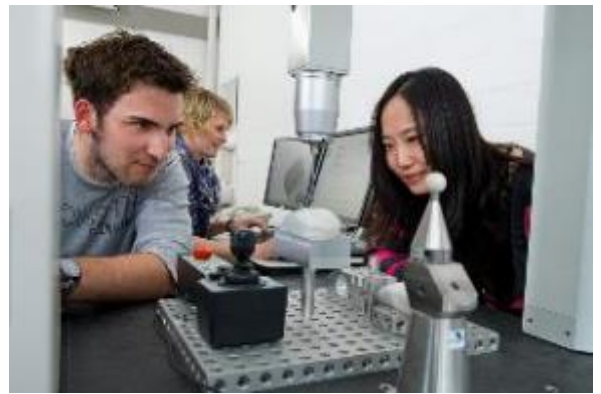




HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES



Handbook for international students of the Faculty for Engineering and Computer Science



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

This handbook is a guideline for international students who intend to study at Osnabrück University of Applied Sciences (OS UAS), either as visiting students for a maximum of two semesters or as international degree-seeking students in a full-time Bachelor or Master program to achieve a degree at the Faculty of Engineering and Computer Sciences (ECS).

The content of this handbook is for information purposes only and should not be viewed as the basis of any contract between student and university. No guarantee can be given that the information may not be altered.

Updated information can always be found on the Internet:

www.hs-osnabrueck.de/en/iui/international/

Should you realise that any information is missing or false or if you have any suggestion or new idea to be considered, we would appreciate to hear from you. Just send an e-mail to the International Faculty Office (IFO): l.wuebbelmann@hs-osnabrueck.de

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1. Welcoming letter

Dear international students,

As Dean of the Faculty Engineering and Computer Science of the Osnabrück University of Applied Sciences I cordially welcome you – also in the name of my colleagues. We are very happy about your interest in studying at our faculty.

We – that means some 3,000 students, 90 professors and about the same number of staff working in laboratories and administration as well as 80 further colleagues in our research projects.

We have grown immensely ever since the early days of engineering education here in Osnabrück – now 50 years ago.

Today we train junior staff in 30 bachelor and master programmes for the main fields of industry.

What characterizes us? These are mainly 3 aspects:

- practice oriented programmes;
- our long-standing co-operation with 80 partner universities all over the globe and
- close research cooperations with regional and international companies.

You are cordially invited to get a first impression of our offers for international students with the help of this “Handbook for international students”.

And naturally we would be more than happy if you decided to study as a visiting student or even as a degree seeking student at our Faculty!



Prof. Dr. Alexander Schmeemann,

*Dean of the Faculty for Engineering
and Computer Science;
Vice-President for Academic Affairs*

2. International Faculty Office (IFO) of the Faculty ECS

A warm welcome from the staff of the International Faculty Office (IFO)! We are organising and coordinating international activities at the Faculty of Engineering and Computer Sciences. We are taking care of the incoming and outgoing students and lecturers at our faculty.

The IFO should not be mistaken however for the Center for International Students (CIS) or the Center for International Mobility (CIM) which are responsible for special international issues on university level (more details can be gathered from the following pages of this handbook).

Our service for you as an international student is to give you **information, support and advice** you require **for studying and living in Osnabrück**. Just contact us or drop in by our offices if you need help. Don't be shy and really come early enough so that we have a good chance to solve difficult situations that you cannot clear yourself. Below you can find the IFO contact persons who are responsible for the incoming students at our faculty.

This handbook shall aid to well prepare your study or internship stay in Germany so that you can settle in quickly after your arrival. Besides the IFO staff, your buddy will be ready to assist you. We wish you to have a rewarding and pleasant time in Osnabrück and are looking forward to meeting you soon in person!

IFO visitors' address

Osnabrück University of Applied Sciences
Faculty of Engineering and Computer Sciences
International Faculty Office (IFO)
Albrechtstraße 30
D-49076 Osnabrück
Germany

Your contact persons:

Elke Turner

Incoming Students (study semester in English), Buddy Program

Room AA -129
Phone: +49 541 969-2183
E-mail: e.turner@hs-osnabrueck.de

Maria Kiebert

Incoming Students (study semester in German, internship, thesis), Outgoing Students

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E-mail: m.kiebert@hs-osnabrueck.de

Lidia Wuebbelmann

General Affairs

Room AA -129
Phone: +49 541 969-2237
E-mail: l.wuebbelmann@hs-osnabrueck.de

3. Germany – a short introduction

3.1 About Germany

The Federal Republic of Germany is located in the heart of Europe, linking the West with the East, the North with the South. As the most densely populated country in Europe, Germany has been flanked by nine neighbouring states since the unification of the two German states in 1990. As an integral part of the EU (European Union) and NATO (North Atlantic Treaty Organization), Germany is a partner for the central and Eastern European states that are en route to becoming part of the united Europe.

The Federal Republic of Germany covers an area of ca. 357,000 km². The longest distance from the North to the South as the crow flies is 876 km, and from the West to the East 640 kilometres. There are about 82 million people living in Germany, incl. more than 7 million people of other nationalities. The country boasts a great cultural diversity and particular region-specific qualities, charming towns and attractive landscapes. The Federal Republic of Germany is a democratic, socially responsible federal country with a liberal, free-market economy, religious freedom and freedom of the press.



3.2 Some facts at a glance

- **Capitol:** Berlin
- **Administrative divisions:** 16 federal states with their own regional constitutions
- **Population:** ca. 82 million people, incl. more than 7 million with nationalities other than German
- **Member of international organizations:** European Union, United Nations, NATO, OSZE, G8
- **Size:** 357,000 km²
- **Coastline:** 2,389 km
- **Terrain:** lowlands in the North, uplands in the center, Bavarian Alps in the South
- **Climate:** temperate, average temperatures in summer: 20 to 30°C, in winter: 0°C to -10°C
- **Time zone:** Central European Time (CET). Clocks are put forward one hour between the end of March and the end of October (summer time).
- **National holiday:** Unity Day, 3 October (1990)
- **International telephone code:** 0049
- **Currency:** euro (abbreviation: EUR or €), introduced by Germany and 11 other EU countries in 2002. Money in circulation: bank notes: 5, 10, 20, 50, 100, 200, 500 euros; coins: 1, 2, 5, 10, 20, 50 cents, 1 and 2 euros
- **Voltage:** 230 AC, 50 Hz
- **Weights/measures (metric system):** 1 kg = 1,000 g, 1 km = 1,000 m, 1 m = 100 cm = 1000 mm
- **Further details about Germany:** www.auswaertiges-amt.de/en or <http://en.wikipedia.org/wiki/Germany>

4. Osnabrück

4.1 *A city for young people*

Osnabrück, with its 170,000 inhabitants, is the third-largest city in the federal state of Lower Saxony. More than 28,000 students enrolled at the Osnabrück universities live in the ancient cathedral town and bishopric with its 1,200-year-old history. The medieval town center with its carefully restored half-timbered houses offers a distinctive atmosphere for the catering and art trade. Only a short walk away modern arcades and pedestrian precincts are ideal for walks and shopping trips.

Osnabrück is situated at the junction of important North-South and East-West connections. Cities like Hanover, Hamburg, Amsterdam or Berlin can be reached within a few hours by train or car. It takes only 30 minutes by car to reach the Airport FMO Münster-Osnabrück. The most popular means of transport in Osnabrück is the bicycle. The town, however, also offers an excellent bus network that students can use with their public transportation ticket (= campus card). At weekends the night buses ensure a safe journey home even late in the evening.

Osnabrück offers everything that makes a student's life enjoyable: More than 400 pubs, bars and restaurants cater for all tastes and serve a variety of meals which range from traditional to exotic and from fast food to vegetarian. Cultural events play an important role in this city on the river "Hase": Several theatres stage dramas, operas and ballets, various museums offer changing art exhibitions and a variety of festivals range from modern (European Media Art Festival) to traditional ("Mai-Woche"). Very popular among students is the "Lagerhalle", an old warehouse which now serves as a meeting place with cafeteria, bar and a stage for live music and theatre. The zoo and the planetarium, cinemas and sports facilities offer the students opportunities to take well-earned breaks from their studies.

Further details on Osnabrück: www.osnabrueck.de/english.html

4.2 *How to get to Osnabrück*

By air

The nearest airport is FMO Flughafen Münster/Osnabrück (www.fmo.de) which is situated about 30 km to the South of Osnabrück. From there it is easy to reach Osnabrück on the motorway A1 or by public transport which operates several shuttle services (e. g. bus line X150) between Osnabrück and the airport. The second nearest airports are Bremen (www.airport-bremen.de) and Hanover Airport (www.hannover-airport.de) which are each about 130 km away from Osnabrueck.

By train

Deutsche Bahn provides excellent connections from Hamburg/Bremen, the Ruhr- and the Rhine-Main region, Berlin/Hanover and from Amsterdam to Osnabrück – the central train station is „Osnabrück Hauptbahnhof“. For train connections please check: www.bahn.de/i/view/overseas/en/index.shtml

By car

The A1, A30 and A33 motorways (Autobahn) lead to the Osnabrück region. Further important routes include the A roads 51, 68, 214 und 218.

5. Osnabrück University of Applied Sciences (OS UAS)

5.1 *Our profile at a glance*

Founded in 1971, Osnabrück University of Applied Sciences (OS UAS) nowadays employs more than 300 professors and approximately 900 employees. The university became a foundation in 2003. At present, around 13,500 students are studying and doing research at OS UAS, nearly 5,000 at the Faculty of Business Management and Social Sciences. On average, 10 % of all students have a foreign nationality. The university is divided into the following four faculties and one institute:

Faculty of Engineering and Computer Science

- Electrical Engineering and Computer Science
- Mechanical Engineering
- Dental Technology, Materials Science and Process Engineering

Faculty of Agricultural Sciences and Landscape Architecture

- Agriculture
- Landscape Architecture

Faculty of Business Management and Social Sciences

- Business and Management
- International Programs
- Health and Social Sciences (incl. Institute of Applied Physiotherapy and Osteopathy – INAP/O)
- Public Management
- Business Law

Faculty of Management, Culture and Technology (Campus Lingen)

- Institute of Cooperative Degree Programs
- Institute of Communication Management
- Institute of Management and Technology
- Institute of Theatre Pedagogy

Institute of Music

- Music Education



Rankings, awards and memberships

OS UAS is perpetually receiving **excellent ranking results** by renowned institutions, like the German Center for University Development (CHE).

These top ranking confirm our strategy of offering a high-quality, balanced, practice-oriented academic education required for a professional career. Unless you want to return home after your studies, be aware that international graduates have good chances to find a qualified job on the German labour market. Regional companies are also constantly cooperating with OS UAS and offer attractive employment opportunities during your studies and after your graduation.



European Quality Label „E-Quality“ awarded by the German Academic Exchange Service (DAAD) to OS UAS as best university in terms of international mobility, especially within the ERASMUS student and teaching staff exchange.



OS UAS is an individual full member of the **European University Association**
EUA: www.eua.be

OS UAS is a member of the consortium **UAS 7**, an alliance for excellence. Together with six other leading German universities of Applied Sciences, we strive to enhance the quality of our teaching and research:
www.uas7.de

We would also recommend you to check out the information on OS UAS given at:
www.hs-osnabrueck.de/en/

5.2 Three campus locations

Westerberg campus

Osnabrück University of Applied Sciences (OS UAS) has several bigger or smaller campuses in the city of Osnabrück, and a branch campus in the city of Lingen. The main campus, called „Westerberg“, is situated in one of the most beautiful parts of Osnabrück: Though in walking distance to the inner city, the university grounds are located right next to the Botanical Gardens, and a recreational area with woods and lakes lies in the immediate vicinity. The Westerberg campus is home both to the Faculty of Business Management and Social Sciences and the Faculty of Engineering and Computer Science. Other faculties are for example located in a former gambling casino or in former military barracks.

Haste campus

The campus of the Faculty of Agriculture and Landscape Architecture, called „Haste“, is located on the Northern edge of Osnabrück (in the suburb of „Haste“), and is just as beautiful: The lecture venues and seminar rooms, the laboratories and green houses are situated in a large park of approx. 5 ha. The campus is completed by two experimental farms. A 10 minute bus ride will take you from the city center to the main campus and you will need 20 minutes to get from downtown Osnabrück to our campus in Haste.

Lingen campus

The city of Lingen is approx. 70 km West of Osnabrück and very close to the Dutch border. In 2012, most institutes moved into the new campus building which is architecturally unique: Several houses were built into an old industrial hall that had once been used to repair trains. In each house, there are classrooms, offices, and learning facilities – all under one roof and in the center of this city with approx. 56,000 inhabitants.

6. Incoming students' categories

Incoming students at Osnabrück University of Applied Sciences (OS UAS) are classified into international degree-seeking Bachelor or Master students and into visiting students. Visiting students are additionally divided into exchange students from partner universities – incl. dual degree students who aim to attain a Bachelor's or Master's degree of OS UAS – and free movers. The following chart shows the differences between these groups:

International Bachelor/ Master students	Exchange students from partner universities (study and/or internship stay as visiting students)	Free movers (study and internship stay as visiting students)
Degree: <ul style="list-style-type: none"> • Bachelor (B.Sc.; B.A.) • Master (M.Sc; M.A.) 	Degree: <ul style="list-style-type: none"> • No degree* 	Degree: <ul style="list-style-type: none"> • No degree*
Duration: <ul style="list-style-type: none"> • Bachelor: 3 years (6 semesters) • Master: 2 years (4 semesters) 	Duration: <ul style="list-style-type: none"> • Study: 3-12 months, (1 to 2 semesters)** • Internship, Thesis: 3-6 months 	Duration: <ul style="list-style-type: none"> • 6-12 months, (1 to 2 semesters)
Costs: <ul style="list-style-type: none"> • Full semester fees 	Costs: <ul style="list-style-type: none"> • Reduced semester fees*** 	Costs: <ul style="list-style-type: none"> • Full semester fees

Legend:

* Students must ask for recognition of the modules attended at OS UAS from their home universities (exception: dual degree students).

** A third semester in Osnabrück for visiting students is only possible in exceptional cases, e. g. for the retake of examinations. This must be clarified afore with the IFO.

*** Only for exchange students from partner universities coming within a cooperation agreement and within the agreed student mobility number.

International Bachelor / Master students

International students of this group can attain a degree at OS UAS by completing a full Bachelor or Master program. They can choose from a wide course offer at the Faculty of Engineering and Computer Sciences (ECS). An overview of our Bachelor and Master programs is given at:

Bachelor: www.hs-osnabrueck.de/de/wir/fakultaeten/iui/studium/bachelorstudiengaenge/

Master: www.hs-osnabrueck.de/de/wir/fakultaeten/iui/studium/masterstudiengaenge/

Details on the admission requirements, the application procedures and periods as well as the contact persons can be found on the homepages of the degree programs or at <https://www.hs-osnabrueck.de/en/study/all-about-studying/application/#c239>. The requirements may differ from program to program in some respects. Moreover, the study period of some programs can vary from the duration stated in the above chart.

Exchange students (study and/or internship stay as visiting students)

Exchange students come from partner universities to study or to do an internship or a combination of both in Osnabrück.

In general, exchange students stay for up to two semesters (one year), but cannot attain a degree of OS UAS. They partly stay longer than two terms.

Reduced semester fees

Exchange students from partner universities, who come within a cooperation agreement (like ERASMUS or dual degree) and within the agreed student mobility numbers, have to pay reduced [semester fees](#).

You can submit your application online via the website:

www.hs-osnabrueck.de/de/wir/fakultaeten/iui/international/#c203742

Free movers (study and internship stay as visiting students)

Free movers are students who are enrolled at a university outside Germany which has not concluded any cooperation agreement with OS UAS. They can study up to two semesters (one year) at our university and cannot attain a degree. If they are interested in doing an internship in Germany, they can do so in the second term.

Students coming from a partner university, however outside the agreed student mobility numbers, can also be considered as free movers. The IFO will be free to decide whether this regulation is applied for the next intake or if further students from a partner university can be accepted as non-fee-paying exchange students.

The number of free movers, that can be admitted in every term, will be fixed by the IFO shortly after the application deadline.

In contrast to exchange students, free movers have to pay the full semester fees and they must prove their language skills by means of internationally recognised language certificates. Further details on the admission requirements and the online application procedure are given at:

www.hs-osnabrueck.de/de/wir/fakultaeten/iui/international/#c203742

Partner and cooperation universities

The following website provides an overview of the current partnerships of OS UAS:

www.hs-osnabrueck.de/en/partners/international-partners/partner-universities/

7. Application for admission and enrollment

VISITING STUDENTS

Application periods for a first semester as visiting student

For the winter semester (September to February): **1 March to 15 May**
Deadline for nomination by home university: 30 April

For the summer semester (March to August): **1 September to 1 November**
Deadline for nomination by home university: 15 October

Students from countries not belonging to the European Union should keep these deadlines by all means to have enough time to clear their visas. The International Faculty Office (IFO) can admit students and send an admission letter for the visa application only if all documents are complete and contain all required signatures and stamps.

This is of special importance for **students from China**, whose visa applications will have to be checked by the Academic Testing Service (Akademische Prüfstelle - APS) and for whom the IFO might have to apply for a group number if several students from one university want to study with us.

Admission and language requirements

- **ERASMUS and exchange students from partner universities: prior nomination e-mail by home university** containing full name of student, sex, e-mail address, exchange term (winter/summer semester), duration (6 months, one year, or number of months for Erasmus internships), exchange purpose (study/internship semester, dual Bachelor's or Master's degree), study area, study level at start of semester at OS UAS (undergraduate = Bachelor, postgraduate = Master, or other).
- **Registration as a full-time student at a university outside Germany** during the whole period of the planned study stay in Osnabrück.
- **Good command of English and/or German**, depending on your choice of modules or internship. When applying at OS UAS, you must have completed the minimum level B1 in English and/or German of the Common European Framework of Reference (CEFR): www.goethe.de/lrn/prj/pba/bes/enindex.htm. Free Movers have to prove their ability to study by means of internationally recognised language certificates.



For the full admission requirements for study and internship stays in Osnabrück, please go to: www.hs-osnabrueck.de/en/university/faculties/iui/international

Online registration and learning agreement

Visiting students must **apply online** and submit the application documents as scanned files via: www.hs-osnabrueck.de/en/university/faculties/iui/international. E-mail applications cannot be accepted. Hardcopies of the documents are not required. Further details on the application procedure, also regarding the registration for housing and for the International Winter/Summer Language Schools German, are given on that page, too.

After the confirmation of acceptance from OS UAS is received, please send your **learning agreement** to the IFO.

After you have been admitted as visiting student, your documents and data will be forwarded to the Student Affairs Office of OS UAS to prepare your enrollment. At the beginning of the semester, you will receive your campus card (= student ID card) from the IFO.

