



Hochschule Osnabrück  
University of Applied Sciences

# WiSo

## Handbook for international students



**International Faculty Office (IFO)**  
**Faculty of Business Management and Social Sciences**

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This handbook shall be a guideline for international students who intend to study at Hochschule Osnabrück, either as visiting students for maximal two semesters or as international degree-seeking students in a full-time Bachelor or Master programme at the Faculty of Business Management and Social Sciences (BMSS).

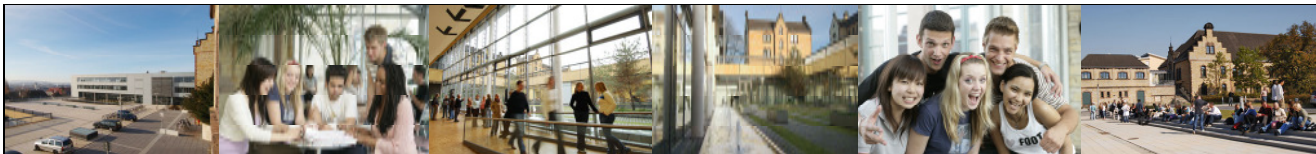
The contents of this handbook are for information purposes only and should not be viewed as the basis of a contract between the student and the university. All details given here are correct at time of going to press. No guarantee can be given that the information may not be altered lateron.

Updated information can always be found on the Internet:  
<http://www.wiso.hs-osnabrueck.de/incoming-students.html>

Should you realise that any information is missing or wrong, or if you have any suggestion or new idea to be considered, we would appreciate to hear from you. Just send an e-mail to: [ifo@wi.hs-osnabrueck.de](mailto:ifo@wi.hs-osnabrueck.de).

As of: 06 November 2013

## 1. Key data of Hochschule Osnabrück

	
University Details	
Full legal name of the institution	Hochschule Osnabrück (formerly named: Fachhochschule Osnabrück) University of Applied Sciences
ERASMUS code	D OSNABRU 02 EUC-No: 29857-IC-1-2007-1-DE-ERASMUS-EUC-1
Postal address Courier and visitors' address	Postfach 19 40, 49009 Osnabrück, Germany Caprivistraße 30 A, 49076 Osnabrück, Germany
Website of HS Osnabrück	<a href="http://www.hs-osnabrueck.de">www.hs-osnabrueck.de</a>
President	Professor Dr. Andreas Bertram
Head of the Central International Office (CIO)	Gunhild Grünanger, Dipl.-Angl.
Institutional ERASMUS Coordinator	Christiane Hendess
Housing Service	Anne Wensch <a href="mailto:housing@wi.hs-osnabrueck.de">housing@wi.hs-osnabrueck.de</a> <a href="http://www.wiso.hs-osnabrueck.de/housing.html">www.wiso.hs-osnabrueck.de/housing.html</a>
Faculty of Business Management and Social Sciences (BMSS)	
Dean and Vice-President for Academic Affairs	Professor Dr. Marie-Luise Rehn
Director International Affairs	Professor Dr. Petia Genkova
Website of the faculty	<a href="http://www.wiso.hs-osnabrueck.de">www.wiso.hs-osnabrueck.de</a>
Website for incoming students:	<a href="http://www.wiso.hs-osnabrueck.de/incoming-students.html">www.wiso.hs-osnabrueck.de/incoming-students.html</a>
International Faculty Office (IFO)	
Head of International Faculty Office	Fides Kammann-Lippelt
Coordinator for International Visitors and Summer Schools Abroad Coordinator for DAAD Projects, Double Degrees Coordinator for International Guest Lecturers during the Block Weeks, Bilateral Agreements	
<u>Incoming Students:</u> Buddy Programme, Orientation Days, Social Events, Housing Service Coordinator for Int. Summer University (ISU)	Anne Wensch
Visiting Students: Counselling, Application and Admission, Learning Agreements, Certificates of Arrival and Attendance	Michaela Buchholz
<u>Outgoing Students:</u> Europe and Latin America: Counselling, Applications, Learning Agreements, Transcripts of Records  Overseas: Counselling, Applications Learning Agreements, Transcripts of Records, Summer Schools Abroad, International Guest Lecturers	Britta Horstmann-Koopmann  Heike Reichel

## 2. International Faculty Office (IFO)

A warm welcome from the staff of the International Faculty Office (IFO). We are organising and coordinating all the international activities at the Faculty of Business Management and Social Sciences. We are taking care of the incoming/outgoing students and lecturers of our faculty. The IFO should not be mistaken however for the Central International Office of HS Osnabrück (CIO) which is responsible for all international issues on university level, inter alia for the German language winter/summer schools or the international cultural programme "JOIN OS" (more details can be gathered from the following pages of this handbook).

**Our service for you as an international student** is to give you all the **information, support and advice** you require **for studying and living in Osnabrück**. Just contact us or drop by our offices if you need help. Don't be shy and really come early to us so that we have a good chance to solve especially difficult situations that you cannot clear yourself. For our contact details and areas of responsibility, please go to: <http://www.wiso.hs-osnabrueck.de/ansprechpartner-ifo.html>. Below you can find the IFO contact persons who are responsible for the incoming students at our faculty.

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

### 2.1 Contact persons for incoming students

#### Anne Wensch

Coordinator for Housing, Buddy Programme,  
Orientation Days, Social Events  
Room CB 0011A  
Phone: +49 (0) 5 41/9 69-38 28  
Fax: +49 (0) 5 41/9 69-30 10  
Email: [wensch@wi.hs-osnabrueck.de](mailto:wensch@wi.hs-osnabrueck.de)  
[housing@wi.hs-osnabrueck.de](mailto:housing@wi.hs-osnabrueck.de)  
[www.wiso.hs-osnabrueck.de/kontakt-ifo.html](http://www.wiso.hs-osnabrueck.de/kontakt-ifo.html)  
[www.wiso.hs-osnabrueck.de/housing.html](http://www.wiso.hs-osnabrueck.de/housing.html)

#### Office hours:

Wed 9.30 - 12.00, 14.00 - 16.00  
or by appointment

#### Michaela Buchholz

Student Advisor for Visiting Students: Counselling,  
Application and Admission, Learning Agreements,  
Certificates of Arrival and Attendance  
Room CB 0011B  
Phone: +49 (0) 5 41/9 69-20 76  
Fax: +49 (0) 5 41/9 69-30 10  
Email: [ifo@wi.hs-osnabrueck.de](mailto:ifo@wi.hs-osnabrueck.de)  
[www.wiso.hs-osnabrueck.de/kontakt-ifo.html](http://www.wiso.hs-osnabrueck.de/kontakt-ifo.html)  
[www.wiso.hs-osnabrueck.de/incoming-students.html](http://www.wiso.hs-osnabrueck.de/incoming-students.html)

#### Office hours:

Mon + Tue 13.30 - 15.00  
Thu 10.00 - 12.00  
or by appointment

#### IFO student tutor for incoming students:

Room CB 0210  
Phone: +49 (0) 5 41/9 69-22 08  
Fax: +49 (0) 5 41/9 69-34 78  
Email: [incoming@wi.hs-osnabrueck.de](mailto:incoming@wi.hs-osnabrueck.de)

Office hours: posted on office door

#### IFO postal address

Hochschule Osnabrück  
International Faculty Office (IFO)  
Faculty of Business Management  
and Social Sciences  
Postfach 19 40  
49009 Osnabrück  
Germany

#### IFO courier and visitors' address

Hochschule Osnabrück  
International Faculty Office (IFO)  
Faculty of Business Management  
and Social Sciences  
Caprivistraße 30 A  
49076 Osnabrück  
Germany



### 3. Germany – a short introduction

#### 3.1 About Germany

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

The Federal Republic of Germany covers an area of ca. 357,000 km<sup>2</sup>. The longest distance from the North to the South as the crow flies is 876 km, and from the West to the East 640 kilometres. There are about 82 million people living in Germany, incl. more than 7 million people of other nationalities. The country boasts a great cultural diversity and particular region-specific qualities, charming towns and attractive landscapes. The Federal Republic of Germany is a democratic, socially responsible federal country with a liberal, free-market economy, religious freedom and freedom of the press.



#### 3.2 Some facts at a glance

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

### 4. Osnabrück

#### 4.1 A city for young people

Osnabrück, with its 160,000 inhabitants, is the third-largest city in the federal state of Lower Saxony. More than 20,000 students enrolled at the Osnabrück universities live in the ancient cathedral town and bishopric with its 1,200-year-old history. The medieval town centre with its carefully restored half-timbered houses offers a distinctive atmosphere for the catering and art trade. Only a short walk away modern arcades and pedestrian precincts are ideal for walks and shopping trips.

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

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

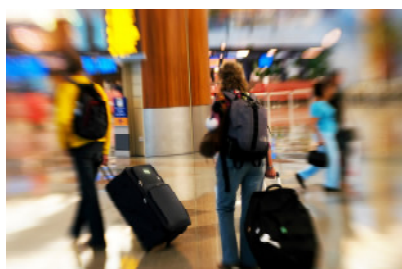
Further details on Osnabrück:

<http://www.wiso.hs-osnabrueck.de/stadt-osnabrueck-incoming-students.html> or

<http://www.osnabrueck.de>

## 4.2 How to get to Osnabrück

### By air



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

### By train

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

### By car

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

Maps and information to find your way to Hochschule Osnabrück can be found at:

<http://www.wiso.hs-osnabrueck.de/how-to-get-to-osnabrueck.html>

## 5. Hochschule Osnabrück

### 5.1 Our profile at a glance

Founded in 1971, Hochschule Osnabrück nowadays employs approx. 290 lecturers and 740 staff members. The university became a foundation in 2003. At present, around 11,000 students are studying and doing research at Hochschule Osnabrück, about 4,200 at the Faculty of Business Management and Social Sciences. On average, 10 % of all students have a foreign nationality. The university is divided into the following four faculties and one institute:



### Faculty of Engineering and Computer Science

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

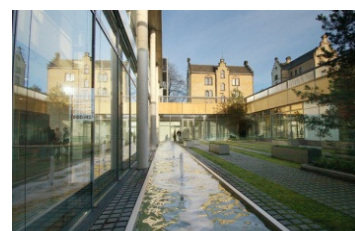


### Faculty of Agricultural Sciences and Landscape Architecture

- Agriculture
- Landscape Architecture

### Faculty of Business Management and Social Sciences

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



### Faculty of Management, Culture and Technology (Campus Lingen)

- Institute of Cooperative Study Programmes
- Institute of Communication Management
- Institute of Management and Technology
- Institute of Theatre Pedagogy



### Institute of Music

- Music Education

## Rankings, awards and memberships



HS Osnabrück is perpetually receiving **excellent ranking results** by renowned institutions, like the German Centre for University Development (CHE), for the syllabi, internationality and employability of the Bachelor's and Master's programmes in International Business and Management, Business Law, Nursing Science, Social Work – just to name a few. Moreover, the library is one of the five best in Germany (no. 1 in the Lower Saxony) and has been ranked top in a national comparison in three categories: service offers, usability/customer orientation and cost effectiveness/efficiency.

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



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



HS Osnabrück is an individual full member of the **European University Association EUA**: <http://www.eua.be>



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

We would also recommend you to check out the information on HS Osnabrück given at:  
<http://www.wiso.hs-osnabrueck.de/hochschule-osnabrueck-incoming-students.html>

## 5.2 Three campus locations

### Westerberg campus

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

### Haste campus

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

### Lingen campus

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

## 6. Application for admission and enrolment

### VISITING STUDENTS

Hochschule Osnabrück accepts visiting students for **maximal two semesters**, coming either as **exchange students** from one of our partner universities (e. g. within the LLP ERASMUS programme) or as **free movers** from any other university without cooperation agreement. ERASMUS and other exchange students from partner universities within the agreed mobility numbers are exempt from tuition and semester fees (see also: <http://www.wiso.hs-osnabrueck.de/incoming-students.html>).



### Application periods for the first registration as a visiting student

Study at HS Osnabrück in the winter semester:

**March 1 to May 15**

Semester dates: September 1 to February 28

Study at HS Osnabrück in the summer semester:

**September 1 to November 1**

Semester dates: March 1 to August 31

### Admission and language requirements

- ERASMUS and exchange students from partner universities: **nomination e-mail by home university** containing full name of student, sex, e-mail address, exchange term (winter/summer semester), duration (1 or 2 terms), exchange purpose (study/placement semester, dual Bachelor's or Master's degree), study area (business and management/economics, physiotherapy, nursing science, social work ...), study level at start of semester at HS Osnabrück (undergraduate = Bachelor, or postgraduate = Master)

- **Registration as a full-time student at a university outside Germany** during the whole period of the planned study stay in Osnabrück
- **Good command of English and/or German**, depending on your choice of modules. When applying at HS Osnabrück, you must have completed at least level B1 of the Common European Framework of Reference in English or German. Free Movers have to prove their ability to study by means of an internationally recognised language certificate.

For the full admission and language requirements for study and placement stays in Osnabrück, please go to: <http://www.wiso.hs-osnabrueck.de/zulassungsvoraussetzungen-gaststudierende.html>

## Online registration and learning agreement

Visiting students must **apply online** and submit the application documents as scanned files via: <http://www.wiso.hs-osnabrueck.de/online-bewerbung-gaststudierende.html>. Mere e-mail applications cannot be accepted. Hardcopies of the documents are not required.

After the confirmation of acceptance from HS Osnabrück is received, an **online learning agreement** has to be composed during the activation periods at: <http://www.wiso.hs-osnabrueck.de/learning-agreement.html>

Further details on the application procedure, also regarding the registration for housing and for the German language school, are given at: <http://www.wiso.hs-osnabrueck.de/bewerbungsverfahren-gaststudierende.html>.

Queries can be answered by:



**Michaela Buchholz**

Student Advisor for Visiting Students: Counselling, Application and Admission,  
Learning Agreements, Certificates of Arrival and Attendance  
International Faculty Office (IFO)  
Faculty of Business Management and Social Sciences  
Phone: +49 (0) 5 41/9 69-20 76  
Fax: +49 (0) 5 41/9 69-30 10  
Email: [ifo@wi.hs-osnabrueck.de](mailto:ifo@wi.hs-osnabrueck.de)

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

## INTERNATIONAL DEGREE-SEEKING STUDENTS

International students of this group can attain a degree at Hochschule Osnabrück by completing a full Bachelor or Master programme. They can choose from a wide course offer at the Faculty of Business Management and Social Sciences (BMSS). Please inform yourself directly on the homepages of the single programmes about their application and admission requirements. These may differ from each other in some respects.

