



Hochschule für
Wirtschaft und Umwelt
Nürtingen-Geislingen

International Student Handbook



A Guide for International Students

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Welcome to HfWU Nuertingen-Geislingen University!

This brochure provides initial information for international students who have been admitted to study at Nuertingen-Geislingen University (NGU). We are delighted to welcome you as one of them. We hope it will be useful for you while planning your stay and help you acquaint yourself with the facilities at the university and the environment. The information in this guide is subject to change and supplementary notes will be issued during the year. In some points the information given in Chapters 8 and 9 is only applicable to exchange students. If you have any questions or problems, do not hesitate to contact us.

We wish you much success with your studies and hope you will have a nice stay in Nuertingen/Geislingen.

The staff at the International Offices of HfWU Nuertingen-Geislingen University



From left to right: Gisela Zimmermann, Michèle Renyé, Prof. Dr. Iris Ramme, Jutta Schnell, Martina Hart, Lydia Rambold, Heike Maher, Heather Suchy, Andrea Heissler-Keinath, Carola Staib, Diana Lewinsky

Hochschule für Wirtschaft und Umwelt: HfWU

Nuertingen-Geislingen University has almost 5,300 students, around 3200 in Nuertingen and 2,100 studying at the Geislingen campus. Its academic programs are based on a solid foundation comprising the essential subjects required by the respective profession. NGU offers 16 bachelor degree programs. Ten of them at the Nuertingen campus:

Agriculture
Economics
Business Administration
Equine Management
International Financial Management
Landscape Architecture
Landscape Planning and Nature Protection
Urban Planning
Art Therapy
Drama Therapy

Bachelor degree programs at Geislingen campus include:

Automotive Business
Business Law
Business Psychology
Energy and Resource Management
Real Estate
Health and Tourism Management
Sustainable Product Management

If you want to take a postgraduate study program to further your knowledge in the subject, you can choose among the following master degree programs in Nuertingen:

- Art Therapy
- Controlling
- Organizational Design
- Sustainable Urban and Regional Development
- Sustainable Agricultural and Food Economics
- Environmental Protection
- International Finance
- International Master of Landscape Architecture
- International Management
- Project Management (parttime)
- Process Management (parttime)



CI1-Ci6 City Campus



CI10



CB1-CB4 Campus Braike



CI7 International Office/Library

or in Geislingen:

Automotive and Mobility Management
Restructuring and Insolvency Management
Leadership
Real Estate Management
Sustainable Mobilities

The Business and Management Programs gained outstanding recognition in various national rankings. Some leading business magazines ranked NGU among the best Universities of Applied Sciences in Business Administration.

In spring 2016 the private university Hochschule für Kunsttherapie (HKT) has been incorporated into NGU. From now on, we are also offering a bachelor degree program in Art Therapy, a bachelor degree program in Drama Therapy and a master degree program in Art Therapy.



Campus Bahnhofstraße 37



Campus Bahnhofstraße 62



Campus Hauffstraße 13



Campus Parkstraße 4

Destination Germany

The Federal Republic of Germany is situated in the heart of Europe. With its population of 80 million – more than 7 million of whom are foreigners - it has the largest population of any member state of the European Union. Nearly half the German people live in the 81 cities with a population of more than 100,000 which offer a vibrant multicultural scene. Three of the German cities have more than one million inhabitants: Berlin, Hamburg and Munich. Germany shares border with nine European countries. Its neighbors are Denmark in the north, Poland and the Czech Republic in the east, Austria and Switzerland in the south, France, Luxemburg, Belgium and the Netherlands in the west.

The German landscape varies greatly: In the north, you can find chains of islands with their extensive sandy coasts and moorland joined by the fertile North German plain. To the northwest, the Rhine/Ruhr region, with its 11 million inhabitants is Germany's most densely populated area. Further up the Rhine and along its tributaries the natural scene is often characterized by vineyards. Mixed forests and medieval castles line the river valleys of the hills and mountains in central Germany. In the south, the mountains of the Alps with their clear lakes form the borderline with Austria and Switzerland. Here you can find Germany's highest mountain, the Zugspitze with a height of 2,962 meters. More than one third of the country's area is covered with forests.

Germany has a moderate but changeable climate, but sharp temperature fluctuations are rare. There is precipitation in all seasons.

In winter the average temperature fluctuates between 1.5 degrees Celsius in

the lowland areas and minus 6 degrees Celsius in the mountains. There may be periods with temperatures of up to minus 15 or even 20 degrees Celsius but if at all they are usually very short. The summers range from moderately warm to hot.

What is international about Nuertingen and Geislingen and their universities?

Nuertingen and Geislingen are located in the Greater Stuttgart Area which is one of the economically strongest regions in Europe. In Nuertingen and its immediate surroundings there are several multinationals, and some globally active enterprises, small, middle and large scale, where students can carry out internships/work placements and gain valuable international experience.

NGU has a network of more than 50 partner universities around the globe. About 10% of its student body are foreigners. Fostering sound academic relations among international partner universities, advancing student and staff exchanges, and promoting international curriculum development all go to form the cornerstones in the internationalization of NGU.

With the Marketing Study Tour NGU offers English-speaking students from around the world an intensive program with NGU students and professors. They learn about marketing principles through an interesting and valuable mix of English lectures, complemented by company visits and case studies. In some partner countries students can receive credits for the tour at their home institution.

Nuertingen/Geislingen: Where are they and what's it like there?

The cities of Nuertingen and Geislingen are located about 45 kilometers apart from each other, between Stuttgart, the capital of the State of Baden-Wuerttemberg to the northwest, and Ulm to the southeast. Greater Stuttgart Area - with its industrial giants such as Mercedes, Bosch, Porsche, HP and IBM – is known as one of the most booming regions in Germany and one of Europe's leading technology regions. Baden-Wuerttemberg is also among the safest federal states in Germany. Nuertingen and Geislingen are linked by the VVS Greater Stuttgart Area public transport network.



The Nuertingen campuses include restored historic buildings from the 18th century in the middle of

Nuertingen's picturesque old town center as well as modern purpose built ones. Nuertingen itself has about 40,000 residents with people coming from more than 100 different nations.



Geislingen, with a population of approx. 27,000, is located in the middle of the 'Swabian Alp' range of hills. The city looks back on a long history. It was founded by the Earls of Helfenstein in the year 1100. Today, it is a nice and safe town with an old town centre. Geislingen campus and the dormitories are next to the train and bus station and within walking distance (5 minutes) to the town center with pubs, restaurants and small shops.

Students can enjoy their free time on the southward-sloping high-plateau and

mountainous region of the Swabian (Schwaebische) Alp. This beautiful countryside offers a wide range of recreational activities: mountain-biking, free climbing, hiking, hang gliding and – if there is enough snow in winter – skiing and snow kiting. Both Nuertingen and Geislingen offer their students a wide range of restaurants, cafés, a cinema centre, sports facilities, public pools and a picturesque and lively historic old town center.

You also find a rich cultural environment: the famous ballet, concert halls, the Opera House and several art shows in Stuttgart as well as a wide choice of cultural distractions in the nearby university towns of Ulm, Tuebingen, Reutlingen and Esslingen.

NGU is perfectly located for travelling: If you travel two hours to the south, you will be at the shores of the Lake of Constance, one of Europe's largest lakes, bordering Germany, Switzerland and Austria. Just two hours to the south-east, visitors can enjoy Munich, Bavaria's famous capital. Two hours to the west, Straßburg, France's border city to Germany, is the place to be.



Preparing your stay in Nuertingen/Geislingen

All incoming exchange students are requested to arrive no later than on Wednesday - the day before the beginning of the orientation week. The orientation week always starts 10 days before lectures start. As part of NGU Welcome there is a Meet and Greet Service from Monday until Wednesday – the days before the beginning of the orientation week - from **8am to 11.00am and 1pm to 2.30pm** for **exchange students**, who can be picked up from the central train or bus station Nürtingen (!!NOT STUTTGART or FRANKFURT AIRPORT!!) and taken directly to the residence hall by public bus. To apply for the Meet and Greet Service, please send an email to andrea.heissler@hfwu.de for arriving in Nuertingen and for arrival at Geislingen, please send an email to gisela.zimmermann@hfwu.de. We will then pick you up within the above mentioned time frame and take you to your room in the residence hall. Students from outside the European Union (EU) may need to obtain a visa to enter Germany. To learn more about the visa application procedure in your country, please check the DAAD (German Academic Exchange Service) website at [DAAD](https://www.daad.de) (click on 'entry and residence'). You should make sure that you get a visa for study purposes. You must not under any circumstances travel to Germany on a tourist visa.

