

TUHH

**TUHH**

Technische Universität Hamburg-Harburg

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We hope that you will have a good start in Hamburg and at TUHH! There are a lot of things to do before your Master's program at TUHH starts in October 2017. As you may not be familiar with the required formalities in Germany, this brochure will guide you from one step to another. It may serve you as a check list in order to avoid a waste of time and needless worries.

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## PREPARING YOUR STAY: IMPORTANT THINGS THAT NEED TO GET DONE AT HOME

### 1. DOWNLOAD ADMISSION LETTER

You can download your certificate of admission (approval document) from the application portal. You will need the certificate of admission to apply for the visa, for a bank loan, German health insurance and later on for the enrollment at TUHH. There is a verification code on the certificate of admission, so that other institutions (i.e. banks, embassy) can verify it. Please note that TUHH doesn't send hardcopies of the certificate of admission by post mail.

### 2. CLARIFY MONEY-RELATED QUESTIONS (AS SOON AS POSSIBLE!)

#### Proof of Financial Resources

For your visa application (and also later on for your residence permit) you will need a proof of financial resources which shows that you can finance your studies and daily living costs in Germany. Students must prove that they have at least €8640 per year at their disposal (€720 per month). To get further information please contact the German embassy directly:

[http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)



#### Costs of Living and Semester Contribution

The costs of living in Hamburg are rather high. Students should count a minimum of €800 per month including accommodation, semester contribution and health insurance!

Each semester students have to pay a semester contribution. The semester contribution for the summer semester 2017 was €309.90. The semester contribution for winter semester 2017/18 will be similar. A ticket for public transport (valid for 6 months throughout the public transportation network in Hamburg) is included within the semester contribution. New students will get the payment details after they have completed all the enrollment formalities.

More information about the costs of living:

[http://www.internationale-studierende.de/en/prepare\\_your\\_studies/financing/costs\\_of\\_living/](http://www.internationale-studierende.de/en/prepare_your_studies/financing/costs_of_living/)

### 3. APPLY FOR A STUDENT VISA (AS SOON AS POSSIBLE!)

International students need a student visa to enter Germany. Students from the European Union (and some other countries) are exempted from this requirement. Visa application may take several months' time! To check if you need a student visa please refer to:

[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

To get further information about the visa application please check the website of the German Embassy in charge of your place or residence:

[http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite\\_node.html](http://www.auswaertiges-amt.de/EN/Laenderinformationen/DtAuslandsvertretungenA-Z-Laenderauswahlseite_node.html)

Do not enter Germany with a tourist visa or national residence permit issued by a Schengen country! If you do so, you have to leave Germany after 90 days and after that you cannot re-enter the country.

## 4. APPLY FOR ACCOMMODATION (APPLICATION PERIOD: JUNE 1 – JULY 15, 2017)



Students at German universities do not automatically receive dorm rooms when accepted by the university. They have to find accommodation by themselves. The accommodation situation for students is difficult, as cheap accommodation is hard to find. It is very important to start the search for accommodation as soon as possible. You have to arrange accommodation prior to your arrival. Do not trust on finding accommodation after your arrival!

The Accommodation Office of TUHH supports prospective international students of TUHH in finding accommodation when still abroad. The rooms available through the Accommodation Office are generally distributed on a "first come-first served-basis." You should therefore apply as early as possible during the application period.

### How to apply for accommodation?

Application period: June 1 – July 15, 2017

Contact: [accommodation@tuhh.de](mailto:accommodation@tuhh.de)

Website:

<http://www.tuhh.de/alt/tuhh/international/students/study-with-us/accommodation-office-acco-tuhh.html>

If you choose a private room, be careful when it comes to transferring deposits. Only pay the deposit when:

- You have seen the accommodation.
- You have signed the rental contract.
- You have received the keys.

## 5. SUBMIT THE DECLARATION OF ACCEPTANCE (BY JULY 15, 2017)

For organizational reasons we need to get a clear idea at an earlier date of how many students intend to join our programs. For that reason please state whether you are accepting the place offered to you by July 15, 2017. To do so please use the appropriate feature in the online application portal called "Status of application" / "acceptance of admission" after logging in by using the following link:

<https://www.service.tuhh.de/zul/status.html>

If you don't submit the declaration of acceptance we will delete your name from our mailing list, so that you will not receive any further information.

## 6. REGISTER FOR THE GERMAN LANGUAGE COURSE (BY JULY 31, 2017)

The language of instruction in the international Master's programs is English, but please do not expect that all people in Germany speak or understand English. A basic knowledge of German will be very helpful for your everyday life in Hamburg. For that reason TUHH offers an optional intensive German language course before the start of the lecture period. (There will be other German language courses during the lecture period.)

Date: October 2 – October 13, 2017

Time: Monday – Friday: 9:00 a.m. – 2:00 p.m.

Costs: The course is free of charge, we expect regular attendance.

Place: The language course will take place on the university campus.

### How to register for the language course?

- If you want to join the language course please take the Cornelsen Online Test: <https://www.tuhh.de/alt/tuhh/education/students/master-deutschkurse.html>.
- Registration period: July 15 – July 31, 2017
- To register for the course please send an email to [study@tuhh.de](mailto:study@tuhh.de). In the email please mention your complete name, your TUHH application number and the results of the Cornelsen Online Test or the information that you have no previous knowledge of German.

