

WELCOME TO HEILBRONN UNIVERSITY

A Booklet for

Incoming Students

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1. General Information

1.1 Germany in General

The Federal Republic of Germany is situated in the centre of Europe. 82 million people live here, of whom 7.3 million are foreigners. Germany has nine neighbours: Denmark to the north, the Netherlands and Belgium to the north-west, France and Luxembourg to the west, Austria and Switzerland to the south, the Czech Republic and Poland to the east.

Although regional dialects differ widely from each other, the nation is united by its common language: "High German".

The German landscape is as varied as its dialects. In the north, chains of islands can be found with extensive sand dunes, heath, and moor lands. Dense mixed forests and medieval castles line the river valleys of the hills and mountains in central Germany, once praised by the German Romantics. Even the industrial landscape of the Ruhr is dappled with open green spaces. The Alps with their crystal-clear mountain lakes rise majestically in the south.

Nearly half of the German people live in the 85 towns with a population of more than 100,000. A lively, multinational scene thrives in the population centres.

The Federal Republic of Germany has been a parliamentary democracy since the Basic Law (Grundgesetz - the German constitution) was passed in 1949. Under the Basic Law, everyone is guaranteed fundamental rights, such as freedom of belief, free speech and equality before the law. Berlin is the German capital.

The backbone of the German economy is its car manufacturing, electronics and pharmaceutical industries.

1.2 Understanding German(y)

You may wonder, for instance, whether your German will be good enough to get by. But you will find that most Germans are very helpful. Quite a lot have at least some knowledge of English, some also speak French. If you come from an English-speaking country you might even have difficulties in getting to speak German, as people will be eager to try out their English on you.

If you should talk to Germans who have absolutely no knowledge of any foreign language, they will at least speak very slowly and in simple sentences to give you a chance to understand them.

1.3 Public holidays

Germany is said to be the country with the most public holidays. On these days shops in the cities are usually closed and of course there are no lectures.

Sometimes there are so-called bridge days if the holiday is close to a weekend. Some holidays are only regional holidays.

Public holidays at a glance:

January:

1. New Year's Day
6. Epiphany

February:

- "Faschingsmontag"
- "Faschingsdienstag"

March/April:

- Good Friday
- Easter Sunday
- Easter Monday

May

1. Labour Day
- Ascension (Thursday)
- Whit Sunday
- Whit Monday

June

Corpus Christi (Thursday)

October

3. National Holiday

November

1. All Saints' Day

December

25. Christmas
26. Christmas

1.4 Opening Hours

In general shops in Germany have different opening hours which depend on their size. Most of the smaller shops in the cities are opened from 10am to 7.30pm during the week (on Saturday until 4pm). The bigger shops and food discounters such as Lidl and Aldi are opened from 7am or 8am to 8pm / Monday to Saturday. Because the law concerning the opening hours has recently been loosen more and more big shops and discounters such as Kaufland and Handelshof open their shops until 10pm. Normally, shops are **not** open on Sundays. But in the case of urgency you can buy some basic stuff at the gas stations.

Bars and restaurants usually close at 12pm during the week and at 2am on the weekends of before holidays.

1.5 Healthcare system

Students coming from countries with which Germany has a Social Security Treaty which includes an insurance clause can remain insured in their home countries. You have to present to the local AOK proof of insurance, EU students with the EHIC. The AOK will then free you from paying insurance and enable you to visit German doctors.

Students from other countries than EU are required to provide their own health insurance (insurance policy must carry "**unlimited coverage**") or have the right to statutory insurance at the lowest monthly rate, which is currently approx. 66 €.

If you become ill please try to keep close to this description.

1. You phone a doctor (generalist), say what is wrong and make an appointment.
2. Keep the appointment and give the secretary your health insurance card and 10€ (administration fee → has to be paid once in three month). Take care of the bill you will be given by paying this fee.
3. The generalist will examine you and in some cases send to a special doctor.
4. If you get a prescription you will have to go to a pharmacy. There you have to pay 5 – 10€ for the medicine. Perhaps you need to pay more, the whole price of the medicine. It depends on the type of the prescription you get from the doctor.
5. In most cases you'll get a bill from the doctor which you have to pay and give to your health insurance company at home. Please ask them if you should pay the bill immediately or if they'll do it for you.