Documents you need to bring with you

After your arrival in Nuertingen or Geislingen you will have to register at the local administration in the town hall (Rathaus). For the registration you need to bring with you from home:

Your passport (with the entry visa - if necessary) or – only for EU citizens - your identity card which both have to be valid for the entire period to be spent in Germany. All non-EU students will have to apply for a residence permit. If your university confirms that your stay in Nuertingen is an obligatory part of your studies you will not need a proof of financial resources (*Finanzierungsnachweis*). Please ask the International Office at NGU for the form which needs to be signed by your university coordinator. If your university does not provide you with this confirmation you will need a *Finanzierungsnachweis*. It can be in different forms, e.g. in the form of a 'blocked' bank account. This means that you have a bank account with the total amount of 5.118 Euros for one semester or 10.236 for two semesters (check the exact amount with the embassy). What is special about this account is that you can only withdraw the maximum amount of 853 Euros per month. As an alternative, you can bring along a declaration of commitment (*Verpflichtungserklärung*). In this declaration, you or your relatives state that you have the necessary resources and are willing to commit these for your stay in Germany. This statement must be checked and approved by a German embassy/consulate in your home country that will also provide you with the necessary official form.

You also need one passport photograph and a copy of your passport.

The passport photograph has to be biometric. For more information please see:

<http://www.kodakexpresscamden.com/Passport-german.html>.

Health insurance

For the registration at the town hall and the enrolment at HfWU Nuertingen-Geislingen University you need proof that you have health insurance. Students from EU countries have to contact their health insurance companies for the EHIC card (European Health Insurance Card) which must be valid for the whole semester. HfWU requires all Non-EU students to purchase *statutory* health insurance administered by AOK, a German health insurance provider (approx. 107 €/month). Statutory health insurance in Germany does not cover repatriation. It is necessary for you to sign up for a travel insurance covering repatriation costs for the whole period of your stay. You should also make sure that you have sufficient health insurance during your travelling/arrival day(s) and the interim period before your German health insurance becomes valid.

For your orientation about prices and benefits you can look at AOK health insurance:

<https://www.aok.de/kp/uni/information-for-international-students/>

Money

During the first days of your stay in Nuertingen or Geislingen you will need a considerable amount of money for extra expenses such as

- the deposit for the room (400 €) in the residence hall plus the rent 239 €/month for September/March
- processing fee for the residence permit (100 €)
- AOK Health Insurance (107 €)

You should make sure that this money is easily available (e.g. cash, credit card, traveller's cheques - best issued in Euros) during the first days of your stay. Please note that if you use bank cheques, you have access to the money only about 2 weeks after the transfer on your account. All major credit cards can be used to withdraw money from the ATMs (automated teller machines) but this usually involves additional costs. Credit cards are not widely accepted in shops and restaurants. But you can basically pay everything with an EC card that is connected with a bank account in Germany. The average student needs a minimum monthly income of 700 to 800 €.

What courses does HfWU offer in English?

HfWU Nürtingen-Geislingen University has developed a 'Course Catalogue for International Students. A Guide to Selected Classes Instructed in English'. This Course Catalogue includes around 100 courses from the following subject areas:

- Finance and Accounting
- Management, Innovation and Sustainability
- Marketing
- Economics
- International Business and Management
- International Management and Organizational Behavior
- German Society and Culture
- Business English
- Landscape Architecture

For all information on these courses which are instructed in English as well as our German language courses, see our website at <https://www.hfwu.de/intcat/> (see Course List).

Please select your courses and register online (only exchange students) by using our Learning Management System 'Neo'. You will receive the user ID for 'Neo' by email after having processed your complete online enrolment. The password will be sent by 'What's App' after having returned the hand-signed 'Declaration of Consent' form and after sharing your mobile phone number. You have one user ID and one password to access all NGU systems.

When you arrive in Germany

How to get to



If you arrive at Frankfurt airport

You will find details on Frankfurt airport on their website at <http://www.frankfurt-airport.com>. Check the airport maps to get detailed information about the FAC Frankfurt Airport Centre. After your arrival at Frankfurt airport you have to go to Stuttgart first. You can use either trains which start from the 'Fernbahnhof' (station for long distance trains) or from the 'Regionalbahnhof' (station for regional trains).

If you start from the 'Fernbahnhof' there are some direct trains to Stuttgart and some where you will have to change trains, e.g. in Mannheim. Alternatively you can start from the 'Regionalbahnhof' at Frankfurt airport and take the suburban trains 'S-Bahn' to the main station in Frankfurt City. They leave every 10 to 12 minutes. The ride takes 10 minutes. In Frankfurt main station you can use direct trains to Stuttgart.

If you arrive at the Stuttgart train station

Take the 'Regional Express' train to Nürtingen with the final destination in Tuebingen. This name is mentioned on the display panels at the Stuttgart train station. These trains usually leave from platform 2 at .22 minutes past the hour from 5:00 am to 11:00 pm (i.e. 5:22/6:22/7:22 etc.). During rush hours there are also direct trains that leave at .52 past the hour.

All trains go via Bad Cannstatt, Esslingen and Plochingen. Wendlingen is the last station before Nürtingen. The train ride from Stuttgart to Nuertingen usually takes 32 minutes. There are more departures to Nuertingen, which you can find at www.bahn.de (English), but for these you have to change trains - which takes longer and can be exhausting with lots of luggage and short connecting times.

If you arrive at Stuttgart airport

You can either take a taxi which is very expensive (about 40 Euros) or use public transport: First take the transit railway *S-Bahn* S2 to Filderstadt-Bernhausen which leaves on platform 1 in the basement of the airport building. Make sure you take the right direction: **Filderstadt-Bernhausen**. The symbol for all the city center and suburban *S-Bahn* trains is a white S on a green circle.



Information about Stuttgart airport is available at: <http://www.stuttgart-airport.com>.

You have to buy the ticket to Nuertingen (ZOB - Zentraler Omnibus Bahnhof / central bus station) at the ticket machine before you enter the train. The ride takes about 4 minutes. In Bernhausen you have to change to the bus which leaves from the bus station (2 minutes away from the train station: just go upstairs and turn right) and take bus no 74 to Nuertingen ZOB. Final destination of the bus line is the central bus station in Nuertingen. This ride usually takes 25 minutes. The price for the whole ride is approx. 4 Euros.

How to get to



If you arrive at Frankfurt airport

You will find details on Frankfurt airport on their Internet website at <http://www.frankfurt-airport.de>. If you use the Quick Link 'Terminal Maps' you can see a detailed map of the FAC Frankfurt Airport Centre. After your arrival at Frankfurt airport you have to go to Stuttgart first. For details please see 8.1.

If you arrive at the Stuttgart train station

Quite a lot of direct trains go to Geislingen/Steige. They are trains with final destination in Ulm or Munich. You can either take the Regionalbahn which usually leaves 2 minutes past the hour and takes about 40 minutes or the Regional-Express which usually leaves 32 minutes past the hour and takes about 50 minutes. This name of the train and the destination Ulm/Munich are mentioned on the display panels at the Stuttgart train station. The ticket costs approx. 8 €.

If you arrive at Stuttgart airport

You have to go to Stuttgart main station first and then follow the above-mentioned instructions.

To get to the main station take the suburban train which leaves on track 2 in the basement of the airport building. These trains run on a regular schedule approx. every 10 minutes. The ride takes 27 minutes. There are two different suburban trains which run to the main station. You may ask at the airport for assistance. S2 has the city of 'Schorndorf' as final destination and S3 has the city of 'Backnang' as final destination. Take one of them and leave the train at Stuttgart main station.

Information about Stuttgart airport is available at: <http://www.stuttgart-airport.com>

Recommendations for travelling to NGU



You have to buy the train tickets before the ride at the ticket machine or the service points. Make sure you have a valid ticket before you enter the train. If you are found not having a valid

ticket, you will have to pay twice the price, with a minimum of 60 Euros.

For all information about train and bus connections please look at the homepage of the German Railway (Deutsche Bahn): <http://www.bahn.de> (available in English). You will find there all the details about departure/arrival times, platforms, change of trains, interim stops, prices etc. Just enter Frankfurt (M) Flughafen (Fernbf or Regionalbf) or Stuttgart Hbf (main station) or Stuttgart Flughafen/airport in the first line and Nuertingen Bahnhof or Geislingen (Steige) in the second line. If you need any help, please do not hesitate to contact the International Office for assistance. You can apply for a Bahncard (see chapter 16) online or at the train station to save travel expenses.

We highly recommend buying a new SIM card. It allows you to use your mobile phone or a telephone card at the airport or at the main station in Stuttgart. Make sure you have some coins (10 Cent, 20 Cent or 50 Cent) available so that you can call Andrea Heissler-Keinath (for your arrival in Nuertingen) or Gisela Zimmermann (for your arrival in Geislingen) on the way to the final train or bus station in Nuertingen/Geislingen.

