

## SEMESTER AT DHBW STUTTGART

### FACT SHEET 2017/2018

GENERAL INFORMATION		
Name of institution		Duale Hochschule Baden-Württemberg Stuttgart Baden-Wuerttemberg Cooperative State University Stuttgart (DHBW)
ERASMUS ID code		D STUTTGA10
Country		Germany
Address		Blumenstr. 25 70182 Stuttgart
Internet		<a href="http://WWW.DHBW-STUTTGA10.DE/INCOMINGS">WWW.DHBW-STUTTGA10.DE/INCOMINGS</a>
E-mail		<a href="mailto:INTERNATIONAL@DHBW-STUTTGA10.DE">INTERNATIONAL@DHBW-STUTTGA10.DE</a>
Head of the International Office		Ms. Dorte Süchting
E-mail		<a href="mailto:DORTE.SUECHTING@DHBW-STUTTGA10.DE">DORTE.SUECHTING@DHBW-STUTTGA10.DE</a>
NOMINATION DEADLINE FOR PARTNER UNIVERSITIES		
The nomination should be processed between designated staff members at the home and the host institution, not on an individual basis.		
Winter semester		01.04.
Summer semester		01.10.
Information required		Name, surname, date of birth, study course, e-mail
APPLICATION PROCESS FOR STUDENTS		
The application should be processed between designated staff members at the home and the host institution, not on an individual basis.		
Deadlines	Winter Semester	30.04.
	Summer Semester	31.10.
Documents required		<p>Send <u>via email</u> to <a href="mailto:international@dhbw-stuttgart.de">international@dhbw-stuttgart.de</a></p> <ul style="list-style-type: none"><li>• Application form</li><li>• List of courses at DHBW Stuttgart</li><li>• Transcript of records</li><li>• ERASMUS Learning Agreement (for ERASMUS-Students only)</li><li>• Copy of the general university entrance qualification</li><li>• Proof of funding (EUR 720,00 per month) for non-European students only</li><li>• DAAD-language certificate or TOEFL, IELTS</li><li>• Proof of health insurance – For example: Mawista <a href="http://www.mawista.com">www.mawista.com</a> European students: copy of the European health insurance card (EHIC).</li></ul>

	<ul style="list-style-type: none"> <li>• Personal statement</li> <li>• Reference letter</li> <li>• Copy of student ID</li> <li>• Copy of passport</li> <li>• Passport-sized photo (360x480 pixel) in JPG format</li> </ul>
	Students are asked to transfer <b>EUR 100,60</b> to the Studentenwerk before their arrival in order to receive their student ID. Students will be informed about the bank details after the application documents have been received.
<b>ACADEMIC INFORMATION</b>	
ACADEMIC CALENDAR (dates to be confirmed)	
<b>WINTER SEMESTER 2017 (September – February)</b>	
For exact dates please contact the International Office. The dates depend on the courses chosen and year of study.	
<b>Welcome Days</b>	4-8 September (including “Intercultural Training Germany” and “Basics of Scientific Working”)
<b>International Programmes</b>	4 October – 22 December
<b>Regular Programmes</b>	Sept/Oct/Nov - Dec/Jan/Feb
<b>THE SUMMER SEMESTER 2018 (March – August)</b>	
For exact dates please contact the International Office. The dates depend on the courses chosen and the year of study.	
<b>Welcome Days</b>	5 – 9 March (including “Intercultural Training Germany” and “Basics of Scientific Working”)
<b>International Programmes</b>	12 March – 1 June
<b>Regular Programmes</b>	Feb/March/April – April/May/June
<b>PUBLIC HOLIDAYS 2017/2018</b>	
German Unification Day	3 October
All Saints’ Day	1 November
Christmas	24 /25 /26 December
New Year’s Eve	31 December
New Year’s Day	1 January
Epiphany	6 January
Good Friday	30 March
Easter	2 April
Labor Day	1 May
Ascension Day	10 May
Pentecost	21 May
Corpus Christi	31 May