## 7. PREPARE DOCUMENTS FOR ENROLLMENT

The following documents must be prepared for the act of enrollment at least:

1. Completed and signed enrollment form (available from August 1, 2017), downloadable at <https://www.service.tuhh.de/zul/status.html>
2. A copy of your passport
3. Officially certified copies of the university certificate(s) and German or English translations
4. Officially certified copies of the complete university transcript(s) of records (semester mark sheets) and German or English translations
5. TOEFL or IELTS score report (original, if not yet directly sent by ETS or British Council)  
Please note that ETS needs several weeks to send the ordered score reports to the institutions. For that reason you should bring your own original of the score report for enrollment, just to be on the safe side.
6. If previously been enrolled at a university in Germany: copy of the certificate of deregistration ["Exmatrikulationsbescheinigung"] of your previous university
7. Applicants from China, Mongolia or Vietnam must additionally submit an original APS-certificate of the "Akademische Prüfstelle" upon enrollment.

### Translation

If the documents are not in German or English, officially authenticated translations of a sworn translator have to be added. The authentication itself, too, must be performed in English or German. The translation must be attached to the photocopy of the original document.

### Certifications

Certifications of all documents will be accepted only if performed by a notary public, by the institution that has issued the original documents or by the German embassy or consulate in your home country. In Germany authentication can also be performed by the respective district registration office ("Kundenzentrum").

## 8. FIRST CONTACT TO TUHH SENIOR STUDENTS

For first contact with present TUHH senior students from your home country feel free to contact the International Student Associations or the Departmental Student Organizations at TUHH:

### International Student Associations:

- African Student Organization - AstO: [asto-ag@tuhh.de](mailto:asto-ag@tuhh.de)
- Chinese Student Association: [chineseag@tuhh.de](mailto:chineseag@tuhh.de), [www.tuhh.de/csa](http://www.tuhh.de/csa)
- Indian Student Association - ISATUHH: [isatuhh@tuhh.de](mailto:isatuhh@tuhh.de), [www.tuhh.de/isatuhh/](http://www.tuhh.de/isatuhh/)
- Latin Students Association: [latinostu-ag@tuhh.de](mailto:latinostu-ag@tuhh.de), <http://cgi.tu-harburg.de/~saglawww/index.html>
- Pakistan Student Association - PSA: [psa@tu-harburg.de](mailto:psa@tu-harburg.de), [www.tuhh.de/psa/](http://www.tuhh.de/psa/)
- Türk-ING AG Turkish Student Association: [turking@tuhh.de](mailto:turking@tuhh.de), [www.tuhh.de/turking/](http://www.tuhh.de/turking/)

### Departmental Student Organizations ("Fachschaften")

- Civil and Environmental Engineering: [fsrb@tuhh.de](mailto:fsrb@tuhh.de) / [www.tuhh.de/fsrb](http://www.tuhh.de/fsrb)
- Electrical Engineering and Information Technologies: [info@fsr-etit.de](mailto:info@fsr-etit.de) / [www.fsr-etit.de](http://www.fsr-etit.de)
- Mechanical Engineering: [fsr-mb@tuhh.de](mailto:fsr-mb@tuhh.de) / [www.mb-tuhh.de](http://www.mb-tuhh.de)
- Process and Chemical Engineering : [fsrv@tuhh.de](mailto:fsrv@tuhh.de) / [www.tuhh.de/fsrv/](http://www.tuhh.de/fsrv/)

## IN HAMBURG: IMPORTANT THINGS THAT NEED TO GET DONE SHORTLY AFTER YOUR ARRIVAL

### 1. ORIENTATION: HOW TO GET TO TUHH

- Campus Map and Directions to TUHH: <https://www.tuhh.de/alt/tuhh/uni/map.html>
- Time table for German Railways (Deutsche Bahn AG): [https://www.bahn.de/p\\_en/view/index.shtml](https://www.bahn.de/p_en/view/index.shtml)
- Time table for Hamburg public transport (HVV): <http://www.hvv.de/en/index.php>

### 2. ENROLLMENT AT TUHH (BY OCTOBER 1, 2017)

#### What to take along for enrollment?

- Completed and signed enrollment form, downloadable from the application portal: <https://www.service.tuhh.de/zul/status.html>
- A proof of valid health insurance. If you are still waiting for your appointment at the Welcome Center or District Registration Office, you may submit this document by October 31, 2017. To do so please use the letter box in building E, entrance I.
- A copy of your passport
- TOEFL or IELTS score report (original)
- Certified copies of your university degree certificate(s) and transcript(s) and German or English translations
- Copy of the certificate of deregistration ["Exmatrikulationsbescheinigung"] of your previous German university (if applicable)
- The original of the APS-certificate of the "Akademische Prüfstelle" (only for applicants from China, Mongolia or Vietnam)



#### Submitting the enrollment documents

We strongly recommend submitting the enrollment documents in person during the special enrollment office hours. These office hours will be held at Hamburg University of Technology, Am Schwarzenberg-Campus 5, building H, room H 0.09 (see map on page 9) on

Wednesday	September 20, 2017	10:00 – 12:00 a.m.
Friday	September 22, 2017	10:00 – 12:00 a.m.
Wednesday	September 27, 2017	10:00 – 12:00 a.m.

