



**INTERNATIONAL
OFFICE TUHH**

INFORMATION FOR INTERNATIONAL STUDENTS

Exchange
Student Guide

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Welcome at TUHH

Dear International Students,

Welcome to Hamburg University of Technology! We are happy that you have chosen TUHH and we hope that you are going to have a productive and good stay at our university.

In this brochure you will find some important information regarding your studies at TUHH.

Should you have any questions do not hesitate to contact us.

Your International Office Team





WELCOME WEEKS

for new International students

19.9. - 11.10.2019

- # 1 UNIVERSITY REGISTRATION FOR EXCHANGE STUDENTS**
(Degree Student's registration took place prior to Welcome Program)
Initial paperwork and formalities
Building D Room 1.023/ 10:00 a.m.
Thursday, 19.9 + Thursday 26.09 + Monday 30.09.2019
- # 2 GERMAN LANGUAGE COURSE**
Start: 01. 10 until 11.10 /Building A
Master degree students: 9-14/ Exchange students 13 - 18 p.m.
- # 3 MEET & GREET**
Welcome presentation and networking event
Monday 7. 10. 19/ LuK, Building A / 10:00 - 12:00 a.m.
- # 4 TUTORIAL SESSIONS**
Introduction to TUHH online tools
Monday 7.10 +Tuesday 8.10+Wednesday 9.10 /PG-Pools E2.055 and E.058, Building E (details will be posted)
- # 5 CAMPUS RALLY**
Guided tour - Getting to know TU campus facilities
Thursday 8.10. and Wednesday 9.10 after the tutorials sessions
- # 6 SEMESTER OPENING CEREMONY**
Friday 11.10.19/AUDIMAX I/ Start 2 p.m.

For further detailed information on all the events please contact TUHH International Office

Save the above dates and timing for a
bright start @ TUHH!



E-mail: welcome@tuhh.de / URL: www.tuhh.de/welcome

Studying@TUHH: First Steps

Health Insurance

(compulsory for non-European students)

International students in Germany are obliged to be insured with a German health insurance company. This does not apply to students from:

- EU-member- countries.
- *Iceland, Liechtenstein, Norway and Switzerland* who are able to present a European health insurance card.
- Home countries that have a social security agreement with Germany (*e.g.: Bosnia-Herzegovina, Croatia, Macedonia, Serbia-Montenegro, Turkey and Tunisia*) and only in case the student has a public statutory health insurance in her/his home country.

If this is the case, please submit the assignment for coverage from your national health insurance company (*e.g.: A/T11*) when enrolling.

In Germany you can find **public statutory** as well as private health insurance companies. As a student you are entitled to statutory health insurance which offers lower rates. They are fixed by the Federal Government and students pay approximately 106 € per month.

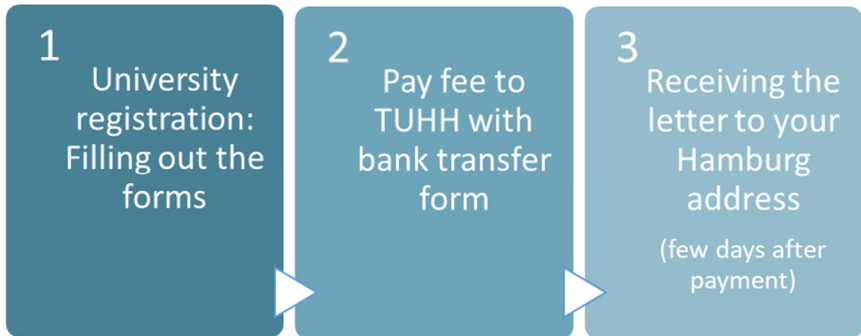
We recommend that you consider securing statutory health insurance rather than private. If you opt for a **private health insurance** you need to know that you won't be able to return to statutory health insurance during your studies in Germany. Please note, too, that those who prefer to take out private insurance instead must first secure exemption from the statutory requirement. Please contact any statutory insurance company to obtain the exemption.