Housing

Rooms in the students' residence halls are only rented out for the whole semester, i.e. you have to pay the rent for 6 months even if you do not live there for the whole period. The lease contract runs from September 1 to February 28/29 for the winter semester and from March 1 to August 31 for the summer semester. You can move into the room from the beginning of this period if it is not a week-end or a public holiday.

For exchange students only: Please note that payment can only be made after your arrival in Nuertingen/Geislingen. Do not make any payments from abroad. For the payment of the rent students have to sign a document (Einzugsermächtigung) which authorizes the Studentenwerk - the organisation responsible for the management of the residence halls and student restaurants - to withdraw the money for the rent from your bank account. This payment is due during the first week of every month. The deposit has to be paid after you have moved into your room and it will be refunded if you leave the room in good condition. This process can take up to three months after the end of the lease. Information about all the residence halls is available at Studentenwerk Tübingen-Hohenheim. Please note that you cannot move into the residence hall during the weekend and on public holidays.



Schelmenwasen 10
Nürtingen



Kantstr.2/Eybacher Str. 52,
Geislingen

Housing in Nuertingen

Exchange students usually live in the students' residence hall Schelmenwasen 10 which is located on the outskirts of Nuertingen approx. 3 kilometers from the university buildings in the town center i.e. 15 minutes by bike or about 40 minutes on foot. The price is around 239 Euros plus a refundable deposit of 400 Euros. The building is right next to university building Braike.

The address is: Studentenwohnheim, Schelmenwasen 10, 72622 Nürtingen, Germany

The residence hall was built in 1993. It has 208 single rooms with approx.. 16 sq.m. each and a roof terrace with a nice view of the surroundings. In most cases 2 adjacent rooms share one toilet and shower located between them. There is one kitchen for every floor, and an International Kitchen on the second floor which is primarily (but not exclusively) for exchange students. There are only very few rooms where 3 students share one bathroom. These rooms are a bit cheaper (25 Euros) than the standard rooms. Rooms are equipped with a bed (including mattress, duvet, pillow), a cupboard, a shelf, a desk and a bedside table. Students can use the washing machines and tumble-dryers which they find in the basement of the residence hall. The price is one Euro for the washing-machines and 50 Cent for the dryers. You have to bring your detergents with you. The bed linen and sheets can be purchased for 35€ from Mr Rudolf. During the day there is a regular bus and train service from the nearby bus stop/train station to the town centre where the lectures for Business Administration students take place. You can find the bus and train schedule at: www.vvs.de (available in English). Especially in the summer semester, when the weather is

usually warmer, students are recommended either renting or buying a second-hand bike since you will be more flexible.

After you have arrived at the residence hall you have to get registered with the manager. Please bring your passport with you when you go to see him. His office is on the first floor: see sign 'Heimverwaltung'. He will ask you to sign the Lease Contract and he will give you 4 keys. The big one is for the entrance door and your room, the small ones are for the kitchen box, for the fridge box and for your mailbox.

The regular check-in dates for the residence hall are as follows:

Monday - Thursday:

8.00am – 11.30am, 1.30pm – 3.00pm

Friday: 8.00am – 11.00am

There are no move-ins on Saturday, Sunday, or public holidays.

Residents will find the internet connection installed in their rooms. The use of the internet is for free. The nearby REAL super-market is within 5 minutes walking distance. It is open Monday to Saturday from **8am to 10pm**. You will find there all the things you need for your daily life. Right next to the residence hall there is also a lovely demonstration garden which is open to the public throughout the day.

Housing in Geislingen

In Geislingen there are 6 residence halls for students. The four residence hall buildings in Kaiser-Wilhelm-Straße are very close to the University. The two additional student housing areas are down-town Geislingen but still within walking distance. The equipment of the rooms is similar to that in Nuertingen (see above). Supermarkets, smaller shops, restaurants etc. are all within walking distance.

Public licence fee for TV, Internet, Radio

In Germany, in order to receive TV, Radio or Internet, every household is required to pay a monthly licence fee of 17.50 € called 'Rundfunkbeitrag'. The company taking care of this will acquire your address once you register with the city. You will need to fill out the respective forms (normally sent to you via mail) and be ready to make the payments in time. You can pay for several months in advance. Once you leave at the end of the semester, you will have to deregister from the city first and then deregister online at the Public Service Broadcasting Company in order to cancel your account with them.

For further information, please see <https://www.rundfunkbeitrag.de/> or https://www.rundfunkbeitrag.de/welcome/englisch/index_ger.html

Orientation Week

During the first days after your arrival in Nuertingen or Geislingen you will have to do a lot of paperwork. But don't worry: the International Office offers an orientation week every semester.

The orientation week always starts on Monday in the week before lectures start. Exchange students are requested to arrive no later than on Wednesday in the week before the orientation week as the registration at the town hall (Bürgeramt) is necessary. This will be done on either Thursday or Friday before the orientation week starts. Every exchange student will be paired with a German buddy who will help you with all these formalities within the framework of the orientation days. They will assist you also after the orientation week if you have questions or problems and they will help you with your studies and social life.

Formalities to be done during the orientation days

- **Opening a bank account**

Students should open a bank account with a local bank in Nuertingen/ Geislingen. The International Office arranges appointments with different local banks in advance for opening a bank account. This is necessary for paying the rent, AOK health insurance and deposit for the room in the students' residence hall. The bank account is free of charges for students under the age of 27 years. With the EC card you get access to cash machines all over Europe. Within Germany you should use ATMs provided by your bank. If you get money from other banks' ATMs you may be charged high fees.

- **Registration at Bürgeramt**

Students have to register at the 'Bürgeramt' in the town hall. You have to present your passport or – only for EU citizens - your ID card and the Wohnungsgeberbestätigung (landlord confirmation form). Keep your confirmation of registration (Meldebestätigung) safe. If you leave Nuertingen for your home country or to move somewhere else at the end of the semester you have to notify the Bürgeramt of your move.

- **Local Immigration Office**

EU (ERASMUS) students only need to show their passport or identity card and a proof of their health insurance to the Local Immigration Office (Ausländerbehörde). Non-EU students have to go to the Local Immigration Office in the town hall to apply for a residence permit. Please arrange an appointment at the Local Immigration Office once you have registered your place of residence at the Bürgeramt. For the residence permit application you need to bring with you:

1. Confirmation of registration (Meldebestätigung) issued by the Bürgeramt
2. Passport valid for the whole period of your stay
3. Proof that you have AOK health insurance
4. Letter of enrollment from HfWU
5. Confirmation letter from your university or proof of financial resources (Finanzierungsnachweis)
6. 1 **biometric (!)** photo
7. 100 Euros to pay for the processing fees

Students from non-EU countries who have not entered the student visa – valid for the whole semester – in their passport will need to apply for a residence permit if they want to study at NGU. **If you do not have a confirmation letter from your university certifying** that your stay in Nuertingen is an obligatory part of your studies, you will need to show proof that you have enough financial means for your studies in Germany. The amount needed is 5,118 Euros per semester (i.e. 853/month for six months as of 01/2020). For details please see part 'Documents you need to bring'.

The price for the residence permit is 100 Euros. If you need a prolongation you will have to pay 80 Euros again. Therefore it is recommended to apply for a residence permit valid for one year if you wish to stay in Nuertingen for 2 semesters. In this case, you have to show proof that you have financial resources for one year, i.e. 10.236 Euros.

During the orientation week you will receive the HfWU student ID card which is necessary to borrow books from the university library, pay for the meals at the student restaurants, doing laundry in the residence hall and for the printouts and copies at the university printers and copy machines. With the student ID card students are entitled to use buses and trains of the VVS (Verkehrsverbund Stuttgart) after 6 pm, at weekends and on public holidays.



Neuschwanstein Castle



Waterfall Bad Urach



Tour of the town



Welcome Party



Ulm's Münster,
tallest church steeple in the world



Gold Ochsen brewery

The orientation week does, however, not only mean paperwork and formalities, it is also much fun, e.g. during the welcome party, the campus and city tour, and the bus trip to an interesting place somewhere in Germany's south.

On Thursday or Friday before the orientation week starts, the International Office offers a hiking tour to the Waterfall of Bad Urach (<https://www.stuttgart-tourist.de/a-uracher-wasserfall>), the most beautiful waterfall in the Swabian Alb.

For further information and registration, please contact andrea.heissler@hfwu.de.

Towards the end of your studies at HfWU

Before you leave Nuertingen/Geislingen please contact the International Office. You will then be given some useful information on how to close your bank account and to make sure you will receive your deposit.