INTERNATIONAL DEGREE-SEEKING STUDENTS

An overview of our degree programs is given at:

Bachelor: www.hs-osnabrueck.de/de/wir/fakultaeten/iui/studium/bachelorstudiengaenge/

Master: www.hs-osnabrueck.de/de/wir/fakultaeten/iui/studium/masterstudiengaenge/

Details on the admission requirements, the application procedures and periods as well as the contact persons can be found on the homepages of the degree programs or at

www.hs-osnabrueck.de/en/study/all-about-studying/application/information-for-foreign-applicants/.

Once you have been granted a study place at OS UAS, you will be informed by letter of acceptance which you will find in your online postbox.

EU residents or those of you who have indicated a correspondence address in Germany will receive a letter from the responsible person at the Student Affairs Office („Studierendensekretariat“) with a list of the documents required for your enrollment and a deadline until which these papers have to be returned. Please make sure that you keep the deadline by all means.

Non-EU residents will be informed by e-mail about the further procedure through the respective course coordinator of their degree program. The enrollment itself takes place after your arrival in Osnabrück. Please make sure that you have all necessary documents with you when you come to Germany.

The documents required may vary depending on the country of origin and on the degree program. For detail information, please check our [website](#).

If you are unable to enrol due to missing documents, please make sure that you get a preliminary registration certificate from the Student Affairs Office as you might need this for the initial formalities after your arrival in Osnabrück.

Contact: Tatjana Maier, t.mayer@hs-osnabrueck.de

8. Campus card



The student ID card, the so-called campus card, will be available after your enrollment at the Faculty of Engineering and Computer Sciences (ECS) has been completed. Exchange students and free movers will get their campus cards from the International Faculty Office (IFO) at the beginning of the semester.

Degree-seeking Bachelor and Master students will receive these documents directly from the Student Affairs Office and their campus cards by post to the address stated in the portal OSCA (<https://osca.hs-osnabrueck.de>) after they have uploaded a photograph there. Access to OSCA is only given to registered students. The log-in data will be e-mailed by the Help Desk of Osnabrück University of Applied Sciences (OS UAS).

You should always carry the campus card with you as it documents your student status. Only then you can profit from any price reductions connected with this card. The campus card is non-transferable, i. e. it may not be given to other persons and may only be used by you! In case of a ticket check in the

busses or trains, you must show your card to identify yourself. **Please, do not alter the card yourself in any way as it becomes invalid then!**

If your campus card contains any wrong information and you want to have a replacement, please contact the:

Service Desk

AB building, foyer, first floor

E-mail: helpme@hs-osnabrueck.de

Phone: (05 41) 9 69-71 00

Period of validity

The campus card is only valid from the first until the last day of the semester in which you are enrolled at the faculty ECS, even if it might bear a longer period. The semester dates are as follows:

Winter semester: 1 September to 28 / 29 February

Summer semester: 1 March to 31 August

Outside these periods, you may NOT use it for any of its functions, e. g. as public transportation ticket, i. e. you will have to pay for bus or train tickets then.

Do not forget to update your card at the beginning of the semester. The validation station can be found on the Westerberg campus, building AC, close to Help Desk in building AF.

Functions

The campus card offers you the following options:

- **Visual student ID card**

As the campus card bears your photograph, you can use it as your student ID card. You do not need another personal ID document anymore to identify yourself and to prove your student status (for the use of public transport, for examinations, or on other occasions).

- **Meal card for student restaurants ("Mensa") and cafeterias of OS UAS and University of Osnabrück***

You can use your campus card to pay your meals and drinks, cashless. You can recharge the card at the following locations:

- Recharging terminals in the student restaurants on the Westerberg and Haste campuses, at the castle (University of Osnabrück), in the Bistro on the Caprivi campus
- Recharging and payment terminals in the libraries on the Westerberg and Haste campuses
- Recharging terminals in the libraries of the University of Osnabrück

- **Printing and copy card***

When you have charged your campus card with money at one of the terminals in the buildings of the student restaurants or library, you can also use it as a printing and copy card at the copy machines of our university. Further information is available below in the handbook.

- **Library card**

The reverse side of your campus card comprises your library bar code. After registration of the code in the library, you can borrow books and reserve these online, pay fees or purchase library articles with your campus card.

- **Public transportation ticket**

This function is described below in more detail.

* You can recharge your card with money in cash or with your EC card. The maximum amount for one recharge is 50 Euro. The recharger accepts bank notes with 5, 10, 20 and 50 euros, but cannot change or pay out money. The limit of your card is 75 Euro. If you do not need your card any longer, e. g. because you will be leaving home, and if you want to get back the balance of your card, go to one of the cafeterias where it can be paid out to you (best not during the peak times though).

Public transportation ticket

The campus card also has the function of a public transportation ticket. Please always consider by all means the above-mentioned card's period of validity as well as which types of buses and trains in which areas may be taken – otherwise you will be a fare dodger.

In general, you may use the VOS buses in Osnabrück and most of the regional trains in the North of Germany without buying an extra ticket. The routes of the public transportation ticket are newly negotiated with the transport associations from time to time. For the exact bus and railway lines that you may take in the current semester, please check the homepage of the General Students' Committee „AStA”: <https://hochschulfreun.de/semesterticket>. To get information in English, ask the AStA or your buddy.

NOT INCLUDED IN THE PUBLIC TRANSPORTATION TICKET is the use of the trains ICE, IC, EC, Eurobahn, S-Bahn Hamburg, and the train of Deutsche Bahn from Löhne to Bielefeld as well as the public transport in other towns! You may use the seats of the second class only.

On Saturdays, Sundays and public holidays (00.00 a.m. to 11.59 p.m.), you can take one further person, e. g. a friend or relative who is visiting you, as a guest on the VOS buses, also free of charge. Just show your campus card to the bus drivers or train conductors.

For the time of the International Winter/Summer Language Schools German, you can get information on temporary bus tickets or guest cards for the student restaurants from the central Center for International Mobility (CIM) of OS UAS. Ask:

Nina Chapman

Building AB, ground floor, room AB 0190
E-mail: n.chapman@hs-osnabrueck.de

Bus line network Osnabrück: click „Liniennetz“:

www.stadtwerke-osnabrueck.de/privatkunden/mobilitaet/fahrplaene-liniennetze.html

Bus schedules:

www.stadtwerke-osnabrueck.de/privatkunden/mobilitaet/fahrplaene-liniennetze/fahrplanauskunft.html

Train connections:

Train network map („AStA”): <https://hochschulfreun.de/semesterticket>

Train schedules: <http://reiseauskunft.bahn.de/bin/query.exe>

Loss of campus card

Should you need a **replacement of your campus card**, please contact the Help Desk and state your OS UAS registration number („Matrikelnummer”):



Service Desk of OS UAS

AB building, foyer, first floor

E-mail: helpme@hs-osnabrueck.de

Phone: (05 41) 9 69-71 00

In case of abuse, damage, loss or theft, you might have to pay a fee for the issue of a new card though. Also be aware that a new campus card cannot be handed out to you immediately. It will surely take a certain time until the new one will be available. It is similar to a credit or insurance card, so please keep an eye on your card and try to avoid losing it by all means. Lost or stolen cards can also be blocked by the Help Desk, but please make sure that you really do not have your card anymore as the blocking is laborious and expensive.

Should you have **lost further important documents or other belongings**, you should not forget the following:

- personal ID card, passport: Apply for a provisional or new one with the responsible authority/embassy of your home country.
- bank/credit cards: Inform your bank or call them so that your cards get blocked and nobody else can misuse them.

Ask the staff in the following offices if your lost documents or objects have already been found, or check OSCA for any relating notes. Should you need help, ask your buddy to assist you.

- Osnabrück Lost and Found Office: Stadthaus 2, Natruper-Tor-Wall 5, 49076 Osnabrück
Opening times:
Mon to Tue: 8.00 to 12.30 and 13.30 to 16.00
Wed and Fri: 8.00 bis 12.00
Thu: 8.00 to 12.30 and 13.30 to 19.00
Online search: <http://fundsuche02.kivbf.de/MyApp.asp?wci=Suche1&MDT=Osnabrueck>
- OSCA: bulletin board („Schwarzes Brett“): <https://osca.hs-osnabrueck.de/sites/schwarzesbrett>

9. Application for re-enrollment

VISITING STUDENTS

If you want to extend your study stay in Osnabrück by a further semester, you have to re-enrol at OS UAS. You can however only be admitted for another term if your home university and OS UAS agree. Visiting students can stay for maximal two semesters.

To be re-enrolled, you must apply online in your INCA account. A new certificate of enrollment must be uploaded. A new learning agreement has to be composed online in your INCA account at the beginning of the new semester.

Application periods

Winter semester (September to February): 1 March to 31 May
Summer semester (March to August): 1 September to 30 November

INTERNATIONAL DEGREE-SEEKING STUDENTS

At the end of each semester you have to re-enrol at OS UAS for the next semester. You will automatically be re-enrolled if you transfer the semester fees. Information about the exact amount to be transferred can always be found at:

www.hs-osnabrueck.de/en/study/all-about-studying/application/

Deadlines for the re-enrollment

Winter semester: 15 July
Summer semester: 15 January

10. Internships

For many students an internship in a company or in an organization is the first step into the labour market. They can establish first contacts and will get the opportunity to apply in practice what they have learned during their studies. The internship, in general, has to be arranged by the students themselves. Since it may take some time until you can find an internship place meeting your demands, we would advise you to start your search already some months in advance.

Knowledge of German is a must

International students must be aware that a good or very good command of German usually is required to get an internship place in Germany. For this reason, we would recommend you to learn German already before coming to our country. But there are also various German language courses for students which you can attend during your stay in Germany (more information on German courses in the handbook below).

Internships

All visiting students can, in principle, plan a one-year study and internship stay in Germany: In the first semester, you can study at our faculty, and in the second term, you can do an internship in a company, institution or organization in Germany – it does not necessarily have to be in our town. The internship must, however, be fully arranged by yourself, i. e. you must find a company or institution that is willing to take you as an intern, get a work permit from the Citizen Center Osnabrück (non-EU students: from the Aliens Office), and clear all other formalities for the internship. The work permit is required when the internship shall last more than 3 months. A minimum wage will also have to be paid to you if the internship is not an obligatory part of your studies – please check that with your home university. The re-enrollment for the second semester will be realised by the International Faculty Office after you have applied again for a study place as visiting student.

Combined study and internship semester for students from the University of Florida, U.S.A.

If you are a student from our partner university in Florida, you can do a combined study and internship semester in Osnabrück, i. e. you can gain practical experiences in a local company and study a few modules at our faculty. You must have a good command of German and will be selected and nominated for this special program by your home university. Afterwards you must apply at our faculty to become a visiting student (the link to the online registration is given below). An internship place will be arranged by the responsible academic coordinators of OS UAS. Further details on this exchange program can be given by your home coordinators.

Study and internship programs for students from Canada and the U.S.A.

US-American and Canadian students can apply for one of the UAS7 Study and Internship Programs (www.uas7.org/scholarships/study-a-internship-program.html) which are partly sponsored by a scholarship of the German Academic Exchange Service (DAAD) or by a travel grant. After you have received the confirmation for this exchange program, you must additionally apply for a study place as a visiting student at our faculty.

Registration as visiting student and legal conditions for internships in Germany

For nearly all of the above internship options, you must apply online for the admission as visiting student with our International Faculty Office at:

<https://www.hs-osnabrueck.de/en/university/faculties/iui/international>

On the central pages for visiting students, you will find, besides the link to our webpages an the German Academic Exchange Service (DAAD), further information on the legal conditions for an

internship in Germany:

www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c26566

DAAD - German Academic Exchange Service



The DAAD provides many useful tips and information concerning internships on their website:

www.daad.de/deutschland/in-deutschland/arbeit/en/9149-completing-an-internship/

CHANCE - Job fair at Osnabrück University of Applied Sciences



Once a year in October, OS UAS organises, together with the Professional School, the job fair „CHANCE“ with more than 120 regional and transregional companies to find jobs and internship places for the students and young professionals. Please feel invited to seize this unique occasion to meet and talk to the representatives of these firms in person and to find out about your career perspectives or internship options in Germany:

www.hs-osnabrueck.de/de/firmenkontaktmesse-chance/

11. German courses



Though many people in Germany can communicate in English, it would not be amiss to know some German when living here for several months or years in order to study or to complete an internship. Thus it would be most advisable to start learning German or to improve your previous knowledge already before your departure.

Many universities around the world are teaching German, but also private or public institutions offer German courses at different levels. Contact the language centers or the German embassies and consulates in your home country to get further information.

Students, who want to optimize their command of German, can here find a choice of various institutions offering German courses:

German courses at Osnabrück University of Applied Sciences

International Language Schools German

The central Center for International Mobility (CIM) of OS UAS offers intensive German language courses which are a good preparation for studies – especially for freshmen from abroad:

Winter Language School: www.hs-osnabrueck.de/international-winter-language-school
Summer Language School: www.hs-osnabrueck.de/international-summer-language-school

These can, however, also be attended if a subsequent study or internship semester at OS UAS is not intended. The 4-week intensive language courses are held every year in February and August/September during the semester breaks.

Tip: International degree-seeking Bachelor and Master students of OS UAS and exchange students from our partner universities can benefit from a reduced course fee.

The participants of the language schools will exercise the ability to communicate and will get an insight into the cultural lifestyle habits in Germany. An attractive supporting program is an integral part, too.

The courses comprise German language training on different levels: from beginners' to top level. The current language level will be tested at the beginning of the language school. Visiting students can attain 5 ECTS credits also for a beginners' course. All other participants can achieve 5 ECTS credits only for advanced courses.

After a final examination at the end of the courses, all attendants will receive a certificate with their test results which will be needed e. g. for a continuing semester German course at the Faculty of Engineering and Computer Science (ECS). The results of the visiting students will be included automatically as „German1, 2, 3, 4 or 5” in the final transcripts that they will obtain from the Student Affairs Office of OS UAS after their stay in Germany.

Please note: No credits will be given if you do not attend the classes regularly, and you can attain 5 ECTS credits only once for one and the same level! That means if you study in one of your semesters a regular German course with the same level at our faculty, the German language school will not be included additionally in your final transcript.

German language modules and tutorials at the faculty during the semester

Being enrolled as a student at our university, you can also take language courses in German (beginner or advanced level). Please contact our IFO.

Volkshochschule Osnabrück



Volkshochschule Osnabrück offers a multifaceted system of German language courses at different times of a day: www.vhs-os.de/programm/sprachen.html The courses are attended by people from many countries, like Brazil, China, Thailand, U.S.A., or Russia. All participants can only communicate with each other in German.

Furthermore, there are a couple of private language schools in Osnabrück. Search in the local yellow pages for „Sprachenunterricht“.

Goethe Institute

The Goethe Institute offers German courses all over the world: www.goethe.de/lrn/www/index.html Moreover, there is the option to participate in distance learning courses if personal attendance on location is not possible. German courses can be booked by beginners and advanced learners.

DAAD - German Academic Exchange Service

The DAAD has more than 300 language courses on offer. Plenty of these courses are held in summer time during the semester break, but some are also offered in the winter months. You can search for language courses on offer through the DAAD website:

www.daad.de/deutschland/studienangebote/sommerkurse/en/

Deutsche Welle

Deutsche Welle offers German courses for free which can be done by e-learning at the computer with the aid of video clips, audio courses, and podcasts on different levels:

www.dw.de/deutsch-lernen/deutschkurse/s-2068

Further tips for improving the language skills

Many students who plan a stay in Germany are asking themselves: Do my language skills in German, or English, suffice for studying or doing an internship in Osnabrück?

The main languages of instruction at OS UAS and in the practice institutions are German and English. You should therefore not only be very comfortable in writing and speaking as well as in comprehending in the language of instruction of the modules that you want to study at the Faculty of Engineering and Computer Sciences (ECS). Students at OS UAS are expected to contribute actively to the classes. You should be able to discuss with the teachers and your fellow students on the lecture topics and to partake actively in project and group work. Interns, e. g. in the study areas

If you still feel insecure about your language proficiency, we would advise you to do everything to improve your language skills.

Before coming to Osnabrück:

- Listen to speaking CD's and TV programs in the foreign language.
- Talk in German or English with your friends and family or join conversation classes at your home university.
- Try to find friends of other nationalities so that you can practice speaking and understand other accents. There will be students of different nationalities in the classroom in and you should be able to understand them all!
- Practice as much as you can already at home!

After your arrival in Osnabrück:

- If possible, attend the International Winter/Summer Language School German.
- Study a semester language course at our faculty. These are offered on different levels for beginners and advanced learners free of charge. A prior placement test is mandatory for the advanced courses and helps to find the appropriate level for you. Beginners in a language can start with a basic language course (level 1).
- Meet the buddy that we will allocate you as often as you can. The more you have the chance to practice German or English in a pleasant atmosphere, the more secure you will become.
- Join the social events of the International Faculty Office (IFO) or of the Join OS Program (www.join-os.de) of the central Center for International Mobility (CIM) to establish contact to other international and German students. If you stay with your fellow students from your own country only, your language skills will not improve!

12. Costs and financing

In order to be able to estimate the financial expenditure for a stay in Germany in advance, the following chart provides an overview of the incurring costs – the single amounts are subject to change.

One-time costs before start of studies

Visa for non-EU students
60 euros for all types of visas
Residence permit for non-EU students
100 euros for one year (110 euros for more than one year)
65 euros for an extension of 3 months (80 euros for an extension of more than 3 months)
International Language School German (during semester break)¹
International Winter Language School German: 480 euros
International Summer Language School German: 420 euros, plus 160 euros for trip to Berlin (optional)

Costs per semester: [Semester fees](#)

In Germany, the education at universities is mainly financed by taxpayers. Therefore, the students usually do not have to pay tuition fees.

However, every student is obliged to pay a semester fee (not to be confused with tuition fees). Semester fees not only cover administrative costs (such as enrolment or re-registration fees), but also include a social contribution to the Studentenwerk (local student services organisation) for running the mensas, cafeterias, halls of residence, and advice services. The semester fees also contribute to the official body that represents students at the institution, such as the AStA (student union), and also go towards funding semester tickets for public transport.

The [semester fee](#) is approx. 360 euros per semester but the exact amount varies from semester to semester. The part for the administrative fee is 75 euros and that part is waived for visiting students from partner universities who come to Osnabrück University of Applied Sciences on exchange.