Some statutory health insurances have a branch office in Harburg:

TK - Techniker Kranken- kasse	Mo Tue Thu Fri TUHH (NIT), Building F	12:00 – 15:00 10:00 – 13:00 11:00 – 14:00 10:00 – 12:00
BARMER GEK	Mo-Thu Fri Lüneburger Tor 8-10	09:00 – 18:30 09:00 – 16:00
DAK	Mo-Wed Thu Fri Schlossmüh- lendamm 8	08:00 – 16:00 08:00 – 17:00 08:00 – 13:00
AOK	Mo-Wed,Fr Thu Sa Schlossmüh- lendamm 30	08:00 – 16:00 08:00 – 18:00 08:00 – 12:00

Studying@TUHH: First Steps

Account User Credentials



Did you receive the letter?

YES

Access to:

- TUHH Stud. IP: Enroll courses at TUHH.
- mail server account: print, mail, software etc.
- Self-service Account (TUHH SOS): Registration & deregistration of Exams, access to results, administrative documents, update new address in case of relocation.

NO

- Please contact: Studierendenservice
Mr. Lars Querhammer
Building E, Room 0.008
- Ms Katja Biewendt Building E, Room 0.009 or International Office

TU Account/ Student Self Service Functions

By using the **Student Self-Service Function** you can print out enrollment certificates at any time. Your semester documents also include a two-language enrollment certification. Should you nevertheless require a certificate that is stamped and signed, you can obtain it at the Studierendenservice during office hours. The charge of an extra **€6** can be paid directly by EC Card.

Student enrollment verifications can be downloaded online via your

TU Account at:

<https://www.service.tuhh.de/qissos/rds?state=user&type=0>

Studying@TUHH: Academic Issues

Academic Calendar 2019/2020	Winter Semester 19/20 01. October 2019 until 31. March 2020	Summer Semester 2020 01. April 2020 until 30. September 2020
Orientation week	30. September-21. October	
First lecture day	14. October	02. April
Last lecture day	01. February	15. July
Examination period	Mid February - End of March	Mid July - End of September
Christmas Holidays Easter Holidays	23. December – 04. January	
Pentecost Holidays		01. – 06. June

Courses of study

All courses offered in the given semester including details about times and places can be found at:

<https://www.tuhh.de/alt/tuhh/education/degree-courses.html>

Due to special requirements and other limitations it can happen that you would not get a place in the course you have originally chosen in your LA. In this case it is recommended to stay active and **contact the responsible lecturer** directly or/and go to the first course meeting. In some cases you can get a place in a move-up procedure.

Non- technical complementary courses (NTA)

These courses are listed by each degree program. The detailed description can be found in the module handbook:

https://intranet.tuhh.de/kvvz/vorlesung.php?Lang=en&sg_s=JMGM&mid=524&xtyp=e=s&kvvz=1

Please note that most courses have a special registration procedure! For details turn to the lecturer of the corresponding course.

Studying@TUHH: Academic Issues

German language courses

TUHH holds German as a Foreign Language courses during the semester for all students. These are classroom courses with e-learning units that take place on 13 dates during the semester. For more information, please visit: <https://www.tuhh.de/alt/tuhh/education/students/learn-a-language-at-tuhh/learning-german.html>

Placement for other German language courses

<https://www.tuhh.de/alt/tuhh/education/students/learn-a-language-at-tuhh/language-program-in-cooperation-with-vhs/application-and-placement.html>

Learning Agreement/ Changes:

Please contact your **TUHH deputy dean international** and **responsible person at your home institution** in order to confirm the updates of courses in your LA. You should upload your updated Learning agreement in the Mobility Online Portal and send the copy to your home institution within 6 weeks after arrival at TUHH. An extra info paper "How to change the LA" will be distributed. As the final exam will cover all sub-modules

you should make **sure to choose only entire modules** when changing the learning agreements.