#### After the enrollment you will get the following documents:

- A confirmation of enrollment ("Einschreibebestätigung")
- The bank details for transferring the semester contribution
- Your login and password for the TUHH Computer Center
- Your university email-address
- A temporary ticket for public transport (valid until November 15, 2017).

#### During enrollment office hours we will try to schedule the following appointments for you:

- An appointment at the District Registration Office for the residence registration in Hamburg
- An appointment at the Aliens Registration Office for the application for the residence permit

It is very difficult to get appointments at the District Registration Office for the residence registration and at the Aliens Registration Office. All appointments are binding. If you cancel them we cannot arrange new appointments for you!

### 3. REGISTRATION IN HAMBURG (WITHIN TWO WEEKS AFTER YOUR ARRIVAL)

Within two weeks after your arrival you need to register as a resident in Hamburg. You can do that at the Hamburg Welcome Center or in one of the District Registration Offices ("Kundenzentrum").

#### Hamburg Welcome Center

The Hamburg Welcome Center offers a special service for international students new to Hamburg. You can register your address and obtain your first residence permit there. Please arrange an appointment via email as soon as possible at least six to eight weeks in advance!

Contact: Hamburg Welcome Center  
Adolphsplatz 1, 20457 Hamburg  
Tel: +49 40 42854 5001  
[info@welcome.hamburg.de](mailto:info@welcome.hamburg.de)  
<http://english.welcome.hamburg.de/>

#### District Registration Offices

You can register your address in any of the district registration offices. You can find the address of the District Registration Office in Harburg (close to TUHH) below. Appointments can be made during our special enrollment office hours or online at <http://www.hamburg.de/kundenzentrum/> by your own. As this website is completely in German we strongly recommend to arrange an appointment during our special enrollment office hours.

Contact: Kundenzentrum Harburg  
Harburger Rathausforum 3  
21073 Hamburg

#### What to take along to the Welcome Center or District Registration Office?

- Passport
- Completed and signed registration form
- Completed and signed confirmation from your landlord ("Wohnungsgeberbestätigung")
- Administration fee: €12.00

You will get the required forms during our special enrollment office hours. You can also find it on the website of the Hamburg Welcome Center: [www.english.welcome.hamburg.de/forms](http://www.english.welcome.hamburg.de/forms).

After the registration you will get a confirmation of registration ("Meldebestätigung"). Keep this document safe. You will need it for opening a bank account, arranging health insurance and for your residence permit.

### 4. OPENING AN ACCOUNT AT A GERMAN BANK

While studying in Hamburg you will need a German bank account. In Germany bank accounts for students are free of charge. You can open a bank account at any bank in Hamburg. Several banks are located near TUHH. Usually you don't have to make an appointment to open a bank account:

#### Some banks that you may find in Hamburg-Harburg:

HASPA: [www.haspa.de](http://www.haspa.de), Alter Postweg 29, 21075 Hamburg  
Hypo Vereinsbank: [www.hypovereinsbank.de](http://www.hypovereinsbank.de), Lüneburger Straße 3, 21073 Hamburg  
Commerzbank: [www.commerzbank.de](http://www.commerzbank.de), Sand 5 – 7, 21073 Hamburg  
Deutsche Bank: [www.deutsche-bank.de](http://www.deutsche-bank.de), Harburger Rathausstraße 44, 21073 Hamburg

#### What to take along for opening a bank account?

- Passport
- Confirmation of registration ("Meldebestätigung")
- Certificate of admission issued by TUHH

If you have a blocked bank account you have to activate it after your arrival in Hamburg in order to access your money. To do so you have to contact the bank where you have opened the blocked account.

## 5. ARRANGING A GERMAN HEALTH INSURANCE

Students in Germany are obliged to be insured at a German statutory health insurance company (costs: app. €90 per month).

Students older than 30 years of age cannot sign up for a statutory health insurance, but have to apply for coverage with a private German health insurance:

[http://www.studierendenwerk-hamburg.de/studierendenwerk/en/internationales/studierende\\_aus\\_dem\\_ausland/versicherungen/index\\_cop y.php](http://www.studierendenwerk-hamburg.de/studierendenwerk/en/internationales/studierende_aus_dem_ausland/versicherungen/index_cop y.php)

Students from EU member countries, Iceland, Liechtenstein, Norway or Switzerland, who are able to present a valid European Health Insurance Card (EHIC), don't have to arrange an additional German health insurance. The EHIC is valid all around Europe.

Please note that the German student health insurance is only valid from October 1, 2017. So don't forget to arrange a travel health insurance for the meantime!

### Some statutory health insurances that you may find in Hamburg-Harburg:

AOK: [www.aok.de](http://www.aok.de), Schlossmühlendamm 30 – 32, 21073 Hamburg  
 Barmer GEK: [www.barmer-gek.de](http://www.barmer-gek.de), Lüneburger Tor 8 – 10, 21073 Hamburg  
 DAK: [www.dak.de](http://www.dak.de), Schlossmühlendamm 8 – 10, 21073 Hamburg  
 TK: [www.tk.de](http://www.tk.de), Kasernenstraße 12, room 1.12, 21073 Hamburg  
 (situated in building F on university campus, see map on page 9)

### What to take along to arrange health insurance?

- Passport
- Confirmation of registration ("Meldebestätigung")
- Certificate of admission issued by TUHH
- Details of your German bank account



The health insurance will issue a certificate for registering at a university ("Versicherungsbescheinigung zur Vorlage bei der Hochschule"). Please don't forget to submit this document to TUHH by October 31, 2017 at the very latest! To do so please use the letter box in building E, entrance I. A copy of your health insurance contract is not sufficient for enrollment.