Please note that medicine can only be bought in pharmacies. Even medicine against headache is not available in the supermarkets. You'll find only vitamins und herbal pills there.

1.6 Transportation systems

You can travel through Germany by train, car or airplane.

In Heilbronn there are a lot of busses which drive you to nearly every place in the city. There is also a city train (Stadtbahn) which takes you quickly and often to the towns around Heilbronn. There is a special offer for students: you have to pay 93 € and you can use the public transportation of Heilbronn for the whole semester. It is called the "Semesterticket". For all of those students who have their residence directly in Heilbronn it will be given for free for one semester.

If you want or need to travel longer distances it would be wise to check out different possibilities. The trains of the Deutsche Bahn might not be the cheapest way of travelling. There are low-cost/budget airlines e.g. Ryanair, Air Berlin to get to other places quite cheap. Look into the internet guide of further information.

2. Heilbronn

2.1 The city of Heilbronn

Heilbronn is a city in northern Baden-Württemberg, Germany. It is completely surrounded by Heilbronn County and with approximately 120,000 residents it is the 6th largest city in Baden-Württemberg.



The city on the Neckar is a former Imperial Free City and current independent city (i.e., not part of any county) and seat of Heilbronn County. Heilbronn is also the "major economic centre" of the Heilbronn-Franken region that includes almost the entire Northeast of Baden-Württemberg.



Heilbronn is known for its wine industry and is nicknamed "Käthchenstadt" after Heinrich von Kleist's play "Das Käthchen von Heilbronn".

2.2 Geography

Heilbronn is located in the northern corner of the Neckar basin at the bottom of the Wartberg (308 m). It is spread out on both banks of the Neckar on a fertile terrace and the highest spot inside city limits is the Schweinsberg with a height of 372 m.

Heilbronn and its surroundings are located in the northern part of the larger Stuttgart metropolitan area. The city acts as the economic centre of the Heilbronn-Franken region and is one of 14 cities referring to in the Baden-Württemberg master plan of 2002 as major economic centers. In addition, it serves the cities and towns of Abstatt, Bad Rappenau, Bad Wimpfen, Beilstein, Brackenheim, Cleeborn, Eberstatt, Ellhofen, Eppingen, Flein, Gemmingen, Güglingen, Ilfeld, Ittlingen, Kirchart, Lauffen am Neckar, Lehrensteinsfeld, Leingarten, Löwenstein, Massenbachhausen, Neckarwestheim, Nordheim, Obersulm, Pfaffenhofen, Schwaigern, Siegelsbach, Talheim, Untergruppenbach, Weinsberg, Wüstenrot and Zaberfeld as an intermediate economic centre.



3. Hochschule Heilbronn (HHN)

3.1 Heilbronn University

Heilbronn University ranks amongst the major institutions of Higher Education in the state of Baden-Württemberg. Founded in 1961 as a **School of Engineering**, it was awarded its current University status in 1971. It now caters for approximately 5.300 degree-seeking students. It is a vibrant and successful institution working closely with its many partners in business, industry and the local community to create a sustainable, creative and ethical learning environment for its students.

Its courses provide the graduates with a sound theoretical grounding while integrating vocationally-oriented elements such work placements or project work commissioned by business organisations.

Over the last two decades, Heilbronn University has become a regional leader in technology driven research and has established its own Institute of Applied Research.

Heilbronn University incorporates also campuses in Künzelsau and Schwäbisch Hall. **Künzelsau** is a small but bustling city about 60 km to the northeast of Heilbronn situated on the river Kocher. This campus is named after its major benefactor, Reinhold Würth. It specialises in Electrical Engineering, Industrial Engineering, Culture, Leisure and Sports Management as well as Media, Product and Customer Management.