PROGRAMME INFORMATION	
Regular courses in English	<a href="http://www.dhbw-stuttgart.de/themen/internationales/international-students/exchange-students/academic-information/">HTTP://WWW.DHBW-STUTTART.DE/THEMEN/INTERNATIONALES/INTERNATIONAL-STUDENTS/EXCHANGE-STUDENTS/ACADEMIC-INFORMATION/</a> The current list of regular courses in English will be available one week before the semester starts.
Classes in English from the International Programmes	<a href="http://www.dhbw-stuttgart.de/themen/internationales/international-students/exchange-students/academic-information/">HTTP://WWW.DHBW-STUTTART.DE/THEMEN/INTERNATIONALES/INTERNATIONAL-STUDENTS/EXCHANGE-STUDENTS/ACADEMIC-INFORMATION/</a> <b>12 week programme / class period:</b> September/October – December (the winter semester) March – May (the Summer semester) Please note that the classes may change depending on the number of applicants for the specific class.
Regular courses in German	Students who consider taking curriculum classes taught in German need to check the information of the respective department on the German website <a href="http://www.dhbw-stuttgart.de/themen/studienangebot/">HTTP://WWW.DHBW-STUTTART.DE/THEMEN/STUDIENANGEBOT/</a> and contact the International Office.
Language(s) of instruction	English (and/or German)
Academic requirements	Minimum grade point average (GPA) of previous study year recommended of at least <b>2,5</b> .
Language requirements	Exchange and programme students are required to submit proof of their proficiency in English or German according to the course selection. We accept DAAD-language certificate or compatible (f. ex. TOEFL IBT 79, TOEFL PBT 550, TOEFL ITP 550, TOEIC 765, IELTS 6) certifying at least level B2. Native English speakers along with students who are taking their degree programme in English are exempted. Partner institutions are expected to select students who meet these requirements.
Language classes (English and German)	<ul style="list-style-type: none"> <li>German language and culture class at DHBW Stuttgart</li> <li>German and English courses at one of the language schools in Stuttgart (optional, subject to fees)</li> </ul> <p>Students have a chance to attend extracurricular German and/or English language classes for a fee before the semester start or during the semester. For more information please contact the International Office.</p>
Programme related information	Programme specific questions (e.g. transcript of records, course information, learning agreements) will be forwarded to the departmental coordinators (therefore it can take a bit longer before you receive a reply).
Local credit system	ECTS

<b>Minimum and maximum credits per semester</b>	Min. 5 ECTS / Max. 30 ECTS
<b>Grading system</b>	1.0 - 1.5 Very good 1.6 - 2.5 Good 2.6 - 3.5 Satisfactory 3.6 - 4.0 Pass 4.1 - 5.0 Fail
<b>PRACTICAL INFORMATION</b>	
<b>Tuition fees</b>	There is no tuition fee at the university Students have to pay ca. EUR 100 / semester to the student organization (Studentenwerk Stuttgart). European Students (incl. ERASMUS-students) too.
<b>Housing options</b>	<b>Student dormitory</b> (application via International Office) Student dormitory check-in 01.09./01.10. or 01.02./01.03. Rent is available only for 6 months. Type of housing: single rooms or rooms in shared flats with between 2 and 10 rooms. <b>Cost:</b> A single room costs, dependent on size, between EUR 250 and EUR 350 per month. This includes all overheads such as electricity, water, heating, etc., sometimes internet connection. <b>Prices are subject to change.</b> <b>Deposit:</b> EUR 700 including EUR 300 as partial payment of the first month's rent.
<b>Health insurance</b>	<b>Non-EU-countries:</b> Private health insurance for the whole stay, however we strongly recommend the German public health insurance of approx. EUR 80,- monthly (information available after the arrival) <b>EU-countries:</b> EU-citizens need the European Health Insurance Card from their insurance company in their home country (EHIC). With this card they will go to the public health insurance in German in order to get a "Versicherungsbescheinigung für die Einschreibung". This certificate must be shown to the International Office.
<b>Visa requirements</b>	Non-European students seeking to study in Germany must have a student visa which can be obtained in the nearest German Embassy or Consulate.
<b>Living costs</b>	<b>Accommodation</b> A single room costs depending on size, between EUR 250 and EUR 350 per month.
	<b>Semester transportation ticket</b> ca. EUR 200,-

	<b>Personal expenses</b> variable
<b>Airport pick-up service</b>	Airport pick-up service available with no charge (Stuttgart International Airport). Students will be accompanied by Culture Connection students to their front door. More information: email: <a href="mailto:CULTURECONNECTION@LEHRE.DHBW-STUTTGART.DE">CULTURECONNECTION@LEHRE.DHBW-STUTTGART.DE</a> <a href="http://WWW.DHBW-STUTTGART.DE/CULTURE-CONNECTION">WWW.DHBW-STUTTGART.DE/CULTURE-CONNECTION</a>

## DHBW STUTT GART POLICY FOR FOREIGN STUDENTS

**Our university kindly asks you to instruct your students on the following:**

- **WELCOME DAYS**  
Students must attend the orientation week (1<sup>st</sup> week of September / 1<sup>st</sup> week of March)
- **ATTENDANCE**  
Students must attend 80 % of the classes in order to receive the required ECTS and mandatory English courses if advised to. Otherwise the International Office is compelled to inform the coordinator at the home university
- **PUNCTUALITY**  
Students must be on time for the classes and other appointments with staff members.
- **BEHAVIOUR**  
Students must behave in a proper manner during their stay at DHBW Stuttgart (during lectures and in their free time, in the dorms, especially). Students have to be aware that they represent not only themselves, but also their families, their university and their home country, as well as DHBW Stuttgart.
- **WORKING DAYS**  
Working days in Germany are Monday to Friday.
- **RELIGIOUS CEREMONIES**  
DHBW Stuttgart is happy to welcome students to the university from various religious backgrounds. We understand that students may need to attend religious ceremonies during class time and we are willing to excuse absences under these circumstances. Student administrator may be informed in case of absent.
- **PRIVATE ACTIVITIES**  
When students come to Germany to study, any private activity or work they undertake must not interfere with their studies. Course work and university attendance can be affected as a result of travelling or working too much.