For a complete overview of the Bachelor and Master programmes at our faculty please go to:

**Bachelor programmes:** <http://www.wiso.hs-osnabrueck.de/wiso-bachelor.html>

**Master programmes:** <http://www.wiso.hs-osnabrueck.de/wiso-master.html>

Further information for foreign applicants is available on the website of the Central International Office of Hochschule Osnabrück (CIO): <http://www.hs-osnabrueck.de/37171.html>

Once you have been granted a study place at HS Osnabrück, you will be informed either by letter or e-mail.



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



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

The documents required may vary depending on the country of origin and on the study programme, however the following items are always required:

- Proof of sufficient **health insurance cover**
- Written proof (receipt) that the **semester and tuition fees** have been paid, the exact amount to be paid can be gathered from the website: <http://www.hs-osnabrueck.de/1794.html> (for an overview of the general study costs and living expenses in Osnabrück, see also: <http://www.wiso.hs-osnabrueck.de/kosten-und-finanzierung.html>).
- Copy of your **passport or personal identity card**

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

## 7. Course coordinators of international programmes at our faculty

Information and advice on the international Bachelor and Master programmes are given by the following course coordinators:

### Coordinator of the Bachelor Programmes B.A. International Management (English programme) and B.A. International Business and Management (bilingual programme)

#### Anne-Christin Stockmeyer

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0225

Phone: +49 (0) 5 41/9 69-20 20

Fax: +49 (0) 5 41/9 69-72 03

Email: [stockmeyer@wi.hs-osnabrueck.de](mailto:stockmeyer@wi.hs-osnabrueck.de)

Internet: <http://www.wiso.hs-osnabrueck.de/international-management.html> and

<http://www.wiso.hs-osnabrueck.de/internationale-betriebswirtschaft-und-management.html>

#### Office hours:

Mon, Tue, Thu 9.30 - 12.00

Wed 13.30 - 16.00

or by appointment

### Coordinator of the Master Programme M.A. International Business and Management (English programme)

#### Sabine Kohlsaatt

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0204

Phone: +49 (0) 5 41/9 69-35 69

Fax: +49 (0) 5 41/9 69-72 03

Email: [kohlsaatt@wi.hs-osnabrueck.de](mailto:kohlsaatt@wi.hs-osnabrueck.de)

Internet: <http://www.wiso.hs-osnabrueck.de/international-business-management.html>

#### Office hours:

Mon, Thu 15.00 - 17.00

Wed 10.00 - 12.00

or by appointment

## Coordinator of the Bachelor Programme B.A. International Logistics Management (LOGinCHINA)

### Olga Tautfest

Caprivistr. 30 A, 49076 Osnabrück

Room: CB 0008

Phone: +49 (0) 5 41/9 69-20 89

Fax: +49 (0) 5 41/9 69-20 70

Email: [tautfest@wi.hs-osnabrueck.de](mailto:tautfest@wi.hs-osnabrueck.de)

Internet: <http://www.wiso.hs-osnabrueck.de/internationales-logistikmanagement-china.html>

These coordinators can be contacted when special counselling is needed as to their study programmes (modules/specialisations, curricula, examination regulations, study stays abroad, etc.).

They are also responsible for **dual degree-seeking students** and will clarify their timetables with them. Visiting students are requested to get in touch with the IFO first.

## 8. Campus card



The student ID card, the so-called campus card, will be available after your enrolment at the Faculty of Business Management and Social Sciences (BMSS) has been completed. Exchange students and free movers will get their campus cards from the International Faculty Office (IFO) at the beginning of the semester. Until then, the IFO will hand out preliminary certifications of enrolment, e. g. for settling the initial formalities.

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

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

If your campus card contains any wrong information, please contact the:

### Help Desk of Hochschule Osnabrück

AF building, foyer, ground floor

E-mail: [helpme@hs-osnabrueck.de](mailto:helpme@hs-osnabrueck.de)

Phone: (05 41) 9 69-71 00

They can issue a new one for you, if required. **Please, do not alter the card yourself in any way as it becomes invalid then!**

### Period of validity of campus card

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

**Winter semester: September 1 to February 28/29**

**Summer semester: March 1 to August 31**



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

## Functions of the campus card

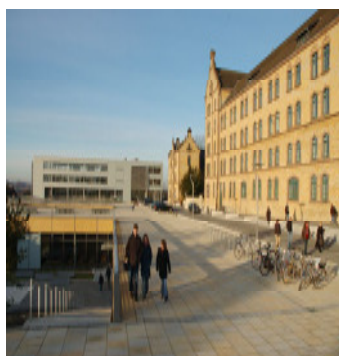
The campus card offers you the following options:

- Visual student ID card
- Meal card for student restaurants ("Mensa") and cafeterias of HS Osnabrück and University of Osnabrück
- Semester ticket
- Printing and copy card (as of 2015)
- Library card

More details on the single functions and data recorded on the campus card are available at: <http://www.wiso.hs-osnabrueck.de/campuscard-hochschule-osnabrueck.html>

## 9. Application for re-enrolment

### VISITING STUDENTS



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

To be re-enrolled, you must apply online at: <http://www.wiso.hs-osnabrueck.de/bewerbung-zweites-semester-gaststudierende.html>. A new certificate of registration must be uploaded. A new learning agreement has to be composed online at <http://www.wiso.hs-osnabrueck.de/learning-agreement.html> at the beginning of the new semester.

### Application periods for the re-enrolment

Study at HS Osnabrück in the winter semester:

**March 1 to May 31**

Semester dates: September 1 to February 28

Study at HS Osnabrück in the summer semester:

**September 1 to November 30**

Semester dates: March 1 to August 31

### INTERNATIONAL DEGREE-SEEKING STUDENTS

At the end of each semester you have to re-enrol at Hochschule Osnabrück for the next semester. You will automatically be re-enrolled if you transfer the semester charges and tuition fees. Information about the exact amount to be transferred and the bank details can always be found at: <http://www.hs-osnabrueck.de/1794.html>.

### Deadlines for the re-enrolment

Study at HS Osnabrück in the winter semester: July 15

Study at HS Osnabrück in the summer semester: January 15





## 10. Internships

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

### Knowledge of German is a must

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

<http://www.wiso.hs-osnabrueck.de/deutschkurse-incoming-students.html>

### Where to find an internship place

Students can here find an overview of the most important places to enquire about internship opportunities in Germany:

### Internships via Hochschule Osnabrück



The Faculty of Business Management and Social Sciences (BMSS) gives a few exchange students from some partner universities the chance to spend a placement semester in Osnabrück. **Internship places** are currently available **within the Erasmus programme** in the study areas **Physiotherapy, Occupational Therapy, Speech Therapy, Social Work, and Nursing Science**.

Some students, e. g. those coming from University of Florida, U.S.A., or from HES-SO Valais/Wallis, Switzerland, can do a **6-month combined study and placement semester** in cooperation with a couple of enterprises and organisations in Osnabrück.

**Students from Canada and the U.S.A.** can apply for one of the **UAS7 Study and Internship Programmes** (<http://www.uas7.org/scholarships/study-a-internship-program.html>) which are partly sponsored by a scholarship of the German Academic Exchange Service (DAAD) or by a travel grant.

Over and above, **all visiting students of the faculty BMSS** can, in principle, plan a **one-year study and placement stay** in Germany: In the first semester, you can study at Hochschule Osnabrück, and in the second term, you can do an internship in a company, institution, or organisation in Germany. The internship must be arranged by yourself, the enrolment for the second semester will be realised by Hochschule Osnabrück. Thus, you do not have to apply for a work permit.

To make use of these offers, interested students must apply for admission as visiting students: <http://www.wiso.hs-osnabrueck.de/online-bewerbung-gaststudierende.html>. For further details, please contact the international coordinators at your university or the International Faculty Office (IFO) at the faculty BMSS: [ifo@wi.hs-osnabrueck.de](mailto:ifo@wi.hs-osnabrueck.de)

### Career Center of Hochschule Osnabrück



The Career Center can advise students who are enrolled at Hochschule Osnabrück and alumni on how to prepare their application portfolios. And they can support them in finding a suitable internship place in a German company or organisation, e. g. by means of their practice portal "PRAXIKO":

<http://www.hs-osnabrueck.de/career-center.html>

## DAAD - German Academic Exchange Service



The DAAD provides many useful tips and information concerning internships on their website:  
<https://www.daad.de/deutschland/in-deutschland/arbeit/en/9149-completing-an-internship>

## CHANCE - Job fair at Hochschule Osnabrück



Once a year in October, Hochschule Osnabrück organises, together with the Professional School, the job fair "CHANCE" with more than 100 regional and transregional companies to find jobs and internship places for the students and young professionals. Please feel invited to seize this unique occasion to meet and talk to the representatives of these firms in person and to find out about your career perspectives or internship options in Germany:  
<http://www.hs-osnabrueck.de/chance.html>

## sneep - Student Network for Ethics and Economics in Practice



sneep is an interdisciplinary student network for ethics and economics in practice in Germany. They organise related events and help finding internships and jobs. Current internship offers of various companies and organisations can be found in their internship exchange webpage:  
<http://www.sneep.info/stellenboerse/aktuell/praktika>

## 11. German courses

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

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

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

### German courses at Hochschule Osnabrück

#### Intensive German language courses prior to the semester



The Central International Office of Hochschule Osnabrück (CIO) offers international German language schools which are a good preparation for studies – especially for freshmen from abroad:  
<http://www.hs-osnabrueck.de/deutschkurse.html>.

These can, however, also be attended if a subsequent study or placement semester at HS Osnabrück is not intended. The 4-week intensive language courses are held every year in February and August/September before the semesters begin.

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

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

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

**Remark:** No credits are given if you do not attend the classes regularly!

After a final examination at the end of the courses, all attendants will receive a certificate with their test results which will be needed e. g. for a continuing semester German course at the Faculty of Business Management and Social Sciences (BMSS). The results of the visiting students will be included automatically in the final transcripts that they will obtain from the Student Affairs Office of Hochschule Osnabrück at the end of their stay in Germany.

### German language modules and tutorials at the faculty during the semester

Being enrolled as a student at our university, you can also take language modules and tutorials in German (beginner or advanced level) at the faculty BMSS during the semester period. More details are available at: <http://www.wiso.hs-osnabrueck.de/sprachmodule-tutorien.html>

### Volkshochschule Osnabrück



Volkshochschule Osnabrück offers a multifaceted system of German language courses at different times of a day: <http://www.vhs-osnabrueck.de/5127.asp?kleiner=&cfont=smaller>. The courses are attended by people from many countries, like Brazil, China, Thailand, U.S.A., or Russia. All participants can only communicate with each other in German.

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

### Goethe Institute

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

#### Raphaëlle Périé from Université de Valenciennes, France

I really think that the international students here are warmly welcomed and well-informed. The education proposed is really rich: I wanted to have both, classes in English and German. The website for incoming students helped me to have a good overview of what could be my lectures.

Osnabrück is a really nice city. It deserves its name "Town of Peace"; in so far I did not have any kind of trouble while walking through the city or by asking unknown people for any information. People here are really helpful. The location is also an advantage (2 hours to Amsterdam, 4 hours to Berlin by car), because it offers a lot of destinations and places to visit during the free time.



## DAAD - German Academic Exchange Service

The DAAD has more than 300 language courses on offer. Plenty of these courses are held in summer time during the semester break, but some are also offered in the winter months. You can search for language courses on offer through the DAAD website: <https://www.daad.de/deutschland/studienangebote/sommerkurse/en/>

## Deutsche Welle

Deutsche Welle offers German courses for free which can be done by e-learning at the computer with the aid of video clips, audio courses, and podcasts on different levels: <http://www.dw.de/deutschlernen/deutschkurse/s-2068>

### 11.1 Useful tips for improving the language skills

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



The main languages of instruction at Hochschule Osnabrück and in the practice institutions are German and English. You should therefore not only be very comfortable in writing and speaking as well as in comprehending in the language of instruction of the modules that you want to study at the Faculty of Business Management and Social Sciences (BMSS). Students at HS Osnabrück are expected to contribute actively to the classes. You should be able to discuss with the teachers and your fellow students on the lecture topics and to partake actively in project and group work. Interns, e. g. in the study areas Physiotherapy or Nursing Science, must be able to communicate with patients and therefore need to have basic knowledge of German.

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

#### Before coming to Osnabrück:

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

#### After your arrival in Osnabrück:

- If possible, attend the pre-sessional German language school.
- Study a semester language course at our faculty. These are offered on different levels for beginners and advanced learners free of charge. A prior placement test is mandatory for the advanced courses and helps to find the appropriate level for you. Beginners in a language can start with a basic language course (level 1).
- Ask for a language tutor at the faculty BMSS so that you can practice communication and grammar in conversation classes.
- Meet the buddy that we will allocate you as often as you can. The more you have the chance to practice German or English in a pleasant atmosphere, the more secure you will become.

- Join the social events of the International Faculty Office (IFO) or of the Join OS Programme (<http://www.join-os.de>) of the Central International Office (CIO) to establish contact to other international and German students. If you stay with your fellow students from your own country only, your language skills will not improve!

## 12. Costs and financing

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

### One-time costs before start of studies

Visa for non-EU students
60 Euro for all types of visas

Residence permit for non-EU students
100 Euro for one year (110 Euro for more than one year)
65 Euro for an extension of 3 months (80 Euro for an extension of more than 3 months)

Pre-sessional German language courses
German language winter school: 350 Euro
German language summer school: 300 Euro / plus 120 Euro for trip to Berlin (optional)

### Costs per semester

Tuition fee
Degree-seeking Bachelor/Master students: 500 Euro <sup>1</sup>
Free movers: 500 Euro <sup>2</sup>
Exchange students from partner universities: 0 Euro

Semester dues (incl. semester ticket) <sup>3</sup>
Degree-seeking Bachelor/Master students: ca. 300 Euro (can vary)
Free movers: ca. 300 Euro <sup>2</sup> (can vary)
Exchange students from partner universities: 0 Euro

<sup>1</sup> Some M.A. or M.B.A. programmes can charge higher tuition fees.

<sup>2</sup> Bank details for free movers for payment of fees:

<http://www.wiso.hs-osnabrueck.de/bankverbindung-freemover.html>

<sup>3</sup> Current semester dues and bank details: <http://www.hs-osnabrueck.de/1794.html>

**Remark:** As of the winter semester 2014/2015, the tuition fees of 500 Euro will be abolished. The semester fees will, however, continue to be due.