For all questions concerning your study subject/choosing the appropriate course please **contact the deputy deans international**. Contact data can be found at page 19 or:

<https://www.tuhh.de/alt/tuhh/international/contacts-international-team.html>

Examinations at TUHH:

You have to register for all examinations you want to take at TUHH. An extra Info-Session concerning TUHH examinations will be offered right on time prior to start of the registration procedure. Detailed information will be sent via email message. Please check your emails regularly!

For all questions concerning examinations procedure at **TUHH please contact the Examinations Office**. Contact data can be found on page 19.

Sickness during Exams:

If you fall ill on the day of an examination you must immediately contact a doctor to certify the illness. You must hand in the forms to the Central Examination Office within three days. You will find the right forms at TUHH website.

Studying@TUHH: Academic Issues

Renewal of Enrollment for the 2nd semester

TUHH enrolment is only valid for one semester. Students who are staying for the 2nd semester have to renew their enrollment before the next semester starts.

Registration renewal deadlines: winter semester- September 15th, summer semester- March 15th.

By missing the deadline you have to pay an additional fee in order to get your semester documents. You can renew your enrollment by using Self Service account.

For more information please check: (Semester payment for exchange students is reduced by 50€ from regular) <https://www.tuhh.de/alt/tuhh/education/students/organisational-details-about-your-studies/reregistration.html>

Extensions of exchange stay at TUHH

Under fulfilment of special requirements, it is possible to extend your stay at TUHH. Please use the special extension form: download available at the Mobility Online Portal.

Contact the International Office for details.

De-Registration at TUHH

Please update your home address using self-service function for the case TUHH should contact you after your departure. <https://www.service.tuhh.de/qissos/rds?state=user&type=0>

Should you need an **Ex-matriculation certificate** please contact the Admission and Registration Office. Contact data can be found on page 18.

Final document: Transcript of records (TOR)

Your final document “Transcript of records” will be issued by the Examinations Office TUHH once all examinations results have been uploaded by the teachers. This procedure takes at least 4 weeks after the closing examinations period. You will be able to print out the transcript of records after your departure by using the **self-service account**. In case of any technical problems or if you need help for reactivating your TUHH account after your departure, you can contact the TUHH user service center at: **servicedesk@tuhh.de**

Campus life@TUHH

ESN Erasmus Buddies

A voluntary students' organisation at TUHH campus which holds cultural and social events during the semester. You can be provided with your personal "Buddy" who will assist you during the first weeks in Hamburg. For more information please contact: hamburg@esn-germany.de

AStA (General Students' Committee)

The **General Students' Committee** which represents student body at the TUHH.

You can contact them with different questions concerning the students' rights at the university. They also organise cultural events, excursions and parties.

For more information please visit: <https://asta-tuhh.de/>



The freiKartE

The freiKartE is a welcome gift for your study start. You have access admission free to several museums and theaters of Hamburg from the 1st October until the 31st December 2019. There is no limitation and you can visit as often as you like.

Please Note: It is only valid with your name filled in on the card and in connection with your student ID

Where can you get it?

The freiKartE can be picked up at the Asta Office in Room 0.068 building E. The student ID must be presented when picking up the freiKartE.

Try to pick it up as early as possible, as the TUHH provides only a certain amount of tickets.

Campus life@TUHH

BikeING- Bike rental at TUHH

The university provides twenty bikes for rent; rental is free of charge. Students can lend bikes up to eight hours per day. You can use those bikes for the way to the Campus at Harburg port, where also some education rooms are, or just for a ride through the inner city of Harburg. If you are interested in lending a bike or if you need further information, please contact the persons down below.

TUHH Doorman's Office, Building A

Am Schwarzenberg-Campus 1

Email: georg.krupp@tuhh.de

Tel. +49 (0) 42878 3725

Opening hours: Mo- Fri 07.30 - 21.30

TUHH Doorman's Office, Building O

Eißendorfer Straße 38

Email: doris.krupp@tuhh.de

Tel. +49 (0) 42878 33 33

Opening hours: Mo - Fri: 7.30 - 21.30

Studierendenwerk Dining Hall (Mensa)