Schwäbisch Hall with its medieval flair and high quality of life and work, a city where tradition and innovation merge in an excellent manner, is the recent campus of Heilbronn University.

The campus was opened in the winter semester 2009/10. It specializes in Management and Sales and offers three degree courses: (1) Business Management and Sales: Financial Services, (2) Business Management and Sales: Trade, (3) Business Management and Sales: Industry. All courses finish with the degree grade Bachelor of Arts (B. A.) and deliver a solid grounding in business administration and specialist skills in sales management. Further degree courses are scheduled.

Schwäbisch Hall is the second largest city in the Heilbronn-Franken region and is situated on the river Kocher, about 50 km east of Heilbronn.



3.2 Buildings

Most of the lecture rooms are in the A- building, here is also the main entrance, the information desk, the AStA office, the copy machines and most of the Professors' offices.

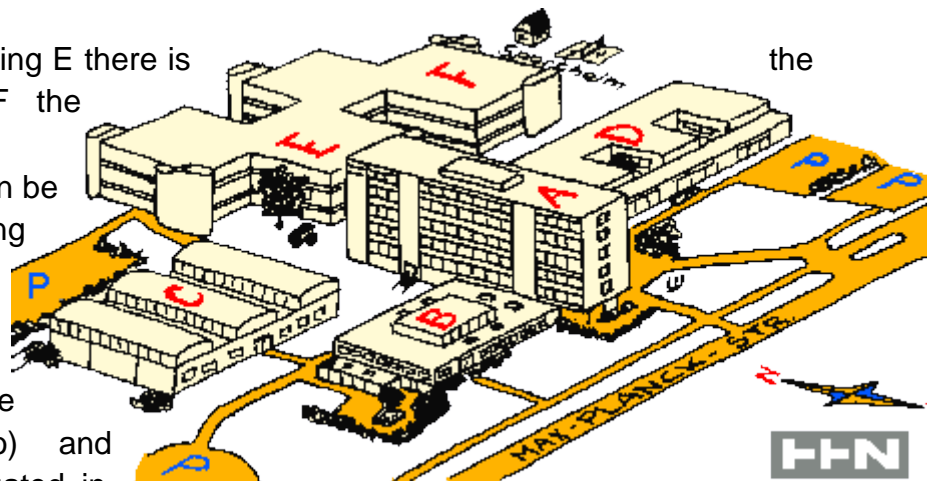
The secretaries, the Aula, the international office (German: Akademisches Auslandsamt, abbr. AAA) and the director's office are in building B. On the ground floor of building B there is the cafeteria and the canteen (German: Mensa).

In building C and D there are lecture rooms as well (but mostly for the technical subjects).

On the ground floor of building E there is the library and in building F the computer pools.


The university's printers can be found in the cellar of building F.

The language buildings Y and Z are a bit outside the campus. Y is close to the students' house (StuWo) and buildings Z and X are situated in Kreuzäckerstraße (behind the ILLIG factory).



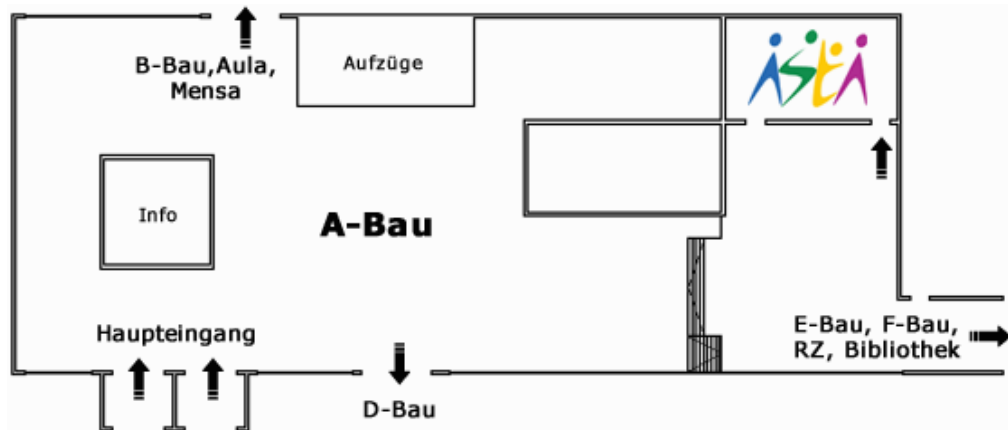
3.3 Student clubs

3.3.1 AStA

The biggest student club at the HHN is the . They offer a variety of services and activities.