For transfers from abroad it is absolutely necessary to indicate the IBAN and BIC code. **All bank charges have to be borne by you!** You can save these if you transfer the money upon your arrival in Osnabrück and after you have opened a bank account here. You should only be aware that it takes a few days until the money is credited to the account of our Student Affairs Office and you might receive the campus card a bit later then.

### Costs per month

Study material
Scripts, copy cards and further study material: 30 to 50 Euro



<b>Cost of living</b>
Overall costs: 750 Euro
Rental: 150 to 260 Euro (one-time advance payment: 400 Euro deposit, 15 Euro administrative charge, 150 Euro for first equipment: bed linen, towels, tableware, etc.)
Extra costs: 50 to 70 Euro for electricity, heating, water (depending on real consumption)
Radio and TV charges <sup>4</sup> : 17.98 Euro
Food: 50 to 70 Euro (in Osnabrück student restaurants), plus 80 to 130 Euro for further meals
Health insurance: 80 Euro
Leisure activities (cinema, theatre, museum, etc.): 60 to 70 Euro

<sup>4</sup> The radio and TV charges in Germany are a fee for the use of radio and TV (also via the Internet, a mobile phone, or a laptop) which has to be paid by students as well. It is due for every flat, no matter how many people are living in one apartment or how many appliances are used. Ask your flatmates in your residence if your flat has already been registered. For more details please go to: <http://www.rundfunkbeitrag.de>

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

#### **Detailed cost of living on DAAD homepage:**

<http://www.study-in.de/en/life/job-money/cost-of-living/--11994>

**Currency converter:** <http://www.oanda.com/lang/de/currency/converter>

## **12.1 Scholarships and funding programmes**

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

### **DAAD scholarship database**

The German Academic Exchange Service (DAAD) offers a scholarship database for international students on their homepage: <http://www.study-in.de/en/study/scholarships-financing>

### **UAS7 Study and Internship Programmes (SIP, SP, IP)**

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

### **Alfred Toepfer Scholarship Programme**

The Alfred Toepfer Scholarship Programme awards grants to students and doctoral candidates for one to two years: <http://toepfer-fvs.de/index.php?id=23&L=1>

#### **Tammy Beram from Harvard University, U.S.A.**

I was fascinated by a lot of aspects of German culture at HS Osnabrück. I found it really refreshing how seriously most students seemed to take their studies. Students dressed well to class each day, actively participated in lectures, and stayed late at school, often for night-time coursework, all of which I found impressive. As for the school itself, it seemed like a really professional institution to learn at – aesthetically and organizationally – and I found the staff and teachers well-informed and friendly for the most part.





## Foreign Office of the Federal Republic of Germany

The Foreign Office provides a list of links dealing with the topics "Study, Exchange and Scholarships":  
<http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/LernenUndArbeiten/Studium-Links.html>

## Central International Office of Hochschule Osnabrück (CIO)

International students can hear more about further funding opportunities from the Central International Office: <http://www.io.hs-osnabrueck.de/6925.html>

### 12.2 Financial aid schemes for non-EU students

Hochschule Osnabrück supports international students from non-EU countries who do not have sufficient financial funds to pay the tuition fee of 500 Euro per semester. International students can learn from the homepage of the Central International Office of Hochschule Osnabrück (CIO) or their staff respectively what type of financial support is appropriate and can be realised for them, and which requirements they must met: <http://www.hs-osnabrueck.de/6925.html>

## SOS - Social fund for Osnabrück students e.V.



International students who get into financial difficulties while studying in Germany, who for example cannot bear their cost of living or the fees for their health insurance anymore, they can apply for a financial support through the SOS - Social fund for Osnabrück students. Best ask Ms. Angela Halbrügge of the Central International Office (CIO) for further details or other aid programmes: [a.halbruegge@hs-osnabrueck.de](mailto:a.halbruegge@hs-osnabrueck.de), phone: (05 41) 9 69-29 96.

### 12.3 Jobs



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

Before you start working, you should therefore clear all formalities in order to avoid any trouble with the German authorities. All questions as to work permit and taxes can best be answered by the following institutions:

## Ausländerbehörde der Stadt Osnabrück (Aliens Office)

Stadthaus 1, Room 129  
Natruper-Tor-Wall 2  
49076 Osnabrück  
Phone: (05 41) 3 23-46 10  
Email: [auslaenderbehoerde@osnabrueck.de](mailto:auslaenderbehoerde@osnabrueck.de)

## Agentur für Arbeit (Job Agency)

Johannistorwall 56  
49080 Osnabrück  
Phone: (05 41) 98 00 oder (0 18 01) 55 51 11  
Email: [osnabrueck@arbeitsagentur.de](mailto:osnabrueck@arbeitsagentur.de)

## Job agency ("Jobvermittlung"):

[http://www.arbeitsagentur.de/nn\\_25300/Navigation/zentral/Buerger/Arbeit/Vermittlung/Jobvermittlung/Jobvermittlung-Nav.html](http://www.arbeitsagentur.de/nn_25300/Navigation/zentral/Buerger/Arbeit/Vermittlung/Jobvermittlung/Jobvermittlung-Nav.html)

Job exchange ("Jobbörse"): <http://jobboerse.arbeitsagentur.de>

## Important tips by DAAD and Deutsches Studentenwerk

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

### **DAAD: Earn extra money besides studying:**

<https://www.study-in.de/en/life/job-money/finding-a-job/--12008>

### **Deutsches Studentenwerk: Working during studies:**

[http://www.internationale-studierende.de/en/during\\_your\\_studies/jobbing](http://www.internationale-studierende.de/en/during_your_studies/jobbing)

## Student jobs at Hochschule Osnabrück

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

- Job offers at notice boards of Hochschule Osnabrück
- Announcements on the Internet or by e-mail
- Professors looking for student assistants
- Central International Office of Hochschule Osnabrück (CIO)
- International Faculty Office (IFO) at the Faculty BMSS
- Library of Hochschule Osnabrück

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

## Language tutor at the Faculty of Business Management and Social Sciences



Every semester, the faculty BMSS is looking for native speakers who can give language lessons in conversation classes for German and international students in Osnabrück. For which languages tutors are needed and where you can apply, can be gathered from the item "Important contacts at HS Osnabrück - contact persons for language tutorials" at the end of this handbook.

**Tip:** If you are searching for a tutor yourself to optimize your own language proficiency, you can get in touch with the given contact persons as well.

## Job perspectives after graduation

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

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

## 13. Insurances

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

### 13.1 Health insurance (compulsory)

Please clear if you already have a health insurance at home or if you are insured via your parents and which services will be covered by this insurance, i. e. which medical services might be used in Germany the costs of which will be borne subsequently by the health insurance company.

#### Residence permit only granted with valid health insurance cover

For students in Germany a health insurance is compulsory. The Osnabrück Aliens Office verifies if students from abroad have valid health insurance cover. ALL international must register at the Aliens Office within 7 days upon arrival. Only if you can bring the evidence of a health insurance, you will obtain a residence permit.

Degree-seeking Bachelor and Master students who want to complete a full programme at HS Osnabrück must prove their health insurance cover also when submitting their documentation for enrolment to the Student Affairs Office.

For concluding a policy or for clarifying the recognition of an existing insurance, the following documents are required:



- personal ID card/passport
- details of a bank account in Germany
- campus card (= student ID card) or preliminary certificate of enrolment from HS Osnabrück. Visiting students can get these from the International Faculty Office (IFO), degree-seeking Bachelor and Master students from the Student Affairs Office
- copy of the European Health Insurance Card (EHIC - EU students) or copy of your health insurance scheme

The policy must provide unlimited insurance cover for the costs of medical and dental treatment. The duration of the contract should cover the whole period of the stay in Germany. The minimum contract period in Germany in most cases is one year.

**Tip:** International students should effect a travel health insurance (minimal insurance sum: EUR 30,000) before leaving their home countries to avoid travelling without insurance cover until they have concluded a health insurance.

#### Public or private insurance

In Germany, you can insure yourself with a public or private insurer.

**Students aged 30 and over** can insure themselves in Germany only privately. This can be done with a private company but also with a public insurer.

**Please note:** Once you have signed an insurance contract, you will be liable for all incurring fees! Do not ignore any reminder letters from the insurance company. If necessary, ask the International Faculty Office (IFO) for advice.

## Public insurers

The insurance rate for students with all public insurers is the same: ca. EUR 80 per month. Here you can find a choice of the biggest insurance companies in Osnabrück:

- **TK - Techniker Krankenkasse:** <http://www.tk.de/tk/tk/english/145048>
- **AOK - Allgemeine Ortskrankenkasse:**  
<http://www.aok-on.de/niedersachsen/aok-studenten-service/aok-studenten-service-osnabrueck.html>
- **DAK Gesundheit - Deutsche Angestellten-Krankenkasse:**  
[http://www.dak.de/dak/mitglied\\_werden/Vorteile\\_fuer\\_Studierende-1102492.html](http://www.dak.de/dak/mitglied_werden/Vorteile_fuer_Studierende-1102492.html)
- **BARMER GEK:** <https://www.barmer-gek.de>

## Private insurers



Once you have decided to take out a private insurance policy, you cannot switch to a public insurance anymore as long as you stay in Germany. The rates and services of private insurances differ considerably. You should solicit quotations and compare these in advance.

**Please note:** For any medical treatment in case of private insurances, you will receive an invoice from the doctor's surgery or hospital in Germany which you will first have to pay yourself. Afterwards you can hand the invoice in to your insurer to get a reimbursement of the medical costs.

Here now some suggestions which can help you searching for a private insurance company:

- **VGH Campus Service at HS Osnabrück:**  
<https://www.vgh.de/web/html/campus/standorte/osnabrueck/index.html>
- **Deutsches Studentenwerk** - advises on insurances and collaborates with the private insurance service "Union Versicherungsdienst, Detmold":  
[http://www.internationale-studierende.de/en/on\\_arrival/health\\_insurance](http://www.internationale-studierende.de/en/on_arrival/health_insurance)  
  
**Flyer:** [http://www.internationale-studierende.de/fileadmin/user\\_upload/fragen\\_zur\\_vorbereitung/einreise\\_visum/Flyer\\_PKV\\_Victoria09.pdf](http://www.internationale-studierende.de/fileadmin/user_upload/fragen_zur_vorbereitung/einreise_visum/Flyer_PKV_Victoria09.pdf)
- **Studentenwerk Osnabrück** - also offers counselling on insurances:  
<http://www.studentenwerk-osnabrueck.de/en/homepage-news.html>
- **Yellow Pages** - enter "Versicherungen" in the search section: <http://www.gelbeseiten.de>

## Recognition of foreign health insurances

If you possess a health insurance in your home country, you can check with a public insurer in Germany if the existing insurance policy can be recognised. Thus you would not have to conclude an additional health insurance in Germany. Please contact your insurance company at home to clarify this in advance.

**EU students** can usually get a European Health Insurance Card (EHIC) from their insurer.

**Students from non-EU countries**, coming from a country, which has not concluded a social security agreement with the Federal Republic of Germany, might have to effect an additional German insurance if their policy from home cannot be recognised. So calculate with further monthly costs of ca. EUR 80.

Latest after your arrival in Osnabrück, you should therefore go to a local insurance company - best let your buddy accompany and assist you - to have your insurance cover checked. Only then you can really be sure to be insured against all risks while staying in Germany.

For further details please also read the section “Initial formalities upon your arrival – Health insurance” below in this handbook.

## 13.2 Accident insurance

Students who are enrolled at Hochschule Osnabrück are insured against accidents through the land Lower Saxony. This accident insurance refers to personal damages occurring in connection with any study- or internship-related event. That means when the accident happens on the direct way to the university or practice institution and back home to the accommodation or when it happens on the university grounds or when using the university sports offer. On the premises of the practice institutions, their public accident insurance takes effect.

Since HS Osnabrück is obliged to report on the accident within three days after it becomes known, students are requested to inform the following persons immediately:



**Maria-Theresia Bongartz / Knut Lammers-Finster**  
Student Affairs Office  
Caprivistr. 30 A  
49076 Osnabrück  
Phone: (05 41) 9 69-70 80 or -36 35  
Fax: (05 41) 9 69- 1 21 11  
Email: M.-T.Bongartz@hs-osnabrueck.de  
K.Lammers-Finster@hs-osnabrueck.de

Alternatively, contact the International Faculty Office (IFO): ifo@wi.hs-osnabrueck.de

## Private accident insurance

Personal damages in the private environment, e. g. during leisure activities or in the student residence, are not insured by the public accident insurance. In this case, students must decide themselves if they want to effect an additional private accident insurance. We would advise you to solicit quotations and to check and compare the insurance rates and services carefully before.

## 13.3 Third-party liability insurance

The private liability insurance pays for all damages to persons or property caused by one's own fault. The costs incurred can be considerable, especially if people get injured. Students should check if they have third-party liability insurance cover in their home country or if they are insured through their parents. It is however most advisable to clarify with the insurance company in advance if the insurance cover abroad has a time or regional limit.

## Conclusion of a private liability insurance in Germany

If you do not have any equivalent insurance cover in your home country, we strongly advise you to conclude a private liability insurance with a German insurer. A choice of insurance companies can be found via the Yellow Pages: <http://www.gelbeseiten.de> (enter "Versicherungen" in the search section).

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

## 14. Visa, residence permit, registration



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

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

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

### 1. Visa

Depending on the bilateral agreement your country has with Germany, you may or may not need a visa to enter. Some students get a 90-day visa first only and must apply for a residence permit for 6 or 12 months after arrival in Osnabrück. Students from EU-countries do not require a visa.

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

[http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht\\_node.html](http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html)

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

<http://www.study-in.de/en/study/admission-requirements/before-you-leave/visa/>

The visa applications of **students from China** will have to be checked by the Academic Testing Service ("Akademische Prüfstelle - APS). It might be necessary that the IFO has to apply for a group number if several students from one university want to study at HS Osnabrück.



The embassy will ask non-EU students to prove how they plan to finance their study stay in Germany. Usually a **financial declaration** from your parents, other relatives or sponsors will be required, alternatively a scholarship, bank guarantee or the like. In some cases, the embassies expects the applicants to open a **restricted account** where a certain amount of money must be deposited and blocked for the Federal Republic of Germany as beneficiary before a visa will be granted (the amount will be defined by the embassy, could be a sum of up to EUR 8,500). More details on the website of Deutsche Bank for international students:

[https://www.deutsche-bank.de/pbc/pk-studium-international\\_students.html](https://www.deutsche-bank.de/pbc/pk-studium-international_students.html)

## 2. Residence permit

All students from non-EU-countries, whether they needed a visa or not to enter, have to apply for a residence permit at the Osnabrück Aliens Office within 7 days after their arrival.