A few days after arranging statutory health insurance you will get a health insurance card which you need to take with you when you visit a doctor. If you have a statutory health insurance medical treatment is free of charge, however some special treatments e.g. tooth replacement must generally be paid for in full. When in doubt please contact your health insurance beforehand.

## 6. TRANSFERRING THE SEMESTER CONTRIBUTION (BY NOVEMBER 15, 2017)

### Semester contribution

After the enrollment you have to transfer the semester contribution. The deadline for the payment of the semester contribution which you can find on our website is not valid for new students. Please do not transfer the semester contribution before the enrollment!

### Semester documents

Within a few days after transferring the semester contribution to the TUHH's bank account you will receive your semester documents:

- Student ID
- Ticket for public transport for the complete semester. The semester ticket is valid in the HVV total network (fare rings: ABCDE): [http://www.hvv.de/pdf/plaene/hvv\\_linienplan\\_schnellbahnplan\\_usar.pdf](http://www.hvv.de/pdf/plaene/hvv_linienplan_schnellbahnplan_usar.pdf)
- A bilingual certificate of enrollment
- If you need additional certificates of enrollment you can download them in English or German from the TUHH website (self service functions): <https://www.service.tuhh.de/sos>



## 7. APPLICATION FOR THE RESIDENCE PERMIT (BEFORE YOUR STUDENT VISA EXPIRES)

Students from non-EU countries need a residence permit for their stay in Hamburg. It can take up to eight weeks until you get your electronic residence permit, you have to apply for the residence permit in time before your student visa expires. You can apply for the first-time issue of the residence permit at the Hamburg Welcome Center or at your local Aliens Registration Office.

### Hamburg Welcome Center

The Hamburg Welcome Center offers a special service for international students new to Hamburg. You can register your address and obtain your first residence permit there. Simply arrange an appointment via email four to six weeks in advance! Please cancel your appointment if you cannot honour it. Appointments can be made online: <http://www.hamburg.de/kundenzentrum/>

Contact: Hamburg Welcome Center  
Adolphsplatz 1, 20457 Hamburg  
Tel: +49 40 42854 5001  
[info@welcome.hamburg.de](mailto:info@welcome.hamburg.de)  
<http://english.welcome.hamburg.de/>

### Local Aliens Registration Office in Harburg

Contact: Kundenzentrum Harburg, Ausländerangelegenheiten  
Harburger Rathauspassage 2, 2nd floor, 21073 Hamburg  
Appointments: You can go there without appointment during public office hours:  
Mon, Thu: 8:00 a.m. – 4:00 p.m.  
Tue: 7:00 a.m. – 2:00 p.m.

If you are living outside the district of Harburg you can find the addresses of the Aliens Registration Office of your district on the internet: <http://www.hamburg.de/behoerdenfinder/hamburg/11320423/>

### What to take along to apply for a Residence Permit?

- Completed and signed application for the issue of a residence permit:  
<http://www.hamburg.de/contentblob/103150/data/ae-eng-fra.pdf>
- Passport
- 1 passport-size biometric photograph
- Confirmation of registration (“Meldebestätigung”)
- Certificate of enrollment and student ID
- Proof of German health insurance
- Financial proof for living costs
- €110.00 fee

## 8. SIGN AN INTERNAL AGREEMENT WITH YOUR TENANTS TO SHARE THE FEE FOR THE GERMAN BROADCAST CONTRIBUTION SERVICE (AS SOON AS POSSIBLE!)

The German Broadcasting Fee is €17.50 per month and has to be paid also by international students. 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. One or two months after you have done your residential registration you might get a default summons from the German Broadcast Contribution Service (“Beitragsservice”) to pay the fee. The fee must be submitted in three-month payments (€52.50 all three months).

Before you even have been requested to pay the fee all students should sign an internal contract wherein all tenants of the apartment agree to share the monthly 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. You will get a blueprint for an internal agreement upon enrollment.

More information concerning “Beitragsservice” can be found at  
[https://www.rundfunkbeitrag.de/e175/e198/Informationsflyer\\_Buergerinnen\\_und\\_Buerger\\_englisch.pdf](https://www.rundfunkbeitrag.de/e175/e198/Informationsflyer_Buergerinnen_und_Buerger_englisch.pdf)

## STARTING YOUR STUDIES

### IMPORTANT DATES

**Friday, October 13, 2017: 2:15 – 3:00 p.m.:** Semester opening, building I, lecture hall “Audimax II”

**Monday, October 16, 2017:** Start of the lecture period

#### First two weeks of December:

Registration period for examinations. Most examinations will take place in the non-lecture period. The Examinations Office will notify you by email of the respective registration periods and the registration procedure.