Semester fees (incl. public transportation ticket)
Degree-seeking Bachelor/Master students: approx. 360 euros
Free movers: approx. 360 euros
Exchange students from partner universities: approx. 285 euros

Costs per month

Study material
Scripts, copy cards and further study material: 30 to 50 euros
Cost of living
Overall costs: 850 euros
Rental: 200 to 350 euros (one-time advance payment: 400 euros deposit for a rental period of more than 3 months, 250 euros for less than 3 months, 150 euros for first equipment: bed linen, towels, tableware, etc.)
Extra costs: 50 to 70 euros for electricity, heating, water (depending on real consumption)
Radio and TV charges ² : 17.50 euros
Food: 50 to 90 euros (in Osnabrück student restaurants), plus 80 to 130 euros for further meals
Health insurance with a German public insurer: around 105-115 euros, see page 28



Leisure activities (cinema, theatre, museum, etc.): 60 to 70 euros
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¹ Current language course fee:

www.hs-osnabrueck.de/en/study/study-offerings/international/summer-and-winter-programs/

² The radio and TV charges in Germany are a fee for the use of public radio and TV (ARD, ZDF, Deutschlandradio) which are still financed mostly by the German state, not by commercials. The fee is due for every flat, no matter how many people are living in one apartment or how many appliances are used (also via the Internet, a mobile phone, or a laptop) or if these services are used at all. It has to be paid by students as well. Only in very few exceptional cases, a reduced fee is granted. Ask your flatmates in your residence if your flat has already been registered. You do not have to pay the fee on your own and can share it with your flatmates, but one of you must register with the „Beitragsservice“ - the institution which is collecting the radio and TV charges. For more details please go to: www.rundfunkbeitrag.de (website in German).

Further expenses for your personal needs (e. g. for clothes) and for the use of Internet and telephone in your residence might incur, but are not included in the above list.

Detailed cost of living on DAAD homepage:

www.study-in.de/en/plan-your-stay/money-and-costs/cost-of-living_28220.php

Currency converter: www.oanda.com/currency/converter

13. Scholarships and funding programs

Should your home university or the government of your home country not offer any programs to finance the stay abroad or if you do not have any private financial sources, there are several institutions that can grant scholarships or provide funding schemes for students:

Finding scholarships via the DAAD

In Germany, there are many scholarship programs that support international students. The German Academic Exchange Service (DAAD) offers tips and advice as well as a scholarship database for international students on their websites:

www.daad.de/deutschland/stipendium/en and

www.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database

UAS7 Study and Internship Programs (SIP, SP, IP)

Within the Study and Internship Programs, students from Canada and the U.S.A. can spend 6 months or a full year in Germany to study at one of the UAS7 universities and/or to do an internship. The stay abroad will partly be sponsored by a scholarship of the German Academic Exchange Service (DAAD) or by a travel grant: www.uas7.org/scholarships/study-a-internship-program.html

Center for International Students (CIS) of Osnabrück University of Applied Sciences

International students can hear more about further funding opportunities from the CIS:

www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/degree-seeking-students/financing-of-studies

Osnabrück University of Applied Sciences (OS UAS) supports international students from non-EU countries who do not have sufficient financial funds anymore to pay their outstandings. International students can learn from the homepage of the Center for International Mobility (CIM) or their staff respectively what type of financial support is appropriate and can be realised for them, and which requirements they must met.

SOS - Social fund for Osnabrück students e.V.

International students who get into financial difficulties while studying in Germany, who e. g. cannot bear their cost of living or the fees for their health insurance any longer, can apply for a financial support through the SOS - Social fund for Osnabrück students: www.sos.uni-osnabrueck.de. Contact the central Center for International Mobility (CIM) to learn what type of financial support is appropriate and can be realized, which requirements must be met: io@hs-osnabrueck.de, phone: +49 541 969-2996.

Jobs

Student jobs are a good opportunity to earn some extra money besides studying. In contrast to German students, there are particular regulations for students from abroad, especially from non-EU countries.

Before you start working, you should therefore clear all formalities in order to avoid any trouble with the German authorities. All questions regarding the topics „residence permit to take up a gainful

employment“ (work permit) and „taxes“ can best be answered by the following institutions - contact the Citizen Center (non-EU students: Aliens Office) first, they will tell you about the next steps to be taken:

Ausländerbehörde der Stadt Osnabrück (Aliens Office)

Stadthaus 1, Room 129

Natruper-Tor-Wall 2

49076 Osnabrück

Phone: (05 41) 3 23-46 10

E-mail: auslaenderbehoerde@osnabrueck.de

Agentur für Arbeit (Job Agency)

Johannistorwall 56

49080 Osnabrück

Phone: (05 41) 98 00 oder (0 18 01) 55 51 11

E-mail: osnabrueck@arbeitsagentur.de

Job agency („Jobvermittlung“): www.arbeitsagentur.de/web/content/EN/index.htm

Important tips by DAAD and Deutsches Studentenwerk

The websites of the German Academic Exchange Service (DAAD) and the Student Services of Germany (Deutsches Studentenwerk) provide valuable tips around the topic „student jobs“:

DAAD: Working: www.daad.de/deutschland/in-deutschland/arbeit/en/

Deutsches Studentenwerk: Working during studies:

www.internationale-studierende.de/en/during_your_studies/jobbing

Student jobs at Osnabrück University of Applied Sciences

Professors, coordinators of the degree programs or the international offices are constantly in need of students who can support them in their work: copying, writing, preparing presentations, taking care of other international students ... The working hours and the hourly wages can vary. To find out if any job is vacant, please check or contact:

- Job offers at notice boards of OS UAS
- Professors looking for student assistants
- Library of OS UAS

Please be aware that you will need not only a good knowledge of English but also a good command of German for most of the works in the IFO.

Job perspectives after graduation

Unless you want to return home after your studies, be aware that international graduates of OS UAS have good chances to find a qualified job in Germany due to the distinctive practical orientation of our degree programs. German trade, industry and service institutions are desperately searching for well-trained specialists.

Non-EU students may look for a job up to 18 months after having finished their studies and are allowed to work without any time restriction during that time to finance their living. More details are given on the DAAD homepage:

www.daad.de/deutschland/in-deutschland/arbeit/en/12362-embarking-on-your-career-after-studying

International graduates can find additional information and advice at:

www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/degree-seeking-students/#c21286

14. Insurances

International students must clear their insurance cover just as their German fellow students. The health insurance in particular, which is mandatory by law in Germany, can decide if a student from abroad is permitted to study at OS UAS or not. Please inform yourself in due time before you travel to Germany about your existing insurance cover abroad. We recommend to effect the insurances listed below for the stay in Germany.

14.1 Health insurance (compulsory)

Having sufficient [health insurance](#) coverage is a prerequisite for enrollment at a German university. A health insurance plan must also be presented in order to obtain a visa or a residence permit from the Foreigners Office.

We recommend non-EU students buy a German health insurance plan before entering the country. EU-students are covered in Germany if they have a European Health Insurance Card (EHIC).

You have the following options:

- Either** Insurance with a German public health insurance company (examples of possible health insurance companies: see last page)
- or** EHIC (European Health Insurance Card)
- or** A dispensation from the obligation to be insured with a public health insurance company.
- This means: If you have taken out health insurance in your home country, a German public health insurance company will check whether or not the health insurance coverage you have is equivalent to the type and scope of a German public health insurance. The German public health insurance company will only issue a letter of dispensation if your policy meet the following requirements
- No exclusions of benefits on a larger scale
 - No upper limit for the coverage of treatment in case of illness
 - Health insurance policy for indefinite period of time
- However, in our experience, foreign health insurance rarely meets these criteria, and a foreign health insurance plan is therefore unlikely to be accepted as equivalent to German health insurance coverage.

Duration of the insurance

The start of a student's health insurance corresponds to the beginning of the semester at Osnabrück University of Applied Sciences, meaning March 1 (summer semester) or September 1 (winter semester) and is continuous. You will have to cancel your health insurance contract by the end of your last semester at Osnabrück University of Applied Sciences.

If you arrive before March 1 or September 1 to participate in the orientation days or Summer and Winter Language School, you must also have sufficient health insurance coverage. To provide that, German public health insurance companies do offer specific insurance on a daily or weekly basis in cooperation with other insurance companies (see last page: Public health insurance in Osnabrück)

Cost of the insurance

Up to the age of 30 you are eligible for a cheaper student rate offered by German public health insurance companies (ca. 105-115 EUR per month). Note: All German public health insurances charge basically the same insurance fee for students. The vast majority of all health insurance benefits are determined by law and identical in all German health insurance companies.

The insurance for those days prior to semester start (before March 1 or September 1) is a service offered by the health insurance companies in cooperation with other insurance providers. This insurance is an offer outside of the public health insurance plan.

Service providers for international students for blocked account and health insurance

[Fintiba](#) and [expatrio](#) are companies through which international students can obtain a blocked account and student health insurance. Through them, you will receive the proof of funding and health insurance required for the visa application.

[Further information on how to prove you have sufficient health insurance coverage](#)

Health dictionary

You can find more information and all important vocabulary related to health and health insurance in the [health dictionary](#)

14.2 Accident insurance

All students enrolled at Osnabrück University of Applied Sciences are insured against accidents by the Federal State of Lower Saxony. This accident insurance only applies to personal injuries occurring in connection with the course of studies. Accidents during, for example, free time activities are not insured.

14.3 Third-party liability insurance

Very useful and inexpensive at the same time, the private liability insurance pays for all damages to persons or property caused by one's own fault. And it can happen quickly: You break something in your friend's apartment, you drop a glass of red wine onto a white carpet, or cause an accident while riding your bike. The costs incurred can be considerable, especially if people get injured.

Students should check if they have third-party liability insurance cover in their home country or if they are insured through their parents. It is however most advisable to clarify with the insurance company in advance if the insurance cover abroad has a time or regional limit.

Conclusion of a private liability insurance in Germany

If you do not have any equivalent insurance cover in your home country, we would strongly advise you to conclude a private liability insurance with a German insurer. Since there are many companies on the market, it can be quite difficult to get a clear view. This page is written in German but gives you a good overview: www.haftpflichtversicherung-testsieger.de/privathaftpflicht-studenten. Please ask your buddy to help you understand the information.

A choice of insurance companies can be found via the Yellow Pages: <http://www.gelbeseiten.de> (enter „Versicherungen“ in the search section), or contact the VGH Campus Service at OS UAS: www.vgh.de/web/html/privat/versicherungen/campus/index.html

Tip: In most cases, students can reduce the insurance rates if they agree on a deductible for a small part of the damage with the insurance company.

15. Visa, residence permit, registration

The section on visa, residence permit and registration is meant to give you an overview only. Since regulations can change, students who would like to study at OS UAS are obligated to find out for themselves what regulations are valid in their individual cases.

We would therefore advise you to check the latest visa requirements with the German embassy or consulate of your home country quickly once you have received your admission confirmation from us. Don't lose any time – the visa application procedure in general takes about 8 weeks at least (counted from the day of submitting the visa application!). You are personally responsible for obtaining the appropriate documentation for your stay in Germany and you must follow the embassy's instructions – the IFO cannot influence or accelerate the visa process.

In order to study and live in Osnabrück legally, the following three steps need to be taken:

1. Visa

Depending on the bilateral agreement your country has with Germany, you may or may not need a visa to enter. Some students will first get a permission to stay for 90 days and may apply for a residence permit for 6 or 12 months at the Citizen Center Osnabrück after their arrival. Students from EU-countries do not require a visa.

For all non-EU-students, the safest way to determine whether you need a visa is by means of the German Federal Foreign Office's website. This link should be helpful, but please read the footnotes on that page, too:

www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html

Also, there are different kinds of visa for different purposes. If you are participating in a short program of less than 90 days (e. g. a summer university or a German language course), you can apply for a „Schengen Visa“ which allows you to travel in all the „Schengen countries“. However, after 90 days you must leave the country. Therefore, if you are going to spend a semester or an entire degree program with us, please make sure you apply for a „National Visa“ which is valid for more than 90 days – preferably for the whole semester. And be aware that a „tourist visa“ cannot be converted into a „student visa“. As a tourist, you are not eligible to study in Germany. For more information, also on the documents required for the visa application, please have a look at the website of the German Academic Exchange Service (DAAD):

www.study-in.de/en/plan-your-studies/requirements/visa-and-residence-permit_26604.php

The visa applications of **students from China** will have to be checked by the Academic Testing Service („Akademische Prüfstelle” – APS: www.aps.org.cn/verfahren-und-services-deutschland). For the visiting students, the International Faculty Office (IFO) must send a copy of the cooperation agreement and of the selection protocols to the APS for the application of a visa within the partnership procedure (P procedure) or the exchange procedure (A procedure). It might also be necessary to apply for a group number if several students from one university want to study in Osnabrück. If there is no academic selection by Osnabrück University of Applied Sciences (OS UAS), the Chinese students must take part in the C procedure of the APS.

Students are obliged to inform themselves about the latest visa regulations in the German embassy or consulate of their home country, IMMEDIATELY after they have received the confirmation of their admission from OS UAS.

Visiting students from non-EU countries will obtain a PDF admission letter with their acceptance e-mail from the IFO which is needed for the visa application. Most of the embassies meanwhile accept a printout of this PDF certification or you can perhaps forward it to them by e-mail. Moreover, the embassy can request us at any time to confirm the authenticity of your admission by e-mail or by phone. If your embassy still insists on getting an original certification, e. g. for picking up the visa, contact us. We will then promptly send an original hardcopy by DHL express to your university.

Do not lose any time - the visa application procedure in general takes about 8 weeks at least - counted from the day of submitting the visa application! Students are personally responsible for obtaining the appropriate documentation for their stay in Germany and must follow the embassy's instructions. OS UAS can neither influence nor accelerate the visa process.

The embassy will ask **non-EU students** to prove how they plan to finance their study stay in Germany. Usually a **financial declaration** from your parents, other relatives or sponsors will be required, alternatively a scholarship, bank guarantee or the like.

In many cases nowadays, the embassies expect the applicants to open a **restricted account** where a certain amount of money must be deposited and blocked for the Federal Republic of Germany as beneficiary before a visa will be granted. The amount will be defined by the embassy, can be a sum of several thousand euros, and cannot be paid on a monthly basis but must be provided at once as one amount. You will have access again to the money only after your arrival in Germany. More details on the website of Deutsche Bank for international students:

www.deutsche-bank.de/pfb/content/pk-konto-und-karte-internationale-studenten.html

2. Residence permit

All students from non-EU-countries, whether they needed a visa or not to enter, have to apply for a residence permit at the Osnabrück Aliens Office within the first week after their arrival. **During the Welcome Days we will arrange an appointment for you!**

3. Registration at the Citizen Center Osnabrück

All students, international and domestic students alike, have to register at the citizen center in Osnabrück when moving to Germany. International students from the EU must register at the Residents' Registration Office, non-EU students at the Aliens Office. More details on this procedure can be gathered from the item „Register at the Citizen Center Osnabrück” below in this handbook. Make an appointment online with the help of your buddy.

16. Housing

16.1 Accommodation via the OS UAS Housing Service

The Housing Service is located in the central Center for International Mobility (CIM) of OS UAS. It helps students in finding an affordable accommodation in Osnabrück. The Housing Service has a quota of furnished rooms made available by the Student Services, called „Studentenwerk Osnabrück“, which manages the student residences in town.

These rooms are primarily destined for international students to ease their start in Germany as the housing situation in Osnabrück is quite difficult. Every semester, thousands of study beginners of both universities in Osnabrück are searching an accommodation. For this reason, we would strongly recommend you to consider booking a room via the housing service of OS UAS.

Tip: Better decide and apply quickly once you have received the confirmation of your admission from OS UAS since the rooms are always fully booked quickly.

Housing Service

Any question regarding the registration procedure, the housing conditions, the location of the single residences, etc. can be answered by the housing website or by the housing coordinator:

Nina Chapman

Housing Coordinator

Room AF 0109D

Phone +49 541 969-2991

Fax +49 541 969-3113

E-mail housing@hs-osnabrueck.de

Internet: www.hs-osnabrueck.de/en/housing-service/

Postal address:

Hochschule Osnabrück

Center for International Mobility (CIM)

Housing Service

Att.: Ms Nina Chapman

Postfach 1940

49009 Osnabrück

How to apply for an accommodation

You must **apply online** and submit the application documents as scanned files at: www.hs-osnabrueck.de/en/housing-service/. Mere e-mail applications cannot be accepted. Hardcopies of the documents are not required. Follow the instructions given by the housing service. Contact them if anything is unclear to you.

Remark: Visiting students of our faculty shall FIRST apply for admission, and after they have received their confirmation of acceptance by e-mail from the IFO, they shall apply for housing via their IFO student account. As both registration systems are connected, most of your personal data and documents will already be included in the housing online form so that you don't have to enter your data and upload your documents a second time.

Application periods

- **First registration:**

Study at OS UAS in the winter semester: **1 March to 15 May**
Study at OS UAS in the summer semester: **1 September to 1 November**

- **Registration for the extension of the rent agreement – change of room:**

For the upcoming winter semester: **1 March to 31 May**
For the upcoming summer semester: **1 September to 30 November**

16.2 Accommodation alternatives

International students should FIRST try to get a furnished room through the housing service of OS UAS. Only if they do not have any vacancy anymore, you should check out the other options mentioned below.

Studentenwerk Osnabrück can offer further inexpensive lodging beyond the OS UAS contingent, but these are mostly unfurnished rooms. If you are interested in one of these or if you would like to get information about private accommodation in Osnabrück, you should contact:

Wohnraumzentrale des Studentenwerks

Ritterstraße 10
49074 Osnabrück
Phone: +49 (0) 5 41/33 10 70
E-mail: wohnen@sw-os.de
Internet: www.studentenwerk-osnabrueck.de/en/student-accommodation.html

They also have a **tutor for international students**:
www.studentenwerk-osnabrueck.de/en/student-accommodation/tutors-for-foreign-students.html

Or enquire with the private residence hall:

prime Studentenwohnen

Hermann-Ehlers-Haus Osnabrück
Martinsburg 29
49078 Osnabrück
Phone/Fax: +49 (0) 5 41/4 60 18
E-mail: osnabrueck@primestudentenwohnen.de
Internet: www.primestudentenwohnen.de/osnabrueck-en/hermann-ehlers-haus-osnabrueck-en

Due to a high demand at the beginning of the semester, the places in the residence halls are booked quite quickly. New students must take into account that they might have to wait before being offered a room in one of the halls of residence.

Therefore you should start your search for accommodation in good time and be ready for compromises, i. e. to accept unattractive lodgings for your first period of stay in Osnabrück.

Search for an accommodation on the Internet

You can also check the Internet for accommodation offers, e. g. for flatshares at:
www.wg-gesucht.de or www.studenten-wg.de

Or read the advertisements of the Osnabrück universities at:

www.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php

If you are in Osnabrück already, you can check their notice boards next to student restaurant or library, too.