## 3. Registration at Aliens Office

All students, international and domestic students alike, have to register at the citizen centre in Osnabrück when moving to Germany. International students (EU and non-EU students) must register at the Aliens Office. More details on this procedure can be gathered from the item "Register at the Osnabrück Aliens Office" below in this handbook.

# 15. Housing

## 15.1 Accommodation via the faculty



The Housing Service of Hochschule Osnabrück, which is currently located at the Faculty of Business Management and Social Sciences, helps students in finding an accommodation in Osnabrück. For this purpose, the Housing Service has a quota of furnished rooms made available by Studentenwerk Osnabrück which is the official lessor of the student residences.

The housing situation in Osnabrück is quite difficult since thousands of study beginners of both universities in Osnabrück are searching an accommodation every semester. For this reason we can only strongly recommend you to consider booking a room in one of the student dormitories that we offer.

**Tip:** We would advise you to decide and apply quickly once you have received the confirmation of your admission from Hochschule Osnabrück. The contingent rooms of Studentenwerk Osnabrück are always fully booked quickly.

## Housing Service of the Faculty of Business Management and Social Sciences

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



### Anne Wensch

Housing Coordinator

Room CB 0011A

Phone +49 (0) 5 41/9 69-38 28

Fax +49 (0) 5 41/9 69-30 10

Email [housing@wi.hs-osnabrueck.de](mailto:housing@wi.hs-osnabrueck.de)

Internet: <http://www.wiso.hs-osnabrueck.de/housing.html>

### Postal address:

Hochschule Osnabrück

Faculty of Business Management and Social Sciences

Housing Service

Att.: Mrs. Anne Wensch

Postfach 1940

49009 Osnabrück

At the end of this handbook (or on the move in page <http://www.wiso.hs-osnabrueck.de/einzug-wohnheime.html>), you will find the **contact details of the responsible officers and caretakers of the student residences.**

## Who can apply for a room via the Housing Service?

Basically, students from all faculties of Hochschule Osnabrück (exception: students who want to study at the Campus in Lingen) can apply for a room with us, in particular the following groups:

- **International visiting students**
- **International degree-seeking Bachelor and Master students**, who want to study a complete programme at our university.
- **German degree-seeking students** who will be put on a waiting list first though. They can only be considered if we still have any vacancy after all international students have been accommodated. Best keep contact to the Housing Service and look for alternatives right from the start.

**Remark:** To ease their start in Germany, international freshmen will be favoured when the rooms are allocated.

## How to apply for an accommodation

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

## Application periods

### • First registration:

Study at HS Osnabrück in the winter semester: **March 1 to May 15**

Study at HS Osnabrück in the summer semester: **September 1 to November 1**

### • Registration for the extension of the rent agreement – change of room:

For the upcoming winter semester: **March 1 to May 31**

For the upcoming summer semester: **September 1 to November 30**

The deadlines can be extended in exceptional cases. This will be decided individually by the housing service. Follow the instructions they give you.

## Location – fitting of rooms

A description of the equipment in the rooms that are on offer can be found on the Internet:  
<http://www.wiso.hs-osnabrueck.de/lage-und-ausstattung-wohnheime.html>

## Rental periods

The following rental periods are possible:

- **Visiting students:** minimal 6 months, maximal 12 months (can be extended on demand)
- **Degree-seeking Bachelor and Master students:** whole study period



### Winter semester (September to February)

August 1 to January 31 (if you attend the German language summer school) or  
September 1 to February 28/29

### Summer semester (March to August)

February 1 to July 31 (if you attend the German language winter school) or  
March 1 to August 31

After completion of one semester at Hochschule Osnabrück, the rent agreement can in general be extended ONCE by a minimum period of 6 months. For the extension a new application must be submitted. A booking confirmation can only be given once the application has been thoroughly checked.

## Costs



Depending on the size, fittings and location in Osnabrück, the rental costs range from 160 to 260 Euro. Rooms close to the city centre are generally more expensive. Additionally, you may have to pay extra charges of approx. 40 to 50 Euro per month for electricity, heating, water in some residences (depending on the real consumption). Further expenses for Internet, telephone, etc. might incur. All extra charges must be paid for the whole rental period and be settled with your flatmates before you move out.

The monthly rental must always be paid for full calendar months, even if you arrive later or leave earlier. It will be debited from your bank account in advance on the first day of the current month.

Please note: You will have to open a bank account in Osnabrück and to fill in a direct debit authorisation so that Studentenwerk Osnabrück can regularly debit your account with the monthly rental. Make sure that there is always enough money in your account. Otherwise, you risk dunning charges or, at worst, the cancellation of your rent agreement!

## Allocation of rooms

All rooms will be allocated automatically by the Housing Service according to availability and to the order of receipt of the applications. International freshmen will be favoured. Therefore we would advise you to apply early. The reservation of a room cannot be guaranteed if your application reaches the Housing Service after the given application period.

Male and female students from different countries will be accommodated together! We do not offer residences for male or female students only. If you cannot agree to that, e. g. for religious reasons, you must look for a private accommodation on your own or contact us. We would try to get a room for you in the private residence WHOK/Hermann-Ehlers-Haus in this case.

**Tip:** Useful tips are additionally given under the item "Accommodation alternatives" in this handbook.

Individual accommodation preferences can be communicated to the Housing Service by e-mail, but their realisation cannot be guaranteed. The room, that the Housing Service allocates to you, has to be accepted. Otherwise you must look for a private room yourself.

Not always the first priority can be fulfilled if you consider that more than 100 students have to be accommodated by us every semester. All the relevant information on your dormitory, such as the address, the rent agreement, the responsible caretaker, will be e-mailed to you by the housing service after the allocation of rooms has been finished.

## Reservation of rooms

The reservation for the rooms of Studentenwerk Osnabrück becomes invalid if we do not receive the advance payment, and if you do not sign and return the rent agreement until the deadline given by the Housing Service. You can first send the contract by e-mail, but the original document is needed at last, too!

Please post the signed original rent agreement to:



Hochschule Osnabrück  
Faculty of Business Management and Social Sciences  
Housing Service  
Att.: Mrs. Anne Wensch  
Postfach 1940  
49009 Osnabrück  
Germany

Should your personal details change and must they be updated, please inform the Housing Service by e-mail.

## Cancellation of reservation

The Housing Service has to be informed immediately if you have to withdraw from your application for any reason. Once you have signed and returned the rent agreement, a cancellation or change of the accommodation will only be possible after the expiry of the 6-month rental period.

The deposit of 400 Euro can only be refunded for cancellations in writing arriving latest by January 1 (for the summer semester) or June 1 (for the winter semester). After these dates, a refund of the deposit is no longer possible.

If the cancellation in writing reaches us later than January 15 (for the summer semester) or June 15 (for the winter semester), one rental will be charged ADDITIONALLY. The administrative fee of 15 Euro will be forfeited in ANY case.

## Move into the student residence

### Dates for the move in

The Housing Service has set some dates for moving into the residences of Studentenwerk Osnabrück:



### **Winter semester (September to February)**

August 1 (if you attend the German language summer school) or September 1

### **Summer semester (March to August)**

February 1 (if you attend the German language winter school) or March 1

**Please note:** Should these dates happen to be on a weekend (Saturday and Sunday), alternative dates will be fixed since moving in can only be realised on weekdays (Monday to Friday) due to the working time of the caretakers. For the auxiliary dates please contact the housing service: [housing@wi.hs-osnabrueck.de](mailto:housing@wi.hs-osnabrueck.de)

**Tip:** You should try to consider the above dates when making your travel arrangements. Should you not be able to arrive and to move in on these dates, please arrange an alternative date with the caretaker.

## **Move in**

Please consider the following points for the move in:

- **Call your caretaker latest two weeks before your arrival** to confirm your date of arrival and to fix a date (time) for the move in. Your buddy can assist you, if necessary.
- You can **only move in on weekdays from Monday to Friday**. You cannot move in at the weekend since the caretakers are not working on these days!
- If you **arrive at a weekend**, you must book a room in a **youth hostel or hotel** for the first days until you can actually move into your residence room. We have composed a list of reasonably priced accommodation as well as a list with the caretakers' contact details for you:

For a list of the youth hostels and hotels in Osnabrück and the contact details of the caretakers, go to: <http://www.wiso.hs-osnabrueck.de/einzug-wohnheime.html>



## **Help with the move in**

Every international student at the Faculty of Business Management and Social Sciences (BMSS) will get a buddy through the International Faculty Office (IFO). The contact details will be e-mailed to you by the IFO shortly before the semester starts. The buddy can support you in moving into your residence as follows:

- Call the caretaker to fix a date for the move in.
- Arrange an alternative appointment or search for other individual solutions if you cannot avoid arriving late in the evening or at the weekend.
- Help booking a room in a youth hostel or hotel until you can move into your residence.
- Accompany you when moving in, help communicating with the caretaker, translate and explain important regulations like the house rules.

Moreover, there are some student tutors in the residences of Studentenwerk Osnabrück who can be contacted to help you to get settled into your housing complex and in case of any problem in your flat-sharing community. In this case, please first get in touch with the housing service.

## **Debit authorisation**

Do not forget to hand in the following documents to the Housing Service soon after your arrival in Osnabrück:



- a copy of your campus card
- debit authorisation for Studentenwerk Osnabrück for the debit of the monthly rental (document can be downloaded from: <http://www.wiso.hs-osnabrueck.de/einzug-wohnheime.html>)

**Remark:** With the direct debit authorisation, you will give the permission to Studentenwerk Osnabrück to automatically debit your new account in Osnabrück with the monthly rental. The completed form is to be returned to the Housing Service, NOT directly to the Studentenwerk Osnabrück! The authorisation will expire with the termination of your rent agreement and after the deposit has been reimbursed.

## General house rules

To live with students from different countries and culture areas is an exciting challenge and demands constant **respect, tolerance and communication**. Only then you will be able to avoid frustrations and to get along with the students with whom you will be sharing a flat for a longer period. You have of course the right to a safe and clean lodging and that your private space will be respected, but at the same time you have the **responsibility** to respect the rights and differences of your flatmates, too.

Should you face any problem in your flat community that you cannot solve yourself or with the help of the residence tutors, the caretaker, or the officers of your dormitory, please contact the staff of the housing service.

In principle, **please observe the house rules of your dormitory** and, in particular:

- Respect quiet hours and keep noise to a minimum, especially from 10.00 p.m. - 7.00 a.m. Don't party in your room. Remind others politely that you expect the same from them. Be aware that seriously disturbing your flatmates can lead to a cancellation of your rent agreement without refund of any cost.
- Respect the privacy and property of others. You bear the costs for any damages that you might cause.
- Pay attention to the messages at the information board ("Schwarzes Brett") of your dormitory. Your caretaker might display important announcements there.
- Make sure that the windows are closed, and your room and the main door of your flat are locked when you are not there.
- Best also lock your room at night when you are sleeping.
- Keep your room clean and tidy. In addition, you and your flatmates are responsible for the periodical cleaning of your flat (kitchen, bathroom, living room, corridor, windows, doors, etc.).
- Not allowed: smoking in your room/flat, drilling holes into the walls, exchanging any locks or room equipment, keeping animals (except small ones like birds, hamsters, fishes or the like – Unsure? Ask your caretaker.), guests staying overnight in your room. You are the only person who is entitled to sleep and live in your room. Family or friends visiting you should find other accommodation.
- Protect the environment: Save energy, power, and water: Turn off lights, heating and electrical appliances when not in use. Keep showers short.
- In Germany, we recycle:



- **packaging material** labelled with the symbol "Grüner Punkt" (means green point, but the symbol is not always printed in green): to be collected in special yellow bags



- **bottles:** plastic ones can be returned to supermarkets, glass bottles to special containers near your residence
- **paper/cardboard:** newspapers, magazines, cardboard boxes, etc., are usually disposed in blue waste containers
- **organic waste:** in brown waste containers



Studentenwerk OS and WHOK OS and their caretakers are entitled to enter your room after prior announcement at an adequate time of day in order to check the condition of your room or to perform maintenance measures.



### Move out of the student residence

Before you move out or change your accommodation, please carefully read and follow the instructions given by Studentenwerk Osnabrück in the

**Checklist for moving out:** <http://www.wiso.hs-osnabrueck.de/auszug-wohnheime.html>

### Reimbursement of deposit

The deposit of the advance payment of 400 Euro will be fully repaid (approx. 12 weeks after moving out) if the last rental is paid and if the caretaker confirms that your room is in clean and proper condition at the time of your departure. This applies only to the move out at the end of your study stay in Germany when you will depart, not to the change of your accommodation.

Please make an appointment with the caretaker for a room inspection 2 weeks before you travel home and give your bank details to the Housing Service. An appointment with the caretaker is required, too, if you only want to change your accommodation.

**EU residents** will get the deposit reimbursed by international bank transfer.

**Non-EU residents** can get a cash refund before their departure. Contact the following officer of Studentenwerk Osnabrück, **latest one week before you leave** and before you pick up the money so that she can check and prepare everything for you:

#### Margrit Burrey

Studentenwerk Osnabrück

Accounting Department

Ritterstraße 10 (close to student restaurant at castle of Osnabrück)

Phone: (05 41) 3 31 07-21

Email: [margrit.burrey@sw-os.de](mailto:margrit.burrey@sw-os.de)

Should need be for any repairs due to damage caused by you (in your room or in commonly used areas of your flat), for the replacement of keys or locks, for cleaning or the like, the deposit or part of it will NOT be refunded to you. Any outstanding (rental) amounts can be deducted from the deposit.

If anything is unclear, get in touch with Ms. Burrey. She can inform you about the outstanding rental(s) and how to proceed best. And do not forget to pay the expenses due for your dormitory to your flatmates, e. g. for Internet, telephone, etc. if these are extra costs and not included in the rental.

**And don't forget to pay the expenses due for your dormitory to your flatmates, e. g. for Internet, telephone, (Internet) radio/TV, etc. if these are extra costs and not included in the rental!**

## 15.2 Accommodation alternatives

International students should FIRST try to get a furnished room via the faculty's housing service. Only if they do not have any vacancy anymore in their contingent with the residences of Studentenwerk OS or WHOK, you should apply for a place in these residence halls directly, or check out the other options mentioned below.

