marion Hergenröther

**Layout:**

Kvetoslava Ovčiariková

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