With 2,50 € you can get a membership for a semester and they will help you for example with finding a student's job, a room or a flat. They offer a lot of information brochures around the student's life in Heilbronn. If you have problems with installing your W-Lan access for example, just go there and ask somebody. They will be glad to help you.

The AStA also supplies the copy machines that means that you can only copy something if you have bought a budget of copies on your Campus Card (have a closer look on 3.4.2) before. You'll get also printing paper, ISIC- student identity cards there. During the lunch break the AStA shop where you can buy pens, pencils, rubbers, paper and so on is open for the members of the AStA and other student clubs.



The AStA also offers a variety of free time activities, such as sports, a band, an orchestra and a theatre club.

3.3.2 Other student clubs

Afro Gruppe



Cultural exchange, information around the studies, free time activities like soccer, drums playing and cooking evenings.

Contact: AAA or yanajacques@yahoo.fr

AStA



Look above

CIB



Supporter of IBIS, help with finding internships, events, second-hand books online, old exams.

Further information: www.connecting-ib.de

Contact: connecting-ib@web.de

HGT



Supports VB students, internships, information about internships, events around VB.

Contact: Daniel.sacher@gmx.de

IBU



Information around BU, excursions to companies, language courses, sport activities

Further information: www.ibu-heilbronn.de

Contact: mail.ibu-heilbronn@web.de

ProVino



Information for WB students.

Further information: please look at the information board

**Interessengemeinschaft
Islam**

Cultural exchange, discussions about religion.

Further information : <http://igi.fh-heilbronn.de>

Contact : igi@fh-heilbronn.de

SKT



Information for TB students. Get together, internship information, lecture scripts, assessment trainings, career orientation, and excursions.

Further information: www.skt-heilbronn.de

Contact: stk-kontakt@hs-heilbronn.de

**Evangelische
&
Katholische
Hochschul
Gemeinde
Heilbronn**



Meeting other students, cultural and religious exchange, developing of personal skills, weekly discussions, Taizé prayer, and advice.

Further information: www.ekhg-heilbronn.de

Contact: info@ekhg-hn.de

WISTAclub

Information for electronic business students.

Further information: www.wistaclub.de

Contact: info@wistaclub.de

3.4 Facilities

3.4.1 Library

The library is situated on the ground floor of building E. During the first three weeks of the semester there are introductions every Tuesday, Wednesday and Thursday at 1.30pm.

If you borrow a book from the library you'll usually have to give it back after three weeks. You get an email which informs you when to bring it back. You need your student identity card for borrowing. The library is open Monday to Friday from 9am to 8pm.

For further information and the online catalogue: www.hs-heilbronn.de/bibliothek

3.4.2 Campus Card

The Campus Card is like your credit card at the HHN. You'll need it for buying food and drinks. You can get it in the cafeteria with a deposit of 5€ (when you give the card back you'll get the 5€ back and the amount of money which is on the card).

There are two counters which you can use to charge your card. One is in the canteen and the other one is in front of the cafeteria. You have to insert the card and to put € bills into the machine, it accepts only bills, no coins!

Please note that you can pay your food in the Mensa and cafeteria **only** with this card. Sweets and drinks from the machines can also only be paid with this card.

3.4.3 Cafeteria and Mensa

The cafeteria offers a variety of sandwiches, snacks, sweets and hot drinks. It is open from Monday to Friday from 7.30am to 4pm. It is also a nice place to stay between the lectures.