Newspapers and Internet

You can also check the housing advertisements in the local press on Wednesdays and Saturdays or put an advert into the newspaper yourself:

Neue Osnabrücker Zeitung

Große Straße 17 - 19, Breiter Gang 10 - 16

49074 Osnabrück

Phone: +49 (0) 5 41/31 00

+49 (0) 5 41/31 03 10 (advertisements)

E-mail: anzeigen@neue-oz.de or info@neue-oz.de

Internet: <http://immobilien.noz.de>

The following newspaper is published on Wednesdays and Sundays:

Osnabrücker Nachrichten

Erich-Maria-Remarque-Ring 14

49074 Osnabrück

Phone: +49 (0) 5 41/94 04 00

Fax: +49 (0) 5 41/9 40 40 33 (advertisements)

Internet: www.on-live.de

Housing agencies

Housing agencies („Mitwohnzentralen“) help finding apartments and rooms as well. A commission is charged, depending on the size of the apartment and the period of tenancy. Special wishes (non-smoking, pets, etc.) can be fulfilled. Housing for limited periods is e. g. offered via:

Mitwohnbüro Osnabrück

Am Pappelgraben 9

49080 Osnabrück

Phone: +49 (0) 5 41/2 24 66

E-mail: info@zweitraum-osnabrueck.de

Internet: www.zweitraum-osnabrueck.de

Housing societies

The following companies offer housing facilities for a membership fee.

Gagfah Group

Hasetorwall 17

49074 Osnabrück

Phone: +49 (0) 5 41/6 92 09-0

Internet: www.gagfah.de



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

Wohnungsbaugenossenschaft Osnabrück eG

Katharinenstraße 10
49074 Osnabrück
Phone: +49 (0) 5 41/3 35 34-0
Fax: +49 (0) 5 41/3 35 34-44
E-mail: info@wgo24.de
Internet: www.wgo24.de

Stephanswerk Wohnungsbaugesellschaft mbH

Klusstr. 3
49074 Osnabrück
Phone: +49 (0) 5 41/3 57 98-0
Fax: +49 (0) 5 41/3 57 98-50
E-mail: info@stephanswerk.de
Internet: www.stephanswerk.de



Transitional Accommodation

For the **transitional period**, i. e. until you find a long-term accommodation in Osnabrück, you can live at a cheap rate at:

Jugendgästehaus (youth hostel)

Iburger Straße 183 A
49082 Osnabrück
Phone: +49 (0) 5 41/5 42 84
E-mail: osnabrueck@jugendherberge.de
Internet: www.jugendherberge.de/jh/osnabrueck
Bed & breakfast: 26.00 to 32,50 euros per night

Penthouse Backpackers

Möserstr. 19
49074 Osnabrück
Phone: +49 (0) 5 41/6 00 96 06
E-mail: info@penthousebp.com
Internet: www.penthousebp.com
Bed: 16.00 to 35.00 euros per night

A youth hostel membership card (valid in 60 countries) is required for the Jugendgästehaus. It is recommended to make a reservation by phone.

17. Buddy program

International students have to face many extra challenges when going abroad for a study or internship stay. After having arrived in the foreign country, they must cope in particular with initial language hurdles and different mentalities and customs.

The buddy program at the Faculty of Engineering and Computer Sciences (ECS) shall help you to have an easier start and a smooth transition to the German student life.

Who are the buddies?

Buddies are experienced local students of mostly higher semesters who shall help you to clear the initial formalities and to settle in quickly. They provide you with insider information about the student life in Osnabrück and the German culture in general.

How can you get your personal buddy?

At our faculty, **a buddy will be allocated automatically to every new international student**. You do not have to apply for a buddy yourself. If you do not want us to assign a buddy to you, just let us know.

How can you get in touch with your buddy?

The IFO will send out the contact details of your buddy by e-mail as soon as the buddies have been allocated and ask your buddy to get into contact with you.

Periods for the allocation of buddies:

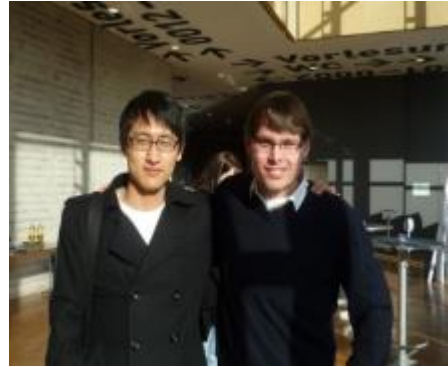
- For the upcoming winter semester: beginning of July
- For the upcoming summer semester: beginning of January

Please do not forget to check your e-mails also over the summer and Christmas holidays since the buddy details and other important information (placement tests, course registration, etc.) might be sent to you. If the contact cannot be established by either side, the IFO tutor should be informed immediately.

How can your buddy assist you?

Before arrival:

- Get in contact by e-mail: give tips for the travel arrangements, answer questions about the university, city or country.
- Arrange an appointment for a first meeting after your arrival in Osnabrück.
- Call the caretaker of the students' residence to announce your arrival and fix a date for moving in. Arrange an alternative appointment in case you do not arrive on the fixed dates or late in the evening or at the weekend.
- Help finding a room in a youth hostel or hotel if it might become necessary to bridge the time until you can actually move into the residence room.



Be aware though that you, not your buddy, bear the full responsibility for organising yourself an accommodation, either for the whole semester via the housing service or by searching a private room on your own, or for the transit period in a hostel/hotel until you can move into the student residence. Your buddy is only supposed to give you a helping hand.

After arrival:

- Pick you up from the Osnabrück main station. Therefore, the buddy and the IFO tutor should be informed about day, time and place of your arrival (incl. flight/train no.) before your departure, otherwise there will be no one to pick you up and you will have to find your accommodation on your own.
- Assist you in moving in, e. g. translate and explain important rules that have to be observed in the residence.
- Support you in clearing your insurance cover and opening an account.
Accompany you to the Citizen Center Osnabrück to assist you in registering there and in applying for a residence permit (non-EU students). Make an appointment online with the help of your buddy – only if you cannot attend the Welcome Days.
- Introduce you to the Osnabrück student community and even to the personal family and friends, if you both have a chemistry.
- Be a tour guide, show shopping facilities and sights in Osnabrück, give advice for leisure activities.
- Show the campus and important places at the university: student restaurants, internet café, library, etc.
- Point to and explain the service centers if further information, advice, or support is needed: Student Representative Committee, General Students' Committee, University Sports Center, Psychological/Women's Advice Centers, etc.
- Be a contact person and helper throughout the whole semester giving advice and guidance on the everyday student life and the life in Osnabrück in general.
- Help learning German or improving the language skills („tandem learning“).
- Support with departure formalities: fixing an appointment with the caretaker for the move out, deregistering at the Citizen Center, closing down the German bank account, cancelling the insurances or other contracts concluded in Germany, returning books on loan to the library, etc.

Who can answer questions about the program?

The IFO is responsible for the buddy program and works closely with the buddies. In case of any question or need for further information, please contact the IFO.

18. Checklist for preparations prior to your departure

Several preparations can or must already be done and organised before you leave your home country. As far as available and necessary, please bring along:

- **Flight/train/bus tickets**
- **Passport (incl. visa)/personal ID card**, valid for the whole period of your stay abroad (keep a copy of your ID documents in case they get lost or stolen!)
- **Some extra, best biometric passport photos**
- **Emergency health cards** (blood group, allergies, etc.)
- **Vaccination card**
- **Personal medicine**
- **Youth hostel card**
- **International student ID card**
- **International driver's licence** (or a German translation)
- **Some cash (euros) or credit card** (don't forget the cancellation code if it gets lost or stolen!) for incurring fees, public transport tickets (you must pay before you get your campus card and before it becomes valid > semester dates) and for small purchases (residence permit, overnight stays in a hotel/youth hostel, food, equipment for your accommodation, etc. – see also the item „Costs and financing“ in this handbook)
- **Degree-seeking students: documents needed for your enrollment** (school/degree/language/ birth/financial grant certificates, if necessary: translated and authenticated, admission letter, financial declaration, health insurance policy, etc.)

Please inform the **IFO and your buddy** about **day, time and place of your arrival** (incl. flight/train no.). Only then you can expect someone to pick you up. Do also not forget to make an **appointment with the caretaker of your dormitory** so that you can move into your room quickly (see also the items „Housing“ and „Buddy program“ of this handbook).

General travel arrangements and packing



If you travel by plane, please inform yourself about the latest packing and security regulations of the airline which you will be taking, e. g. check your luggage adheres (number of suitcases, weight and size). We would recommend to put your name inside each piece of luggage, in addition to the visible tags on the outside.

Never pack the following items in your luggage: liquids, money, travellers' cheques, medicines, important papers (e. g. your passport or original certificates), computer software/disks, memory sticks, name, address and phone numbers of your buddy, the address of your accommodation in Osnabrück, or anything else that is valuable, irreplaceable or of sentimental value. **Pack these things into your carry-on baggage.**

For living in Germany during the summer as well as the winter semester, you should **bring the whole spectrum of clothes**. Be prepared for rain and chilly wind in every season, so jumpers and rain coats are a must.

Moreover, bring heavy boots, scarves, gloves and warm clothes for the cold months (November until March) and light spring and summer clothes for the rest of the year.



Further advisable things you might also want to bring with you to Germany (if possible, of course):

- **Phone/fax numbers and e-mail addresses** of your contact persons at your home university
- **Posters, pictures** or any other information material from your university and home town for the OS UAS students who plan to spend their semester abroad at your school. The IFO might ask you to tell about your university on the information evenings for outgoing students at our faculty.
- **Pocket calculator**
- **Travel alarm clock**
- **Electrical adapters** (for sockets, computers/notebooks, etc.)
- **Towels, bed linen** (pillow, duvet, pillowcase, bedcover, sheet), **crockery and cutlery** (if not available in your student residence, but can also be bought at reasonable prices in some stores, e. g. IKEA, in Osnabrück)
- **Bicycle and/or biking equipment.** Cycling in Osnabrück is very popular and the quickest form of transportation. You can also hire or buy used bikes here (see also the item „Travelling by bike“).
- **Favourite or typical recipes** from your home country which you might share with your flatmates or the other international students, e. g. on the occasion of the „International Dinner“ organised by the IFO at the beginning of the semester.

19. Initial formalities upon your arrival / Orientation days

Please settle the following four steps in the given order best during the first week, or at least as quickly as possible, after your arrival!

1. Pick up your campus card



Office.

Visiting students of our faculty can get their campus card (= student ID card and public transportation ticket) or a preliminary certificate of enrollment, if the card is not available yet, from the International Faculty Office (IFO).

Participants of the International Winter/Summer Language Schools

German shall contact the central Center for International Mobility (CIM).

Degree-seeking students will get these documents from the Student Affairs

Elke Turner

Incoming Student Advisor (visiting students)

International Faculty Office (IFO)

Room AA -129

Albrechtstraße 30

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-2183

E-mail: e.turner@hs-osnabrueck.de

Nina Chapman

Incoming Student Advisor

International German Language Course Coordinator

Center for International Mobility (CIM)

Room AF 0109

Albrechtstraße 30, Westerberg Campus

Phone: +49 (0) 5 41/9 69-2996

E-mail: n.chapman@hs-osnabrueck.de

2. Open up a bank account

As often monthly payments (rental for accommodation, insurance and telephone rates, etc.) are directly debited from a bank account, all international students must have one or must open up a new account while they live in Osnabrück.

EU students from Western European countries (e. g. France, Spain, Netherlands, Denmark, Belgium) are free to keep on using their home account in Osnabrück, if they have any.

EU students from Eastern European states better should open up a new account as the direct debiting system with their countries does not seem to work smoothly yet. If unsure, you (or your buddy) should ask Ms. Margrit Burrey of the Finance Department of Studentenwerk Osnabrück:

E-mail: margrit.burrey@sw-os.de, phone: (05 41) 3 31 07-21

Non-EU students must open an account at a local bank.

Since students in Germany do not have to pay any service charges, the choice of the bank is up to you. Keep in mind that institutions like Deutsche Bank or Commerzbank tend to have less cashpoints than Sparkasse or Volksbank. Best arrange a date with the bank, if necessary with the help of your buddy.

Don't forget to take the following original documents incl. a copy to the bank:

- personal identity card or passport (incl. visa)
- campus card or alternatively a preliminary certificate of enrollment of OS UAS
- rent agreement of your accommodation in Osnabrück
- tax id

Opening hours of the banks (best arrange an appointment!):

Mon - Wed	9.00 - 13.00 and 14.00 - 16.30
Thu	9.00 - 13.00 and 14.00 - 17.30
Fri	9.00 - 13.00 and 14.00 - 16.00

If a bank refuses you (asking you to register first at the Citizen Center), try another branch or bank, or try to clarify first the health insurance and the registration at the Citizen Center.

Students who are accommodated in a students' residence of OS UAS have to give a direct debit authorization to the housing service so that the rent can be debited from their account. The template is available at the housing service (or download it from their website:

www.hs-osnabrueck.de/en/housing-service/#c28722

Please do not forget to close down the account before leaving Osnabrück!

3. Get a health insurance

For students in Germany a health insurance is compulsory. ALL students coming from abroad to study at OS UAS must therefore prove to have a health insurance covering the whole period of their stay in Germany. See page 28 for further information.

4. Register at the Citizen Center Osnabrück

Every international student is obliged to register at the **Aliens Office („Ausländerbehörde”, non-EU students)** or at the **Residents’ Registration Office („Bürgeramt”, EU students)** resp. within the first week after arrival and to state an address in Osnabrück. If you have not found an accommodation by then, you will be requested to state an interim address and to communicate your final address later on. You must go there personally, best accompanied by your buddy who can arrange an appointment, translate and help filling in the forms. If you are living outside Osnabrück, you must go to the responsible office of that town. Make an appointment online with the help of your buddy. If you attend the Welcome Days we will arrange a meeting so that you may hand in your papers then.

Stadt Osnabrück – Bürgeramt (EU)

Stadthaus 1
Natruper-Tor-Wall 2
49076 Osnabrück
Phone: +49 (0) 5 41/3 23-0
E-mail: buergeramt@osnabrueck.de

Opening hours:

Mon + Tue	8.00 - 16.00
Wed + Fri	8.00 - 12.00
Thu	8.00 - 17.30

Stadt Osnabrück – Ausländerbehörde (non-EU)

Stadthaus 1
Natruper-Tor-Wall 2
49076 Osnabrück
Phone: +49 (0) 5 41/3 23-46 10
Online appointment: www.osnabrueck.de/terminvergabe

Opening hours:

Mon + Fri	8.00 - 12.00
Tue	8.00 - 16.00
Thu	8.00 - 17.30

For urgent appointments you may contact: Ms. Schmidt, Phone: 0541 323 4624

EU students do not need a residence permit, but must become registered as well, prove that they have sufficient health insurance cover and that they can finance their studies.

Students coming from a non-EU country must apply for a residence permit, bring an evidence of their health insurance and prove that they can finance their studies.

Papers required from EU residents

- copy of passport or personal ID card
- campus card or preliminary certificate of enrollment from OS UAS
- evidence of health insurance: EHIC
- financial declaration: proof of financial means of currently 735 euros per month
- rent agreement and lessor’s certificate (available at Housing Service)
- confirmation of scholarship/grant, if applicable

Papers required from non-EU residents

- copy of passport
- 1 biometric passport photograph
- campus card or preliminary certificate of enrollment from OS UAS
- evidence of public health insurance
- rent agreement and lessor’s certificate (available at Housing Service)
- confirmation of scholarship/grant, if applicable, or another proof of financial means of currently 735 euros per month

In individual cases, you might be asked for further documents. Please take the originals of your documents incl. a copy to the Citizen Center.

Fees for the residence permit (mainly for non-EU students)

For the first residence permit: up to 1 year: 100.00 euros / more than 1 year: 110.00 euros
Extension of residence permit: up to 3 months: 65.00 euros / more than 3 months: 80.00 euros

EU students and students obtaining a German grant do not have to pay fees.

Please keep in mind:

- You must always have a valid passport/ID (obtainable from the authorities/embassy in your home country) and a valid residence permit during your stay in Germany.
- If you need an extension of your residence permit/visa, please apply for it 4 to 6 weeks before it expires. Otherwise your stay in Germany will become illegal and further costs will arise.
- Should you change your degree program, your address in Osnabrück or move to another city, the Citizen Center must be informed. Otherwise you can lose your residence permit.
- After the fourth semester, a transcript of records must be submitted for another extension.

Please do not forget that, at the end of your stay in Osnabrück, the Citizen Center has to be informed of your departure. For deregistering please go there latest one week before you leave or send a signed mail.

20. Academic studies

20.1 Academic calendar (semester dates)

The academic year starts on September 1 and ends on August 31. It is divided into a winter and a summer semester. Usually no classes are held during the weekend.

Winter semester

Start/end of semester: 1 September to 28/29 February
Start/end of classes: mid-September until mid-January
Examination period: mid-January until the beginning of February
Semester break: February

Summer semester

Start/end of semester: 1 March to 31 August
Start/end of classes: beginning of March until mid-June
Examination period: mid-June until the beginning of July
Semester break: beginning of July until mid-September

Visiting students are expected not to miss any of the classes during the lecture period and may leave OS UAS once they have taken their last examination. That means you do not have to stay at our university until the end of the semester breaks, but you are welcome to do so unless you have other plans. Return tickets shall not be booked though before the examination dates have been announced and securely confirmed.

20.1 Course catalog

INTERNATIONAL DEGREE-SEEKING STUDENTS

International degree-seeking can find their course catalog and module descriptions on the homepage of their degree program. Further details will be given by their course coordinator. Dual degree students should also address to their international coordinators to clear the choice of modules they must take.

VISITING STUDENTS

Visiting students may select from a large variety of lectures that are offered at the Faculty of Business Management and Social Sciences every semester. You are not enrolled in a specific degree program, but as visiting students at our faculty. Thus you may choose modules from different programs and you may combine language modules with modules of our German and English Bachelor and Master programs. You compose your timetable individually, i. e. you will not get completed timetables from the IFO.

20.2 Learning agreement

All visiting students have to submit a **learning agreement** which is a study contract between the student, the home university and OS UAS. The lectures to be taken and the details of the internship during the semester abroad shall be specified in the learning agreement and be approved by both universities. Changes can be made during the first weeks of the semester.