The checklist below may help you to organize things well in time before your departure.

To do before you leave

- ☐ Close your bank account after you have made sure that you have paid the rent for the whole semester as well as all other obligations you may have (health insurance, internet access, BahnCard, mobile phone etc.)
- ☐ Give notice of your departure at the Buergeramt in the town hall
- ☐ Fill out a cancellation form online for the 'Rundfunkbeitrag'
- ☐ Make sure all your examinations have been registered at the International Office
- ☐ Make sure you have access to the FlexNow online student service for checking your results
- ☐ Leave your new address at the International Office
- ☐ Leave the bank account details of your home bank at the International Office
- ☐ Return all the books you borrowed from the university or public library
- ☐ Arrange for a date with the manager to check out at the residence hall
- ☐ Cancel the contracts you will not need any longer (internet, health insurance, mobile phone, Bahncard etc.), allow for the terms of notice
- ☐ Hand in a copy of your notice of departure and closing of your bank account at the International Office

Some more information about campus Nuertingen

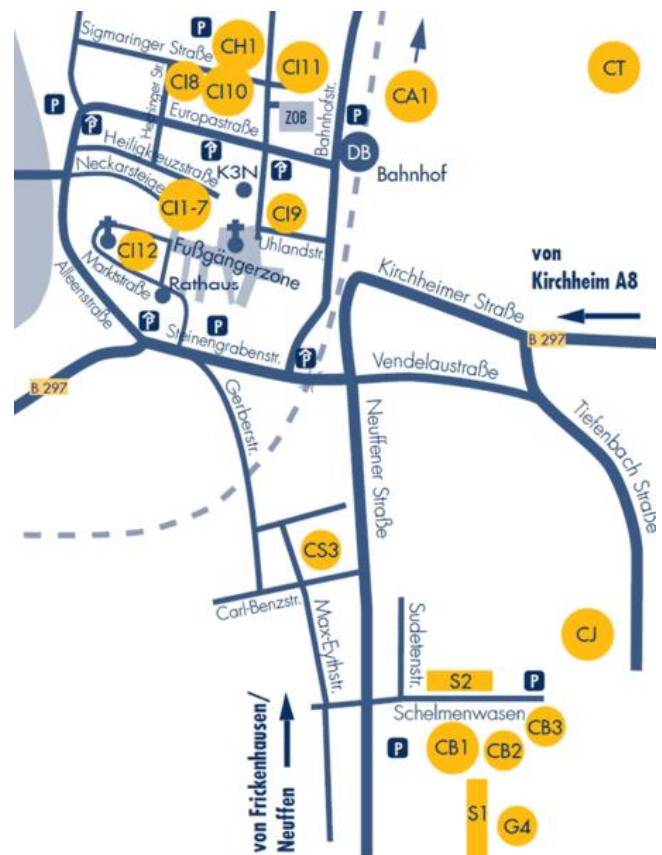
There are four main locations in Nuertingen:

1. Innenstadt (City Center):
in Neckarsteige 6-10, in the center of Nuertingen. Includes the campus buildings CI1, CI2, CI3, and administrative buildings CI4 and CI5
2. CI7 International Office/Library
in Heiligkreuzstraße 3
3. CB1 (Braike campus):
in Schelmenwasen 4-8, near the residence hall (S1)
4. CI10 (Sigmaringer Straße):
in Sigmaringer Straße 25, just a five minutes' walk away from the City Center campus.

Computer labs

1. City Center campus:
building CI3, room 301 and 304
2. CB1 Braike campus, room 006
3. CI10, room 120

Please see also the map for the university buildings („Lageplan“) available at:
<https://www.hfwu.de/hfwu-scout/anfahrts-lageplaene/>
and the map for Nuertingen city:
<http://www.nuertingen.net/seite5.htm>



HfWU IT User Account

Some weeks after having processed your complete online enrolment you will receive your user account for the university's computer network. For login you need your user ID and your password. The user ID will be sent by email to you and the password by 'What's App' after having returned the hand-signed 'Declaration of Consent' form and after sharing your mobile phone number. You have one user ID and one password to access all HfWU systems. You will also get your own e-mail address (... @stud.hfwu.de) which you should check regularly. It is, however, possible to forward all the mails to your existing private e-mail address. Mails can be read or forwarded at: https://outlook.hfwu.de/lm_auth_proxy?DoLMLogin?curl=L2fowa&curlid=113415402-2012252601&curlmode=0

Students can get internet access on the entire campus via Wireless-LAN. If there are any problems, check your proxy settings. For detailed information on the use of the computer labs you are requested to attend the introductory meeting which takes place during the orientation week. If you want to make printouts in the computer labs, you need your student ID card for payment.

Libraries

There are two campus libraries in Nuertingen: one in CI7 ground floor and basement and one in CB1 Braike top floor but only for the faculty FUGT. Borrowing books is only possible in CI7. For using the library you need your student ID card. The library offers a wide range of magazines and newspapers and a lot of digital sources, e.g. electronic professional journals, professional databases etc. For detailed information on the use of the library you are requested to attend the

introductory meeting which takes place during the orientation week.

Opening hours (during lecture periods)
*Monday to Thursday from 9am to 8pm,
Friday from 9am to 6pm, Saturday from 10am to 3pm*

Student restaurants

There is a student restaurant (Mensa) in CI1 and one in the building 'In der Braike' behind the residence hall. In the restaurant of CI1 lunch is offered (self-service) *Monday to Friday from 11am to 2pm*. You can find the menus (in German) at: <http://www.my-stuwe.de/mensa/mensa-nuertingen/>.

The student restaurant 'In der Braike' (near the residence hall) serves lunch *from 12pm to 2pm (Monday to Friday)*. Both Mensas are only open during lecture periods.

During lecture periods you can choose from 3 different menus, one of them vegetarian. Prices are between 2.60 and 2.90 Euros or 70 Cent per 100g from the salad bar. There are vending machines which offer coffee and other drinks or snacks: one in CI1, which is open *from Monday to Friday from 7:30am to 9pm* and one in Hauber building which is open *from 8:00am to 2:30pm*.

Student ID card

You will receive your student ID card after your registration has been processed, after you have paid your social service fee and shown proof of health insurance. If the semester is not mentioned on your student ID card it must be validated in one of the machines which are located in the cafeteria in C11 (Center campus) and in front of the computer lab in CB1 (Braike campus). You need your student ID card to buy your meals at the cafeteria, do the laundry, make copies, and printouts, or borrow books from the university library. Upon presentation of your student ID card, you can get a student discount at some cinemas, museums and other places. You can charge your card at the machines near the entrance to the Mensa in C11 or near the computer lab in CB1. Before you leave Nuertingen at the end of the semester you can get the amount that is still available on your student ID card in cash from the cashier in the Mensa.

You also need the student ID card at the final exams to identify yourself. If the card is lost, stolen or destroyed, this must be reported to the Admission Office immediately and a duplicate card obtained on payment of 18 Euros.

VVS Bus and train ticket

With your student ID card you are entitled to use buses and trains of the VVS (Verkehrsverbund Stuttgart) *after 6pm, at weekends and on public holidays*. If you buy the Studiticket (for approx 200 Euros per semester) you can use them throughout the day. Studitickets can be purchased at the Nuertingen or Stuttgart train station. You have to fill in a form and hand in a passport photo. You are allowed to take your bike with you for free in the S-Bahn and regional trains (DB, WEG) *before 6:00am and after 8:30am as well as on Saturdays, Sundays and public holidays*

provided there is enough space. From *Monday to Friday 6:00am to 8:30am* you need a ticket for children for the transportation of your bike. In the Stadtbahn (SSB), transportation *between 6:00am and 8:30am and 4:00pm and 6:30pm is not possible*. Apart from this limitation, bike transportation in the Stadtbahn is for free.

Re-registration

Exchange students are requested to inform our Study Abroad Advisor Andrea Heissler-Keinath first if they want to stay for a second semester or be registered for an internship semester. After the payment of the social service fee – please contact the International Office - you can be re-registered provided your university accepts your prolongation as an exchange student. Do not forget to validate your student ID card at the beginning of every semester.

Confirmations of registration

You can print your own confirmation of registration (English or German) at the QIS-SOS student online service (<https://sos.hfwu.de/qisserver/rds?state=user&type=0>)

Photocopying

There are self-service machines located on the ground floors in the various buildings of the university. Payment is done via your student ID card.