Studentenwerk OS can offer e. g. further inexpensive lodging (mostly unfurnished though) for about 2,000 students. The rent ranges from EUR 150.00 to EUR 260.00 per month. If you wish to apply for one of these rooms or would like to get further information about private accommodation you should contact:



#### **Wohnraumzentrale des Studentenwerks**

Ritterstraße 10  
49074 Osnabrück  
Phone: +49 (0) 5 41/33 10 70  
Email: [wohnen@sw-os.de](mailto:wohnen@sw-os.de)  
Internet: <http://www.studentenwerk-osnabrueck.de/en/student-accommodation.html>

They also have a **tutor for international students** seeking an accommodation, go to:  
<http://www.studentenwerk-osnabrueck.de/en/student-accommodation/tutors-for-foreign-students.html>.

#### **WHOK Studentenwohnheim GmbH**

Hermann-Ehlers-Haus  
Mrs. Stefanie Börger (née Huy)  
Martinsburg 29  
49078 Osnabrück  
Phone/Fax: +49 (0) 5 41/4 60 18  
Email: [huy@whok-studentenwohnheim.de](mailto:huy@whok-studentenwohnheim.de)  
Internet: <http://www.whok-studentenwohnheim.de>

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

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

#### **Newspapers and Internet**

Please check the housing advertisements in the local press on Wednesdays and Saturdays or put an advert into the newspaper:



#### **Neue Osnabrücker Zeitung**

Große Straße 17 - 19, Breiter Gang 10 - 16  
49074 Osnabrück  
Phone: +49 (0) 5 41/31 00  
+49 (0) 5 41/31 03 10 (advertisements)  
Email: [anzeigen@neue-oz.de](mailto:anzeigen@neue-oz.de) or [info@neue-oz.de](mailto:info@neue-oz.de)  
Internet: <http://immobilien.noz.de>

You can also try the following papers:

#### On Wednesdays and Sundays:

##### **Osnabrücker Nachrichten**

Erich-Maria-Remarque-Ring 14  
49074 Osnabrück  
Phone: +49 (0) 5 41/94 04 00  
Fax: +49 (0) 5 41/9 40 40 33 (advertisements)  
Internet: <http://www.on-live.de>

#### On Sundays:

##### **Osnabrücker Sonntagsblatt**

Seminarstraße 35  
49074 Osnabrück  
Phone: +49 (0) 5 41/5 80 58-2 00  
Fax: +49 (0) 5 41/5 80 58-199  
Email: [anzeigen@os-sonntagszeitung.de](mailto:anzeigen@os-sonntagszeitung.de)  
Internet: <http://www.os-sonntagszeitung.de>

## Housing agencies



Housing agencies ("Mitwohnzentralen") help finding apartments and rooms. A commission ranging between EUR 100.00 and EUR 150.00 is charged, depending on the size of the apartment and the period of tenancy. Special wishes (non-smoking, pets, etc.) can be fulfilled. Housing for limited periods is e. g. offered via:

### **Mitwohnbüro Osnabrück**

Am Pappelgraben 9  
49080 Osnabrück  
Phone: +49 (0) 5 41/2 24 66  
Email: [info@zweitraum-osnabrueck.de](mailto:info@zweitraum-osnabrueck.de)  
Internet: <http://www.zweitraum-osnabrueck.de>

Another option is to look for a flat share at <http://www.wg-gesucht.de> or <http://www.studenten-wg.de>. Or use the advertisements of the Osnabrück universities at <http://www.uni-osnabrueck.de/SchwarzesBrett/standard/schwarzesbrett.php> (or check their notice boards next to student restaurant, library).

## Housing societies

The companies OWG and WGO also offer housing facilities for a membership fee.

### **Gagfah Group**

Hasetorwall 17  
49074 Osnabrück  
Phone: +49 (0) 5 41/6 92 09-0  
Internet: <http://www.gagfah.de>

### **Wohnungsbaugenossenschaft Osnabrück eG**

Katharinenstraße 10  
49074 Osnabrück  
Phone: +49 (0) 5 41/3 35 34-0  
Fax: +49 (0) 5 41/3 35 34-44  
Email: [info@wgo24.de](mailto:info@wgo24.de)  
Internet: <http://www.wgo24.de>

### **Stephanswerk Wohnungsbaugesellschaft mbH**

Klusstr. 3  
49074 Osnabrück  
Phone: +49 (0) 5 41/3 57 98-0  
Fax: +49 (0) 5 41/3 57 98-50  
Email: [info@stephanswerk.de](mailto:info@stephanswerk.de)  
Internet: <http://www.stephanswerk.de>

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

### **Jugendgästehaus** (youth hostel)

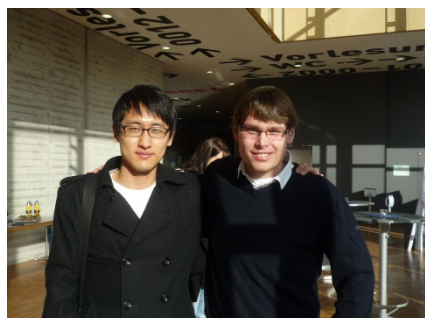
Iburger Straße 183 A  
49082 Osnabrück  
Phone: +49 (0) 5 41/5 42 84  
Email: [osnabrueck@jugendherberge.de](mailto:osnabrueck@jugendherberge.de)  
Internet: <http://www.jugendherberge.de/jh/osnabrueck>  
Bed & breakfast: EUR 21.00 - EUR 26.70 per night

### **Penthouse Backpackers**

Möserstr. 19  
49074 Osnabrück  
Phone: +49 (0) 5 41/6 00 96 06  
Email: [info@penthousebp.com](mailto:info@penthousebp.com)  
Internet: <http://www.penthousebp.com>  
Bed: EUR 14.00 - EUR 32.00 per night

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

## 16. Buddy programme



The buddy programme was established by the IFO to give ALL INTERNATIONAL freshmen (visiting and degree-seeking students) at the Faculty of Business Management and Social Sciences as much assistance as they need when living and studying in Osnabrück. They shall be supported in every respect to make sure that they have a pleasant and successful stay and a smooth transition to the German student life right from the start, or even before they travel to Germany. The buddy programme shall help to get in contact with German students more easily and to foster friendship and mutual understanding.

Besides the staff members of the IFO, the buddies shall provide information about the university, city and country and help foreign students adjust quickly to their new environment which hopefully results in a much stronger interaction of foreign and German students, to their mutual advantage. German students who are familiar with the university's structures will give the foreign students a helping hand during their semester abroad.

The buddy programme is by the way not synonymous with the mentoring programme of the faculty. A buddy ALSO takes on the tasks of a mentor but a buddy is much MORE than a mentor:

- The buddy pairs are formed in a 1:1 relation. Mentors: Only two of them are assigned to a whole study group. In exceptional cases some buddies might be asked to take care of several students.
- The contact and the support already begin before the semester starts (arrival, move in, opening a bank account, registration at Aliens Office, orientation days, etc.).
- A buddy is assigned to the faculty's international freshmen only.
- All tasks mentioned below belong to the multifaceted spectrum of a buddy.

### Who are our buddies?

Buddies are local students who provide information and guidance to international students, especially during their first few weeks in Germany and ideally during the whole period of their stay. The buddies often have been exchange students abroad themselves. They help international students to settle all the initial formalities and provide "insider" information about the student life in Osnabrück and the German culture in general.

### How can you get your personal buddy

The IFO will automatically allocate a buddy to every international student who has been admitted by HS Osnabrück. This means you do not have to apply for getting your personal buddy. The buddies will be allocated during the following periods:

- for the upcoming winter semester: at the beginning of July
- for the upcoming summer semester: at the beginning of January.



### How can you get in touch with your buddy?

The IFO will send out the contact details of your buddy by e-mail as soon as the buddies have been allocated. Please do not forget to check your e-mails also over the summer and Christmas holidays since the buddy details and other important information might be sent to you as well. If the contact cannot be established by either side, the IFO tutor should be informed immediately.

## How the buddies can assist international students

### Before arrival:

- get in contact by e-mail: give tips for the travel arrangements, answer questions about the university, city or country
- arrange an appointment for a first meeting after the arrival in Osnabrück
- call the caretaker of the students' residence to announce the arrival and fix a date for moving in; arrange an alternative appointment in case the international student arrives not on the fixed dates or late in the evening or at the weekend
- help finding a room in a youth hostel or hotel if it might become necessary to bridge the time until the international student can actually move into the residence room

The international students, not their buddies, bear the full responsibility for organising themselves an accommodation, either for the whole semester via the housing service or by searching a private room on their own, or for the transit period in a hostel/hotel until the move in. The buddies can only try to help out.

### After arrival:

- meet the international student to get to know each other, if possible, pick her/him up from the train station/airport) – therefore the buddy and the IFO should be informed about day, time and place of your arrival (incl. flight/train no.) before your departure, otherwise there will be no one to pick you up and you will have to find your accommodation yourself
- assist her/him in moving in, e. g. translate and explain important rules that have to be observed in the residence
- help effecting a health insurance and opening an account
- accompany the international student to the Aliens Office in Osnabrück to assist her/him in registering there and applying for a residence permit
- jointly participate in the orientation days of the faculty, e. g. to connect already to other buddy teams
- be a tour guide, show shopping facilities and sights in Osnabrück, give advice for leisure activities
- show the campus and important places at the university: student restaurants, library etc.
- point to service centres if further information, advice, or support is needed: Career Center, Student Representative Committee, Students' Union, University Sports Centre, Psychological/ Women's Advice Centres etc.
- be a contact person and adviser throughout the semester (when questions arise concerning presentations/assignments, registration for examinations, copying, printing etc.)
- help improve the knowledge of German, e. g. "tandem learning"
- help with departure preparations: assist in deregistering at the Aliens Office, closing down the bank account, returning books on loan to the library, moving out of the accommodation (arranging an appointment with the caretaker for a room inspection)

## Who can answer questions about the programme?

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



Room: CB 0210  
Caprivistr. 30 A  
49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-22 08  
Fax: +49 (0) 5 41/9 69-34 78  
Email: [incoming@wi.hs-osnabrueck.de](mailto:incoming@wi.hs-osnabrueck.de)



## 17. Checklist for preparations prior to your departure

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

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

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

### 17.1 General travel arrangements and packing



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

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

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

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

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

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

## 18. Initial formalities upon your arrival

**These have to be settled during the first two weeks after your arrival!** The following order is suggested:

### 18.1 *Open up a bank account*



All international students are advised to open an account upon their arrival in Osnabrück as often monthly payments (e.g. rent, insurances, telephone) are directly debited from the account. Since students do not have to pay any service charges, you are free to choose one of the local banks. Keep in mind that institutions like Deutsche Bank or Commerzbank tend to have less cashpoints than Sparkasse or Volksbank. Best arrange a date with the bank, if necessary with the help of your buddy.

Don't forget to bring the following documents:

- personal identity card/passport (incl. visa)
- campus card or alternatively a preliminary certificate of enrolment of HS Osnabrück, available from the IFO (visiting students) or from the Student Affairs Office (degree-seeking students)
- rent agreement

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

Students who are accommodated in a students' residence of HS Osnabrück have to give a direct debit authorisation to the faculty's housing service so that the rent can be debited from their account. Pre-printed forms are available from the tutors of the IFO or the housing service (or get it from their website: <http://www.wiso.hs-osnabrueck.de/housing.html>).

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

## 18.2 Get a health insurance

International students must prove to have sufficient health insurance cover for the registration at the Osnabrück Aliens Office, and, in case of degree-seeking students, also for the enrolment at HS Osnabrück. The policy must provide unlimited insurance cover for the costs of medical and dental treatment during the whole period of your stay in Germany.

**If you do not have a health insurance in your home country and on arrival in Osnabrück**, please go with your buddy to one of the local insurance companies and effect a German insurance policy.

**If you already have an insurance in your home country, either public or private, which is supposed to cover your needs in Germany, too**, please also go with your buddy to one of the insurers listed below to get the confirmation that your policy can actually be recognised in Germany. If you have a private insurance that can be approved, let them give you the confirmation that you are exempt from taking out a public insurance since in Germany students up to the age of 30 or until their 14<sup>th</sup> term of study must have a compulsory public health insurance.

**Students aged 30 and over** can insure themselves in Germany only privately with a private or public insurer. You should therefore either bring sufficient health insurance cover from home or conclude an insurance policy in Osnabrück.

Be aware: Once you have concluded a public or private policy, you cannot change between these anymore as long as you stay in Germany! And once you have signed an insurance contract, you will of course be liable for all incurring fees! Therefore compare the rates, conditions and services very well before! Be aware in case of private insurances, that you will first receive an invoice for the medical treatment from the doctor's surgery or hospital in Germany and that you will have to pay for it yourself. Afterwards you can hand the invoice in to your insurer to get a reimbursement of the medical costs.



**Students from the EU:** In general, you do not need an additional German health insurance as you have most likely received a "European Health Insurance Card (EHIC)" free of charge from your insurer at home.



**Students (mostly non-EU citizens)** coming from a country, which has not concluded a social security agreement with the Federal Republic of Germany, might have to effect an additional German insurance if their policy from home cannot be recognised. So calculate with further monthly costs of ca. EUR 80.00.

The choice of the insurance company is up to you:

### PUBLIC insurance companies

#### TK (Techniker Krankenkasse)

Student Service – Roman Hamza  
Jürgensort 10  
49074 Osnabrück

Phone: +49 (0) 5 41/34 95-252

Mobile phone: +49 (0) 1 60/93 94 02 46

Fax: +49 (0) 5 41/34 95-153

Email: [roman.hamza@tk.de](mailto:roman.hamza@tk.de) or [osnabrueck@tk.de](mailto:osnabrueck@tk.de)

Internet: <http://www.tk.de> or <http://www.tk.de/tk/tk/english/145048> (English pages)  
<http://www.tk.de/vt/Roman.Hamza>

#### Office hours:

Mon - Fri 8.30 - 18.00

Best arrange an appointment!