20.3 Workload

Visiting students must specify and agree with their academic coordinators at their home universities which modules they may/must take and how many ECTS credit points they must attain during the stay abroad. The instructions given by the home university have priority and must be followed. Here some recommendations and general information from us:

- Credit points in the European higher education area are awarded as ECTS. The European Credit Transfer and Accumulation System (http://ec.europa.eu/education/ects/ects_en.htm) facilitates the recognition of study performances in the home country and abroad. ECTS credit points are not grades but they are given in addition to the grades.
- At OS UAS, 5 or a multiple of 5 ECTS credits can generally be attained for one module (exception: 2.5 ECTS credits for one block week event). 1 ECTS credit point equals an estimated 30 hours of work, i. e. we expect you to invest 900 hours of your time into each semester. Depending on your personal qualification, these 900 hours are
 - contact hours that you spend in class
 - self-study time spent at the library, or at home
 - reading time
 - time needed to prepare any homework, (group) presentations, or examinations
- As a rule, 3 contact hours per week per semester (CH) (= 150 minutes = 2.5 hours) are taught in the Bachelor modules, or 4 CH (=180 minutes = 3 hours) in the Master modules. This is the usual weekly time of attendance for the lectures. Some classes are not held on a weekly basis though, but only on several single dates or in a blocked period. Details will be given by your teachers or check the course details in OSCA.
- The academic year consists of one winter and one summer term:

- total duration of one semester: 6 months each, incl. semester break
- lecture period: ca. 14/15 weeks per semester
- examination period: 3 weeks per semester
- We recommend to study in one semester modules with **maximally 30 ECTS credits, or 32.5 ECTS if you choose a block week event**. We allow you to select another 4 subjects (plus 20 ECTS, i. e. 50 ECTS in total) as reserve in the **first learning agreement**, in case you might face schedule overlaps at the start of the lecture period. As far as possible, your final agreement shall not show more than 32.5 ECTS though. If you still decide – after having talked to your home coordinators – to take more than 32.5 ECTS in one term, please feel free to do so. You will, however, act at your own risk. OS UAS will assume no liability if you cannot pass all your modules under these conditions.

20.4 Online registration for modules, semester timetables

INTERNATIONAL DEGREE-SEEKING STUDENTS



Degree-seeking students, who are enrolled in a Bachelor's or Master's program to attain a degree, will get their timetables and further study details from their course coordinators. You can however listen to the introduction to the OSCA portal during the orientation days held by the IFO as you will have to use this platform and to enter yourself into your modules as well. Just be aware that for you partly other conditions are valid than for visiting students.

VISITING STUDENTS

Exchange students and free movers will not be enrolled in one of the regular degree programs but as visiting students at the Faculty of Engineering and Computer Science (ECS). You may choose modules from different degree programs and semesters. Therefore, you compose your timetables individually at the beginning of the semester. That means you will not get completed timetables from IFO.

As for **dual degree students** partly other conditions are valid than for visiting students at our faculty, you will clear your timetables and further study details with the respective coordinators of the international Bachelor and Master degree programs. Since you will have to use the OSCA portal during your study stay in Osnabrück, too, you will also get an introduction during the orientation days.

Online registration for modules in portal OSCA (Intranet of OS UAS)

Students must **register online within the portal OSCA** for the modules and the courses belonging to the single modules **at the start of the semester**. This process will be explained in detail by our International Faculty Office during the orientation days. We will also support you in signing up for your classes.

The final **semester timetables with the modules of all degree programs offered at our faculty** will only be published shortly before the semester starts. These contain detailed information on the single modules, e. g. the lecture venues and times, names of teachers as well as the module codes.

20.5 Lectures

Type of lectures and lecture times

All classes take the form of lectures, seminars and exercises. Attendance is compulsory. The study single groups can consist of German and international students. Due to the relatively small groups, there is almost always the opportunity for discussing the contents presented.

The academic year consists of one winter and one summer term:

- duration: 6 months each, incl. semester break
- lecture period: ca. 14/15 weeks per semester
- examination period: 3 weeks per semester

A normal **Bachelor lecture** lasts 90 minutes which corresponds to 2 contact hours (CH) per week per semester – 4 contact hours in total (= 180 minutes = 3 hours) must be studied to get the full credits.

A **Master lecture** lasts 2.5 hours which are 3 contact hours (= 150 minutes).

This is the usual weekly time of attendance for the lectures. Between the classes there is a break of 30 minutes (45 minutes at lunch time). Classes mostly take place from Monday to Friday during these time slots:

1 st class	08.00 - 09.30
2 nd class	10.00 - 11.30
3 rd class	12.15 - 13.45
4 th class	14.30 – 16.00
5 th class	16.30 - 18.00



Some classes are not held on a weekly basis though, but only on several single dates or in a blocked period or on Saturdays. Details will be given by your teachers or check the course details in OSCA.

Cancellation of lectures

If lectures are cancelled for any reason, you will find a notification in the learning room of your course in the OSCA portal: <https://osca.hs-osnabrueck.de>. Access is only granted to students who are enrolled at our university.

20.6 Special seminars



Project week events

During one week once every winter semester, no regular lectures are given at the Faculty of Engineering and Computer Sciences (ECS). Teachers of our faculty as well as German and international visiting lecturers hold a special type of class instead which is called project week. Here the characteristics at a glance:

- **Type of events:** seminars, projects, study trips
- **Date:** winter semester: end of October
- **Duration:** Monday to Friday, ca. 9.00 a. m. to 4.30 p. m., 1 hour lunch time. Some events, like the study trips, can have other time slots or are not offered during the block week.
- **Costs:** The events held at our faculty are mostly free of charge. For the study trip, travelling expenses, accommodation costs, entrance fees, etc. can arise.

- **Language of instructions:** mostly German or English
- **Compulsory attendance:** 100% to pass the block week. An absence of one day due to illness can be accepted only if you can provide a medical certificate.
- **Examination:** no final exam. Depending on the respective lecturer, you can be committed to contribute actively to the class, e. g. by giving a presentation or the like.
- **Assessment:** 5 ECTS credits. Visiting students may participate in the block week event.

You can choose from a wide range of topics and between an **international or national event**. If you do not want to attend any of the offered courses, you will have a free week without lectures.

20.7 Portal OSCA – Intranet and campus management system of OS UAS



The online portal OSCA is the Intranet and campus management system of OS UAS and the main tool for enrolled students to manage their personal study profile, to check their academic records, to register for their modules and examinations and to interact with their teachers in the learning rooms.

Every student has an own e-mail account in OSCA for which the e-mail address is composed as follows: **firstname.surname@hs-osnabrueck.de**. If you have more than one first name, only the first one will be indicated.

If your first names are hyphenated, your e-mail address will be:
firstname-secondfirstname.surname@hs-osnabrueck.de.

In case you have several surnames, they will be hyphenated:
firstname.surname-secondsurname@hs-osnabrueck.de.

Please note that all general information and official notifications from OS UAS will be sent to this address. Thus you should either check this mailbox regularly or redirect all messages to your private e-mail account that you mainly use. **However please ensure that your private e-mail address can always receive messages. The redirection will be deleted automatically if the portal frequently receives failure notices.**

How to log in

URL: <https://osca.hs-osnabrueck.de>

Access is only granted to students who are enrolled at our university.

Enter your OS UAS user ID („Benutzername“) and your password which you receive by e-mail from our Help Desk (helpme@hs-osnabrueck.de).

The most important options, functions and sections in OSCA are:

- **E-mails (see start page):** Receive and send e-mails from your OS UAS e-mail address, if you do not redirect them to your private e-mail address.
- **Profil verwalten:** Means „manage your profile“: a new photo for your campus card („Profilbild hochladen“) can be uploaded, your password can be changed („Passwort

verwalten – Passwort ändern”) or your postal semester or home address („Anschrift ändern”), your OS UAS e-mails can be redirected to your private e-mail address („E-Mail Weiterleitung”), etc.

- **Studium:** Means „studies”: contains several important sections with user guides („Infopaket”), the online registration for the modules, lectures („Modulanmeldung/Veranstaltungsanmeldung”) and for the examinations („Prüfungsanmeldung”), with your timetable and the lecture details, provides an overview of your examination results („Ergebnisübersicht”) or the results of the single lectures („Einzelleistungen”) or of the complete modules („Modulergebnisse”), etc.
- **Lernräume:** Means „learning rooms”: access is given via the overview of courses (click „Veranstaltungsübersicht” and next on the respective module) so that you can interact with your teachers and the other course participants, check the details of the modules you registered for (e. g. lecture times and venues), download lecture scripts or upload own documents, receive announcements and exercises from your teachers, create and manage your personal calendar, write and edit wikis, communicate in forums with the your teachers and fellow students, etc.
- **Infothek:** Internal information area for enrolled students on various registration procedures, regulations, cancellation of lectures, WLAN (Wi-Fi), etc. Some special information for international students can be found via the path „Fakultät Iul „ > International Faculty Office – IFO > INCOMING – ENGLISH”.
- **Schwarzes Brett:** Means „bulletin board”: comprises a flea market, job/housing offers, offers of tutorials or private lessons, carpool, a lost and found area, learning groups, student life events, etc.
- **Postfach für Dokumente:** Means „mailbox for documents”: You can download a certificate of enrollment or generate an intermediate PDF transcript.

You can ask your buddy for assistance how to use the portal OSCA.

In case of **technical or log-in problems**, contact the **Help Desk** via helpme@hs-osnabrueck.de. For questions as to the **exam registration** or the **transcripts**, get in touch with our **Student Affairs Office**, Ms. Ina Müller-Schlicht: i.mueller-schlicht@hs-osnabrueck.de.

20.8 Examinations, examination results, retake examinations

Types of examinations

The modules taught at our faculty can comprise one or several, graded or ungraded examinations. Graded examinations are called „Prüfungsleistung“, ungraded ones „Leistungsnachweis“. All examinations fixed for one module must be taken to pass the module and to get the full number of ECTS credits for it. This also applies to intermediate examinations held by some teachers during the lecture period, not only to those held during the examination period at the end of the semester.

The most commonly used types of examinations are:

- assignment
- (group or single) oral presentation
- (group or single) seminar paper incl. presentation and discussion
- practical examination (e. g. project report, internship report, work sample/case study)
- (intermediate/final) written examination (1 or more hours)
- e-examination

- multiple choice examination
- language test
- oral examination (ca. 20 to 30 minutes)

These can vary for the single courses and shall be communicated to you by your teachers within the first 4 weeks after the lectures have started.

Online registration for examinations

All students must register themselves online for their examinations in OSCA (<https://osca.hs-osnabrueck.de>) during the following periods:

Winter semester: middle to end of November
Summer semester: middle of April to beginning of May

Without having registered for the examinations within the given registration period and without confirmation by the Student Affairs Office, the examinations may not be taken and they will not be assessed and included in your final transcript that you will get from OS UAS after your stay in Germany (especially relevant for visiting students)! After the deadline, you cannot register for any examination anymore, neither online nor by e-mail! So better do not miss this period.

Only in exceptional cases, e. g. if a registration is not possible for technical reasons, the Student Affairs Office might accept an informal registration by e-mail or by letter.

Further detailed information on the **registration procedure, the examination schedules and regulations**, etc. is available for registered students in the infotheque of the

OSCA portal: <https://osca.hs-osnabrueck.de>

Examination results

Students who are enrolled at OS UAS have access to their transcripts of academic records in the portal OSCA: <https://osca.hs-osnabrueck.de> – click „Studium – Ergebnisübersicht/Einzelleistungen“.

Examination retakes

Failed examinations can be repeated at our faculty, but only during the examination period of the next semester, and only by students who are enrolled at OS UAS. Even if a module is not held in the following term, there will be a retake examination.

Please note: Only students who are enrolled at Osnabrück University of Applied Sciences (OS UAS) are entitled to sit for examinations. More details on that are given below on this page.

In general, it suffices to resit for the examinations. It would, however, be most advisable to attend the lectures once more, too, to repeat the contents and to prepare for the retake in the best possible way. A prerequisite for that is, of course, that the modules are taught again in the following term and that you have the opportunity to attend the classes in Osnabrück.

Moreover, the following points have to be taken into account:

- **The teachers and contents of the modules, that you have initially attended and failed, can differ in the following semester.**
- **The teachers of the firstly attended modules do not hold extra examinations in the examination period of the next term and are not obliged to offer retake exams if the modules of the following term have been taught by other teachers.**

We suggest to ask your former teachers if they intend to hold a retake examination. If not, contact the teacher of the successional term and ask for the contents or lecture scripts or any other assistance so that you can compare the contents and best prepare for the retake. The contact details can be provided by the International Faculty Office, if need be.

If an assignment or a presentation were also part of the examination, ask the teachers how you can repeat these study performances. Or if you have passed the assignment whether you must repeat it, too, or only the written examination. And do not forget that for some modules mid-term examinations must also be taken and possibly repeated, if this can be realised anyhow.

- **The retake dates cannot be chosen by you. Day and time are fixed by the faculty ECS.** If you write the exam at your home university, you must take it on the same day and at the same time as in Osnabrück.
- **The examination regulations of our faculty do not allow a retake of passed examinations to improve the grades.**

Retake of examinations at home university

Visiting students can possibly retake failed examinations even if they have already returned to their home countries. In any case, the exam must be taken on the same day and at the same time, either in Osnabrück or at your home university. You must only come to the examinations at our faculty if the distance between Germany and your home country is not too far.

Please first clarify with your home university if a retake of examinations at OS UAS is really necessary or if there are alternative solutions at your school. If you decide for a resit of our exams, ask your international coordinators if they agree to exchange the examination papers by e-mail and if they can invigilate the examinations for us. Your university should confirm this by e-mail to the International Faculty Office (IFO).

The OS UAS teachers concerned must be asked for permission as well that you may sit for the written parts of the examinations at your home university. The IFO will clear this with the teachers for you. If the time difference is too big, the teachers can, however, refuse to give their consent.

Once both universities have agreed to proceed as described above, you must be re-enrolled at our university as only registered students are entitled to retake examinations. For this purpose, you must submit a new certificate of enrollment to the IFO.

If you have studied at OS UAS as a visiting student already for two semesters, you can be re-enrolled for a third time only as a free mover and you must pay the [full semester fees](#).

Once the examination dates of the faculty ECS are available, the IFO will contact the teachers to ask them for permission and for the examination papers. The IFO will contact you and your university afterwards again to organise the exchange of the examination papers. Subsequently, please clear any assignment retakes with the teachers directly.

Should you still have any query, please get in touch with the IFO.

20.9 Transcripts of OS UAS, the German grading system

VISITING STUDENTS

Final certificates

The final certificates for visiting and dual degree students will be issued automatically by the Student Affairs Office of our university and posted to your home university once all the examination results are on hand, at the earliest in

- March after the winter semester
- September after the summer semester

The International Faculty Office has no access to the examination results in OSCA and cannot accelerate the transcript process.

Your final certificate will contain the grades and ECTS credit points for all passed and failed modules for which you have completed the required examinations. It is not possible to omit failed examinations in your final transcript.

OS UAS can only certify performances for the modules that have been specified in the official course catalog of the respective semester, which have been stipulated in the learning agreement and for the exams of which you have duly registered.

The German grading system

In the certificates, OS UAS gives

- local grades or only a „pass“ or „fail“ for ungraded subjects
- ECTS credit points, except for a few preparatory/basic courses)
- ECTS percentages

in accordance with the European Credit Transfer and Accumulation System (ECTS) (http://ec.europa.eu/education/ects/ects_en.htm). We do neither assign ECTS grades from A to F nor determine any other ranking of the examination results. Further explanations of the grades can be found on the central page for visiting students:

www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c803205.

For a better transfer of the grades you attained at OS UAS, the coordinators of your university can additionally have a look at the grading charts of OS UAS at the end of this handbook.

Grades for normally ungraded subjects

Should you require a grade for a normally ungraded subject, like e. g. for the German module „Kommunikation und Schlüsselqualifikationen“, please directly talk to your teachers about it and inform the Student Affairs Office (contact: see below) once your teachers have confirmed to give you a grade. Clear this **immediately at the start of the lecture period**, however by all means BEFORE the examinations begin.

Ranking result for the recognition of your study performances

If you need, besides the regular assessments at OS UAS, an additional ranking result for the recognition of your study performances by your home university, also directly ask your teachers, best **at the beginning of the semester**, but in any case BEFORE the examination period starts, if they can provide you with such a proof, by e-mail or in a separate letter.

After the examination period has started, our university cannot comply with your wish for a grade or a ranking result anymore, and the regular assessments will be entered in your final transcript.

Results of the International Winter/Summer Language Schools German

The results and ECTS credit points of the German language schools, which are held during the semester breaks and also called „International Winter/Summer Language School German“ will be included automatically as „German 1, 2, 3, 4 or 5“ in your final transcript. Alternatively, you can present the separate certificate, that you will receive on the completion of the course, to your home university.

Please note: No credits will be given if you do not attend the classes regularly, and you can attain 5 ECTS credits only once for one and the same level! That means if you study in one of your semesters a regular German course with the same level at our faculty, the German language school will not be included additionally in your final transcript.

Current status of the examination results and intermediate transcripts

To get the current status of your examination results, you can check these yourself in the portal OSCA (<https://osca.hs-osnabrueck.de>) in the section „Studies > Overview of results/individual performances“, provided that you are still enrolled and have access.

Students, who study at OS UAS for more than one semester, will get an official final certificate only after their stay. In case an intermediate transcript is required, you can generate a PDF transcript by yourself in the portal OSCA: Click „Mailbox for documents > Leistungsübersicht (Deutsch/Englisch)“. Alternatively, contact the Student Affairs Office which can sign and stamp the intermediate transcript for you, if need be.

21. Everyday student life

21.1 Study and IT facilities

Computer rooms, Internet access, self-study areas, Caprivi lounge, scripts, technical equipment, staff mail boxes



Computers for students can be found in the **AB building** on the 1 floor:

All you need for using the computers is your OS UAS user ID and password. The **buildings on the Westerberg campus** can be entered: Mon - Fri 7.30 - 20.00, Sat 8.00 - 15.00.

Mail boxes of the staff and teachers can be found in the AB building (1 floors).

21.2 Wireless LAN (WLAN or Wi-Fi)

You have access to **wireless LAN** (in Germany called „**WLAN**“, also known as „**Wi-Fi**“) in many places and buildings on the OS UAS campuses. A detailed list plus a description on **how to prepare your notebook and how to activate WLAN** can be found in the portal OSCA (<https://osca.hs-osnabrueck.de>) – click: „Infothek – Zentrale IT Services – Netzwerkzugang – WLAN mit eduroam“. As the information on these websites is however given in German only (even though there are several illustrations which might be useful), we would advise you, if necessary, to ask your buddy, the IFO tutor or directly the Help Desk team for assistance in case of any query.

If you use eduroam (www.eduroam.org) at your home university, you should be able to log in automatically here with us. Otherwise, you will have to log in with your OS UAS user identification after starting an Internet browser:

- userID@hs-osnabrueck.de (not your e-mail address!)
- your password

It might be required to install additional certificates depending on your operating system. Your OS UAS user ID, passport and e-mail address will be e-mailed to you by our Help Desk (helpme@hs-osnabrueck.de) before the semester begins.

21.3 Help Desk

For questions as to WLAN/Wi-Fi, online portal OSCA, your OS UAS user ID, your password, your OS UAS e-mail address or your campus card, please contact:

Service Desk

Building AB (foyer, first floor)

Phone: +49 (0) 541 969-71 00

E-mail: helpme@hs-osnabrueck.de

Internet: www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836137

Office hours:

Mon - Fri 8.00 - 18.00

21.4 Copy, print and scanner services

Copying machines, including a printing and scanning function, are available in the AF building. Your campus card is not only your student ID card and a public transportation ticket, but also a copy and print card. It can be charged with money at one of the terminals in the buildings of the student restaurants or library. Always make sure that your card has enough credit before you start any print or copy job.

