



ERASMUS+

STUDENTS' GUIDE

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Introduction

The FH Wedel ("FH" is an abbreviation for *Fachhochschule*, which means "University of Applied Sciences") is a well-known private university with about 1,000 students. The institution was founded in 1948 and is legally a non-profit-organization, subsidized by the state.

Over last five decades, FH Wedel has introduced a wide range of academic programmes including Business Administration, Business Administration and Engineering, and four different types of Computer Science. The University of Applied Sciences Wedel was among the first universities in Germany to react to the growing globalization of engineering and business activities. As a result, it introduced an integrated semester abroad in 1991. Ever since, cooperation contracts have been signed with about 25 Universities in Europe, South Africa, the United States of America, Australia, New Zealand and China.

FH Wedel has maintained its present standards for more than fifty years. Laboratories and data centres, the dedication to first class lecturers, close cooperation with trade and industry partners, and a pleasant work and study environment are all factors contributing to its success. The curriculum encourages initiative and creativity, offering numerous exercises for students in practical application, projects, case studies and seminar activities as well as "real world" research and development tasks.

Wedel is situated to the west of Hamburg, Germany's second largest city. Buses and trains (*S-Bahn*) of Hamburg's public transport service *HVV* provide frequent and easy access to Hamburg with its many attractions. Wedel itself has about 33,000 inhabitants.

The river Elbe plays an important role, especially in Wedel. Many tourists come here to walk along the waterfront, to watch and listen at the ship greeting station *Willkomm-Höft* (lit. Welcome Point) welcoming every incoming ship to the port of Hamburg with its national anthem and giving farewell to departing ships in the same manner.

Wedel has an excellent infrastructure, which is a great advantage for the students. The university can be reached by bus, from the student accommodation on foot. The shopping facilities can be easily reached as well. There are many supermarkets and shops to buy food and all necessities for daily life.

International Office – FH Wedel Address and Website

Welcome to the University of Applied Sciences Wedel! In this guide, you can find answers to many questions you may have. Please read it carefully.

As soon as the Nomination has arrived at our International Office, we will send you an email with important information on the necessary formalities.

All the best from the International Office FH Wedel!

Adress:

FH Wedel
International Office
Feldstr. 143
22880 Wedel
Germany

Contact:

Head of International Office: Nicole Hass
Phone: +49 (0)4103 8048 – 47
Fax: +49 (0)4103 8048 – 91047
E-Mail: nha@fh-wedel.de / io@fh-wedel.de
Web: <http://www.fh-wedel.de>
Office hours: Wednesdays 10 am – 1 pm

Nomination Process

If you are interested in spending one semester at the University of Applied Sciences, Wedel, please contact your Erasmus+ Coordinator at your home university first. He or she will contact Ms Hass from our International Office.

Application deadlines for the Erasmus+ programme:

For the winter semester you have to apply by May 15th. The winter semester starts on October 1st and ends February/March with the exam period.

For the summer semester you have to apply by November 15th of the previous year. The summer semester starts on April 1st and ends in August/September with the exam period.

After your nomination you have to fill out our APPLICATION FORM, which you can find in the [international students' section of our website](#). Please include the following attachments:

- Passport photograph (dimensions: 3,5 cm x 4,5 cm)
- study grade and lecture overview of the prerequisites
- German or English language certificate of at least B2 or equivalent in English
- EU health insurance card
- Very important: (students from Turkey)

We need a Health insurance policy in English language or German or the TA11 certificate.

All international students - just like German students - must prove that they have a health insurance policy. This is a prerequisite to be enrolled at a German university and to receive a residence permit (Non-EUstudents).

For the purpose of your registration/enrollment at university you will need confirmation that you are exempt from mandatory German public health insurance (*Befreiung von der Versicherungspflicht*).

The next step is to send the documents via post or mail to the International Office – you can find the address and contact information in the previous section. After checking your documents we will send your home University an Acceptance Letter.

Arrival in Wedel and information sessions

For students arriving at Hamburg airport, the best way for travelling to Wedel is to use the public railway (S-Bahn) from the airport's own station. The trains of the line S1 (green) will take you all the way to Wedel, the final destination. From here, take the bus line 189 (destination: Blankenese) and get off at "Fachhochschule". Taxis are also available there.

For further information see the section on public transport below.

Information events at the International Office

On arrival, all exchange students MUST attend the information events, where administrative and academic procedure with FH Wedel will be discussed. The International Office invites you to these meeting a couple of days before your arrival.

German Language Course for Erasmus+ Exchange Students

German language course for Erasmus+ students, course offered every semester, the work load: 5 ECTS without grade (pass).

FH Wedel offers German language courses at partner language institutes. Students are tested for their command of the language and then join the appropriate courses for their level. This ensures that we can provide for individual needs and requirements. We will inform you when the Language course will start, usually one week before the beginning of the semester.