If you wish to eat lunch, you'll go to the "Mensa". It offers two changing main menus every day, one with meat and one for those who prefer vegetables. You can add a side dish, a salad, a soup or a sweet dessert to your menu or if you wish you can only take a side dish or a salad.....

They also have a buffet of various vegetables, salads and hot items in the back of the "Mensa" called "Schlemmerbuffet".

The canteen is open from Monday to Friday from 11.00am to 1.45pm. For further information: http://www.studentenwerk.uni-heidelberg.de/zv_portal/zv

3.4.4 "Schwarze Bretter"

There are lots of information boards at the HHN. Important information, job offers, changes in lecture times and so on can be found on them.

Also dates and times of exams can be found on them. In the corridor to building D, all the schedules for every subject and semester are published.

3.4.5 Computer Pools (Rechenzentrum → RZ)

It is not really necessary to have your own computer. There are numerous computers in the HHN. Most of them are in the RZ on the ground floor of building F.

Windows Pools: F024, F025, F026

Linux Pool: F030

Solaris: F029

During your first weeks at the HHN you'll get your user id and your password. Then you are allowed to use every computer without limit. The number of prints is limited to 200 sheets every 50 days.

Opening hours: Monday to Friday from 8am – 10pm, Saturday from 10am – 6pm.

3.4.6 Psychological advice

If you need any psychological advice or have personal problems please don't be too shy to ask for help. You will be given professional help for free from a psychologist.

Contact: Verena Sander, psychologist, phone: 07131/504-600 or email:

sander@hs-heilbronn.de

Telephone hour: each Tuesday 2 pm – 3 pm, or consulting hour by arrangement in room D007.

3.4.7 Exams

You have to register for your exams online. Therefore you need a special user id and password which you will be given in the first weeks of the semester. If you feel not well prepared in a subject you are registered for, there is the possibility of cancelling the registration. Please note that there are time periods as well as for registration and cancelling the registration. Please look at the appendix for the semester schedule (see also 5.4). For further information and the possibility to log on: <https://stvw.hs-heilbronn.de/~student/index.php>

3.4.8 Student identity card

At the beginning of the semester a digital photo will be taken from you for the student identity card (plastic card). Your student card offers you special prices in cinemas, museums and so on. Just ask for a special price, student discount.

It is also a "Transportation Ticket" for the city of Heilbronn after 7pm and in the weekends.

3.4.9 Language courses

"German as a foreign language" is offered both in the winter semester and in the summer semester. It takes place two times a week for 90 minutes and gives you 6 ECTS credits. For getting these credits by passing an exam it is absolutely compulsory that you attend regularly. This course is free of charge.

3.4.10 Fees

As an exchange student from a partner university you only have to pay the contribution for the "Studentenwerk Heidelberg" which supports services like the canteen or the transportation tickets.

It is at the moment 41 € per semester.

4. Around your studies

4.1 Arrival

When planning your arrival please bear in mind that you should not arrive at the weekend because banks and offices are closed, even the transportation is more difficult. Most shops close at 2 or 4pm on Saturdays (see 1.4) and they just don't open at all on Sundays.

You should also try not to have only large denomination banknotes on you because they may be difficult to change.

If you arrive by air, the airports at Frankfurt and Stuttgart are most convenient for Heilbronn.

From these airports you can easily get to Heilbronn by train.

For further information: www.bahn.de

4.2 The first night

If you have no accommodation for the first night, you can go to a hotel or the youth hostel. Details of these can be obtained at the Tourist Information Centre.

www.hnonline.de; phone: +49 (0) 7131 / 56 22 70; fax: +49 (0) 7131 / 56 33 49

The Youth Hostel offers a relatively cheap overnight accommodation with breakfast: About 25€ (first night) - about 22€ (each further night). You need an international youth hostel pass with a photo (€12) – this can also be issued in Heilbronn. Further information: www.jugendherberge-heilbronn.de; phone: +49 (0) 7131/ 17 29 61; fax: +49 (0) 7313/ 16 43 45

4.3 Accommodation

Normally, most exchange students are accommodated in the hall of residence (StuWo). The monthly rent is 190 – 270€ there. If you wish to stay anywhere else there are a lot of offers in the AStA office. At the moment the ordinary rent for a room close to the university is about 250 – 350€.