### **AOK (Allgemeine Ortskrankenkasse)**

Student Service – Kristina Lünnemann

Niedersachsenstr. 10

49074 Osnabrück

Phone: +49 (0) 5 41/3 48-6 55 74 or 33 01 94-6 55 36

Fax: +49 (0) 5 41/33 01 94-6 55 39

Email: Kristina.Luennemann@nds.aok.de

Internet: <http://www.aok-on.de/studierende>

#### Office hours:

Mon - Wed 9.00 - 15.00

Thu 9.00 - 17.00

Fri 9.00 - 13.00

or by appointment

### **DAK Gesundheit - Deutsche Angestellten-Krankenkasse:**

Internet: [http://www.dak.de/dak/mitglied\\_werden/Vorteile\\_fuer\\_Studierende-1102492.html](http://www.dak.de/dak/mitglied_werden/Vorteile_fuer_Studierende-1102492.html)

### **BARMER GEK:**

Internet: <https://www.barmer-gek.de>

Further companies can be found on the yellow pages: <http://www.gelbeseiten.de> – search for “Versicherungen”. The insurance rate for students is the same with all public insurers (ca. EUR 80.00 per month).

### **Private insurance companies**

#### **VGH – Campus Service at HS Osnabrück**

Sean Phillips

Building CC

Caprivistr. 30 A

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-36 03

Fax: +49 (0) 5 41/9 69-37 26

Mobile: +49 (0) 1 76/61 05 71 36

Email: Sean.Phillips@vgh.de

Internet: <https://www.vgh.de/web/html/campus/standorte/osnabrueck>



For further options, you can also enquire with:

- **Deutsches Studentenwerk** - advises on insurances and collaborates with the private insurance service "Union Versicherungsdienst, Detmold":  
[http://www.internationale-studierende.de/en/on\\_arrival/health\\_insurance](http://www.internationale-studierende.de/en/on_arrival/health_insurance)

**Flyer:** [http://www.internationale-studierende.de/fileadmin/user\\_upload/fragen\\_zur\\_vorbereitung/einreise\\_visum/Flyer\\_PKV\\_Victoria09.pdf](http://www.internationale-studierende.de/fileadmin/user_upload/fragen_zur_vorbereitung/einreise_visum/Flyer_PKV_Victoria09.pdf)

- **Studentenwerk Osnabrück** - also offers counselling on insurances:  
<http://www.studentenwerk-osnabrueck.de/en/homepage-news.html>

- **Yellow Pages** - enter "Versicherungen" in the search section: <http://www.gelbeseiten.de>

### **Documents required for concluding a policy or for clarifying the recognition of an existing insurance**

- personal ID card/passport
- details of your bank account in Germany
- campus card or preliminary certificate of enrolment from HS Osnabrück, available at the International Faculty Office (visiting students) or the Student Affairs Office (degree-seeking Bachelor/Master students)
- copy of your EHIC (EU students) or copy of your health insurance scheme at home

Besides a health insurance, we strongly recommend you to conclude also an accident and a private liability insurance for your stay in Germany. More information can be found at <http://www.wiso.hs-osnabrueck.de/versicherungen-incoming-students.html>.

**Please do not forget to cancel all policies concluded before leaving Osnabrück!**

### 18.3 Register at the Osnabrück Aliens Office



Every international student is obliged to register at the Aliens Office within 7 days after arrival and state an address in Osnabrück. If you have not found an accommodation by then, you will be requested to state an interim address and to communicate your final address later on. You must go there personally, best accompanied by your buddy who can translate and help filling in the forms. If you are living outside Osnabrück, you must go to the responsible office of that town.

#### Stadt Osnabrück – Ausländerbehörde

Stadthaus 1  
Natruper-Tor-Wall 2  
49076 Osnabrück  
Phone: +49 (0) 5 41/3 23-46 10  
Fax: +49 (0) 5 41/3 23-41 89  
Email: [auslaenderbehoerde@osnabrueck.de](mailto:auslaenderbehoerde@osnabrueck.de)

#### Office hours:

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

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

**Students coming from a non-EU country** must additionally apply for a residence permit.

In general the following documents are required:

#### From EU residents

- copy of valid passport or personal identity card
- campus card or preliminary certificate of enrolment from HS Osnabrück
- evidence of health insurance: copy of EHIC card or the like
- financial declaration: proof of financial means of currently EUR 659 per month
- confirmation of grant/scholarship, if applicable

#### From non-EU residents



- copy of valid passport
- 1 biometric passport photograph
- campus card or preliminary certificate of enrolment from HS Osnabrück
- evidence of health insurance
- confirmation of grant/scholarship, if applicable

In individual cases, the Aliens Office might ask for further documents, e. g. for a copy of your rent agreement.

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

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

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



### Please keep in mind:

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

**Please do not forget that, at the end of your stay in Osnabrück, the Aliens Office has to be informed of your departure. For deregistering please go there latest one week before you leave.**

## 19. Orientation days



We want to give all international students a warm welcome at our faculty so that they can settle in quickly and have a smooth transition right from the start. This is why we offer orientation days especially for you and your buddies in the week before the lectures begin. The dates of the upcoming orientation days can always be gathered from the orientation days' website: <http://www.wiso.hs-osnabrueck.de/orientierungstage-incoming-students.html>. The programme with the exact dates and details for the next semester will be e-mailed to you.

We usually start with a welcome breakfast for you and your buddies in the foyer of the CN building at 10.00 a.m. You will get to know the other international students and their buddies in a pleasant atmosphere. Afterwards you will learn about the Hochschule, the Faculty of Business Management and Social Sciences, our services and your contact persons. Moreover, you will get a short introduction into our e-learning system and student portals. We will show you how to register for the classes and how to compose your individual timetable. Important news and deadlines, e. g. for extra seminars and our social events, are announced as well.

For this reason, we expect you to arrive in Osnabrück latest shortly before our orientation days are held so that you have the best possible start into the semester. Those of you who will be in Osnabrück already at that time, e. g. since they have just completed the pre-sessional German language school, are definitely expected to participate. Please try hard not to miss this introduction!



### Diana Cesonyte from Vilnius University, Lithuania

If you are looking for a great international experience, high level studies in a small but cozy city, and an amazing time spent with various students from all over the world – HS Osnabrueck is definitely for you!

Here the International Office workers are taking perfect care of every student who needs help to get to know all the rules and requirements in Germany and, moreover, professors during the class are keen to share their knowledge with you and discuss various issues concerned with study material at the same level with students as with friends.

Tons of wonderful moments, a broad international environment and lots of fun during the leisure time are guaranteed. I wish you as much positive experience on your exchange studies at HS Osnabrueck as I had or even more!

## 20. Academic studies

### 20.1 Academic calendar (semester dates)

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



#### Winter semester

Start/end of semester: September 1 to February 28/29  
Orientation days: 3 days in the week before the classes begin  
Start/end of classes: mid-September until mid-January  
Examination period: mid-January until the beginning of February  
Semester break: beginning until the end of February

#### Summer semester

Start/end of semester: March 1 to August 31  
Orientation days: 3 days in the week before the classes begin  
Start/end of classes: beginning of March until mid-June  
Examination period: mid-June until the beginning of July  
Semester break: beginning of July until the end of August

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

For the **current and detailed semester schedules** please have a look on the Internet at:  
<http://www.wiso.hs-osnabrueck.de/akademischer-kalender.html>

### 20.2 Course catalogue

#### VISITING STUDENTS



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

The **course catalogue for visiting students** (incl. modules in English and language courses), the module descriptions and further details on the admission requirements for the modules, on the workload, language modules, placement tests, learning agreement, online registration for the classes and the examinations, etc., can be found at: <http://www.wiso.hs-osnabrueck.de/lehrangebot-gaststudierende.html>.

The choice of modules and the number of credits to be attained during the study stay abroad are decided by the home university and have to be agreed with your academic coordinators at home. The instructions given by the home university must be followed.

## Learning agreement

All visiting students have to submit a **learning agreement** which is a study contract between the student, the home university and HS Osnabrück. The lectures to be taken during the semester abroad shall be specified in the learning agreement and be approved by both universities. **It must be composed online** at <http://www.wiso.hs-osnabrueck.de/learning-agreement.html> during the activation periods, after the confirmation of acceptance from HS Osnabrück is received. Changes can be made during the first weeks of the semester.

## INTERNATIONAL DEGREE-SEEKING STUDENTS

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

### 20.3 Lectures

#### Type of lectures and lecture times

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

One lecture lasts 90 minutes which corresponds to 2 contact hours per week per semester. Between the lectures there is a break of 30 minutes (45 minutes at lunch time).

Classes, in general, take place from Monday to Friday as follows:

1 <sup>st</sup>	class	08.00 - 09.30
2 <sup>nd</sup>	class	10.00 - 11.30
3 <sup>rd</sup>	class	12.00 - 13.30
4 <sup>th</sup>	class	14.15 - 15.45
5 <sup>th</sup>	class	16.15 - 17.45
6 <sup>th</sup>	class	18.15 - 19.45

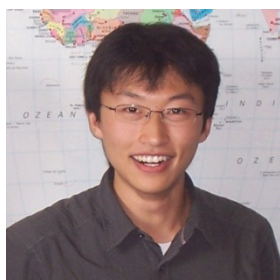


Per module, as a rule, 3 (135 minutes) or 4 (180 minutes) contact hours are held per week per semester. This is the usual weekly time of attendance for the lectures. Some classes are not held on a weekly basis though, but only on several single dates or in a blocked period or on Saturdays. Details will be given by your teachers.

#### Cancellation of lectures

If lectures are cancelled for any reason, you will find a notification in the OSCA Infothek:

<http://osca.hs-osnabrueck.de> – click “Fakultät Wirtschafts- und Sozialwissenschaften – [01] Prüfungspläne, Zeitpläne, Ausfälle LV, Orga Prüfungen, Abschlussarbeiten – Ausfälle Lehrveranstaltungen“. Access is only granted to students who are enrolled at Hochschule Osnabrück.



**Tian Mu from Shanghai Institute of Foreign Trade (SIFT), China**

The professors at HS Osnabrück teach using different methods and offer various approaches to solving problems in their lectures. Unlike lessons in China, not only one solution to a problem is put forward. Also the various solution scenarios are discussed in the course, which I think is really good. It facilitates more individuality.

## 20.4 Special seminars

### Block week events

This special type of class is offered **once every semester** (one week in May and November) by members of the faculty staff, and German and international guest lecturers. During this time, no regular lectures are given. In general, you have the opportunity to join a **study trip, a project or a business game** for five days, from Monday to Friday. The classes are held full-time, i. e. from ca. 9 a. m. to 4.30 p. m. with about one hour lunch break. A few number of events can have other time periods or are not offered during the block week.

The block week courses are primarily given in German, English, Spanish or French for mostly Bachelor students. The group size varies from 10 to 25 persons. You can choose between an international (INT) or national (NAT) event and from a wide range of topics. Depending on the lecturer, you can be committed to contribute actively (by giving a presentation or the like). There is no final exam, but **100 % attendance is required to pass**.

Some special modules from the curricula of the Master programmes might be offered in one block during the block week in May or November.



Visiting students are welcome to join a block week course. If you do not want to attend one, you have a free week without lectures. You can get **2.5 ECTS credits for one block week course**. The events held at our faculty are usually free, only for the excursions extra costs can arise, e. g. travelling expenses, accommodation, entrance fees, etc. which have to be borne by yourself. Not all of the excursions are open to visiting students and have free places though. Best ask before if you may join the event of your choice: [blockwoche@wi.hs-osnabrueck.de](mailto:blockwoche@wi.hs-osnabrueck.de)

The block week offers will be published in the e-learning platform Stud.IP. Enter "Blockwoche" in the course search section and the complete list will appear. The courses held in English are marked accordingly. Some block week events are not open to visiting students.

Details on the registration process and periods can be found in the "Infothek" of the OSCA portal

<http://osca.hs-osnabrueck.de> – click "Fakultät Wirtschafts- und Sozialwissenschaften – [03] International Faculty Office (IFO) – INCOMING - English– 02. Block week events".

Please note: Access is only granted to students who are enrolled at Hochschule Osnabrück. Any question? Contact: [blockwoche@wi.hs-osnabrueck.de](mailto:blockwoche@wi.hs-osnabrueck.de)

### Academic writing seminars

Especially visiting students who do not plan to attend the German or English module "Communication and Key Qualifications", are expected to participate in one academic writing seminar instead, usually held on one Saturday, from 9 a.m. to 5 p.m. Dates and venues will be communicated to you once available. Prior registration by e-mail is required: [incoming@wi.hs-osnabrueck.de](mailto:incoming@wi.hs-osnabrueck.de)

You will not get any ECTS credits for the weekend seminar, but you will learn about the academic writing techniques as practiced at our faculty: How to write an assignment, essay, presentation, thesis, what are the quotation rules ... So we strongly recommend you to make use of this offer so that you can complete all your classes successfully. The guidelines as PDF document can be downloaded from the page: <http://www.wiso.hs-osnabrueck.de/spezielle-seminare.html>



## 20.5 Language modules and tutorials

### Language modules

The Faculty of Business Management and Social Sciences (BMSS) offers a wide range of foreign language modules which may be attended by visiting students for free. The following languages are taught every semester: German (for international students), English, French, Spanish, Dutch, Russian (see also Overall course catalogue for visiting students).

The language course offer might be supplemented by the languages Italian, Portuguese, Polish, Turkish, Chinese, but this choice can vary in the winter and summer terms. At the beginning of the semester, you can gather from the e-learning system of Hochschule Osnabrück which language will actually be held.

The languages at the faculty BMSS are divided into five levels and orient themselves towards the levels of the Common European Framework of Reference for Languages (CEFR) from A1 to C2 which can vary with some languages though:

- Level 1 (basic or compact course) - A1 GERR: 0 ECTS credits  
**Exception: Visiting students** will receive 5 ECTS also for the level 1 classes of the languages German, French, Spanish, Dutch, and Russian.
- Level 2 (advanced course) - A2 GERR: 5 ECTS credits
- Level 3 (language for specific purposes, Economics or other study areas) - B1/B2 GERR: 5 ECTS credits
- Level 4 (language for specific purposes, Economics or other study areas) - B2/C1 GERR: 5 ECTS credits
- Level 5 (language for specific purposes, Economics or other study areas) - C1/C2 GERR: 5 ECTS credits

The basic and compact modules are destined for students having no or only little previous knowledge (for some languages additional courses for absolute beginners' are offered, preceding level 1). The compact courses are usually held during the semester breaks before the semester starts and therefore in most cases are not appropriate for visiting students.