**December 25, 2017 – January 6, 2018:** Christmas break

#### February 1 – March 15, 2018:

Reregistration period for summer semester 2018. Enrollment at TUHH is valid for one semester only and you have to renew it before the next semester starts:

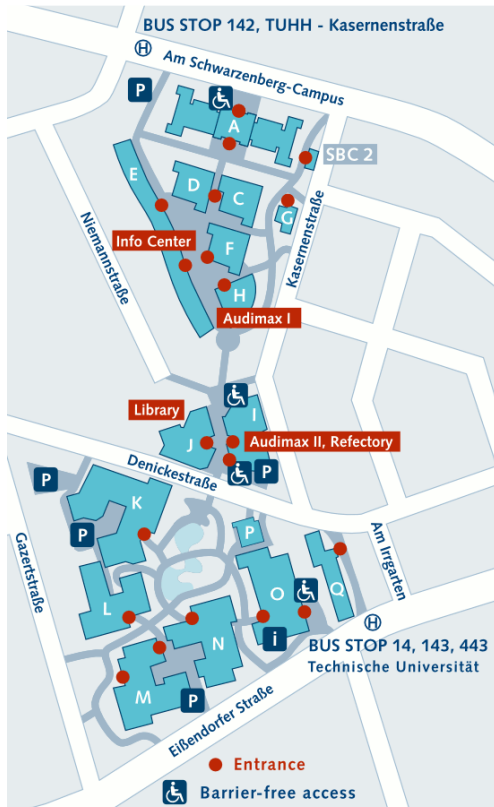
<https://www.tuhh.de/alt/tuhh/education/students/reregistration.html>

**February 4, 2018:** End of the lecture period

More concerning lecture periods and breaks can be found at:

<https://www.tuhh.de/tuhh/studium/studieren/termine-fristen.html>

## CAMPUS MAP



- Building A: lounge (ground floor), Career Center
- Building E: Student Services (ground floor), Computer Center
- Building F: NIT, TK office (room 1.12), coffee shop
- Building H: Great Lecture Hall (Audimax I)
- Building I: Lecture Hall (Audimax II), University Canteen (Mensa)
- Building J: Library, shop, ATM
- Building N: Student Workshop
- Building O: coffee shop
- Building Q: Learning Center

TUHH campus:

<https://www.tuhh.de/alt/tuhh/uni/map/campus-map.html>

Harbor area:

<https://www.tuhh.de/alt/tuhh/uni/map/harbor-area.html>  
(distance to TUHH campus: 1.7 km)

Driving directions, public transport (HVV) etc:

<https://www.tuhh.de/alt/tuhh/uni/map.html>

Local public transport stops around TUHH:

<https://tissy.tuhh.de/pois/show/osm/showpois/HVV>

## HOW TO ACTIVATE YOUR TUHH ACCOUNT

After the enrollment you will get a password and login-string for your TUHH account. To enable your TUHH account you need to perform the following steps:

1. You need to change your password. Please follow this link:  
<https://ps.tuhh.de/cgi-bin/passwd?page=1&lang=en>
2. Opening this link (using https, the connection is cryptographically secured). There must not be a warning about an untrusted certificate of the webserver.
3. Enter your login and password.
4. Select a new password following the rules described there.
5. Finish this step by clicking 'Change password'.



Once you have changed your password you can use the online-portal to access the self service functions at <https://www.service.tuhh.de/sos>. Your TUHH account also allows you to work within the computer labs of the Computer Center and use further IT services, like WLAN, email, printing and scanning, e-learning. The access is granted to you for the whole time of your studies at TUHH.

Please note that you are obligated to check for emails from your TUHH account regularly. The TUHH communicates to you via this email address. Also checking your emails on a regular basis ensures that you receive all important information regarding your studies.

If you encounter problems using your TUHH account, please do not hesitate to contact the User Service Center (contact point for enquiries) in building E, 2nd floor, room 2.048.

## SERVICES PROVIDED BY THE COMPUTER CENTER

Address: Am Schwarzenberg Campus 3, building E, 2nd floor, <https://www.tuhh.de/rzt/>

User Service Center (contact point for enquiries):  
Building E, 2nd floor, room 2.048, [servicedesk@tuhh.de](mailto:servicedesk@tuhh.de)  
<https://www.tuhh.de/alt/rzt/beratung/service-desk.html>

Services provided by the Computer Center:  
<https://www.tuhh.de/alt/rzt/beratung/usc.html>  
[https://www.tuhh.de/t3resources/rzt/pdf/usc/USC\\_Flyer\\_englisch\\_21-10-2014.pdf](https://www.tuhh.de/t3resources/rzt/pdf/usc/USC_Flyer_englisch_21-10-2014.pdf)

## HOW TO REGISTER AT THE TUHH LIBRARY

Address: Denickestr. 22, building J, <https://www.tub.tuhh.de/en/>

You need a library card for lending as well as for ordering literature from the closed stack or by interlibrary loan. The reading rooms are accessible without library card. For the registration you will need your passport, your student ID and the confirmation of residence registration ("Meldebestätigung"). First of all, please register online at <https://www.tub.tuhh.de/en/service/registration/>.

Guided tours through the university library take place by arrangement. For spontaneous requests please come up to the information desk.