Learning Agreement

You should register for your courses online by using our Learning Management System 'Neo'. You will receive the user ID for 'Neo' by email after having processed your complete online enrolment. The password will be sent by 'What's App' after having returned the hand-signed 'Declaration of Consent' form and after sharing your mobile phone number. You have one user ID and one password to access all NGU systems. From the English course catalogue website (<https://www.hfwu.de/intcat/>) you can access information on all our courses offered in English language. If you have any questions concerning academic affairs, please contact Andrea Heissler-Keinath for assistance (andrea.heissler@hfwu.de). She will help you with all questions on courses which may occur before and during your stay at NGU. Within a certain time frame of two weeks after the semester opening you can change your courses. After that period you sign your final Learning Agreement which will then become binding. Please hand it in at the International Office. If your university needs a copy of the Learning Agreement please ask our International Office to send it.

Attendance

We expect 100% attendance from our exchange students. NGU will provide an attendance record, which has to be signed by the academic staff each time the student attends the lecture. If the student does not prove at least 80% attendance, the student will not be admitted to the assessment i. e. the assessment (e.g. exam or paper) will not be graded.

Exams

After the end of the lecture period there is a 3-week examination period. The International Office will register exchange students for the examinations for those courses you have mentioned in your final Learning Agreement. The date of the examinations will be shown in the online FlexNow service. There you can find your personal exam dates and – later on – your exam results: <https://fn2-int.hfwu.de/FN2AUTH/login.jsp>.

On the day of the exam students do not sit next to each other and they are not allowed to have their bags or their jackets at their place. Their mobile phones have to be switched off and be brought to the front desk upon request. You will need your student ID card, a pen (not a pencil!), the material your professor allows you to use and maybe something to eat or drink. For some examinations you will be assigned a particular seat in the examination room (only for exams that take place in Hauber building). For some exams, you will find your seat number on the list which is published on the black board in Hauber building (first floor), usually one hour before the examination starts. So it is very important to be there in good time and always have your personal exam schedule with you.

Some time after the exam day you can check the Flexnow server for your grades. As soon as all your grades have been fixed the International Office will process your Transcript of Records and send it to your home university.

Lecture times

Lectures at the university usually last 90 minutes. In the German system, this 'block' counts as two 'hours', with a 15-minute break between the lectures. The block times in Nuertingen throughout the day are:

Block 1	08.00 – 09.30
Block 2	09.45 – 11.15
Block 3/3a	11.30 – 13.00
Block 3b	12.15 – 13.45
Block 4	14.00 – 15.30
Block 5	15.45 – 17.15
Block 6	17.30 – 19.00
Block 7	19.15 – 20.45

In addition to these regular block times it is not uncommon for courses to be 'blocked', for example instead of two hours per week you may have four hours per fortnight or even blocks of one or two days.

WAF –

Academy for Further Education

In addition to the courses offered by the various study programs, the Academy for Further Education has a wide choice of courses and seminars which students can register for, some of them for free. You might be especially interested in the foreign language program.

For more details please see Weiterbildungsakademie.

Parking in Nuertingen

HfWU students can park their cars at the assigned parking areas at campus Hauber, central train station Nuertingen and campus Braike (Schelmenwasen).

Student social life in Nuertingen

Some HfWU institutions organise events you are invited to attend. They include the 'International Day', which usually takes place in November, the 'Hauber Hocketse' (meeting of professors and students) at the beginning of the semester, the Advent Celebration, the Summer Party or the 'Schwarze Loch (Black Hole) Party' at the beginning of every semester as well as skiing trips in the winter semester. The joint trip to the Cannstatt (Beer) Festival in spring and fall, which are organized by students, is very popular among students as they can get 1 litre of beer for free. For information about when and where events take place, take a look at the NGU website [Veranstaltungen/Events](#) or see the notice boards in the various university buildings. You can also join one of the students groups who work in particular fields and organize events. Please find more information on their websites at: [Studentische Initiativen](#).

The university ball which takes place mid/end of Nov. finds a large number of participating students. It is a black tie event so bring appropriate clothing with you. Lessons in ballroom dancing are provided via AStA Sports Program. Entrance for the ball is around 12 Euros.



Insurances and counselling offered by the Studentenwerk

Accident insurance

The social service fee which has to be paid by all students includes an accident insurance for study-related activities (but not for private activities in your free time). If you have an accident, please inform the International Office as soon as possible.

Theft insurance

The social service fee also includes theft insurance for study-related activities. Please report any such incident to the International Office. To make sure that your bike is covered by this insurance, please park it only on university or residence hall parking spaces and always use a lock.

Psychological counselling

The social service fee also includes free counselling in case of any psychological problems. Please contact Frau Hildegard Reinskowski at tel. 07022 / 21580 (Monday to Friday: 8 am to 12 pm and Tuesday and Thursday 2 pm to 5 pm); or info@pfl-esslingen-nuertingen.de or ask at the International Office.

Legal counselling

Legal counselling on student-related affairs is also included in the social service fees. Please call 0711/459-23196 or 07071 / 2973843 or ask at the International Office.

Working and internships in Nuertingen/Germany

Students from non-EU countries are allowed to work 120 full days or 240 half days per calendar year. For more information please see:

DAAD or http://www.internationale-studierende.de/en/during_your_studies/jobbing/

HfWU has excellent relationships with a number of nearby companies. If you are interested in completing an internship in Germany, please ask for our brochure on internships which is available at the International Office of HfWU.

Leisure activities

A long list of suggestions on activities in your leisure time can be found in our brochure 'Nuertingen, Geislingen and Surroundings' which is available at the International Office or for download at <https://www.hfwu.com/future-students/semester-hfwu/>. For some selected items please find the information below.

Sports

The student organisation VS offers a wide range of sports like volleyball, squash, dancing, slackline, swimming, table tennis, soccer and many more. For joining one of these clubs, please see the webpage Sportreferat (Sportangebote) and contact the person of the corresponding club directly. They will be glad to welcome you in their club.

If you want to do fitness or weightlifting there are various fitness centers in Nürtingen:

Easy Sports (www.easy-sports.com),
Clever Fit (studio@nuertingen.clever-fit.com), Fitness Zone (<http://www.fitness-zone.net>), Parc Trainingscenter (www.parc-trainingscenter.de) et al.

There are many other sports clubs outside the university that you can join. You can go swimming at the public indoor pool in Stuttgarter Straße 1 on the other side of the Neckar River. And there is an open-air swimming-pool next to it in Badstraße 13 which is usually open from the second week of May till the beginning of September. The open-air swimming pool is open: *Tuesday to Friday: 7am to 8pm, Saturday, Sunday and Monday: 9am to 8pm*. Opening hours of the indoor swimming-pool are different in the summer and winter season. Please ask the International Office for details.

The high-ropes course (Hochseilgarten) in Wernau is a place where you can reach your limits by climbing on suspended woods. You can visit their webpage www.hochseilgarten-wernau.de and find out about their location and prices. If you enjoy ice skating, you can do that in Wernau (www.eisstadionwernau.de) or in Esslingen (www.esg-esslingen.de). If you are interested in horseback riding, please contact the Riding Club: <https://www.reiterverein-nuertingen.de/>. More activities can be found in the before mentioned brochure.

Travelling

For all information about the schedule, train/bus numbers, train/bus stops, prices, interim stops, change of trains etc, look at www.vvs.de for the Greater Stuttgart Area or

<https://www.bahn.com/en/view/index.shtml> for national/international trains. Please see Chapter 'The German Railway has a lot of special offers' for more information.

Ecumenical Student Communities

The ecumenical church community organizes regular events, such as the sight-seeing tour in Nuertingen, the International Advent Celebration, Taizé prayers, excursions or international nights in cooperation with the International Office at NGU, where students prepare (international) meals and get an insight into foreign cultures by the presentations of foreign students. Their program is available at: www.fhok.de

Pubs

There are many cozy restaurants, pubs and bars in Nuertingen which you will discover on your walk through the city. You will find the student bar 'Kleiner Keller' which is run by students in the cellar of the historical old NGU administration building in the center of Nuertingen's medieval old town. During lecture periods the cellar-bar is open in the evening from Monday to Friday. On some special dates students will show movies in this location. You will receive a detailed list of pubs popular with students when you attend the opening of the semester.

Internet cafés

As long as you do not have your own internet account to login at the campus or at the residence hall you can use internet and international telephone connections in the internet café: In Neuffener Straße 16: Lucky Internetpoint Callshop. Internet connection for 30 minutes costs about 50 Cent. You can also get internet access at the public library in Marktstraße (see below). The price is 1 Euro for 30 minutes.