Mo. – Fr.: 07.45 a.m. - 18.00

Breakfast: 07.45 a.m. - 10.30

Lunch: 11.15 a.m. - 14.30

Café insgrüne Hamburg Building O

Mo. – Fr.: 08.30 - 16.00

Campus Suite Café Building F

Mo. – Thu.: 07:30 - 17:30

Friday: 07:30 - 17:30

Library at TUHH Building J

Mo. – Thu.: 08.00 - 21.00

Friday: 08.00 - 21.00

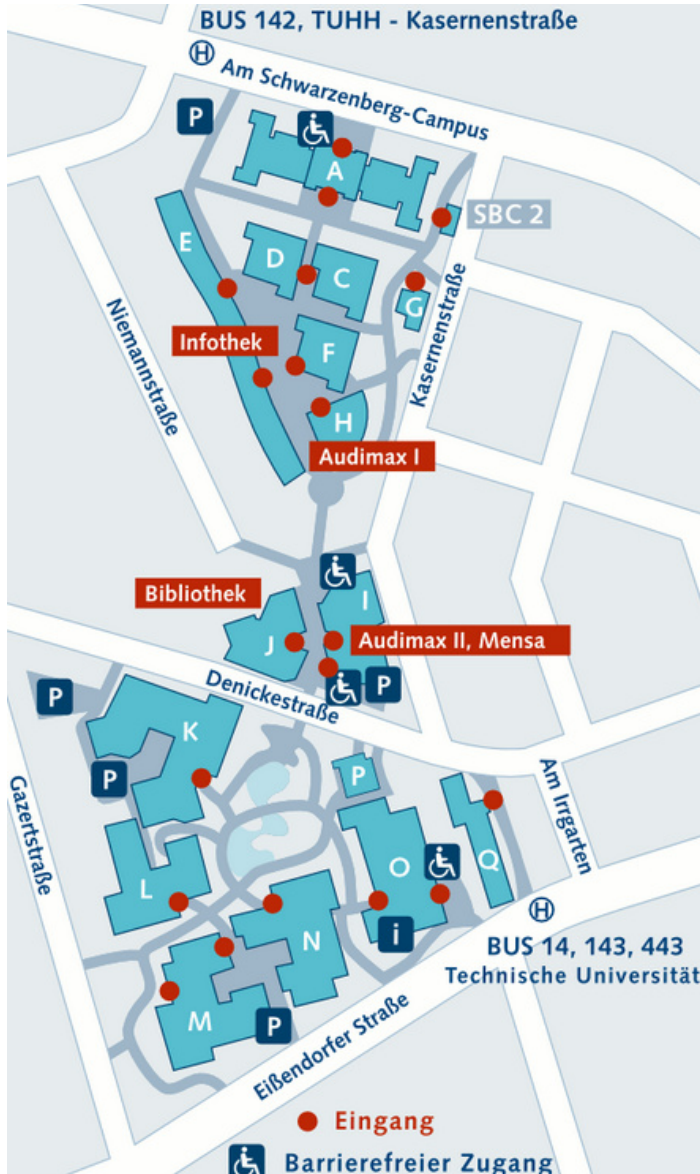
Saturday: 08.00 - 20.00

Sunday: 10.00 - 20.00

Campus Shop Building J

Mo. – Fr.: 09.30 - 16.00

Campus life@TUHH



Living in Hamburg: Important Issues

Stadtrad: Bike rental in Hamburg

The StadtrAD is a comfortable rental bikes system in Hamburg. Bikes are available all around the city and it only takes a moment to hire a bike. The first 30 minutes of every trip are free of charge. From 31 minutes it costs 0,10 cent per minute and a daily rate costs 15 Euro. For more information check out: <https://stadtrad.hamburg.de/en>

Semester ticket

As TUHH student you will receive a HVV SemesterTicket after paying the semester fee. The SemesterTicket is valid for a whole semester. Your advantages:

- The SemesterTicket is valid around the clock in the entire HVV area.
- The SemesterTicket entitles you to any number of trips in the entire HVV area.
- It allows up to three children aged 6 to 14 to travel free of charge.

The SemesterTicket is not transferable.