4.4 Bank account

It is **absolutely necessary** to have a German bank account if you are studying in Germany. Most banks offer a **free bank account for students**. You'll also get a bank card. With this card you can take money from the cash machines and pay. For paying you need your PIN number or a signature. Sometimes small shops do not accept paying via card or you need to purchase more than a special amount e.g. over 10€. So it is necessary to have always some cash in your wallet.

4.5 Public transportation

You can get quite easily into the city centre of Heilbronn by using the public transportation.

From the StuWo you take the bus no. 61,62,63,64 or the 5 (direction train station, or Allee). You can also walk into the city centre within 15 minutes. Riding by bike is also a nice possibility. With your student identity card you can take the busses after 7pm and at the weekends for free. But you can also buy a semester ticket which allows you to take all the busses in the Heilbronn area every time.

4.6 Daily Shopping

There is everything what you need around the StuWo. If you go down Kreuzäckerstraße you will find a chemist's shop (DM) on the left and on the right there is a Lidl (where you can buy food). There is also another supermarket (Edeka) in a cross road of Kreuzäckerstraße.

A pharmacy can be found at Jörg- Ratgeb- Platz.

You'll find a price list for several items in the appendix.

4.7 Going out

In Heilbronn there are lots of possibilities to spend your free time and your evenings.

Here are some locations:

Cafés:

- Café Schümli
- Spazz
- Café Sülmer

Bars:

- | | |
|------------------|------------|
| - KlubSofa | - Coco |
| - Alex | - Sharky's |
| - Caipirinha | - Sumpf |
| - Dachterasse | - 08/15 |
| - Bungalow | - Laube |
| - Sperber Lounge | |

Discotheques:

- | | |
|--------------|-----------|
| - Music Park | - Creme21 |
| - Green Door | - Africa |
| - Mobilat | |

Restaurants/Biergärten:

- Lehner's
- Foot Court
- Hagenbucher
- Biergarten
- Trappensee
- Barfüßer
- Enchilada

Just ask the German students where to find something; they will be glad to show you the way.

4.8 Sports

Beside the sport activities offered by the student clubs there is a huge amount of sport clubs in Heilbronn.

You can find nearly every kind of sport there. Please look in the internet for further information.

The Neckar valley is nice for cycling and running. Every year in May the Trollinger – marathon takes place. If you want to participate the Tourist Information Centre will give you information.

5. Appendix

5.1 Helpful addresses and telephone numbers

Police	110
Fire brigade / ambulance	112
Pastoral care by phone	0800 – 1110111 (freecall)
Hochschule Heilbronn Campus Heilbronn	Max-Planck- Str. 39 D- 74081 Heilbronn phone: +49(0)7131– 504 –0 fax: +49(0)7131– 252 –470 See also http://www.hs-heilbronn.de/contact
Hochschule Heilbronn Campus Künzelsau (also called Reinhold-Würth- Hochschule)	Daimlerstr. 35 D- 74653 Künzelsau phone: +49(0)7940 –1306 -0 fax: +49(0)7940 –1306 –20 http://www.hs-heilbronn.de/diehochschule/fachbereiche/twk
Hochschule Heilbronn Campus Schwäbisch Hall	Ziegeleiweg 4 D-74523 Schwäbisch Hall phone: +49 (0)791 -946 313-0 fax: +49 (0)791- 946 313-69 www.hs-heilbronn.de/wsha
International Office (Campus Heilbronn)	Contact for incoming students: Hannelore Lang Phone: +49(0)7131-504 –263 Fax: +49(0)7131-252 –470 Email: lang@hs-heilbronn.de Room : B026
	Head of International Office : Gudrun Heller Phone: +49(0)7131-504 –262 Fax: +49(0)7131-252 –470 Email: heller@hs-heilbronn.de Room : B028