Public library in Nürtingen

The public library in Nürtingen is located close to the town hall. You can read books, newspapers, and magazines or use the internet for a fee, but for borrowing a book you will have to apply for a library card. The address is Marktstraße 7, Tel. 07022/ 75360

Opening hours:

Tue, Thu, Fri	10:00-08:30
Wednesday	14:00-18:30
Saturday	09:00-14:00

Taxi and lift

In the evening, when there is no regular bus service to the residence hall you can make use of the ALT (Anruf-Linien-Taxi): Tel 07022 / 36000

This is a shared taxi by call which means that you have to register 30 minutes (minimum) before you want to leave. Registrations for the ride at the a.m. number are possible between 19:00 and 23:00. The taxi will take you from the train station and certain bus stations to the residence hall and other destinations for about three Euros. The last taxi will leave at 23:10 (Sunday evening to Thursday evening) or 1:24 (Friday and Saturday, i.e. 1:24 on Saturday/Sunday early morning). As these schedules may change, please confirm by an early call.

Other (standard) taxi numbers:

Beck Taxibetrieb 07022 / 49292

Taxi Thomas	07022 / 560777
Neef Taxi	07022 / 266333
Taxi Weiner	07022 / 949596

Night transportation back from Stuttgart

Starting at 2:25 am: first take subway S1 from Stuttgart Hbf (main station) to Wendlingen, then Linientaxi (LT RT82) from Wendlingen to Nürtingen. This service is only available on Fridays, Saturdays and the night before a public holiday (see detailed schedule at www.bahn.de or www.vvs.de)

In the internet you can find private persons who give a lift on a (German-wide) tour they take (often regularly).

MFZ Mitfahrzentrale: www.mfz.de

Mitfahrgelegenheit:

www.mitfahrgelegenheit.de or BlaBlaCar

Cinemas

The movie center 'Kinopalast' is located in Uhlandstraße. They normally show movies with German dub, only sometimes they play movies in their original language. If you are looking for a cinema that plays English movies, the nearest one would be in Stuttgart-Vaihingen (do not mix up Stuttgart-Vaihingen and Vaihingen an der Enz which is a bit further away).

The Corso International Cinema is in 70563 Stuttgart-Vaihingen, Hauptstraße 6, www.corso-kino.com. Check the webpage of VVS or Deutsche Bahn for directions. Do not forget to take your student ID card with you as there are special student prices. The German American Institute in Tuebingen also offers English movies: <https://www.dai-tuebingen.de/>

Shopping

In Nuertingen you find shops for clothing, books, electronics etc. close to the Center campus in the town center. The biggest supermarkets are REAL and Kaufland where you find everything you need for your daily life, such as accessories for the kitchen, paper for your studies, or food for your daily meals. Opening hours: *Mon to Sat 7am to 10pm*. ALDI and LIDL are among the biggest discounters in Germany. You find ALDI in Robert-Bosch-Straße 3 and LIDL in the 'Gewerbegebiet Zementwerk', both in the southern outskirts of Nürtingen. Opening hours: *Mon to Sat 8am to 8pm*. The supermarket closest to the residence hall is REAL. It is open *Mon to Sat from 8am to 10pm*.

On Saturday and Thursday mornings you can visit the weekly market where local farmers and traders sell their products, e.g. vegetables, fruit, fish and poultry, flowers etc. and where you can get international specialties. The market takes place in Kirchstraße on *Saturdays (7am to 1pm) and Thursdays (7am to 12am)*.

You should keep in mind that shops are closed on Sundays. If you need to buy foodstuff urgently on Sundays you can find that in the petrol stations most of which are open during the day or in special bakery shops which are open on Sunday.

Metzingen – a city about 15 kilometers away from Nuertingen (10 minutes by train) - is famous for its factory outlets offering more than 40 world-famous brand names and designer labels at reduced prices.

Mobile phone

You can get a mobile phone in one of the stores named 'O2', 'Mediamarkt', 'debitel', 'Vodafone'. There are some of them in the Nuertingen city centre. You can make a contract with the provider or get prepaid. If you sign a contract you normally get the phone cheaper, but the contract is mostly for a minimum of one year. It is also important to check the tariffs of the provider, they sometimes vary considerably. After you have registered for prepaid or signed a contract it may take some days to get your mobile phone activated.

Hairdresser

You can find low-price hairdressers in the supermarket Kaufland, in the building next to Kaufland. There are many others. The prices for a haircut start at 11 EURO.

STUBE-BW

STUBE-Baden-Württemberg is an intercultural, practice-oriented and interdisciplinary Student Programm primarily for students from Africa, Asia and Latin America. STUBE offers (weekend) seminars, workshops and other activities related to development issues. Please see their websites for the program and activities which are often free of costs for students: www.stubebw.de.

Rent a bike

There are different addresses where you can rent or buy a bike. For more information, please contact the International Office. Note: wearing a helmet is strongly recommended, not only for your personal safety but also for insurance reasons in case of an accident.

Medical Aid in Nuertingen

Doctor and dentist visits are usually by appointment. You should always take your health insurance card or insurance documents with you. Medicine is usually only available on prescription, but if you are not seriously ill, you can also get first aid for e.g. a sore throat, headache or stomach-ache at the drugstore/pharmacy (Apotheke: see below). If, however, you do not feel better after a few days you should see the doctor. If the doctor gives you a prescription for medicine you will have to buy it in one of the pharmacies in Nuertingen. Please be aware that you will have to pay between 5 and 10 Euros (in some very few cases even more) for every item on the prescription if you have public health insurance. If you have private health insurance you will have to pay for the doctor and your medicine and (hope to) be recompensed later.

Suggested doctor:

Dr. Martin Kohler
07022/33833
Steinengrabenstr. 17
(close to your way from the residence hall to the city center)
Opening hours:
Mon 11:00-12:00, 16:00-18:00
Tue 18:00-19:00
Wed 16:00-18:00
Thurs 11:00-12:00
Friday 16:00-17:00

Drs. Schumacher
07022/943080
Egerländer Str. 3
72622 Nürtingen

Opening hours:

Mon, Tue, Fri 08:30-12:00
Thursday 08:30-12:00, 15:00-18:30

Other doctors in the city center of Nuertingen:

Dr. Julia Limmer
07022/210021
Uhlandstraße 11

Dr. Stefan Ziemendorff
07022/39665
Uhlandstraße 3

Drs. Staffa
(close to Hauber build.)
07022/32633
Bismarckstraße 7

Dentists in Nuertingen:

Dr. Bergmann
Neuffener Straße 15
Tel. 07022/39386

Dr. Unger
Holzstraße 10
Tel. 07022/34774

Dr. Fuchs
Marktstraße 6
Tel. 07022/39594

You can find more doctors and specialists at:

http://www.dak.de/content/dakleistungen/arztsuche_neu.html

<https://weisse-liste.arzt.aok-arztnavi.de/>



Apotheken (Pharmacies) in
Nürtingen:

There are quite a number of them, e.g.
Schiller Apotheke in Kirchstraße 53
Uhland Apotheke in Uhlandstraße 3
Horch Pharmacie in Kirchstraße 10
Europa-Apotheke in Europastraße 11
Braike Apotheke in Neuffener Straße 134
(close to the residence hall)

Hospital in Nürtingen:

Auf dem Saer, 72622 Nürtingen,
Tel. 07022 / 78-0

In Germany, patients usually go to hospital only in emergency cases, for surgeries or special examinations and for urgent weekend treatment.

Emergency numbers

Emergency Assistance/Ambulance: **112**
(this number is valid throughout EU countries)

Police: 110

Fire department: 112

Accidental Poisoning 0761 19240 or
0228 19240 or 030 19240

Some more information about HfWU (Geislingen campus)

There are 4 university buildings in Geislingen that are all within 3 minutes walking distance. As you can see on the map, the student residences (Studentenwohnheim) and main station (Bahnhof) are also close-by.