Shopping:

Shops in Germany are generally closed on Sunday as well as on public holidays. Exceptions are shops at train stations, bakeries—opened until early afternoon and some pharmacies are open on Sunday as well. Shops are closed on public holidays listed below:

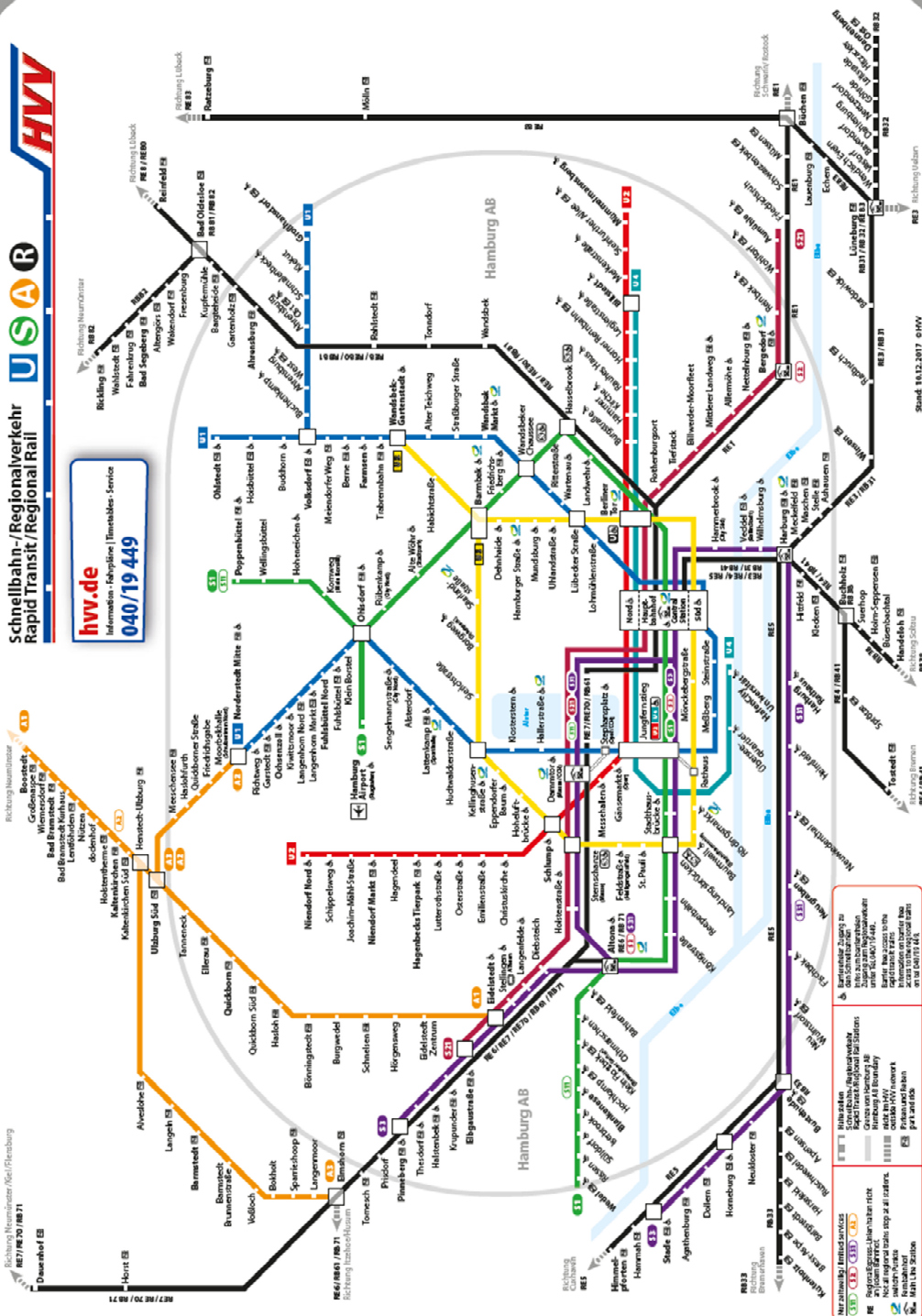
Day of German Unity	Thu, 03.10.2019
Reformation Day	Thu, 31.10.2019
First Christmas Day	Wed, 25.12.2019
Second Christmas Day	Thu, 26.12.2019
New Year's Eve	Tue, 31.01.2019
New Year	Wed, 01.01.2020