Academic Information

Academic Calendar

Most of the courses are offered in only one of the two semesters of the year: The winter semester lasts from October to March. Courses usually start in the second week of October and last to mid-January. The exam period lasts to mid-February.

The summer semester lasts from April to September. Courses usually start in the second week of April and last to the first week of July. After a 4 week holiday break, there is an exam period in August or early September.

Academic Programme

All courses offered at FH Wedel may be chosen for credit points by incoming students participating in an exchange programme with one of our partner universities. Our website shows [a list](#) of courses given in English if at least one international student wishes to attend. Please contact our International Office or the lecturer in advance in order to make sure that the course you selected will really be given in English.

For the list of available courses, please have a look at the "International" section of our website!

Most of the courses have a subject focus on either business or engineering and computer science. Exchange students may combine courses of either focus for their convenience regardless of the study programme at their home university. However, the acknowledgement is in the sole responsibility of their home university.

Learning Agreement Erasmus+

Please choose your courses and check those with your course coordinator at your home University. Afterwards, you have to send the International Office at FH Wedel the signed and stamped Learning Agreement of your home University.

Language Proficiency

We require a language certificate of at least B2 in German or equivalent in English

Credits and Grading System at FH Wedel

In accordance with the European Commission and the new System of European Credit Transfer (ECTS), exchange students accepted by FH Wedel are obliged to take NO MORE than 60 credits for a full year and no more than 30 credits for one semester.

| (4) ECTS grading scale: | % of successful students normally achieving the grade | Definition: | | |
|---------------------------------------|---|---|---------|-----------------------------------|
| A | 10 | EXCELLENT - outstanding performance with only minor errors | | |
| B | 25 | VERY GOOD - above the average standard but with some errors | | |
| C | 30 | GOOD - generally sound work with a number of notable errors | | |
| D | 25 | SATISFACTORY - fair but with significant shortcomings | | |
| E | 10 | SUFFICIENT - performance meets the minimum criteria | | |
| FX | - | FAIL - some more work required before the credit can be awarded | | |
| F | - | FAIL - considerable further work is required | | |
| (1) Course unit code: | (2) Duration of course unit: | (3) Description of the institutional grading system: | | (5) ECTS credits: |
| Refer to the ECTS information Package | Y = 1 full academic year | 1,0 | 1,3 | 1 full academic year = 60 credits |
| | 1S = 1 semester | 1,7 | 2,0 2,3 | 1 semester = 30 credits |
| | 2S = 2 semesters | 2,7 | 3,0 3,3 | 1 term/trimester = 20 credits |
| | 1T = 1 term/trimester | 3,7 | 4,0 | |
| | 2T = 2 terms/trimesters | 5,0 | | |

Enrollment Procedure

Students have to register online within one week of their arrival at FH Wedel:

<https://ssl.fh-wedel.de/sekretariat>

For this registration, you will receive the necessary matriculation number and password in our "Enrollment letter" from the International Office at our first meeting.

Student Card

You will receive your student card after the following steps are completed:

- online registration at FH Wedel
- the payment of general student fees called *Studentenwerksbeitrag* of 63 € as of the time of writing
- we receive from you a copy of the following forms: Health Insurance certification, town hall registration form and the *Studentenbefreiungsbescheinigung* from the health insurance company, for example the AOK.

Feel free to ask your buddies to help you with the procedure of enrollment at FH Wedel!

Transcript of Records

All Transcripts of Records will be sent to the International Offices of our partner Institutions. Students are asked to collect them from the home institution.

First semester: October – February and Second semester: April – August

University Services

Accommodation

Incoming students will have to find their own accommodation before arrival. Please note that we can only support you with a list of landlords. The best option is to rent a room at the student accommodation (*Studentenwohnheim*), which is located only five minutes from the campus. They have a long waiting list, so you need to apply early.

Most students of FH Wedel stay in privately rented apartments in Wedel or the northwestern suburbs of Hamburg. If you do not live in Wedel, it will be necessary to use public transport or a car to get to the campus. Public transport within the Hamburg metropolitan area is excellent.

Student Accommodation (*Wohnanlage Tinsdaler Weg*)

Homepage: <https://www.studentenwerk.sh/en/accommodation/dormitories/wedel/index.html>

Phone: +49 (0) 4 31 88 16 317

E-mail: wohnen@studentenwerk.sh

For questions about the payment of rent and deposit, please call:

Phone: +49 (0) 4 31 88 16 110

The rooms are unfurnished or furnished, the contract goes for 6 month, rent amounts to 260,- € per month on average plus a deposit of 300 €.

FH Wedel also has a notice board to search for or offer accommodation. It is currently not available online.