1. Pa4: Parkstr. 4
(lectures, offices of faculty, computer labs)
2. Ba37 Bahnhofstr. 37
(lectures, International Office)
3. Ba62 Bahnhofstr. 62
(lectures, library, computer labs)
4. Ba41 Bahnhofstr. 41 (lectures)
5. Ha13 Hauffstr. 13 (lectures)

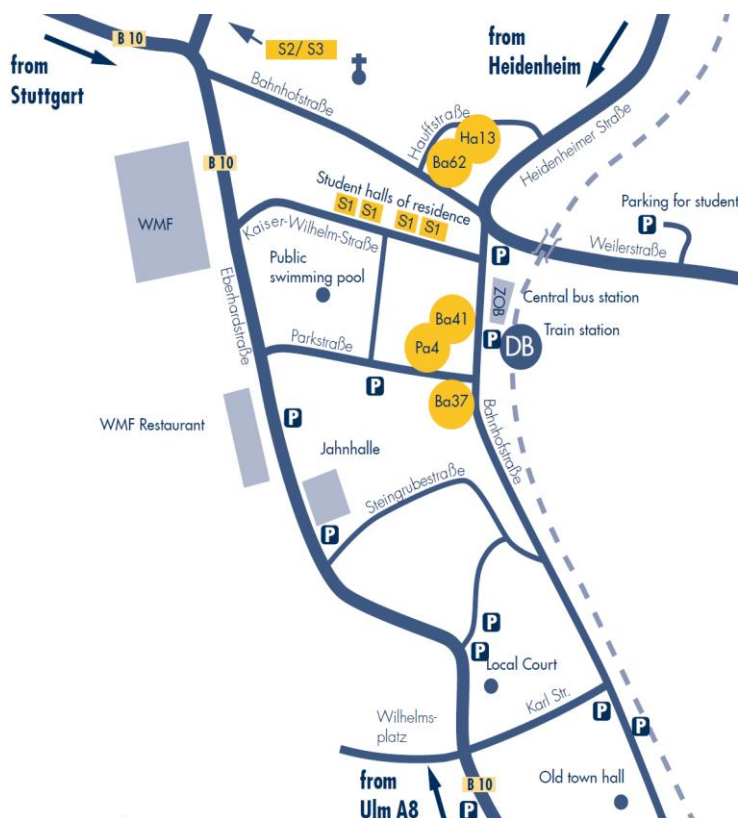
Please see also the map for the university buildings available at:
<https://www.hfwu.de/hfwu-scout/anfahrts-lageplaene/>
And the map for Geislingen city:
[Link Stadtplan](#)

Computer labs are available in Building 'Bahnhofstr. 62' rooms 001 and 006 Building 'Parkstr. 4' rooms 202 and 302

Some days after your registration as a student of HfWU you will receive your account for the university's computer network. For login you need your user name and your password. You will get your own e-mail address (...@gs.hfwu.de) which you should check regularly. It is, however, possible to forward all the mails to your existing private e-mail address.

Mails can be read or forwarded at:
<https://webmail.hfwu.de/>

Students can get internet access at the entire campus via Wireless-LAN. You will be asked for login on the first window of your internet browser. If there are any problems, check your proxy settings or allow pop-ups for this webpage. You will get detailed information on the use of the computer labs during the first week of studies. If you want to make printouts in the computer labs you need your student ID card for payment.



Library

The library in Geislingen is located in Bahnhofstr. 62 and offers a wide range of magazines and newspapers and a lot of digital sources, e.g. electronic professional journals, professional databases and a lot more. For using the library you need your student ID card. You will get detailed information on the use of the library during the first week of studies.

Opening hours (during lecture periods)
Monday to Thursday from 9 am to 8 pm,
Friday from 9 am to 6 pm,
Saturday from 10 am to 3 pm

Student restaurant

Students of the Geislingen campus have the possibility to have lunch at the canteen of an adjacent company named WMF. WMF is the manufacturer of renowned kitchen utensils. You will get more information during the first week of studies because you need a rechargeable card of WMF to get inside the companies' premises and to pay for the food.

You can choose from 3 different menus, one of them vegetarian, and the salad bar. Prices are between 2.40 and 2.80 Euros.

Student ID card

You will receive your student ID card after your application for registration has been processed, after you have paid your social service fee and shown proof of health insurance. If the semester is not mentioned on your student ID card, it must be validated at one of the machines which are located on the ground floor in Parkstr. 4. You need your student ID card to make copies or borrow books from the university library. You also need the student ID card at the final exams to identify yourself. Upon presentation of your student ID card you can get a student discount at some cinemas, museums and other places.

If the card is lost, stolen or destroyed, this must be reported to the Admission Office at once and a duplicate card obtained on payment of 18 Euros.

Re-registration

See page 20

Photocopying

There are self-service machines located on the ground floor of each university building. Payment is done via your student ID card.

Learning Agreement

See page 20

Exams

After the end of the lecture period there is a 3-week examination period. The International Office will register exchange students for the examinations for those courses you have mentioned in your final Learning Agreement. The date of the examinations will be shown in FlexNow. You can find your personal exam dates and – later on - your exam results: <https://flexnow.hfwu.de/>. On the day of the exam students do not sit next to each other and they are not allowed to have their bags or their jackets at their place. Their mobile phones have to be switched off and be brought to the front desk upon request. You will need your student ID card, a pen (not a pencil!), (maybe) something to eat or drink, and the material your professor allows you to use.

Some time after the exam day you can check the Flexnow server for your grades.

As soon as all your grades have been fixed the International Office will process your Transcript of Records and send it to your home university as well as a Certificate of your studies at HfWU.

Lecture notes

Some of the professors make their lecture notes available to students. Please contact the class speaker of your study program.

Student social life in Geislingen

Events organised by HfWU students
The student associations of the degree programs at the Geislingen campus organise parties and excursions. It starts with the 'Erstiparty' on the first day of the semester where you will get to know fellow students from all degree programs and goes on with weekly parties at different locations in Geislingen. You can also join the trip to the Oktoberfest in Munich or go skiing in the Alps.

Insurances and counselling offered by the Studentenwerk

Accident insurance

See page 22

Theft insurance

See page 22

Psychological counselling

See page 22

Legal counselling

See page 23

Working and internships in Geislingen/Germany

See page 23

Leisure activities - Pubs

There are some nice restaurants, pubs and bars in Geislingen. They are all located within walking distance from the student residences. Your mentor or fellow students will show you where to go. At the

weekend, students like to spend the evenings in major cities like Ulm, Stuttgart or even Munich.

Public library in Geislingen

The public library in Geislingen is located in the city center. They offer mainly literature in German but you can also order books from the regional library of Baden Württemberg. For borrowing a book you will have to apply for a library card. The address is Schillerstr. 2, Tel. 07331/24-372. Opening hours: Tuesday to Friday 2 – 6 pm and Saturday 10 – 12 am

Travelling

See page 24

Taxi and lift

'Taxi Fauth' is always at service for our students. There are taxis parked in front of the station (2 minutes walking distance from the residences) till 3.30 am at night. To get a pick-up just call

Taxi Fauth 07331/64444

There are also internet addresses where you can find private persons who offer a lift on a tour they take (regularly).

MFZ Mitfahrzentrale: www.mfz.de

Mitfahrgelegenheit:

www.mitfahrgelegenheit.de/

Cinemas

There is a cinema in Geislingen but they only show movies with German dub.

The nearest cinema that shows movies in English is the 'Corso International Cinema' in 70563 Stuttgart-Vaihingen, (www.corso-kino.com). Don't forget to take your student ID card with you as there are special student prices. They also have special days where prices are lower than usual.

Sports

The student organisation AStA offers a range of sports like volleyball, basketball, swimming, running, soccer etc. for free. Please contact AStA for joining one of these groups: AStA sports

If you want to do fitness or weightlifting there are various fitness centers in Geislingen that offer special discounts for students. You can also join the public sports club in Geislingen which offers a wide range of sports at a low price. The employees of the International Office are happy to give you more information.

There are tennis courts and a bowling alley in Geislingen as well as an indoor and outdoor pool. In the near vicinity you can also play golf or try gliding – or you just enjoy the beautiful landscape and go hiking, biking or horseback riding.

Shopping

The student residences are within walking distance to the pedestrian area where you will find shops for clothing, books, electronics etc. There is a shopping mall "Nel Mezzo" in walking distance with many different stores. You can find there the discounter Lidl and the Rewe market. ALDI and LIDL are among the biggest discounters in Germany. To Aldi you need a car to get there or take the bus. You should keep in mind that shops are closed on Sundays. If you need to buy foodstuff urgently on Sundays you can find that in the petrol stations most of which are open during the day.

Hairdresser

You can find some hairdressers in Stuttgarter Straße.

Mobile Phone

See page 25

Medical Aid in Geislingen

Doctor and dentist visits are usually by appointment. You will have to pay 10 Euros for your first visit within every quarter of the year and you should always take your health insurance card or insurance documents with you. Medicine is usually only available on prescription, but if you are not seriously ill you can also go to the drugstore/ pharmacy (Apotheke) to get first aid for e.g. sore throat, headache or stomach-ache. If, however, you do not feel better after a few days you should see the doctor.

There are 2 doctors close to the dormitories:

Dr. Dietrich Eppenstein
07331 / 41012
Bahnhofstr. 57
73312 Geislingen

Dr. Andreas Frauer
07331 / 43727
Bahnhofstr. 23
73312 Geislingen

There are 2 dentists close to the dormitories:

Dr. Holl
Tel. 07331 / 42008
Bahnhofstr. 45

Dr. Schmidt
Tel. 07331 / 41064
Hauptstr. 35 (pedestrian area)

For other medical practitioners please see:
http://www.geislingen.de/index.php?id=73&no_cache=1

You can find more doctors and specialists at:
<http://www.chirurgie-portal.de/arztuche/aerzteverzeichnis-aerzte-geislingen-an-der-steige.html>

Hospital Geislingen: 07331/23-0
Eybstr. 16, 73312 Geislingen

In Germany, patients usually go to hospital only in emergency cases, for operations or special examinations.