Some food stores:

- REWE
- Penny
- Edeka
- Real
- Aldi
- Lidl
- Netto
- Marktkauf

and drugstores:

- Budnikowski
- DM
- Rossmann



Living in Hamburg: Important Issues

Residency Registration at Kundenzentrum Hamburg

Within two weeks after your arrival you need to register as a resident in Hamburg. During enrollment at TUHH you will receive a timeslot for your personal residency registration. Please note: This timeslot is reserved for you only. In your own interest it is absolutely necessary that you keep this appointment.

For your Appointment

Please be on time and don't forget to bring these items!

- Your ID-Card or Passport
- The enrollment certificate as TUHH student
- Completed registration form (To be handed out during enrollment)
- Your rental contract and the „Wohnungsgeberbescheinigung“ your landlord/landlady gave to you
- Registration fee of 12 € in cash

De-Registration of Residence

For De-registration of residence you have to get in touch with Customer Service Center/Bezirksamt responsible for your district. The De-registration is free of charge and without prior appointment booking.

Apply for Residence Permit

Only non-EU-students:

All non EU-students have to make an appointment for themselves at the *Kundenzentrum "Foreigners Office"* to apply for the residence permit.

Please note: All students who have their **accommodation NOT in Harburg** (e.g. in Hamburg or the surrounding counties) must make an appointment at the provided Welcome Center of Hamburg/the counties for the residence permit (in German often also "Kundenzentrum", "Bürgerbüro"/"Bürgerservice").

Hamburg Welcome Center

Alter Wall 11, 20457 Hamburg

Email: info@welcome-center.hamburg.de

Opening a Bank Account

(compulsory for Non-EU students. You can chose any bank like: Hamburger Sparkasse HASPA, Commerzbank etc.)

Please bring the following documents with you:

- ID-Card or Passport
- Rental contract
- Residency registration certificate you got at your "Kundenzentrum"
- Your enrollment certificate (*Immatrikulationsbescheinigung*)

Living in Hamburg: Important Issues

Broadcast fees

Usually one or two months after you have done your residency registration you might find a letter in your mail box.

What does this mean?

This letter is a default summons for the “Rundfunkbeitrag” (German Broadcast Contribution Service) and Broadcast Service. The fee, a flat-rate contribution, is charged to every apartment so that, in principle, every household in Germany has to pay 17,50 € monthly – and this is irrespective of whether any devices in a household are available and/or used. This law ensures that all types of use (TV, radio, computer) are covered. The fee must be submitted in three-month payments (i.e. a total of 52,50 € all three months).

Why me?

In fact nobody knows how Broadcast Fee Service chooses the tenant who must pay in a shared apartment or hall of residence. So, just call it coincidence and don't worry about this fact any more.

What must/should you do?

When you receive such letter you don't have a choice, you have to pay the contribution fee. Should you have heard that not-paying was the thing to do, TUHH strongly advise you to decide against this option. We know of cases where Broadcast Service arraigned people after years. So please fill in the attached document and send it back to Broadcast Service or you register online (www.rundfunkbeitrag.de).

But what you can do before you even have been requested to pay is : signing an internal contract wherein all tenants of your apartment agree to share the monthly contribution fee. It is best to do this shortly after you moved in because at that time no tenant knows yet if he or she will be the one who has to pay. That way there won't be any unpleasant feelings. Furthermore this solution is only fair: if you live in an apartment of 4 everyone has just to pay 4,40 € per month.