## HOW TO ARRANGE YOUR LECTURE PLAN

This is a very short tutorial on self-organized compilation of your curriculum or lecture plan. From what will probably be with the beginning of September 2017 the course catalog for the winter semester 2017/2018 will be available online on the TUHH website at [https://intranet.tuhh.de/stud/vvz\\_eingabe.php3?Lang=en](https://intranet.tuhh.de/stud/vvz_eingabe.php3?Lang=en). To make it a little easier for you to find your way into your study program we are demonstrating to you briefly how you can put your lecture plan together. If you have any further questions you can confidently consult the student body of your faculty or fellow students who will be happy to be of assistance.

Your personal lecture plan will be based on the official curriculum for your study program at <https://www.tuhh.de/alt/tuhh/education/students/examination-regulations.html>. Please make sure you click on the current version. You will then have an overview of the lectures, tutorials, internships, etc. you are expected to attend in your first semester.

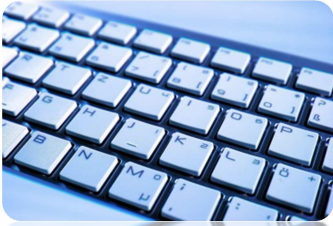
This is how to go about compiling your curriculum:

1. Visit the <https://www.tuhh.de> website.
2. Mouse over to the red arrow in the right-hand margin and click on **Studierende** (Students).
3. You will now see four fat red buttons on the right; click on **Login Intranet**.
4. Enter your user ID which you received upon enrollment.
5. Click on the right on **Aktuelles Semester** (Current Semester).
6. Select your study program and Semester 1 in the dropdown menus and then click on **Abschicken** (Send). If your only options in the dropdown menu are Semesters 2, 4, and 6, the course catalog for the winter semester is not online yet. Try again in a few days' time.
7. You will now see a long list of courses for which you can enroll in the study program you have selected. Check every course in your official curriculum that you are expected to attend in your first semester. If several times are listed for, say, a tutorial, you can choose the one that suits you best. Think about whether you want to enroll for an elective – such as Introduction to Law, etc. – in your first semester, and if you do, check that too.
8. Click at the bottom of the page on **Markierte Vorlesungen abonnieren** (Subscribe to Checked Lectures). **That is important!**
9. Click on the right on **Eigene Auswahl** (Own Selection). You should now have a shorter list of the courses you have chosen. Click at the top of the page on **Kalendarische Ansicht** (Calendar View) to open a new browser window.
10. Congratulations! You have now compiled your first personal lecture plan.
11. If courses overlap or coincide or if the gaps between courses are too short or too long for you, play around with the tutorials or courses that are offered at different times. Then uncheck the superfluous courses in your “Own Selection” and click at the bottom of the page on **Unmarkierte Vorlesungen austragen** (Delete Unchecked Lectures).
12. Click on the right on **Mein Studiengang** (My Study Program) and repeat the procedure from **Point 7** of this tutorial.

### PLEASE NOTE:

The lecture plan that you have drawn up is just for you personally. By “abonnieren” (subscribing) to courses you are not automatically enrolling for them. To enroll for specific courses, such as lectures or tutorials, you must in addition visit the registration platform Stud.IP or “Intranet-Kursanmeldung”.

## HOW TO ENROLL FOR A COURSE ON STUD.IP



At the TUHH the internet-based learning platform Stud.IP is available for all students and teachers. In addition to communicating with teachers and fellow students you can upload material and information to the platform. This could be literature and link lists, video recordings of lectures for the platform, and scripts or further exercises for students. This requires cooperation and communication by and between all students and teachers.

[https://e-learning.tu-harburg.de/studip/index.php?set\\_language=en\\_GB](https://e-learning.tu-harburg.de/studip/index.php?set_language=en_GB)

Using Stud.IP does not require any special prior technical knowledge. You access it via your login and password of the TUHH Computer Center which you have received during the enrollment. You can also find the login and initial password on your semester documents.

To enroll for a course on Stud.IP, this is what you do:

1. Visit <https://e-learning.tu-harburg.de/studip/>.
2. Enter your user ID and password.
3. Find the course you want in the search bar (above right). Can't find it? Make sure you are searching in the right semester (dropdown menu on the search result page).
4. Click on the course you want to register for.
5. Then, on the far right, click on "Tragen Sie sich hier für die Veranstaltung ein" (enroll for the course here). If that button is not available, it will most likely be because you are not in the prescribed registration period or are looking in the wrong semester.
6. If a password is requested, go to the first lecture/course regardless. The password will usually be announced there. If you miss the first lecture send an email to the person in charge or just ask fellow students to tell you the password.

To enroll, for instance, for a tutorial that is offered at different times there are usually two options:

1. Looking in the right semester for, say "Übung Technische Mechanik I", you find many different courses: Group A, Group B, etc. In that case simply enroll for the group that meets at the time you prefer.
2. Looking for, say "Übung Thermodynamik I", you find only one course even though several times are offered for this tutorial. In this case enroll for the tutorial and click first on the "TeilnehmerInnen" tab and then on "Funktionen/Gruppen". Find the group of your choice and click on the yellow double arrow in front of it.

## GERMAN LANGUAGE COURSES FOR MASTER'S STUDENTS

During the lecture period TUHH is offering a variety of language courses on different levels. These lectures are compulsory and free of charge (except €20 for the books).