You can use **the computers in the electronic classrooms**. Choose a printer and enter your OS UAS user ID („Benutzerlogin“ or „Benutzerkennung“) and password („Passwort“) at one of the PC's there. When you start your print job, you should receive a code which you should take to one of the printers/copiers in the rooms stated above. Put your print card into the card reader and enter the code. Next you should be able to print your document.

Best ask your buddy to test this procedure once with you so that you know how it works. Any questions or problems? Ask the Help Desk in the AF building (contact details: see above).

For **printing, binding and copying** large documents students can also go to the Student Council „**Fachschaft ECS**“:

Building AE (Barbarastraße 7a)

Phone: +49 (0) 5 41/9 69-29 38

E-mail: fachschaft-iii@hs-osnabrueck.de

Internet: <https://hochschulfreun.de/profil/fachschaft-ingenieurwissenschaften-und-informatik/>

Another option is the General Students' Committee „**AStA**“ which you can find in the AE building (Westerberg campus), or in the Caprivi lounge CaLo (Caprivi campus), or reach via: asta@hs-osnabrueck.de or asta-internationales@hs-osnabrueck.de, <https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/> .

Further **computers, copiers and scanners** are available in the library on the Westerberg campus.

21.5 Libraries

The library of OS UAS is one of the five best in Germany and has been ranked top in a national comparison in three categories: service offers, usability/customer orientation and cost effectiveness/efficiency. With your campus card, you can borrow books and reserve these online, pay fees and buy articles from the library. Books or other material on loan must be returned or the loan period must be renewed within the given period, otherwise reminder fees will become due from the first reminder on.

At the beginning of each semester, the library offers guided tours in German and English for an easier orientation. You can also ask your buddy or the library staff for assistance.

The library is located at the Campus Westerberg:

Zentralbibliothek Westerberg

Barbarastraße 22

Westerberg campus, 49076 Osnabrück

Phone: +49 (0) 5 41/9 69-29 31

E-mail: bibinfow@hs-osnabrueck.de

Internet: <https://bib.hs-osnabrueck.de/de/>

Opening hours*:

	Mo - Fri	09.00 - 22.00
Sat		10.00 - 18.00

The opening hours refer to the lecture periods, they may vary during the semester breaks in February and July/August. Information about different opening hours during these months are posted in the library or on their website.



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Students of OS UAS can also borrow books from the University of Osnabrück. The link to their website is: www.ub.uni-osnabrueck.de

Don't forget to return all books that you have borrowed from the libraries before you leave Germany! Otherwise you will have to pay for these and reminder fees will also incur.

22. AStA – General Students' Committee

AStA is the „Allgemeine Studierenden-Ausschuss“ and stands for the student representation. AStA is the executive power and takes care of the student administration. AStA represents all students and consists of several representatives. Each representative takes care of specific tasks. AStA offers you assistance with social problems, BAFöG applications, loans, your international student ID card and much more. Even if they have no answer for your request, they will try to give you advices where to look for solutions.

AStA Campus Westerberg

Building AE

Albrechtstr. 30 (visitors' address: Barbarastr. 7a)

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-21 18

+49 (0) 5 41/6 42 80

Fax: +49 (0) 5 41/68 39 04

E-mail: asta@hs-osnabrueck.de

asta-internationales@hs-osnabrueck.de

Internet: <https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/>

Office hours:

Mon, Tue, Thu, Fri 09.00 - 13.30

Legal advice

AStA also offers free legal advice. It is professional help that you get from AStA representatives if you have problems with accommodation allowances, lessors, labour legislation, accidents/damages to other persons and/or their belongings, etc. Go to the AStA of the University of Osnabrück, Alte Münze 12. Check their consultation hours on the Internet (come early so that you have a chance to talk about your case on the given dates):

www.asta.uni-osnabrueck.de/service/rechtsberatung



AStA shop (LMR: stationery items at low prices)

Another service provided is the AStA shop for study material where you can inexpensively buy: folders, pens, paper, calculators, etc. For their exact range of products, go to their local campus shops:

Campus Caprivi: Caprivi lounge CaLo, building CK (ground floor),
Mon 13.30 - 14.00, Tue 13.45 - 14.15, Wed + Thu 11.30 - 12.00

Campus Westerberg: building AE
Mon 11.30 - 12.15, Wed 13.45 - 14.30, Thu 13.30 - 14.15

23. Extracurricular activities and associations

Fachschaft Iul – Student Council

The „Fachschaft“ is a student body and represents the interests of all students of a faculty. Besides participating in different boards they also help students having questions regarding studies, they organise parties, print scripts, provide you with previous examinations, organise the exchange of books, help new students to orient themselves in the beginning and many other things. If you want to join them or if you want to know more about their activities please have a look at their webpage or send them an e-mail:

Internet: <https://hochschulfreun.de/profil/fachschaft-ingenieurwissenschaften-und-informatik>
E-mail: fachschaft-iui@hs-osnabrueck.de

JOIN OS

JOIN OS is an international club for international students of both universities in Osnabrück. The main objective is to connect international and German students and to give foreign students the opportunity to become acquainted with the German culture. JOIN OS offers an interesting cultural program in every semester, such as visits to the theatre, sightseeing in Osnabrück, trips to big German cities like Hamburg, Cologne or Munich and organises German-foreign conversation groups and tandem language courses (i. e. you can get in touch with a native speaker of a language that you want to learn or improve). Further information is available at:

Internet: www.join-os.de
E-mail: contact@join-os.de

STUDENTOP e.V.



STUDENTOP offers students of all faculties the opportunity to put their theoretical knowledge into practice. After having completed an interesting training program, the students themselves run a consulting business and develop individual solutions and concepts for interested companies. Further information is available at:

Internet: www.studentop.de
E-mail: kontakt@studentop.de

AIESEC



AIESEC, the world's largest student organization, is an international platform for young people to discover and develop their potential so as to have a positive impact on society. By providing leadership positions, delivering conferences and running an exchange program, students and graduates are enabled to live and work in another country. There are also projects organised to which foreign students are invited to join. If you are interested in getting involved, more details can be found at:



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Internet: www.aiesec.de

E-mail: info@aiesec.de



AEGEE

AEGEE is an international, politically and confessionally independent non-profit student organization with members throughout Europe. Students of all faculties are welcome to produce their own ideas how international understanding, cultural exchange and cross-border friendships can be furthered. Therefore local as well as Europe-wide events are organised. Besides having a lot of fun, your language, organising and project management skills are developed. For more information on meeting place, contact person and free rental of bikes please check:

Internet: www.aegEE.uos.de

E-mail: aegEE@uos.de

24. Center for International Mobility (CIM)

The central **Center for International Mobility (CIM)** of OS UAS is responsible for the international issues of the whole university, but should not be mistaken for the International Faculty Office (IFO) which is a unit of the Faculty of Business Management and Social Sciences. The CIM provides multifaceted services for all students and lecturers of OS UAS, but also for foreign applicants who are interested in studying in Osnabrück. The CIM can inter alia give advice and support as to the general admission requirements, scholarships, housing facilities, the International Winter/Summer Language Schools German, the International Summer University, the TOEFL test center at OS UAS, the SOS social fund for students in financial need, the international cultural program „JOIN OS“, the Friend Family Program.



Center for International Mobility (CIM)

Hochschule Osnabrück
Albrechtstraße 30, Westerberg campus
Building AB, ground floor
49009 Osnabrück
E-mail: cim@hs-osnabrueck.de
Fax: +49 541 969-3113
Internet: www.hs-osnabrueck.de/en/international/

Contact persons:

Gunhild Grünanger

Head of CIM

Phone: +49 (0) 541 969-29 66

E-mail: g.gruenanger@hs-osnabrueck.de

Christiane Hendess

Institutional Erasmus Coordinator

Phone: +49 (0) 541 969-29 35

E-mail: c.hendess@hs-osnabrueck.de

Nina Chapman

Coordinator Housing Service,

International German Language Course Coordinator

Phone: +49 (0) 541 969-29 91

E-mail: n.chapman@hs-osnabrueck.de

Shelby Irene Long-Gräuler

International Visiting Student Advisor

Phone: +49 (0) 541 969-3979

E-mail: s.long@hs-osnabrueck.de

Maren Neudeck

Outgoing Student Advisor

Phone: +49 (0) 541 969-3828

E-mail: m.neudeck@hs-osnabrueck.de

Office hours:

Incoming Students:

Mon + Thu 14.00 - 16.00

Tue 10.00 - 12.00

Outgoing Students:

Tue 10.00 - 12.00

Thu 17.00 - 19.00

25. Center for International Students (CIS)

Phone: +49 541 969-3185

E-mail: cis@hs-osnabrueck.de

International students who want to earn a degree from Osnabrück University of Applied Sciences, as well as refugees, are in good hands with the Center for International Students (CIS).

The objectives of the CIS are to increase the share of international students and to improve their rate of academic success through target-group-oriented and target-group-appropriate support and advising. In addition to the office hours, that also includes informational events and offerings for specific target groups.

The CIS team is always happy to hear suggestions for ways to improve our service offerings, and hopes to work with as many members of the university as possible. Contact us!

www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-students/

26. Learning Center

The Learning Center is a service institution for all students being enrolled at OS UAS. Students are supported to master their studies in a more successful and contented way and to gain competencies exceeding by far the contents taught in the regular lectures. They offer individual counseling on learning, free learning trainings, a teaching and learning laboratory as well as special seminars for international students. All seminars are held by experienced trainers and are designed that way that the students can test as much as possible themselves and transfer the learned techniques to their everyday student life.

The Learning Center can show you inter alia how to

- learn in a structured and effective way, on your own or in a group
- well organise your daily study routine
- write an assignment in German
- write, present and moderate in English
- prepare best for the examinations
- cope with stress and problems
- get a self-confident appearance

Phone: +49 (0) 5 41 969-72 00

E-mail: learningcenter@hs-osnabrueck.de

Internet: www.hs-osnabrueck.de/en/learningcenter

27. Living in Osnabrück

27.1 Student restaurants and cafeterias

Inexpensive lunch (approx. 2.00 to 3.00 euros daily) is available at the student restaurants („Mensa“) and cafeterias of the Osnabrück Universities (open only weekdays and Saturdays). These are run by the Student Services and have been awarded with various prizes during the past years. Prices are reduced for students. In addition, between 80.00 and 130.00 euros are required every month to prepare further meals at home.



Mensa Westerberg

Westerberg Campus
Barbarastraße 20
49076 Osnabrück

Opening hours

Mon - Fri 11.30 - 14.15

Bistro Caprivi

Westerberg/Caprivi Campus
Building CM
Caprivistraße 30 A
49076 Osnabrück

Opening hours

Mon - Thu 7.45 - 16.20
Fri 7.45 - 13.45

Café Lounge Westerberg

Westerberg Campus
Barbarastraße 20
49076 Osnabrück

Opening hours

Mon - Thu 09.00 - 21.00
Fri 09.00 - 16.30

Cafeteria Albrechtstraße

Westerberg Campus
Building AB, room AB 0114
Albrechtstraße 28
49076 Osnabrück

Opening hours

opening times of building
(vending machines only)



Mensa am Schlossgarten Schlossgarten

Garden of the Osnabrück Castle
Ritterstraße 10
49074 Osnabrück

Opening hours

Mon - Fri 11.45 - 14.15
Sat 12.00 - 13.00

Cafeteria am Schlossgarten

Garden of the Osnabrück Castle
Ritterstraße 10
49074 Osnabrück

Opening hours

Mon - Thu 09.00 - 15.00
Fri 09.00 - 14.35

Café Lounge am

Garden of the Osnabrück Castle
Ritterstr. 10
49074 Osnabrück

Opening hours

Mon - Fri 11.00 - 18.30

There are further cafeterias and vending machines to satisfy your needs. The opening hours refer to the lecture periods, they may vary during the semester breaks in February and July/August. Differing opening hours during these months are posted at the student restaurants/cafeterias or check:

www.studentenwerk-osnabrueck.de/de/hochschulgastronomie.html

click „Mensen“/„Cafeterien“ – „Öffnungszeiten“
(or „Speiseplan“ for the weekly menu cards).



27.2 Food shops

Supermarkets

Supermarkets offer a large range of products at reasonable prices. Each city district has a supermarket. Comparing prices takes some time but may be worth it. Supermarkets often have special offers. You can buy particularly reasonably-priced food in the discount markets. They neither offer a large range of products nor brand names but the quality is nevertheless good. Supermarkets do not generally accept credit cards but most of them Eurocheque Cards (EC = electronic cash). The least expensive supermarkets in Osnabrück usually are ALDI, PLUS, LIDL, and PENNY, more expensive ones are: REWE, Edeka, allfrisch – just to name a few.

By the way: Tap water in Germany is well-controlled drinking water and of high quality. And often cheaper than mineral water from supermarkets. Still, it can cause diarrhea for students from some countries at the beginning of their stay. Therefore, you should check carefully whether your stomach tolerates tap water.

Weekly markets



Do you really like and value fresh fruit and vegetables? Then you will find everything to suit your taste at the weekly markets. In most cases, farmers set up their stalls in the town center on the market square or a car park. They sell farm produce from the region, as well as imported goods, such as exotic fruits. Markets are held on several days a week. In Osnabrück the biggest weekly market takes place each Saturday morning next to the cathedral (it closes at 2 p.m.). Further markets are held on Tuesday afternoons in front of the St. John Church („Johanniskirche“) and Thursday mornings at the „Ledenhof“, opposite to the castle of Osnabrück.

International shops

Perhaps you are planning to cook a specialty from your home country for your fellow students and cannot find everything you need in the supermarket. A wealth of international food shops stock imported goods from all parts of the world. In Osnabrück, there are supermarkets with products from the following regions/countries:

- Russian supermarkets
- Asian supermarkets
- Turkish supermarkets
- Italian wholesaler
- French wine-market
- African food market

Ask your buddy and international students who have been in Osnabrück for some time for recommendations.

Health-food shops

Shops selling particularly healthy foods and a number of other organic products go by the name of „Bioladen“, „Bio-Supermarkt“, „Grüner Laden“, or „Reformhaus“ in Germany. That means that the fruits and vegetables from these shops were produced without pesticides and are not genetically modified. All bread and cake products were made with wholemeal flour. The meat and eggs come from farms where the animals are kept in a way appropriate to the species, which means that e. g. the chickens were not kept in coops or cages, but all this comes at a price. Cheaper organic goods can now also be found in some supermarkets. You can recognise these products by a green, octagonal bio seal awarded in accordance with the EEC Council Regulation on Organic Agricultural Produce.

Opening times

Mondays to Saturdays

Shop opening hours are different at different places. In large cities, shops will open up sometime between 6.00 and 10.00 in the morning during the week and close between 16.00 and 24.00. In the countryside or in more remote parts of the towns, shops might already close earlier. Shops in small towns can be expected to close at lunch time, from around 12.00 to 15.00 (almost like the siesta in Spain).



Sundays and holidays

Generally, shops are closed on Sundays and so, the city center is quiet on most Sundays. But there are some exceptions to the rule:

On four special Sundays all shops are allowed to open for five hours („verkaufsoffener Sonntag“). Watch out for posters announcing these events.

Bakeries are open on Sunday mornings, so you can always buy fresh rolls and bread. Also, pastry shops and flower shops are open on Sundays, too. So, you can buy flowers if you are visiting some friends, and you can buy cake for the typically German „Sunday Kaffeeklatsch“.

But what if you urgently need something else? Gas stations, shops inside railway stations, airports and ferry ports as well as snack bars are the only places that will be able to help out. You can buy food, drinks, small items and newspapers outside of normal opening hours, although at an excessively high price.

27.3 How to pay

Cash/traveller's cheques

Although „plastic money“ is becoming more and more accepted, in small stores (e. g. the bakery, the kiosk on the corner, etc.), cash is the preferred payment method. You can exchange cash from your home country into euros around the clock at some cash machines, mostly to be found in the main branches of the banks. You can also go to the bank counters during opening hours to do this, of course. Traveller's cheques can also be cashed in banks.

Electronic cash (EC/Maestro) with Eurocheque cards

If you come from a country which itself issues Eurocheque cards (not to be confused with the „Eurocard“ credit card), then you should make sure that you obtain such a card. You can use it to pay by card easily and almost everywhere. Just look for the EC/Maestro sign on the cash register. Then you can pay by card and signature or with your PIN and the sum is immediately debited from your account. A large number of cash dispensers/ATMs are also available where you can use your Eurocheque card to withdraw cash. However, you will often be charged foreign fees for using this service, if you use a card from your home country.

Credit cards

Of course, you can pay larger sums worldwide with all well-known credit cards. The door of the shop in question will have a sticker showing which credit cards are accepted. You can also draw cash with your credit card from cash dispensers/ATMs, if you have a PIN. But you will have to pay high charges for this service.

Cash card („Geldkarte“)

The cash card is a bank card with a chip on it that can be loaded at terminals. You must have a current account at a bank if you want to use this electronic purse. However, the „Geldkarte“ has failed to properly assert itself amongst many retailers.

27.4 Lost and found

If students have lost or found something, they should contact the city's Lost Property Office:

Fundbüro – Lost Property Office

Stadthaus 2

Natruper-Tor-Wall 5

49076 Osnabrück

Phone: (05 41) 3 23-24 71

Internet online search: <http://fundsuche02.kivbf.de/MyApp.asp?wci=Suche1&MDT=Osnabrueck>

27.5 Travelling by public transport

Your campus card also serves as a public transportation ticket for the Osnabrück public transport network. It entitles you to use all buses and many local trains in the Osnabrück region without buying an extra ticket. **Please be aware that your campus card is non-transferable!** Bus timetables can be obtained from the service centers of Stadtwerke Osnabrück:

Mobilitätszentrale der Stadtwerke

Neumarkt 9 - 10

49074 Osnabrück

Phone: (05 41) 2002-2211

E-mail: mobilitaetszentrale@stw-os.de

Internet: www.stadtwerke-osnabrueck.de/privatkunden.html – click „Mobilität“

Office hours:

Mon - Fri 8.00 - 18.00

Sat 10.00 - 13.00

Stadtwerke Servicezentrum

Office hours:



HOCHSCHULE OSNABRÜCK

UNIVERSITY OF APPLIED SCIENCES

Nikolaiort 3/4
49074 Osnabrück

Phone: (05 41) 2002-3122

E-mail: servicezentrum@stw-os.de

Internet: www.stadtwerke-osnabrueck.de/privatkunden.html – click „Mobilität“

Mon - Fri 10.00 - 19.00

Sat 10.00 - 18.00

Information on **train tickets, prices and connections** are available at the **central station** (Theodor-Heuss-Platz), in most travel agencies, and on the Internet at: www.bahn.de

27.6 Travelling by bike

AEGEE bike hire system

The students' initiative AEGEE has bicycles for hire to international students for one or two semesters. You only have to pay a deposit of ca. 25.00 euros, which will be reimbursed when the bicycle is returned.