Some levels of the language modules consist of two components which have to be taken both to get full 5 ECTS credits at the end of the semester. Which modules are concerned and what has to be considered in addition, can be learned from the teachers or from the PDF file "Instructions for composing the individual timetable" at: <http://www.wiso.hs-osnabrueck.de/sprachmodule-tutorien.html>



**A prior placement test is mandatory for all students who intend to study an advanced language module from level 2 to 5 or the specialisation "Advanced Business Conversation/Negotiation in English (CEFR C1/C2)"! No matter if you have already proved your language proficiency with your application.** All relevant information on these tests can be found on the website: <http://www.wiso.hs-osnabrueck.de/einstufungstests-gaststudierende.html>

### English language modules

The English language courses start with level 2, courses for beginners are not on offer. The contact details of the English teachers and further details on the English language modules can be found in the "Infothek" of the portal OSCA:



<http://osca.hs-osnabrueck.de> – click „Fakultät Wirtschafts- und Sozialwissenschaften – [05] Informationen für Erstsemester - Erstsemesterinformation FG Englisch“. Access is only granted to students who are enrolled at Hochschule Osnabrück.

**Please note:** Access is only granted to students who are enrolled at Hochschule Osnabrück.

## Language tutorials

Every semester, the faculty BMSS is looking for native speakers who can give language lessons in conversation classes for German and international students in Osnabrück. For which languages tutors are needed and where you can apply, can be gathered from the item “Important contacts at HS Osnabrück - contact persons for language tutorials” at the end of this handbook.

**Tip:** If you are searching for a tutor yourself to optimize your own language proficiency, you can get in touch with the given contact persons as well.

## 20.6 Placement tests

Irrespective of the language certificates, which most students have to submit with their applications to be admitted for studies at our faculty, these additional placement tests are required to get admission to some special modules. So read the information on this website carefully to avoid being excluded from any lecture, that you want or must study with us, at the beginning of the semester.

Placement tests at the Faculty of Business Management and Social Sciences (BMSS) are held for the foreign languages English, German, French, Spanish, Dutch, and Russian. For finding your appropriate level for other languages, please go to the respective information meetings or to the first classes of the languages or contact the responsible teachers directly at the beginning of the lecture period. Their contact details are given at the end of this handbook.

The tests shall help to find the appropriate language level for you. The results are tested again by the teachers during the first classes. Should there be any deviation between the test result and your real proficiency, an additional interview will decide on your allocation to the right level.

In case of the modules of the study areas Accounting and Business Mathematics the tests shall decide if you may join the main modules (5 ECTS credits) or only their preparatory courses (0 ECTS credits). Please be aware that the English main module in Business Mathematics and all the preparatory courses are not offered in every semester.

**Remark:** In general, be aware that those modules, for which a prior placement test is mandatory, may not be attended without a valid test result or a personal interview by the responsible language teachers!

More details are given on the following websites:

**Visiting students:** <http://www.wiso.hs-osnabrueck.de/einstufungstests-gaststudierende.html>

**Degree-seeking students:** <http://www.wiso.hs-osnabrueck.de/einstufungstests.html>

Further questions can be answered by: [einstufungstest@wi.hs-osnabrueck.de](mailto:einstufungstest@wi.hs-osnabrueck.de). They can also provide you with the test dates and your test results.

## 20.7 Stud.IP, semester timetables, online registration for classes



Stud.IP is an e-learning platform for the electronic communication between lecturers and students and contains the semester course catalogue and timetables. All students must register for their classes and can compose their individual timetables in Stud.IP. They can download their lecture scripts and exercises. They can evaluate the classes they attended, create their own homepage as well as an address book. Moreover, Stud.IP has a messaging system and chat rooms.

## Semester timetables

The final **timetables** with the modules of all study programmes offered at our faculty will be published shortly before the semester starts in Stud.IP. These comprise detailed information on the single modules, e. g. the lecture venues and times, names of teachers, module codes.

## How to log in

URL: <http://elearning.hs-osnabrueck.de>

Enter your HS OS user ID ("Benutzername") and your password. These will be e-mailed to you by our Central IT Services/Help Desk ([helpme@hs-osnabrueck.de](mailto:helpme@hs-osnabrueck.de)).

Should you still miss your log-in data before the orientation days for international students are held at our faculty, or should you not be able to log in or have any other **problem with the system**, contact the HS OS Help Desk of the Central IT Services:

### Help Desk - Central IT Services

Building AF, room AF 0001 (foyer, ground floor)

Phone: (05 41) 969-7100

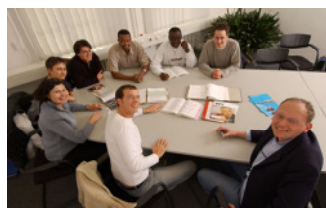
Email: [helpme@hs-osnabrueck.de](mailto:helpme@hs-osnabrueck.de)

Internet: <http://www.hs-osnabrueck.de/helpdesk.html>

### Office hours:

Mon - Fri 8.00 - 18.00

## Online registration for classes



International students will get an **introduction into the system during the orientation days** or can ask our IFO tutor ([incoming@wi.hs-osnabrueck.de](mailto:incoming@wi.hs-osnabrueck.de)) or their buddies for assistance how to use Stud.IP and how to register for the single modules. You can also find a description of the portals Stud.IP and OSCA as well as instructions for composing the individual timetable at: <http://www.wiso.hs-osnabrueck.de/online-anmeldung-module.html>

**Please note:** In future, the registration for the classes shall not be done in Stud.IP anymore, but within the portal OSCA. Since Stud.IP cannot be replaced by OSCA completely yet, all students must register for their modules in both platforms for the time being. In Stud.IP at the start of the semester, in OSCA, a registration for the modules and the single lectures belonging to them is required for the registration for the examinations later in the semester. We will inform you once the changeover has been finished completely and when Stud.IP shall no longer be used.

## VISITING STUDENTS

Exchange students and free movers will not be enrolled in one of the regular study programmes but as visiting students at the Faculty of Business Management and Social Sciences (BMSS). You may choose modules from several study programmes and different semesters. That means you will not get completed timetables from the International Faculty Office (IFO) and therefore compose your timetables individually in Stud.IP.

## INTERNATIONAL DEGREE-SEEKING STUDENTS

Degree-seeking students, who are enrolled in a Bachelor's or Master's programme to attain a degree, will get their timetables and further study details from their course coordinators. You can however listen to the introduction to the student portals during the orientation days held by the IFO as you will have to use these platforms as well and as you will need to enter yourself into your modules, too. However, for you partly other conditions are valid than for visiting students.

## 20.8 Portal OSCA

The online portal OSCA is the main tool for students who are enrolled at HS Osnabrück to manage and check their academic records and to complete various registration processes.

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

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

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

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



### How to log in

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

Enter your HS OS user ID ("Benutzername") and your password which you will receive by e-mail from our Central IT Services/Help Desk (helpme@hs-osnabrueck.de).

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

- **WebMail (see top line of page):** Receive and send e-mails from your HS OS e-mail address.
- **Profil verwalten:** Means "manage your profile": a photo for your campus card ("Profilbild hochladen") can be uploaded, your password can be changed ("Passwort verwalten – Passwort ändern") or your postal semester/home address ("Anschrift ändern"), your HS OS e-mails can be forwarded to your private e-mail address ("E-Mail Weiterleitung"), etc.
- **Studium:** Means "studies": contains a section with user guides and forms, with the online registration for the modules/lectures ("Modulanmeldung/Veranstaltungsanmeldung") and for the examinations ("Prüfungsanmeldung"), provides an overview of your examination results ("Ergebnisübersicht" = transcript of records) or the results of the single lectures ("Einzelleistungen") or of the complete modules, incl. all lectures belonging to a module ("Modulergebnisse").
- **Infothek:** Internal information for enrolled students on various registration procedures, deadlines, cancellation of lectures, WLAN (Wi-Fi), etc. Some special information for international students can be found via the path "Fakultät Wirtschafts- und Sozialwissenschaften" – [03] International Faculty Office (IFO) – INCOMING – English".
- **Schwarzes Brett:** Means "notice board": comprises a flea market, offers of accommodation, tutorials, private lessons, part-time jobs, lift-share, a lost and found area, learning groups, student life events, etc.
- **Postfach für Dokumente:** Means "inbox for documents": contains a certificate of enrolment or other documents uploaded by the Student Affairs Office or the Central IT Services.

During the **orientation days**, you will get a **short introduction**, but you can also ask again our IFO tutor or your buddy for assistance how to use the portal OSCA. A power point presentation with the most important explanations can be downloaded at <http://www.wiso.hs-osnabrueck.de/online-anmeldung-module.html>

In case of **technical or log-in problems**, contact the **Help Desk** via [helpme@hs-osnabrueck.de](mailto:helpme@hs-osnabrueck.de). For questions as to the **exam registration** or the **transcripts**, get in touch with our **Student Affairs Office**, Ms. Vanessa Schlombs: [V.Schlombs@hs-osnabrueck.de](mailto:V.Schlombs@hs-osnabrueck.de).

## 20.9 Examinations

### Types of examinations



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

The most commonly used types of examinations are:

- assignment
- (group or single) oral presentation
- (group or single) seminar paper incl. presentation and discussion
- practical examination (e. g. project report, placement report, work sample/case study)
- (intermediate/final) written examination (1 or more hours)
- e-examination
- multiple choice examination
- language test
- oral examination (ca. 20 to 30 minutes)

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

Visiting students should be aware that they are not enrolled in any regular study programme, but as visiting students at the Faculty of Business Management and Social Sciences (BMSS) without being assigned to a specific programme. They are however allowed to take modules and the respective examinations from several different study programmes.

### Online registration for examinations

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

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

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

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



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

<http://osca.hs-osnabrueck.de> – click “Fakultät Wirtschafts- und Sozialwissenschaften – [03] International Faculty Office (IFO) – INCOMING – English – 03. Examinations”. Access is only granted to students who are enrolled at Hochschule Osnabrück.

## Examination retakes

Failed examinations can be repeated at our faculty, but only during the examination period of the next semester, and only by students who are enrolled at Hochschule Osnabrück. Even if a module is not held in the following term, there will be a retake examination. In some cases, visiting students can also re-sit for examinations at their home universities.

More details on the retakes are given on the page. <http://www.wiso.hs-osnabrueck.de/pruefungen-gaststudierende.html>

## 20.10 Examination results, transcripts of academic record (certificates)

### Examination results

Students who are enrolled at Hochschule Osnabrück have access to their transcripts of academic records in the portal OSCA: <http://osca.hs-osnabrueck.de>.

## VISITING STUDENTS

### Final certificates



Your final certificate will contain the grades and credits for all passed and failed modules for which you have completed the required examinations. Hochschule Osnabrück can only certify performances in accordance with the modules that have been stipulated in the learning agreements and specified in the official course catalogue of the respective semester.

The results and ECTS credits of the pre-sessional German language schools will be included automatically in your final transcripts, and you will get a separate certificate from the course organisers.

**Please note:** No credits are given if you do not attend the classes regularly!

The final certificates will be issued by the Student Affairs Office of Hochschule Osnabrück and posted once all the examination results from the teachers are on hand. You and your home university will obtain one original certificate each, at the earliest in

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

The IFO has no access to the examination results and no influence on the transcript process and thus cannot accelerate it anyhow. To get the latest information on your results, please therefore directly address to the Student Affairs Office:



## Vanessa Schlombs

Phone: (05 41) 9 69-21 87

Email: V.Schlombs@hs-osnabrueck.de

## Intermediate transcripts

Students who study at Hochschule Osnabrück for more than one semester will get an official certificate only at the end of their stay. In case an intermediate transcript is required, you can check your results in the portal OSCA ("Studium – Ergebnisübersicht") or contact Ms. Schlombs of the Student Affairs Office.

## 20.11 Grading system of Hochschule Osnabrück

HS Osnabrück gives grades and credits in accordance with the "European Credit Transfer and Accumulation System (ECTS)". Academic performances at the faculty are assessed according to the grading chart as shown at the end of this handbook (also for download at: <http://www.wiso.hs-osnabrueck.de/leistungsnachweise-zeugnisse-notensystem.html>).

## ECTS grades - percentage distribution or ranking of examination results

It might be, that ECTS grades from A to F as well as a percentage distribution cannot be ascertained for some modules you attended. Visiting students, who might need the exact percentage overview or a ranking of their results for the recognition of all their performances by their universities, can try, however, to get this information by directly asking their teachers. The Student Affairs Office of Hochschule Osnabrück or the IFO cannot provide this confirmation.

## 21. Everyday student life

### 21.1 General study and IT facilities

#### 21.1.1 Computer rooms, Internet access, self-study areas, scripts, technical equipment, staff mail boxes

**Computers** for students can be found in the **CN building** on the 1<sup>st</sup> floor:

- **Internet café:** CN 0109, open: Mon - Fri 7.00 - 19.00, Sat 8.00 - 15.00
- **Electronic classrooms:** CN 0104, 105, 108, open: Mon - Fri 7.00 - 20.00 (access to computers only outside lecture times)
- **Room for self-study:** CN 0106, open: Mon - Fri 7.00 - 20.00 (room for self-learning purposes only)

All you need for using the computers is your HS OS user ID and password. The **CN building** can be entered: Mon - Fri 7.30 - 20.00, Sat 8.00 - 15.00.



**Further workstations with Internet access** are available in the **CD building**. **Self-study areas can be found** in the **CL building** (incl. breastfeeding/playroom for children).

A **display monitor** in the foyer of the CN building and several **info points** on the campuses provide students inter alia with the current course catalogue of the faculty or the latest news.

**Lecture scripts and books** can be bought and **technical equipment** can be ordered and borrowed from Mr. Christian Buddecke in CN 0035, Mon - Fri 9.30 - 10.00 and 11.30 - 12.00.

**Mail boxes of the staff and teachers** can be found in the CN, CF and CH buildings (ground floors).

### **21.1.2 Wireless LAN (WLAN or Wi-Fi)**

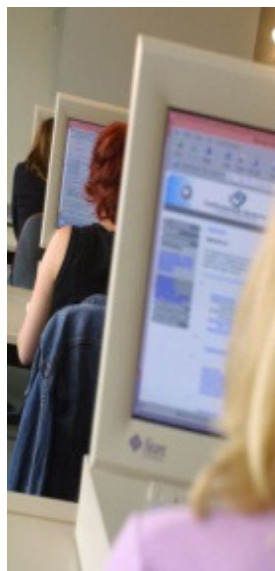
You have access to **wireless LAN (in Germany called “WLAN”, also known as “Wi-Fi”)** in many places and buildings on the HS OS campuses. A detailed list plus a description on **how to prepare your notebook and how to activate WLAN** can be found at <http://www.hs-osnabrueck.de/eduroam.html> or in the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

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

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

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

### **21.1.3 Help Desk of HS Osnabrück, eLearning Competence Center of the faculty BMSS**



**For questions as to WLAN/Wi-Fi, OSCA, Stud.IP, your HS OS user ID/ password or your campus card, please contact:**

#### **Help Desk - Central IT Services**

Building AF, room AF 0001 (foyer, ground floor)

Phone: (05 41) 969-7100

Email: [helpme@hs-osnabrueck.de](mailto:helpme@hs-osnabrueck.de)

Internet: <http://www.hs-osnabrueck.de/helpdesk.html>

#### Office hours:

Mon - Fri 8.00 - 18.00

**For advice and support on questions regarding e-learning at our faculty (e. g. empirical research projects, video conferences, campus management systems OSCA and Stud.IP), contact:**

#### **eLearning Competence Center - Faculty BMSS**

Hendrik Nienhoff, B.Sc.