Living in Hamburg: Important Issues

Medical Help

Emergency Medical Service

Tel. 116 117

Doctor consultation on the phone, Clinic near your place, Home visit by a doctor (in case of emergency)

Asklepios Hospital Harburg Emergency Unit

Tel. 040 1818 86 6666

Eißendorfer Pferdeweg 52, Harburg

Emergency Doctors' Offices in Hamburg

- Notfallpraxis Altona
Stresemannstr. 54
- Notfallpraxis Farmsen
Berner Heerweg 124

Emergency Medical Dentist Service

Tel. 01805 - 05 05 18*

Telephone information about the dentist in charge

(*Land Line: 14 ct/min, mobile: max. 42 ct/min)

Ambulance: Tel. 112

Police: Tel. 110

Psychological Support

Student Counselling

(Studienberatung)

Student Counselling offers students advice on their studies, but also helps with personal concerns or problems. Details can be found at:

<https://www.tuhh.de/alt/tuhh/education/contacts/student-counseling-center/counseling.html>

Student Crisis Line

Tel. 040 411 70 411

telephone counselling service for young people in distress .

Crisis Support / Immediate Help

Information network providing easily understandable and reliable health information on common mental illnesses, decision aids, as well as offers for self-help and networking .

<https://psychenet.de/en/mental-health.html>

Drop-in Centres

(Krisenanlaufstellen)

& emergency aid contacts

(Soforthilfe):

<https://psychenet.de/de/hilfe-finden/schnelle-hilfe.html>

Legal Advice

Legal Advice at TUHH

Students at the TUHH are automatically insured for legal protection. The Legal advice is regularly offered by a lawyer at ASTA's office. The legal expenses insurance covers the following areas of law:

- General administrative rights protection
- Real estate
- Damages and compensation for damages
- Employment Law

Contact

Tel. 040 42878 3764

Fax. 040 42878 2564

Web: asta-tuhh.de

E-Mail: meiser@tuhh.de

Consulation hours:

Do 11.00 - 12.00 a.m.

Free legal advice for students at the University of Hamburg (UHH)

To discuss issues concerning visas, extending residency permits, work permits, and employment in Germany after graduation.

Legal advisor: Att. Björn Stehn
Rentzelstrasse 17, 20146 Hamburg,
Room 003 (ground floor)
Office hours 5–7 pm; Mondays.
Details can be found at:

<https://www.uni-hamburg.de/piasta/beratung.html>



Important Contacts and Links

Student Counselling Center TUHH

The Student Counselling Center provides general student counseling and psychological counseling also in English language for TUHH students throughout their studies. Students may refer to the TUHH Student Counselling Center.

In case of personal matters or problems as well as with study-related questions. For more information please check:

<https://www.tuhh.de/alt/tuhh/education/contacts/student-counseling-center/counseling.html>

Other Important Links

Extensive information on studying in Germany:

www.study-in.de

Information on finding a student job in Germany:

www.daad.de/deutschland/download

www.daad.de/job

www.stellenwerk-hamburg.de/

Information on finding an internship:

www.iaeste.de

Scholarships and funding programmes:

www.funding-guide.de

www.eu.daad.de

Important Contacts and Links

Welcome Tutors Consultation Hours



Do you need information, guidance or some practical tips for organizing your studies such as:

- Finding a learning group
- Learning materials and examinations
- Language courses
- Participation in international students activities and
- Other issues

Just ask your Welcome Tutor.

When? from October (Details will be posted)

Where? Infothek, Room 0024, Building E, Am Schwarzenberg - Campus 3

Further questions?

Visit the TUHH Homepage at:

<https://www.tuhh.de/alt/tuhh/most-important/students.html>

Or send an Email to :