5.2 Internet Guide

AStA	www.asta-heilbronn.de
CIB	www.connecting-ib.de
Cinema	www.cinemaxx.de
Computerpool	www.rz.hs-heilbronn.de
Discotheques	www.stimme.de
EKHG	www.ekhg-heilbronn.de
Heilbronn	www.heilbronn.de
Heilbronn City Library	http://stadtbucherei.stadt-heilbronn.de
IBU	www.ibu-heilbronn.de
Igl	http://igi.fh-heilbronn.de
Language courses (additional)	www.aim-ihk.de
Mensa menus	www.asta-heilbronn.de
Professors' pages	www.hs-heilbronn.de
Projekt GO!	http://go.hs-heilbronn.de
Public Transportation	www.h3nv.de
Railway	www.bahn.de
SKT	www.skt-heilbronn.de
Studentenbibelkreis	www.hs-heilbronn.de/sbk
StudiVZ	www.studivz.net
StuWoNet	www.stuwonet.de
search engine	www.google.de
Tourist Information	www.hnonline.de
University	www.hs-heilbronn.de
University Library	www.hs-heilbronn.de/bibliothek
WISTAClub	www.wistaclub.de
Youth Hostel	www.jugendherberge-heilbronn.de

5.3 Prices for daily shopping

At the supermarket:

- apples (1kg)	2,00€	- chicken (500g)	3,00€
- bananas (1kg)	1,60€	- chocolate (100g)	0,90€
- beer (0,5l)	0,85€	- coke (1,5l)	0,90€
- biscuits	1,00€	- cooking oil	1,00€
- cereals	2,50€	- fresh bread	2,50€
- cheese (250g)	2,00€	- toast	0,60€

- fish fingers	1,50€
- margarine	0,80€
- milk	0,60€
- onions (1kg)	1,50€
- orange juice (1l)	1,00€

- potatoes (1kg)	1,50€
- pepper	0,50€
- rice (1kg)	0,75€
- tea bags	1,00€
- tomatoes (1kg)	2,00€

Mixed items:

- Cigarettes	5,00€
- Deodorant	1,50€
- International Newspaper	3,00€
- cell phone card (simply)	10,00€
- shampoo	1,85€
- stamp national	0,55€
- stamp European	0,70€
- stamp international	1,45€

Going out

- disco entrance	8,00€
- coke (2dl)	3,50€
- beer	4,00€
- cocktail	7,00€
- wine	3,50€
- cinema	4,50€
- theatre	10,00€

Eating out:

Big Mac	3,50€
Cheeseburger	1,00€
Dinner in a restaurant	15,00€
Pizza	7,50€
Sandwich	2,50€
Döner Kebap	3,50€

Transportation:

Single bus ticket (city)	2,00€
Semester ticket	96,00€
Trip HN-Stuttgart	16,80€
Trip HN-Heidelberg	23,20€

5.4 Semester Schedule

Winter Semester 2010/11

Wednesday	01.09.2010	Beginning of Term
Monday	04.10.2010	Beginning of Lectures
Wednesday	13.10.2010	Plenary meeting of students
Wednesday	03.11.2010	Sports afternoon (02:00p.m.)
Wednesday to Friday	03.11.2010 to 12.11.2010	Registration Period for Exams via Internet
Wednesday	17.11.2010	Semester greeting for all professors and staff member of HHN(01:00p.m.)
Friday to Friday	24.12.2010 to 07.01.2011	Christmas Holiday (no lectures)
Monday	10.01.2011	Announcement of exam timetable
Monday to Tuesday	17.01.2011 to 25.01.2011	Deregistration for Exams via Internet
Monday to Friday	17.01.2011 to 18.02.2011	Period for Transfer of Studying Fees for SS2011
Saturday	29.01.2011	End of Lectures
Saturday to Saturday	29.01.2011 to 19.02.2011	Beginning of Exam Period (without Medical Informatics) End of Exam Period
Sunday	28.02.2011	End of Semester

See also website <http://www.hs-heilbronn.de/diehochschule/semestertermine/>