AEGEE-Osnabrück e.V.

Kolpingstr. 7 (university building 01, room 130)

49074 Osnabrück

Phone: (05 41) 9 69-47 17

E-mail: aegee@uni-osnabrueck.de

Internet: www.aegee.uni-osnabrueck.de

Bike hiring

Bicycles can also be hired at the following location:

Radstation am Hauptbahnhof Osnabrück (main station Osnabrück)

Guarding, hire, repair service

Theodor-Heuß-Platz 7

49074 Osnabrück

Phone: (05 41) 25 91 31

E-mail: ash@osnanet.de

Internet: www.ash-os.de/pages/radstation.php

Opening hours:

Mon - Fri 6.00 - 22.00

Sat + Sun 8.00 - 20.00

Second-hand bikes

You can buy second-hand bicycles at reasonable prices e. g. at:

Möwe gGmbH

Repair service, sale

Hauswörmannsweg 88

49080 Osnabrück

Phone: (05 41) 50 68 8 10

Internet: www.moewe-osnabrueck.de

Opening hours:

Mon - Fri 9.00 - 18.00

Sat 9.30 - 14.00

Möwe gGmbH (Jonathans Laden)

Repair service, sale

Johannisstr. 88

49074 Osnabrück

Opening hours:

Mon - Fri 10.00 - 18.00

Sat 10.00 - 16.00



Phone: (05 41) 33 566 61
Mobile: 0163 73 70 878
E-mail: info@jonathans-laden.de

Second Bike

Repair service, sale	<u>Opening hours:</u>
Hügelstrasse 10	Mon - Fri 11.00 - 19.30
49088 Osnabrück	Sat 11.00 – 16.00
Phone: (05 41) 40 72 45 08	
Mobile: 0177 69 33 80 5	
Internet: www.secondbike-os.de	

studierad.de

If you don't mind to do some advertising for a German company while cycling, you can apply for one of the bikes of „studierad.de“: www.studierad.de/studenten.html. Provided that they have enough sponsoring firms, students who are enrolled at a German university can get a bike for free for at least one year. After six months, the bike must be checked at one of their service points which will cost you 30 euros plus costs for repair material or spare parts, if needed. An insurance to cover the risks of theft and vandalism is recommended and could be purchased for 5 euros per months.

Bike repairs

- **Möwe gGmbH:** see above
- **Bike service „Schaltzentrale“:** www.schaltzentrale.net
On farmer's markets: at Cathedral on Saturdays, at Ledenhof on Thursdays, in Dodesheide/Lerchenstraße on Tuesdays
- **AStA – General Students' Committee:** Alte Münze 12 (near central library „Alte Münze“)
Organises a bike garage where you can obtain help in repairing your bike.
Since it is not a bike shop you must bring your own spare parts.

Fahrrad-Salon (a pupil-run company of the Domschule)
Herrenteichswall 2 Opening hours:
49074 Osnabrück Tue + Thu 13.30 – 15.00
Phone: (0541) 350 98 52
E-mail: fahrrad.salon@domhrs.de

Bike auctions

Furthermore, the Lost Property Office of Osnabrück organises auctions two to three times a year where bicycles and other things are auctioned. Please enquire at the Lost Property Office to find out about the exact dates and the venue (address see above).

27.7 Health care

Doctors, physicians and medical practitioners

Besides general practitioners, you will also find specialists (eye specialists/ophthalmologists, skin specialists/dermatologists, etc.). In most cases, you must make an appointment. However, if you are in acute pain, the doctor must treat you immediately or at least in the course of the same day. The names, addresses and phone numbers of doctors can be found in the classified directory, Yellow Pages (www.gelbeseiten.de), where they are arranged by areas of specialty. You are free to choose which doctor you wish to go to. Do not forget to take your EHIC card (EU students) or any other

evidence of your health insurance (non-EU students) with you to the practitioner. Students coming from a country, which has not concluded a health insurance agreement with the Federal Republic of Germany, also might have to pay a consultation fee.

Hospitals and clinics

Germany has state-maintained (public) hospitals, non-profit hospitals (mainly run by the churches) and private hospitals. A university clinic will be found in practically every university town, to which you can also go for outpatient treatment. If you are admitted to hospital, your health insurance carrier will cover the costs of that stay. However, you will be expected to contribute to the costs by paying a small day rate during the first 28 days of your stay.

Emergency services and emergency call

If you need urgent medical treatment at night or over the weekend, you can call or directly go to the emergency service „Notdienstambulanz Osnabrück“ at Bischofstraße 28, phone no. (0541) 116 117 ; www.notdienstambulanz-osnabrueck.de. If you cannot get there or to any other doctor on your own, you can of course also call the hospital outpatient unit („Ambulanz“) or an emergency doctor („Notarzt“). The addresses of the doctors are listed in daily newspapers under the heading of emergency medical service („Ärztlicher Notdienst“) or in the phonebook.

Emergency call 112

112 is the free-of-charge phone number with which you can call an ambulance („Krankenwagen/Rettungsdienst“). Should you experience the emergency while travelling on a major road (motorway, highway, secondary road), please check the white kilometre stones or posts. These have arrows pointing in the direction of the nearest emergency telephone.

Alternative cures and treatments

Many registered doctors with their own practice/surgery have additionally specialised in natural (naturopathic) cures, remedies and treatments. Please check if your health insurance company recognises treatments such as acupuncture or homoeopathy. They will pay part of the costs of homoeopathic treatment when it is carried out by a registered doctor. The costs for acupuncture may be paid by health insurance companies in the case of certain specific indications (symptoms). It is certainly worth comparing the services offered by various health insurance companies, since they differ in the extent to which they fund alternative medical treatment. We would certainly recommend that you contact your health insurance company before you start the treatment to ask whether and, if so, how much of the cost is actually covered.

Pharmacies

In Germany, you can only get medication from a pharmacy („Apotheke“). There are two types of medication: non-prescription drugs that you can buy over the counter at the pharmacy and prescription-only medicines. You can only get the latter if a doctor has prescribed them. Prescription drugs are included in your health insurance and only require a small co-payment from you.

The German Medication Act is very strict. Some medicines which may be available without prescription in your own country (e. g. antibiotics) have to be prescribed by a doctor in Germany. You will have to pay for non-prescription drugs (e. g. simple pain-killers) yourself and will have to contribute

to the cost of prescription-only drugs and medicines, unless you have been exempt from the payment of the additional charge („Zuzahlungspflicht“). If you have a private health insurance, you will first have to pay for your medication yourself, and then submit the receipts to your health insurance company for reimbursement.

Opening hours:

Weekdays: 9.00 to 18.30 or 20.00 (some pharmacies are closed on Wednesday afternoons, depending on the region)

Saturdays: 9.00 to 13.00 or 16.00

You can also buy hygiene articles and baby food in pharmacies but you will pay less at a drug-store. Pharmacies charge an emergency duty fee outside their normal opening hours. Please note: Whether during the day or at night: Strong medicines/drugs will only be handed out against a medical prescription issued by a doctor.

Emergency duty: Pharmacies take turns in emergency duty to make sure that one can always obtain medication when needed. You can find out which pharmacy is on duty in the newspaper. You will also find the name of the pharmacy on duty posted on the door of every other pharmacy. If you need medication during the night or at weekends, then just ring the bell at the pharmacy on emergency duty. The law has introduced regulations to ensure that there is always a pharmacy open around the clock within a radius of 7 km. Look at this website to find the pharmacy of your area as well as the emergency duty rotations („Notdienste“) for all pharmacies throughout Germany: www.apotheken.de

27.8 Telephone

Nowadays pay phones are quite rare in Germany. Most of the public telephones are operated with phonecards which can be bought from post offices, kiosks, and petrol stations. Since 1998 the German telecommunications market has been liberalised. Nevertheless the former government-owned Deutsche Telekom is still the largest provider. Tariffs vary according to the time of day and the distance of calls. Osnatel, an Osnabrück company, offers special Internet rates for students.

For further information call (08 00) 6000-777, mail to: info@osnatel.de, visit: www.osnatel.de or go to the Osnatel Shop, Krahnstraße 30 (downtown). Telephone books for all regions of Germany can be found in most post offices. The Yellow Pages (www.gelbeseiten.de) are also useful for finding other services. There are several providers for mobile phones in Germany. The largest service providers are: T-Mobile, E-Plus, O2 Genion, Vodafone.

All of the above-mentioned service providers have information points in the city center („Große Straße“) where you can get information about prices and rates. In general, there are two possibilities: You can either enter a contract (basic monthly fee and lower rates, contracts usually run at least one year) or buy a prepaid card. If you have an unlocked mobile phone from your home country chances are that you only have to buy a German sim card.

28. Useful addresses and telephone numbers

Emergency calls/emergency services

Police: 110

Police, ambulance and fire brigade: 112
(24/7, free of charge, anywhere in the EU)

Doctor on call, surgery: (05 41) 116 117, Bischofstr. 28, Osnabrück

www.notdienstambulanz-osnabrueck.de

Pharmacy emergency service:

www.aponet.de/service/notdienstapotheke-finden/suchergebnis/0/49074.html

Pharmacies near OS UAS

Westerberg-Apotheke
Lieneschweg 8
49076 Osnabrück
Phone: (05 41) 4 54 24

Saarplatz Apotheke
Lotter Straße 75
49078 Osnabrück
Phone: (05 41) 4 55 88

Paracelsus Apotheke
Am Natruper Holz 69
49076 Osnabrück
Phone: (05 41) 96 26 10

Pharmacies in town

Neumarkt Apotheke
Öwer de Hase 1
49074 Osnabrück
Phone: (05 41) 3 58 92 20

Bären Apotheke
Große Straße 5
49074 Osnabrück
Phone: (05 41) 20 23 95 27

An overall view of the pharmacies on duty is displayed at every pharmacy.

Hospitals

Klinikum Osnabrück
Am Finkenhügel 1
49076 Osnabrück
Phone: (05 41) 40 50

Marienhospital
Johannisfreiheit 2 - 4
49074 Osnabrück
Phone: (05 41) 32 60

Paracelsus Klinik
Am Natruper Holz 69
49076 Osnabrück
Phone: (05 41) 96 60

Police headquarters

Polizeiinspektion Osnabrück
Kollegienwall 6 - 8
49074 Osnabrück
Phone: (05 41) 32 70

Advice centers

AIDS help line:	(05 41) 80 10 24
Family advice:	(05 41) 4 20 44
Women's advice, life coaching:	(05 41) 80 34 05
Counseling on sexual molestation/violence:	(01 73) 9 61 92 98
Women's help line:	(05 41) 8 60 16 26
Psychological advice for students:	(05 41) 9 69 25 80

Postal services

Wittekindstraße 5 - 8
(near the university, opposite Galeria Kaufhof)
Theodor-Heuss-Platz 6 - 9
(main post office next to the central station with night desk)
Corner Schnatgang/Kiwittstraße
(near student residences „Jahnstraße“ and „Alte Fabrik“)
Lotter Straße 75
(close to OS UAS, bus stop „Saarplatz“)

Further information about offices and office hours as well as the valid postal fees is available on the Internet: www.deutschepost.de

Self-service washing center (Lauderette)

Most student halls of residence have washing machines for the students' use. Furthermore, there are several laundrettes with coin-operated washing machines in Osnabrück, e. g.:

Kommenderiestr. 85
49074 Osnabrück
Internet: www.waschcenter-os.de

Münster/Osnabrück airport (FMO)

Information: +49 (0) 25 71/94 33 60
Internet: www.fmo.de

Taxi services

Taxi-Blitz-Ruf: (05 41) 8 30 83
OS-Car Taxi-Service: (05 41) 5 05 00
Taxi OS: (05 41) 3 20 11
City-Car OS: (05 41) 2 77 81
Frauennachtfahrten
(taxi for women at night): (05 41) 2 77 83

Directory enquiries

National phone numbers: 1 18 33
International phone numbers: 1 18 34
Internet: www.dasoertliche.de
www.dastelefonbuch.de
www.teleauskunft.de

29. Leisure time

The International Faculty Office (IFO) of the faculty ECS organises some events for international and German students within the buddy program (climbing park, international dinners or barbecues, Christmas parties, etc.). Interested? Then contact your buddy.

You can also check with AStA and Fachschaft IuI what kind of events and parties they have planned in the current semester: asta-internationales@hs-osnabrueck.de and fachschaft-iui@hs-osnabrueck.de.

29.1 JOIN OS: cultural program for international students



JOIN OS is an international club for international students of both universities in Osnabrück. The main objective is to connect international and German students and to give foreign students the opportunity to become acquainted with the German culture. JOIN OS offers an interesting cultural program in every semester, such as visits to the theatre, sightseeing in Osnabrück, trips to big German cities like Hamburg, Cologne or Munich and organises German-foreign conversation groups and tandem language courses (i. e. you can get in touch with a native speaker of a language that you want to learn or improve). If you want to get more information on this program, contact:

JOIN OS

Hochschule Osnabrück
Center for International Mobility (CIM)
Caprivistraße 30 A
Building AF, room AF 0109
49076 Osnabrück

Phone: +49 (0) 5 41/9 69-29 96
Fax: +49 (0) 5 41/9 69-31 13
E-mail: contact@join-os.de
Internet: www.join-os.de

29.2 Friend Family Program



The Friend Family Program promotes the interaction between international students and local families in Osnabrück. It creates the space for international students to learn more about the German culture and dive into everyday life in Germany - off campus and outside the usual student environment. Likewise, it allows families living in Osnabrück to get to know students from abroad, their home countries, their cultures and ways of life. The program is organised by the Caritasverband (a Catholic service organization) in cooperation with the central International Office of OS UAS. You can register for this program and find the contact persons on the website: www.caritas-os.de/ff-students.

29.3 University sports

The University Sports Center promotes an extensive program of competitive and recreational sporting activities. Most of the courses are free of charge for all students. At the start of the semester of the University of Osnabrück (i. e. mid-April and mid-October) the sports program is published on the Internet and in a special brochure which can be obtained from the AStA or Fachschaft IuI or directly from:



Zentrum für Hochschulsport der Universität und Hochschule Osnabrück

Jahnstr. 77

49080 Osnabrück

Phone: +49 (0) 5 41/9 69--48 00/-40 48/-42 06/-48 78

E-mail: zfh@uos.de, info point: sportinfo@uos.de

Internet: www.zfh.uos.de

Office hours:

Tue, Thu 9.30 - 12.30

14.00 - 16.00

Wed 9.30 - 12.30

Info point Jahnstr. 75:

Mon - Fri 16.00 - 22.00



INMOVE – Fitness Center of OS UAS for staff and students

Cardio, weight training, power workout

Sedanstraße 60, gym in the MA building

49076 Osnabrück

Phone: (0541) 343 86 44

E-mail: inmove@hs-osnabrueck.de

Opening times:

Mon - Fri 12.00 - 21.00

Sat 14.00 - 18.00

INMOVE offers you cardio, weight training, and power workout. Before you start using the INMOVE facilities, please contact INAP/O, Institute for Applied Physiotherapy and Osteopathy to get an appointment for an individual fitness check. You will define your fitness goals and receive your personal workout plan. Afterwards you can use the facilities on your own schedule. Contact details of INAP/O at: www.inapo.hs-osnabrueck.de. Please also read the section „Accident insurance“ of this handbook.

29.4 Off-campus leisure activities

Studying does not only mean learning and writing exams! Time spent off campus to recharge your batteries is as important. Get to know our exciting city Osnabrück and you will see there are a lot of cultural and fun things to do for you. Your buddy can surely recommend anything or take you along.

Are you looking for a special restaurant – Italian, Spanish, Turkish or typically German? Maybe you would like to go for a yummy breakfast brunch after partying all weekend long? All about dining, dancing, etc. can be gathered from the restaurant guide "Live – Osnabrücker Gastronomieführer" available at the Tourist Information.

Here some further recommendations for you:

Cinemas

UFA Filmpassage (student discount rates)

Johannisstraße 112 - 113

E-mail: info@filmpassage.de

Internet: www.ufapassage.de



Cinema Arthouse (nice atmosphere – student discount rates)

Erich-Maria-Remarque-Ring 16

Phone: (05 41) 60 06 50

Internet: www.cinema-arthouse.de

Lagerhalle

(theatre, cabaret, live-music, movies – student discount rates)

Rolandsmauer 26

Phone: (05 41) 33 87 40

Internet: www.lagerhalle-osnabrueck.de

Filmtheater Hasetor

(good movie program, bar, student discount rates)

Hasestraße 71

Phone: (05 41) 2 37 77

Internet: <http://filmtheater-hasetor-osnabruck.kino-zeit.de>

Museums

Felix-Nussbaum-Haus

Lotter Straße 2

Phone: (05 41) 3 23-22 07

Internet: www.osnabrueck.de/fnh

Kulturgeschichtliches Museum

(oldest museum in Osnabrück)

Heger-Tor-Wall 28

Phone: (05 41) 3 23-22 37

Internet: www.osnabrueck.de/kgm

Kunsthalle Dominikanerkirche

(exhibition room for contemporary art)

Hasemauer 1 Phone: (05 41) 3 23-21 90

Internet: <http://kunsthalle.osnabrueck.de>

Museum am Schölerberg/Planetarium

(nature and environment)

Am Schölerberg 8

Phone: (05 41) 56 00 30

Internet: www.home.uni-osnabrueck.de/ahaenel/index.htm

Stadtgalerie (modern arts)

Große Gildewart 14

Phone: (05 41) 9 98 94 44

Theatres

Stadttheater

Domhof 10 – 11

Phone: (05 41) 3 23-33 14

Internet: www.theater-osnabrueck.de

Emma Theater

Lotter Str. 6

Phone: (05 41) 3 23-33 14

Internet: www.theater-osnabrueck.de

Lagerhalle (theatre, cabaret, live music, movies)

Rolandsmauer 26

Phone: (05 41) 33 87 40

Internet: www.lagerhalle-osnabrueck.de

Die Probebühne

Wiesenstraße 1

Phone: (05 41) 2 26 66

Internet: www.probebuehne.de

Swimming

Schinkelbad (student discount rates)

Im Wegrott 37

Phone: (05 41) 7 51 19

Indoor swimming pool, sauna, tanning, massage

Internet: www.schinkelbad.de

Nettebad

(a one-day holiday, student discount rates for swimming)

Im Haseesch 6

Phone: (05 41) 34 46 01

Internet: www.nettebad.de

Moskaubad (student discount rates)

Limberger Straße 47

Phone: (05 41) 8 45 41

Indoor & outdoor swimming pool with large lawn and high-diving platforms

Internet: www.moskaubad.de

Sightseeing

Zoo Osnabrück

Am Waldzoo 2 - 3

Phone: (05 41) 9 51 05-0

Internet: www.zoo-osnabrueck.de

Night-watchman tours

Guided tours through the old town of Osnabrück at night, with nostalgic lanterns, more information available at the Tourist Information.

www.osnabrueck-stadtfuehrungen.de/oeffentliche-stadtfuehrungen/mit-dem-nachtwaechter-durch-osnabrueck/index.html

Tourist information

There is a large variety of cultural programs and sightseeing tours available in Osnabrück and its surroundings. As it would take too much time to fulfil everybody's interests in this category, please feel free to ask for more details, also on English guided tours, at the

Tourist Information

Bierstraße 22 - 23

49074 Osnabrück

Phone: +49 (0) 5 41/3 23-22 02

E-mail: tourist-information@osnabrueck.de

Internet: www.osnabrueck.de/tourismus.html

Opening hours:

	Mon - Fri	9.30 - 18.00
Sat		10.00 - 16.00

30. Final arrangements before leaving Osnabrück

Before leaving Osnabrück, please make sure that you have settled the following final arrangements (as far as applicable):

The Citizen Center has to be informed of your departure. For deregistering please go there latest one week before you leave.