welcome@tuhh.de

Examination Office

Ms Magdalena Piegza

SBC 3, Room 0.004

Email: **serviceteam-c@tuhh.de**

Tel: +49 40 428784805

International Office

Ms Jutta Janzen

Exchange students

Building E; Room 0.050A

Email: **j.janzen@tuhh.de**

Ms Malgorzata Safari

Manager Orientation & Integration

General Counselling

Building E; Room 0.057

Email: **safari@tuhh.de**

Ms Aylin Kruse

Accommodation Office

Building E; Room 0.055A

Email: **accommodation@tuhh.de**

Ms Annabell Jäger

Information Desk International

Building E; Room 0.058

internationaloffice@tuhh.de

Admission and Registration Office

Mr Lars Querhammer

Enrollment, semester tickets, payment

SBC 3; Room 0.008

Email: **lars.querhammer@tuhh.de**

Tel.: +49 40 428782937

Ms Katja Biewendt

Enrollment, semester tickets, payment

SBC 3; Room 0.009

Email: **biewendt@tuhh.de**

Tel. +49 40 428784188

Deputy Deans International / Departmental Coordinators

School of	Coordinator	Assistant
Bauwesen <u>Civil Engineering</u>	Prof. Dr. Ing. Ralf Otterpohl (Mr) <i>Institut für Abwasserwirtschaft und Gewässerschutz B-2</i> Office: Eißendorfer Straße 42 (M), Room 0503 Phone: +49 (0) 40 428 78 30 07 Fax: +49 (0) 40 428 78 26 84 E-Mail: otherpohl@tuhh.de	Ruth Schaldach (Ms) Office: Eißendorfer Straße 42 (M), Room 0510 Phone: +49 (0) 40 428 783 107 E-Mail: ruth.schaldach@tuhh.de Office hours: by appointment
Elektronik- Informatik, Informatik und Mathematik <u>Electrical Engineering, Computer Science and Mathematics</u>	Prof. Dr. rer. nat. Volker Turau (Mr) <i>Institut für Telematik E 17</i> Office: Am Schwarzenberg-Campus 3 (E), Raum 4.088 Telefon: +49 (0) 40 42878 - 3530 Fax: +49 (0) 40 42878 - 2581 E-Mail: turau@tuhh.de Online Registration at: telematik@tuhh.de	N.N. (details will be announced later)
Maschinenbau (inkl. Schiffbau) <u>Mechanical Engineering (incl. Shipbuilding)</u>	Prof. Dr. -Ing. Hermann Lödding (Mr) <i>Institut. f. Produktionsmanagement und -technik</i> Office: Denickestraße 17 (L), Room 2003 Phone: +49 (0) 40 428 78 3051 Fax: +49 (0) 40 428 78 22 95 E-Mail: loedding@tuhh.de	Denys Romanenko (Mr) M18 Office: Denickestraße 15 (K), Room 0555 Phone: +49 (0) 40 428 78 4323 Fax: +49 (0) 40 428 78 22 95 E-Mail: denys.romanenko@tuhh.de
Management- Wissenschaften und Technologie <u>Management Science and Technology</u>	Prof. Dr. Christian Lüthje (Mr) <i>Institut für Innovationsmarketing W-3</i> Office: Am Schwarzenberg-Campus 3 (D), Room 4.006 Phone: +49 (0)40 42878-4515 Fax: +49 (0)40 42878-4408 E-Mail: c.luehje@tu-harburg.de	Daniel Kruse (Mr) (incoming) Room D 3.010 Phone +49 (0) 40 42878 4237 E-Mail: daniel.kruse@tuhh.de Sandra Schubring (Ms)(outgoing) Room: 1003 / Building D Phone : +49 (0)40 42878 4417 Sandra.Schubring@tuhh.de
Verfahrenstechnik <u>Process and Chemical Engineering</u>	Jun.-Prof. Dr. Pavel Gurikov (Mr) <i>Entwicklung und Modellierung neuartiger nanoporöser Materialien</i> Office: Eißendorfer Straße 36 (HS36), Room 102 Phone: +49 (0)40 428 78 30 54 Fax: +49 (0)40 428 78 23 75 E-Mail: kuchta@tuhh.de	Wienke Reynolds (Ms) Harburger Schloßstraße 36 (HS 36) , Room 08 Phone: +49 (0)40 428 78 47 96 wienke.reynolds@tuhh.de



**INTERNATIONAL
OFFICE TUHH**

Contact

**International Office
Am Schwarzenberg Campus 3
Building E, Room: 0.050A,0.057
21073 Hamburg**