Emergency Numbers

Emergency Assistance **112**
(this number is valid throughout EU countries)

Police:	110
Fire department:	112
Accidental Poisoning	0761 19240 or 0228 19240 or 030 19240

The German Railway has a lot of special offers

For travelling within Europe, please check <http://www.raileurope.com/index.html> on how to save travel costs.

If you are planning to travel a lot by train within Germany (Deutsche Bahn - German Railway) during the semester, it might be worth buying a Bahncard (Railway card). With that Bahncard you can get a rebate on your rail fares when travelling within Germany:

If you buy a Bahncard 25 - which for students under the age of 26 costs approx. 41 Euros for the second class - you can save 25 per cent of the standard travel costs.

If you buy a Bahncard 50 - which for students under the age of 26 costs c. 127 Euros for the second class - you can save 50 per cent of the standard travel costs.

With Bahncard 25 (but not with Bahncard 50) you can even get a rebate on special (internet) prices. Sometimes there is a trial subscription for this Bahncard valid for 3 months. The price is 19 Euros. But you have to terminate the contract 6 weeks before the end of the validity period. You might already profit from a Bahncard after your arrival in Germany, e.g. when you travel from Frankfurt airport to Nuertingen or Geislingen by train. You could then go to the Service Points of the Deutsche Bahn (DB) at the Frankfurt train station and apply for a BahnCard. All you need to do is fill in a form, hand in a passport photo, and show your international student ID card.

As these forms may not be available in English you should know the following translations for filling in the form:

Vorname: first name

Name: family name

Strasse: street Hausnummer:

number of house

PLZ (Postleitzahl): area code

Wohnort: town/city

The area code for Nuertingen is 72622,
for Geislingen it is 73312.

What is important however:

You have to give notice that you only need this one Bahncard which is valid for one year. Otherwise, you will be sent a new one after one year which you will have to pay for again. Or you have to give a written notice of termination. There are other special offers which make travelling cheaper – especially if you travel in groups:

Baden-Wuerttemberg-Ticket: 24 Euros *

24 Euros is the price for 1 person. Every additional person has to pay 6 Euros. The ticket is valid for up to 5 persons on one working day (Monday to Friday) from 9.00 am to 3.00 am of the next day and from 0:00 am to 3:00 am on the next day at weekends and on public holidays. Up to 5 persons travelling together can use all the regional IRE, RE, RB und S trains (not the D, IR, IC/EC and ICE trains!) within the federal state of Baden-Wuerttemberg. There is a special ticket within the Baden-Wuerttemberg region: the Metropolticket. It costs 21 Euros. Every additional person has to pay 6 Euros. The ticket is valid for up to 5 persons and covers the regions mentioned on this website: <http://www.metropolticket.de/metropolregion.php>

Baden-Wuerttemberg-Ticket Night: 24 Euros *

24 Euros is the price for 1 person. Every additional person has to pay 6 Euros. The ticket is valid for up to 5 persons from Sunday to Thursday from 6.00 pm to 6.00 am on the next day and from Friday to Saturday and the night before public holidays from 6.00 pm to 7.00 am on the next day. Up to 5 persons travelling together can use all the regional IRE, RE, RB und S trains (not the D, IR, IC/EC and ICE trains!) within the federal state of Baden-Wuerttemberg.

Quer-durchs-Land-Ticket ('Across the country'): 44 Euros *

The price for 1 person is 44 Euros. Every additional person has to pay 8 Euros. The group ticket is valid for up to 5 persons on one working day (Monday to Friday) from 9.00 am to 3.00 am of the next day and from 0:00 am to 3:00 am on the next day on public holidays. Up to 5 persons travelling together can use all the regional IRE, RE, RB und S trains (not the D, IR, IC/EC and ICE trains!) within the whole German railway network.

Super Sparpreis * (Saver tickets for 19,90 Euros for a single ticket second class) Thanks to the Saver tickets you can discover Germany starting at EUR 19.90 in second class and EUR 29.90 in first class (one way), also available on ICE connections. You can get 5 Euros discount with the BahnCard 25. Pre-sale deadline: at the earliest 92 days and at the latest 3 days before the day of the travel. For more details and prerequisites refer to www.bahn.de

Sparpreis Europa* (19,90 Euros for a single ticket second class)

You can get 5 Euros discount with the BahnCard 25. Pre-sale deadline: at the earliest 92 days and at the latest 3 days before the day of the travel. For more details and prerequisites refer to www.bahn.de

VVS day tickets (for 1 person: 10.80 Euros, for groups of up to 5 persons: 17,00 Euros)

For any number of journeys in the VVS (Greater Stuttgart Area) network from purchase and/or stamping until closing hours.

Short-Distance Ticket ('Kurzstrecke'): 1.40 Euro

Within the VVS network, this ticket can be used in local trains (DB, WEG) to travel to the next stop. You can also use it in buses where you have to get off at the third station at the latest.

All above-mentioned tickets can be obtained from the ticket machines in the train stations or online. * The price is only valid for tickets from the ticket machine or internet. If you buy them at the information centres/service points you will have to pay an extra charge of 2 Euros.

For further information on special offers – especially for travelling in Europe please see

<http://www.bahn.de/i/view/USA/en/index.shtml> or

<http://www.eurail.com/home> or

<http://www.eurorailadvisor.com/>

The prices mentioned above are as of 08/2019.

Travelling by train in Germany is very popular and can be very fast. Starting at Nuertingen train station you can reach e.g. Paris within 4h15min, Munich within 2h30 min and Frankfurt within 2h5min.

Esslingen, Reutlingen and Tuebingen are nice places to visit and for shopping. You can reach them by train in less than 35 minutes. Heidelberg, Karlsruhe, Ulm and Baden-Baden are all within 2 hours by train.

Long Distance Buses

In Germany, the long distance bus is the new alternative to go from A to B for a friendly price - and with neat extras! For further information on offers please see <https://www.busradar.com/>, <http://www.fernbusse.de/>, <https://www.bahn.de/p/view/angebot/fernbus/> <https://www.flixbus.de>



Esslingen



Stuttgart



Munich

Websites and Literature

For Germany:

http://www.auswaertiges-amt.de/EN/Startseite_node.html
<http://www.justlanded.com/english>
<http://www.tatsachen-ueber-deutschland.de/en>
<http://www.young-germany.de>
<http://www.howtogermany.com>

For studying in Germany:

<http://www.daad.de/en/index.html>
<http://www.internationale-studierende.de/en/home>
<http://www.study-in.de/en/>
<http://www.studienwahl.de/en/index.htm>
<http://www.kmk.org/information-in-english.html>
http://www.uni-assist.de/index_en.html
<http://www.dw-world.de/dw/article/0,,6042856,00.html>
<http://www.studieninfo-bw.de> (in German)

For the region:

<http://www.nuertingen.de> (in German)
<http://www.geislingen.de> (in German)
<http://www.ulm.de/start.3080.htm>
<http://www.stuttgart.de>
<http://www.tourist.esslingen.de>
<http://www.tuebingen.de/en/index.html>
<http://www.baden-wuerttemberg.de/en/index.html>
<http://www.tourism-bw.com>
<http://en.s-alb.de>

For travelling:

<http://www.bahn.de/i/view/USA/en/index.shtml> (by train)
<http://www.german-wings.de> (by plane)
<http://www.touring.de/index.php?id=2&l=1> (by bus)
http://www.germany-tourism.de/index_ENG.html
<http://www.deinbus.de> (only available in German: low price bus trips)
<http://www.study-in.de/en/life/useful-tips-for-daily-life/bus-metro/-11984>
<http://www.study-in.de/en/life/culture-travel/>

For health insurance:

<http://www.unilife.de> (see foreign students)
<http://www.la-krankenversicherung.de/international>

For news:

<http://www.dw-world.de/dw/0,,2547,00.html>

Christmas Time in Stuttgart:

<http://www.study-in.de/de/leben/kultur-reisen/kultur/weihnachten/-19269/>

Literature:

'Culture Shock! Germany: A Guide to Customs and Etiquette' by Richard Lord
ISBN 1-55868-756-4

'Living and Working in GERMANY: A Survival Handbook' edited by Dan Finlay
ISBN 1-901130-57-6

Please note that Nuertingen-Geislingen University cannot be held responsible for the contents of the above-mentioned websites and literature.