Library

To use the university library international students must have been officially enrolled, as they will be required to present their student card.

The library opening hours are:

Mondays to Thursdays from 9:00 a.m. to 4:00 p.m.

Fridays from 9:00 a.m. to 1:00 p.m.

Online Exam Registration

Please note that you have to register for the courses' exams using FH Wedel's online system:

<https://ssl.fh-wedel.de/sekretariat>

Buddy Programme

In order to make your arrival and time here in Wedel and Hamburg easier, FH Wedel provides incoming students with student tutors, so-called *Buddies*. They will guide you through your first steps in Wedel and assist you during your stay.

Sports

The activities organized by the university sports club, the *Hochschulsport Wedel-PTL Bund*, are available to all FH Wedel students and staff members.

You can find more information on [their website](#).

Living in Wedel and Hamburg

Accommodation

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Rental contracts for private accommodation

In case you choose to live in a privately rented accommodation rather than the student accommodation, you will at some point sign a rental contract for that room or apartment. Generally it would be a good idea to ask local students about their experiences to get an idea of what terms and prices are usual for a contract. Additionally, here is some general advice:

- Please make sure the length of your rental agreement matches the length of your stay. Most contracts have a three-month termination period, so terminate the contract in time to avoid paying rent after you move out.
- Apart from the monthly rent, your landlord will also ask for a security deposit, which usually is an amount equal to two or three rental payments. You will receive this money back once you moved out and leave the apartment in good condition.
- When your rental period nears its end, make an appointment with your landlord regarding the key transfer and the state of your rental room. This way you are present when they verify the condition of their property, and solve any problems together.

Banking

Students are advised to open a bank account on arrival. Banks are generally open at least from 9:00 to 14:00 p.m. on weekdays. Many banks have branches directly in Wedel, for example the *Deutsche Bank*.

Shopping

Wedel and Hamburg offer many shopping opportunities. Business hours differ from shop to shop, but usually you can expect to find them open from 8:00 a.m. to 10.00 p.m. during weekdays and on Saturday. Shops are usually closed on Sundays, with the exception of restaurants and stations/airports.

Expenses

Costs will vary according to your accommodation and lifestyle. Here are some examples of general living expenses, given in Euro (EUR) per month.

| Accommodation | |
|--|-------------------------------------|
| Student Accommodation | On average 260,- |
| Private Apartment / Room | > 350,- |
| Public transport | |
| Monthly ticket | 52,20 € (student discount possible) |
| Insurance | |
| Public health insurance for students | 90,- |
| Other | |
| Food | 200,- |
| Clothing | 40,- |
| Communication (mobile phone, internet) | 30,- |
| Books & study materials | 50,- to 100,- |
| Leisure activities | 80,- |

Weather

Wedel and Hamburg are northern cities with a very different peculiar climate. Winter and autumn can be cold and windy while the average temperature in spring ranges from 10°C to 20°C. Also worth mentioning is the so-called *Hamburger Schmuddelwetter*, which is a regional expression for

the typical rainy and cloudy local weather. It can occur in all seasons, so please take care to bring appropriate clothing.

Medical Services

If you need medical treatment, you are well provided for. Wedel has a medical center where you can find doctors of all medical specializations:

Gruppenpraxis Rosengarten
Rosengarten 5, 22880 Wedel (near the Wedel *S-Bahn* station)
<https://www.gruppenpraxis-rosengarten.de/>

You can find specialists on the internet, or ask your health insurance provider to get you in touch with one.

Public TV/radio fees (*Rundfunkbeitrag*)

Fees must be paid for the publically available broadcasting stations for every apartment, regardless of whether or not you actually use them. If you rent only part of an apartment, it is likely that the landlord already pays those fees, so that you won't have to. Either way, the public broadcasting companies may write to you to collect those fees, which amount to roughly 18€ per month. If you do receive that sort of request, do consult with your landlord and possibly ask a local for advice, because you might not be required to pay.

Public transport

The HVV is the company managing public transport in the city of Hamburg and the surrounding region, including buses, trains (*S-Bahn* and *U-Bahn*) as well as boats on the river Elbe. One-time tickets as well as daily or even monthly tickets are available at stations and in buses. One time tickets cover journeys to a destination across different means of transport, allowing you to change between bus, train and boats without buying a new ticket each time.

You can find maps of the various train and bus lines online on [the HVV's website](#). The website also offers a tool to find the fastest connections from station to station or from address to address.

There is also [an App](#) for mobile devices that can be used to find connections as well as purchase tickets (make sure you purchase tickets before entering the train or bus!).

Here is an overview of ticket prices and conditions: <https://www.hvv.de/en/tickets/single-day-tickets/overview/>



Thank you for reading this guide! We wish you a good time here in Wedel and Hamburg.

International Office, FH Wedel
April 2019