- Your German bank account in Osnabrück has to be closed down.
- Cancel your German health insurance and all other contracts that you have concluded during your stay in Osnabrück.
- Return the books on loan to the library and the copy card to the Canon print service.
- You can keep your campus card and don't have to give it back to OS UAS as it will become invalid after your deregistration. You can normally use it until the last day of the semester: 28 February / 31 August.
- Pay all outstanding debts to your flatmates, e. g. for electricity, water, telephone, Internet or the like.
- Your room has to be left in a clean and properly condition. Only then the deposit will be refunded. Don't forget to give your bank details to the housing service. You have to make an appointment with the caretaker for an inspection two weeks before you leave.
- A checklist for the move out can be downloaded at:
www.hs-osnabrueck.de/en/housing-service/#c28724
- The room cannot be controlled during the weekend (Saturday and Sunday). If the caretaker cannot view your room before your departure, you are responsible for all costs incurred.

31. Key data of Osnabrück University of Applied Sciences

University Details	
Full legal name of the institution	Hochschule Osnabrück (HS OS) Osnabrück University of Applied Sciences (OS UAS)
ERASMUS codes and numbers PIC: Participant Identity Code ECHE: Erasmus Charta for Higher Education	D OSNABRU 02 PIC-No. 999846416 ECHE-No: 29857-IC-1-2007-1-DE-ERASMUS-EUC-1
President	Professor Dr. Andreas Bertram
Vice-President for Internationalization	Professorin Dr. Andrea Braun von Reinersdorff
Website of OS UAS	www.hs-osnabrueck.de/en
Postal address Courier and visitors' address	Postfach 19 40, D-49009 Osnabrück, Germany Caprivistraße 30 A, D-49076 Osnabrück, Germany
Center for International Mobility (CIM)	
Head of Center for International Mobility (CIM)	Gunhild Grünanger, Phone: +49/541/969-2966 E-mail: g.gruenanger@hs-osnabrueck.de www.hs-osnabrueck.de/en/international
Institutional ERASMUS Coordinator	Christiane Hendess, Phone: +49/541/969-2935 E-mail: c.hendess@hs-osnabrueck.de
Housing Service	Nina Chapman, Phone: +49 541 969-2991 E-mail: housing@hs-osnabrueck.de
Incoming Student Advisor and Coordinator	Shelby Irene Long-Gräuler, Phone: +49/541/969-3979 E-mail: s.long@hs-osnabrueck.de
Center for International Students (CIS)	
Head of Center for International Students (CIS)	Kerstin Frodl, Phone: +49/541/969-3185 E-mail: k.frodl@hs-osnabrueck.de www.hs-osnabrueck.de/en/international
German courses' coordinator	Beate Buczkowski, Phone: +49/541/969-3229 E-mail: b.buczkowski@hs-osnabrueck.de
Degree Seeking Student Advisor	Tatjana Maier, Phone: +49/541/969-3045 E-mail: t.maier@hs-osnabrueck.de
Faculty of Engineering and Computer Science (ECS)	
Dean and Vice-President for Academic Affairs	Professor Dr. Alexander Schmeihmann
Website of the faculty	www.hs-osnabrueck.de/en/iui/
International Faculty Office (IFO)	
Incoming Student Advisor (study semester in English) and Coordinator Buddy Programm	Elke Turner , Phone: +49/541/969-2183 E-mail: e.turner@hs-osnabrueck.de
Incoming Student Advisor (study semester in German, internship, thesis), Outgoing Student Advisor	Maria Kiebert , Phone: +49/541/969-3730 E-mail: m.kiebert@hs-osnabrueck.de
General affairs	Lidia Wübbelmann , Phone: +49/541/969-2237 E-mail: l.wuebbelmann@hs-osnabrueck.de

32. Helpful contacts

Student Services – Studentenwerk Osnabrück

Ritterstraße 10
49074 Osnabrück
Phone: +49 (0) 5 41/3 31 07-0
Fax: +49 (0) 5 41/3 31 07-31
E-mail: info@sw-os.de
Internet: www.studentenwerk-osnabrueck.de

Citizens Advice Office Osnabrück – Students Service

<http://buerger.osnabrueck.de/public/index.php?l=172&mr=20&p=1215>

Psychological Advice Center of Studentenwerk Osnabrück

Sedanstraße 1
49076 Osnabrück
Phone: +49 (0) 5 41/9 69-25 80
Fax: +49 (0) 5 41/9 69-25 00
E-mail: psb@sw-os.de
Internet: www.studentenwerk-osnabrueck.de/en/counseling/psychological-counseling.html

Women's Advice Center Osnabrück

Spindelstr. 41
49074 Osnabrück
Phone: +49 (0) 5 41/80 34 05
Fax: +49 (0) 5 41/8 20 56
E-mail: info@frauenberatung-os.de
Internet: www.frauenberatung-os.de

Counseling on sexual molestation/violence:

Consultation hours in lecture period

Room: CB 0110
Mobile: +49 (0) 1 73/9 61 92 98
E-mail: hilfe-bei-belaestigung@hs-osnabrueck.de

every 2nd and 4th Wed/month 14.30 - 16.00
or by arrangement

Women's and Equal Opportunity Office

Albrechtstr. 30
49076 Osnabrück
Room: AF 0102 - 104
Phone: +49 (0) 5 41/9 69-29 55, - 36 34, -29 65, -70 18
Fax: +49 (0) 5 41/9 69-31 55
E-mail: gleichstellung@hs-osnabrueck.de
Internet: www.hs-osnabrueck.de/de/gleichstellungsbuero

Student Council – Fachschaft ECS

Barbarastraße 7a
49076 Osnabrück
Room: Building AE
Phone: +49 (0) 5 41/9 69-29 38
E-mail: fachschaft-iui@hs-osnabrueck.de
Internet: <https://hochschulfreun.de/profil/fachschaft-ingenieurwissenschaften-und-informatik/>

General Students' Committee – AStA Allgemeiner Studierendenausschuss (international student ID card, legal advice, stationery shop)

Campus Westerberg AE building Albrechtstraße 30 49076 Osnabrück Phone: +49 (0) 5 41/9 69-21 18 or +49 (0) 541/6 42 80 Fax: +49 (0) 5 41/68 39 04 E-mail: asta@hs-osnabrueck.de or asta-internationales@hs-osnabrueck.de Internet: https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/	Office hours Mon, Tue, Thu, Fri 9.00 - 13.30
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Service Desk

Advice and support as to WLAN/Wi-Fi, online portal OSCA, your OS UAS user ID, your password, your OS UAS e-mail address or your campus card:
Westerberg campus, AB building (foyer, ground floor)
Phone: (05 41) 969-71 00
E-mail: helpme@hs-osnabrueck.de
Internet: www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836137
Office hours: Mon – Fri 8.00 - 18.00

General opening times of university buildings

Mon - Fri 7.30 - 20.00, Sat 7.30 - 13.00.

Access to the self-study areas (buildings AB and SL): Mon - Fri 7.00 - 22.00, Sat - Sun 8.00 - 20.00





33. Grading system of Osnabrück University of Applied Sciences

GRADING OF ACADEMIC PERFORMANCES				
(1)	Grading of academic performances			
	The grade is:	Osnabrück grades	Designation in German	Designation in English
	on an average of	up to 1.50	sehr gut	excellent
	on an average of	more than 1.50 up to 2.50	gut	good
	on an average of	more than 2.50 up to 3.50	befriedigend	satisfactory
	on an average of	more than 3.50 up to 4.00	ausreichend	pass
	on an average of	more than 4.00	nicht ausreichend	failed
(2)	Institutional grading system of Osnabrück University of Applied Sciences (OS UAS)			
	Osnabrück grades	Designation in German	Designation in English	International definition
	1.0 / 1.3	sehr gut	excellent	outstanding performance
	1.7 / 2.0 / 2.3	gut	good	performance significantly above average standard
	2.7 / 3.0 / 3.3	befriedigend	satisfactory	performance corresponding to average standard in every respect
	3.7 / 4.0	ausreichend	pass	performance just meets the minimum criteria despite shortcomings
	5.0	nicht ausreichend	failed	performance does not meet the minimum requirements because of considerable shortcomings
	Examinations called „Prüfungsleistung (PL)“, e. g. written, oral, e-examinations, or the like, are graded. Examinations called „Leistungsnachweis (LN)“, e. g. coursework, assignments, seminar papers, presentations, or similar performances, are not graded. These are assessed with „passed“ = „bestanden (BE)“ or „failed“ = „nicht bestanden (NB)“ only. For some modules on preparatory/basic course level, no ECTS credit points are given.			
(3)	ECTS percentages			
	ECTS percentages state the following: < 1 % means the best and 100 % the worst result in a reference group of successful students. An asterisk (*) will be displayed if no ECTS percentage can be awarded at present since the population is not yet sufficiently large.			
(4)	ECTS credit points			
	Recommended average student workload for visiting students			
	Semester Academic year		30 ECTS credit points 60 ECTS credit points	
e	The choice of modules and the number of credit points to be attained by visiting students are decided by the home university and have to be agreed with the students' academic coordinator.			



Osnabrück UAS Faculty ECS			International (adapted from ECTS - European Course Credit Transfer System)				
Grades	Attributes in German	Attributes in English	Grades	% Distribution (successful students)	Points	Attributes in English	Definition
1,0 (or better - not OS UAS)	sehr gut	excellent	A + A	10	20 19	excellent (with distinction)	A performance which is particularly excellent and distinctive
1,3	sehr gut	excellent	A -		18	very good	A performance which is (more or less) excellent
1,7	gut	good	B +	25	17	good	A performance which is (significantly) above average
2,0			B		16		
2,3			B -		15		
2,7	befriedigend	satisfactory	C +	30	14 13	satisfactory	A performance which (totally) meets average demands
3,0			C		12		
3,3			C -	25	11		
3,7	ausreichend	pass	D		10	sufficient	A performance which - despite its short-comings - still meets the standard requirements
4,0			E	10	9		
5	nicht ausreichend	failed	FX, F		7 - 0	discretionary fail, fail	A performance which - because of its significant shortcomings - does not meet the standard requirements



34. Language guide

Deutsch	English	Español	Français
Hallo!	Hi!	¡Hola!	Salut!
Guten Morgen!	Good morning!	¡Buenos días!	Bonjour!
Guten Tag!	Good afternoon!	¡Buenas tardes!	Bonjour!
Guten Abend!	Good evening!	¡Buenas noches!	Bonsoir!
Wie geht's dir?	How are you?	¿Qué tal?	Comment ça va?
Danke. Mir geht's gut.	Thanks, I'm fine.	Bien, gracias.	Bien, merci.
Tschüss.	Bye bye.	Adiós.	Au revoir!
Ja./Nein.	Yes./No.	Sí./No.	Oui./Non.
Vielleicht.	Perhaps.	Quizás.	Peut-être.
Bitte./Danke.	Please./Thank you.	Por favor./Gracias.	S'il vous plaît./Merci.
Gern geschehen.	You're welcome.	De nada.	De rien.
Vielen Dank.	Thank you very much.	Muchas gracias.	Merci beaucoup.
Einverstanden.	Okay.	¡De acuerdo!	D'accord.
Entschuldigen Sie!	Excuse me!	¡Perdón!	Excusez-moi!
Wie bitte?	Pardon?	¿Cómo dice/dices?	Pardon?
Tut mir leid.	Sorry!	Lo siento.	Pardon!
Ich weiss (es) nicht.	I don't know.	No (lo) sé.	Je ne sais pas.
Ich verstehe (Sie/dich) nicht.	I don't understand (you).	No entiendo.	Je ne comprends pas.
Es ist mir egal.	I don't care.	A mi me da igual.	Ça m'est égal.
Ich will nicht.	I don't want to.	No quiero.	Je ne veux pas.
Ich heiße ...	My name is ...	Me llamo ...	Je m'appelle ...
Ich mag .../Mir gefällt ...	I like ...	Me gusta ...	J'aime ...
Ich würde gern ...	I would like to ...	Quiero .../Quisiera ...	J'aimerais ...
Wie spät ist es?	What time is it?	¿Qué hora es?	Quelle heure est-il?
Wie teuer ist es?	How much is it?	¿Cuánto cuesta?	Ça coûte combien?
Können Sie mir bitte helfen?	Would you please help me?	¿Puede usted ayudarme, por favor?	Pouvez-vous m'aider, s.v.p.?
Bis bald.	See you soon.	Hasta luego/pronto.	A bientôt.
Wo ist ...?	Where is ...?	¿Dónde está ...?	Où est ...?
Ich suche ...	I'm looking for ...	Estoy buscando ...	Je cherche ...
Haben Sie ...?	Do you have ...?	¿Tiene usted ...?	Vous avez ...?
Prost!	Cheers!	¡Salud!	Santé!
Mir geht's nicht gut.	I don't feel well.	Me siento mal.	J'ai mal.
Ich brauche einen Arzt.	I need (to see) a doctor.	Necesito un médico.	J'ai besoin d'un médecin.
Bitte rufen Sie die Polizei!	Please call the police!	¡Por favor, llame la policía!	S.v.p., appelez la police!



35. List of useful terms

German	English
Ablehnungsbescheid	rejection letter
Abschlusszeugnis	degree certificate
Anmeldung bei der Ausländerbehörde	registration at the Aliens Office
Annahmebestätigung/Zulassungsbescheid	acceptance/admission letter
Aufenthaltserlaubnis zum Zweck der Erwerbstätigkeit	residence permit to take up a gainful employment
Aufenthaltsgenehmigung	residence permit
Aufenthaltsgenehmigung zu Studienzwecken	student residence permit
Ausländerbehörde	Aliens Office
Befreiungsnachweis	proof of exemption
Beurlaubung	academic leave of absence
Bewerbung	application
Bewerbungsfristen	application deadlines
Bürgeramt	Residents' Registration Office
Campus Card/Studienausweis	campus card/student ID card
Einstufungstest	placement test
Finanzierungsnachweis	proof of finances/financial declaration
Gebühr	fee
Girokonto	giro account
Hochschulsport	university sports
Immatrikulation	registration/enrollment
Internationales Büro	International Office
Krankenkasse	health insurance company
Lohnsteuerkarte	income tax card
Numerus clausus (NC)	subjects with restricted admissions
Programmstudierende	exchange students
Promotionsstudium	doctoral studies
Prüfungsamt	examination office/Student Affairs Office
Prüfungsausschuss	examination committee
Rückmeldung	re-registration/re-enrollment
Staatsprüfung	state examination
Stiftung	foundation
Stipendien	grants/scholarships
Studienausweis/Campus Card	student ID card/campus card
Studierendensekretariat	Student Affairs Office
Studentenwerk	Student Services
Studentenwohnheim	students' residence
Studentische Hilfskraft	student assistant/tutor
Studien-/Prüfungsordnung	study/examination regulations
Studienberatung	student counseling
Studienbuch	course transcript book
Studienkolleg	preparatory courses
Versicherung (Kranken-, Unfall-, Haftpflicht-V.)	insurance (health, accident, liability)
Visum zu Studienzwecken	student visa
Vorlesungsverzeichnis	course catalog
Wohnberechtigungsschein	entitlement for accommodation
Wohngeld	housing benefit
Zentrale Studienberatung	Central Student Counseling
Zulassung zum Studium	admission to study
Zulassungsbescheid/Annahmebestätigung	acceptance/admission letter
Zwischenprüfung	intermediate examination



English	German
academic leave of absence	Beurlaubung
acceptance/admission letter	Zulassungsbescheid/Annahmestätigung
admission to study	Zulassung zum Studium
Admissions Office/Student Affairs Office	Studierendensekretariat
course catalog	Vorlesungsverzeichnis
Aliens Office	Ausländerbehörde
application	Bewerbung
application deadlines	Bewerbungsfristen
campus card/student ID card	Campus Card/Studienausweis
Central Student Counseling	Zentrale Studienberatung
course catalog	Vorlesungsverzeichnis
course transcript book	Studienbuch
degree certificate	Abschlusszeugnis
doctoral studies	Promotionsstudium
enrollment	Immatrikulation
entitlement for accommodation	Wohnberechtigungsschein
examination committee	Prüfungsausschuss
examination office/Student Affairs Office	Prüfungsamt
exchange students	Programmstudierende
fee	Gebühr
financial declaration	Finanzierungsnachweis
foundation	Stiftung
giro account	Girokonto
grant/scholarship	Stipendium
health insurance company	Krankenkasse
housing benefit	Wohngeld
income tax card	Lohnsteuerkarte
intermediate examination	Zwischenprüfung
International Office	Internationales Büro
insurance (health, accident, liability)	(Kranken-, Unfall-, Haftpflicht-)Versicherung
matriculation	Immatrikulation
placement test	Einstufungstest
preparatory courses	Studienkolleg
proof of finances	Finanzierungsnachweis
registration	Immatrikulation
re-registration/re-enrollment	Rückmeldung
registration at the Aliens Office	Anmeldung bei der Ausländerbehörde
rejection letter	Ablehnungsbescheid
residence permit	Aufenthaltsgenehmigung
residence permit to take up a gainful employment	Aufenthaltserlaubnis zum Zweck der Erwerbstätigkeit
Residents' Registration Office	Bürgeramt
state examination	Staatsprüfung
Student Affairs Office/Admissions Office	Studierendensekretariat
student assistant/tutor	studentische Hilfskraft
student counseling	Studienberatung
student ID card/campus card	Studienausweis/Campus Card
students' residence	Studentenwohnheim
student residence permit	Aufenthaltsgenehmigung zu Studienzwecken
Student Services	Studentenwerk
student visa	Visum zu Studienzwecken
study/examination regulations	Studien-/Prüfungsordnung



HOCHSCHULE OSNABRÜCK
UNIVERSITY OF APPLIED SCIENCES

**We hope you enjoy
your stay in Osnabrück.
Thanks for joining us!**