**Students in the international Master's programs have to join one of the courses named "Master-Kurs Deutsch", for other German courses Master's students will get no credits:**

<https://www.tuhh.de/alt/tuhh/education/students/language-courses-at-tuhh.html>

Further information and registration for the German language course for Master's students "Master-Kurs-Deutsch": <https://www.tuhh.de/alt/tuhh/education/students/master-deutschkurse.html>

## INFORMATION ABOUT EXAMINATIONS AND EXAMINATION REGULATIONS

Most examinations will take place in the non-lecture period. You have to register for all the examinations you want to take in advance. You register or cancel your registration for graded examinations online via the self service functions at <https://www.service.tuhh.de/sos>.

Examination regulations: <https://www.tuhh.de/alt/tuhh/education/students/examination-regulations.html>

FAQs: <https://www.tuhh.de/alt/tuhh/education/contacts/examination-office/faqs.html>

The examination regulations consist of two parts:

- the general provisions for all programs (**ASPO**) and
- the subject-specific provisions (**FSPO**) for your course and the course scheme ("**Studienplan**") for your degree course.

**Please read all parts of the examination regulations and the FAQs carefully!**

### Contact:

Examination Office: Ms. Angela Steffen

<https://www.tuhh.de/alt/tuhh/education/contacts/examination-office.html>

Am Schwarzenberg-Campus 3, building E, ground floor, room 0.003

[serviceteam-a@tu-harburg.hamburg.de](mailto:serviceteam-a@tu-harburg.hamburg.de)

Office hours:

Monday, Tuesday: 9:00 a.m. – 12:30 p.m., Thursday: 1:00 – 3:00 p.m.

## STUDENT COUNSELING

### General Student Counseling and Psychological Counseling & Infothek

The Student Counseling Service provides general student counseling and psychological counseling (also in English language) for TUHH students throughout their studies:

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

The Infothek contains information on the content of courses along with many other information material. At the Infothek you can also register for individual counseling.

### Contact:

Am Schwarzenberg-Campus 3, building E, ground floor, rooms 0.022 and 0.025, [studienberatung@tuhh.de](mailto:studienberatung@tuhh.de)

Office Hours:

Monday / Wednesday: 9:00 a.m. – 12:30 p.m.

Tuesday / Thursday: 1:00 – 4:00 p.m.

Registration for individual counseling (only for TUHH students):

Tuesday / Thursday: 1:00 – 2:00 p.m.

### Subject-specific counselling

Subject-specific information on the respective course contents and the fields of employment is available for students from the responsible subject-specific counselor or the course coordinator. Please try to arrange an appointment in advance!

### Chemical and Bioprocess Engineering:

Mr. Prof. Raimund Horn (course coordinator)

Eißendorfer Straße 38, building O, room 211, [horn@tuhh.de](mailto:horn@tuhh.de)

## **Environmental Engineering**

Mr. Prof. Dr.-Ing. Mathias Ernst (course coordinator)  
Am Schwarzenberg-Campus 3, building E, room 1.004, [mathias.ernst@tuhh.de](mailto:mathias.ernst@tuhh.de)

## **Information and Communication Systems**

Mr. Prof. Dr.-Ing. Andreas Timm-Giel (course coordinator)  
Am Schwarzenberg-Campus 3, building E, room 1.057, [tim-giel@tuhh.de](mailto:tim-giel@tuhh.de)

## **Mechanical Engineering and Management**

Mr. Prof. Dr.-Ing. Dieter Krause (course coordinator)  
Denickestr. 17, building L, room 1013, [krause@tuhh.de](mailto:krause@tuhh.de)

Ms. Olga Sankowski, M.Sc. (subject-specific counselor)  
Denickestr. 17, building L, room 2054, [o.sankowski@tuhh.de](mailto:o.sankowski@tuhh.de)

## **Mechatronics**

Mr. Prof. Dr.-Ing. Uwe Weltin (course coordinator)  
Eißendorfer Str. 40, building N, room 1088, [weltin@tuhh.de](mailto:weltin@tuhh.de)

Mr. Dipl.-Ing. Martin Gomse (subject-specific counselor)  
Eißendorfer Str. 40, building N, room 1005, [martin.gomse@tuhh.de](mailto:martin.gomse@tuhh.de)

## **Microelectronics and Microsystems**

Mr. Prof. Dr.-Ing. Hoc Khiem Trieu (course coordinator)  
Eißendorfer Str. 42, building M, room 2508, [trieu@tuhh.de](mailto:trieu@tuhh.de)

## **Joint European Master in Environmental Studies: Cities & Sustainability**

Ms. Prof. Dr.-Ing. Kerstin Kuchta (course coordinator)  
Harburger Schloßstraße 36, room 102, [kuchta@tuhh.de](mailto:kuchta@tuhh.de)

## **Joint European Master in Global Innovation Management**

Mr Dr. Stephan Buse (subject-specific counselor)  
Am Schwarzenberg-Campus 4, building D, room 3.001, [stephan.buse@tuhh.de](mailto:stephan.buse@tuhh.de)

Mr. Prof. Dr. Cornelius Herstatt (course coordinator)  
Am Schwarzenberg-Campus 4, building D, room 3.004, [c.herstatt@tuhh.de](mailto:c.herstatt@tuhh.de)

## **Joint Master in Ship and Offshore Technology**

Mr. Prof. Dr. Sören Ehlers (course coordinator)  
Am Schwarzenberg-Campus 4, building C, room 4.008, [ehlers@tuhh.de](mailto:ehlers@tuhh.de)

## **STUDIS-OFFICE & SELF SERVICE FUNCTIONS FOR STUDENTS**

### **STUDIS-Office**

In the STUDIS-Office you can get general information about

- semester documents:  
<https://www.tuhh.de/alt/tuhh/education/students/semester-documents.html>
- semester ticket:  
<https://www.tuhh.de/alt/tuhh/education/students/semester-ticket.html>
- reregistration and sabbatical semester:  
<https://www.tuhh.de/alt/tuhh/education/students/reregistration.html>
- deregistration:  
<https://www.tuhh.de/alt/tuhh/education/students/deregistration.html>
- change of address
- change of degree program
- replacement of certificates (semester ticket, enrollment documents e. g.)
- health insurance
- notification of accident

**Contact:**

Am Schwarzenberg-Campus 3, building E, ground floor

Website: <https://www.tuhh.de/tuhh/studium/ansprechpartner/studis-studierendenservice.html>

Email: [study@tuhh.de](mailto:study@tuhh.de)

Office hours;

Monday / Tuesday: 9:00 a.m. – 12:30 p.m.

Thursday: 1:00 – 3:00 p.m.

**Self service functions for students:**

Please use the self service functions <https://www.service.tuhh.de/sos> to

- change you address or phone number,
- edit your password,
- download certificates of enrollment and academic records,
- register for and withdrawal from examinations and check the admission to examinations.

**STUDENT ORGANIZATIONS**

**Students' Union Executive Committee (AStA):**

<http://asta.tuhh.de/links>

Am Schwarzenberg-Campus 3, building E, ground floor, room 0.069, [asta@tuhh.de](mailto:asta@tuhh.de)

Office hours:

Monday – Friday 9:00 a.m. – 12:00 p.m.

The International Student Identity Card "ISIC" is available here.

**Departmental Student Organizations ("Fachschaften"):**

- **Civil and Environmental Engineering**  
(for "Environmental Engineering" and "JEMES-CiSu"): <http://www.tuhh.de/fsrb/>
- **Electrical Engineering and Information Technologies**  
(for "Information and Communication Systems" and "Microelectronics and Microsystems"):  
<https://fsr-etit.de/>
- **Management Sciences and Technology**  
(for "Global Innovation Management"): <http://www.tuhh.de/fsr-mwt>
- **Mechanical Engineering**  
(for "Mechanical Engineering and Management" and "Mechatronics"): <http://www.tuhh.de/fsrm>
- **Naval Architecture**  
(for "Ship and Offshore Technologies"): <http://www.hf-latte.de>
- **Process and Chemical Engineering**  
(for "Chemical and Bioprocess Engineering"): <http://www.tuhh.de/fsrv>



## USEFUL WEBSITES

**Accommodation Office:**

<https://www.tuhh.de/alt/tuhh/international/students/study-with-us/accommodation-office-acco-tuhh.html>

**Examination Office:**

<https://www.tuhh.de/alt/tuhh/education/contacts/examination-office.html>

**Information for new students:**

<https://www.tuhh.de/alt/tuhh/education/newtuhh.html> and

<https://www.tuhh.de/alt/tuhh/education/students.html>

**International Office:**

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

**Learning Center:**

<https://cgi.tu-harburg.de/~zllwww/angebot/learning-center-2/>

**Career Center:**

<https://www.tuhh.de/alt/tuhh/uni/service/career-center.html>

**Menu of the university canteen:**

<http://speiseplan.studierendenwerk-hamburg.de/index.php/en/cafeteria/show/id/570>

**Service portal for studying in Hamburg /Studierendenwerk Hamburg:**

<http://www.studierendenwerk-hamburg.de/studierendenwerk/en/home/>

**Student clubs and societies at TUHH:**

<http://asta.tu-harburg.de/studentenleben/arbeitsgemeinschaften>

**Student Jobs:**

International students from non-EU-countries (with exception of students from Norway, Iceland, Liechtenstein and Switzerland) as well as students from Croatia are only allowed to take up a limited amount of paid employment (a maximum of 120 days per year, alternatively 240 days part-time up to four hours per day). For any work that exceeds your 120-days account and that is not a compulsory part of your studies you need a work permit. Jobs as a "Studentische/Wissenschaftliche Hilfskraft" (teaching or research assistant) within the university can be exempted from the work permit requirement if the majority of performed tasks has a scientific character. Further information is given here:

<https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-earning-money/>

<http://english.welcome.hamburg.de/contentblob/3738426/data/information-for-international-students-brochure.pdf>

**Tips for every day:**

Helpful advices on getting accustomed to life in Germany:

<https://www.study-in.de/en/on-arrival/tips-for-every-day/>

**University sports:** <http://hsp-hh.sport.uni-hamburg.de/>

**Other useful websites you need to know (published by AStA (Students' Union Executive Committee)):** <http://asta.tu-harburg.de/links>

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