Building CF, room CF 0109 (1<sup>st</sup> floor)

Phone: (05 41) 9 69-70 13

Email: [nienhoff@wi.hs-osnabrueck.de](mailto:nienhoff@wi.hs-osnabrueck.de)

### **21.1.4 Scanners, print and copy services**

Three **scanners** for students, including one scanner for DIN A3 paper sizes, are available in room CF 0019.

**Copying machines** are available in CN 0055 (plus a copy card recharger and lockers), CN 0111 and opposite room CF 0108. Copy and print cards can be bought at the Canon Competence Center (AB 0002) which also offers a **print service** for large print jobs, e. g. project reports:

<b>Canon Competence Center</b> Albrechtstr. 30 Building A, room AA 0101 49076 Osnabrück Phone: (05 41) 9 69-30 88 Fax: (05 41) 9 69-20 08 Email: <a href="mailto:canon@hs-osnabrueck.de">canon@hs-osnabrueck.de</a> Internet: <a href="http://www.canon.de/hs-osnabrueck">http://www.canon.de/hs-osnabrueck</a>	<u>Opening hours:</u>		
	during the semester:	Mon - Thu	8.00 - 16.00
		Fri	8.00 - 13.00
	during the semester break:	Mon - Fri	10.00 - 13.00



For **printing in the electronic classrooms** CN 0104, CN 0105, CN 0106 and CN 0109 you can use the Canon UniFLOW print service. For this purpose the print card must have enough credit, it must be activated and personalised (best go to the Canon Competence Center or ask your buddy for help). At the PC in the above-mentioned rooms, choose the printer with the designation "CanonDrucker", enter your HS OS user ID ("Benutzerlogin") and password ("Passwort") and click the button "OK. Ich bin ein bekannter Benutzer". Afterwards go to one of the Canon printers/copiers in the rooms CN 0055, CN 0111, CF 0118 and put your Canon print card into the card reader.

For **printing, binding and copying** large documents students can also go to Fachschaft WiSo. For prices, location of office and office hours please see <http://www.fachschaftwiso.de>.

**Printing and copying** at reasonable prices can also be done at "Uni Rechenzentrum", Albrechtstraße 28 (building AVZ, no. 31, building with the student restaurant). You need to register first but then you can use the computer (also for surfing on the Internet) and you can print large documents: <http://www.rz.uni-osnabrueck.de/Dienste/PrintCard>.

In the library in the A building, **PC pool** on the ground floor, there are also some **computers** and an additional **scanner** (up to DIN A3, a specially marked PC, no registration required) at your disposal. You do not need any user identification but the computers may only be used for research for your studies. Therefore there is a printer available and you only need to bring your own sheets of paper.

## 21.2 Libraries

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



**Zentralbibliothek Westerberg**  
Albrechtstraße 30, building AA, ground floor  
49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-30 57  
Email: [bibinfow@hs-osnabrueck.de](mailto:bibinfow@hs-osnabrueck.de)  
Internet: <http://www.bib.hs-osnabrueck.de/>

Opening hours\*:  
Mo - Fri 09.00 - 22.00  
Sat 10.00 - 14.00

The opening hours refer to the lecture periods, they may vary during the semester breaks in February and July/August. Information about different opening hours during these months are posted in the library (usually they open: Mon - Fri 10.00 - 16.00). At the beginning of each semester the library offers guided tours in German and English for an easier orientation.

There is also online access to the library. Information about the books on loan is available, books can be reserved and the loan period renewed. In order to do so, please first click on "Katalog/DBIS/EZB" and then choose "Benutzer-Info". The "Nummer" is printed on your library card, your "Passwort" is your date of birth, e.g. if your birthday is February 6<sup>th</sup>, 1985, then your password will be: 060285. Next click on "Absenden".

Students of HS Osnabrück can also borrow books from the University of Osnabrück. For the library of Law and Business Sciences, please go to: <http://www.ub.uni-osnabrueck.de>, click on "Ansprechpartner - Ausleihe - Bereichsbibliothek Rechts- und Wirtschaftswissenschaften", and for a map on "Lageplan".

**All books that you have borrowed from the libraries must be returned before you leave Germany! Otherwise you will have to pay for these and reminder fees will also incur.**

## 22. Students' Union – AStA

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

### AStA Campus Westerberg

Building AE

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

49076 Osnabrück

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

+49 (0) 5 41/6 42 80

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

Email: [asta@hs-osnabrueck.de](mailto:asta@hs-osnabrueck.de)

[asta-internationales@hs-osnabrueck.de](mailto:asta-internationales@hs-osnabrueck.de)

Internet: <http://www.asta.hs-osnabrueck.de>

### Office hours:

Mon - Thu 09.15 - 13.15 (except on Wed)

Fri 09.15 - 13.00

or by appointment

### Legal advice



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

### AStA shop (LMR: stationery items at low prices)

Another service that the Students' Union provides is the AStA shop for study material. There you can inexpensively buy: folders, pens, paper, notebooks, etc. On the Campus Westerberg you can find the shop in the AStA building AA (2<sup>nd</sup> floor). Any questions can be answered by: [asta-lmr@hs-osnabrueck.de](mailto:asta-lmr@hs-osnabrueck.de)

## 23. Extracurricular activities and associations

### wiconnect e.V.

wiconnect is the alumni association of the Faculty of Business Management and Social Sciences at HS Osnabrück. In cooperation with the professors and employees wiconnect lobbies for students' interests and engages in the improvement of the conditions in teaching and research. An extensive seminar programme which is offered not only for members but for all students and employees, covers many interesting topics and aims to improve the skills and abilities of the participants. Members of wiconnect pay reduced seminar fees. For additional details please check:

Internet: <http://www.wiso.hs-osnabrueck.de/wiconnect.html>  
Email: [alumni@wi.hs-osnabrueck.de](mailto:alumni@wi.hs-osnabrueck.de)



### Fachschaft WiSo

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

Internet: <http://www.fachschaftwiso.de>  
Email: [info@fachschaftwiso.de](mailto:info@fachschaftwiso.de)

### VAMOS e.V.

VAMOS is an association initiated by students with an interest in event management. Besides collecting practical experiences by the organisation of own events, one of the main objectives is to get and keep in touch with professionals of the event industry. If you are interested in participating in one of the next meetings, you will find information on the meeting place, time and many other interesting details at:

Internet: <http://www.vamosonline.de>  
Email: [info@vamosonline.de](mailto:info@vamosonline.de)

### STUDENTOP e.V.



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

Internet: <http://www.studentop.de>

### SNEEP



SNEEP is an interdisciplinary student network for ethics in economics and practice in Germany. They organise related events and help finding internships/jobs. Should you be interested in a sustainable economy, business ethics and social responsibility of enterprises or if you want to contribute to the work of SNEEP, contact them at:



Internet: <http://www.sneep.info>

Email: [info@sneep.info](mailto:info@sneep.info)

## AIESEC



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

Internet: <http://www.aiesec.de>

Email: [info@aiesec.de](mailto:info@aiesec.de)

## AECEE



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

Internet: <http://www.aegee.uos.de>

Email: [aegee@uos.de](mailto:aegee@uos.de)

## JOIN OS

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

Internet: <http://www.join-os.de>

Email: [contact@join-os.de](mailto:contact@join-os.de)

## 24. Central International Office of HS Osnabrück (CIO)

The Central **International Office of HS Osnabrück (CIO)** is responsible for the international issues of the whole university, but should not be mistaken for the International Faculty Office (IFO) which is a unit of the Faculty of Business Management and Social Sciences. The CIO provides multifaceted services for all students and lecturers of HS Osnabrück, but also for foreign applicants who are interested in studying in Osnabrück. The CIO can inter alia give advice and support as to the general admission requirements, scholarships, pre-sessional German language schools, the TOEFL test centre at HS Osnabrück, the SOS social fund for students in financial need, the international cultural programme "JOIN OS".

### Central International Office (CIO)

Hochschule Osnabrück  
Postfach 19 40  
49009 Osnabrück  
Email: [io@hs-osnabrueck.de](mailto:io@hs-osnabrueck.de)  
Fax: +49 (0) 5 41/9 69-31 13  
Internet: <http://www.io.hs-osnabrueck.de>

### Location:

Albrechtstraße 30, Westerberg campus  
Building AF, first floor  
Rooms AF 0109, AF 0109 D/E

### Office hours:

#### Incoming Students:

Mon + Thu 14.00 - 16.00  
Tue 10.00 - 12.00

#### Outgoing Students:

Tue 10.00 - 12.00  
Thu 17.00 - 19.00



### Contact persons:

#### Gunhild Grünanger

Head of the Central International Office  
Room AF 0109 D  
Phone: +49 (0) 5 41/9 69-29 66  
Email: [G.Gruenanger@hs-osnabrueck.de](mailto:G.Gruenanger@hs-osnabrueck.de)

#### Christiane Hendess

Institutional Erasmus Coordinator  
Coordinator for Outgoing Students  
Room AF 0109 E  
Phone: +49 (0) 5 41/9 69-29 35  
Email: [C.Hendess@hs-osnabrueck.de](mailto:C.Hendess@hs-osnabrueck.de)

#### Angela Halbrügge

Coordinator for Incoming Students  
Room AF 0109  
Phone: +49 (0) 5 41/9 69-29 96  
Email: [A.Halbruegge@hs-osnabrueck.de](mailto:A.Halbruegge@hs-osnabrueck.de)

#### Margarete Hellmann

Lecturer of German  
Room CN 0027  
Phone: +49 (0) 5 41/9 69-36 91  
Email: [M.Hellmann@hs-osnabrueck.de](mailto:M.Hellmann@hs-osnabrueck.de)

## 24.1 TOEFL test centre at HS Osnabrück

HS Osnabrück is one of the test centres in Germany that is conducting the test of English as a foreign language (TOEFL) for the Educational Testing Service (ETS). For details on the registration procedure, the test dates, preparatory courses, etc., please contact:

AF building, room AF 0109  
Email: [toefl@hs-osnabrueck.de](mailto:toefl@hs-osnabrueck.de)  
Phone: (05 41) 9 69-29 88 (Mon - Thu: 14.00 - 16.00 p. m.)  
Internet: <http://www.io.hs-osnabrueck.de/toefl.html>

## 25. Career Center of HS Osnabrück

The Career Center supports all students and graduates of HS Osnabrück to prepare them for their future business life and to plan their individual careers. The aim is to facilitate the transition from study to professional life. The Career Center has connections to various enterprises in the Osnabrück area and regularly receives internship and job offers from companies in Osnabrück and throughout Germany. The following services (counselling, seminars, workshops and special events) are offered by the Career Center:



- Individual guidance (in German, English, and French)
- Counselling on application portfolios
- Professional photo service
- Work experience portal "PRAXIKO" (internship offers/ employer database)
- Literature: guides for academic working and job applications, job trends, salary survey, etc.
- Financial grants, scholarships, competitions
- Business start-ups, successions
- Newsletter

Contact person at Faculty of Business Management and Social Sciences:

**Freya Pelsis, B.A.**

Room CE 0001

Phone: (05 41) 9 69-31 77

Fax: (05 41) 9 69-20 70

Email: [career-center@hs-osnabrueck.de](mailto:career-center@hs-osnabrueck.de) or [pelsis@wi.hs-osnabrueck.de](mailto:pelsis@wi.hs-osnabrueck.de)

Internet: <http://www.hs-osnabrueck.de/career-center.html>

## 26. Learning Center of HS Osnabrück

The Learning Center is a service institution for all students being enrolled at HS Osnabrück. Students are supported to master their studies in a more successful and contented way and to gain competencies exceeding by far the contents taught in the regular lectures. They offer individual counselling on learning, free learning trainings, a teaching and learning laboratory as well as special seminars for international students.

All seminars are held by experienced trainers and are designed that way that the students can test as much as possible themselves and transfer the learned techniques to their everyday student life.

The Learning Center can show you inter alia how to

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

Contact person at Faculty of Business Management and Social Sciences:

VONEINANDER  
**LERNEN**  
**LERNEN**  
LearningCenter

**Dr. Eva-Maria Muhle**

Room CB 0017

Phone: (05 41) 9 69-7186

Fax: (05 41) 9 69-20 70

Email: [e.muhle@hs-osnabrueck.de](mailto:e.muhle@hs-osnabrueck.de)

Internet: <http://www.hs-osnabrueck.de/38446.html>

## 27. Living in Osnabrück

### 27.1 Student restaurants/cafeterias

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



#### **Mensa Westerberg**

Westerberg Campus  
Barbarastraße 20  
49076 Osnabrück

##### Opening hours

Mon - Fri 11.30 - 14.15

#### **Bistro Caprivi**

Westerberg/Caprivi Campus  
Building CM  
Caprivistraße 30 A  
49076 Osnabrück

##### Opening hours

Mon - Thu 7.45 - 16.20

Fri 7.45 - 13.45

#### **Café Lounge Westerberg**

Westerberg Campus  
Barbarastraße 20  
49076 Osnabrück

##### Opening hours

Mon - Thu 09.00 - 21.00

Fri 09.00 - 16.30

#### **Cafeteria Albrechtstraße**

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

##### Opening hours

opening times of building  
(vending machines only)



#### **Mensa am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstraße 10  
49074 Osnabrück

##### Opening hours

Mon - Fri 11.45 - 14.15

Sat 12.00 - 13.00

#### **Cafeteria am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstraße 10  
49074 Osnabrück

##### Opening hours

Mon - Thu 09.00 - 15.00

Fri 09.00 - 14.35

#### **Café Lounge am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstr. 10  
49074 Osnabrück

##### Opening hours

Mon - Fri 11.00 - 18.30

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

<http://www.studentenwerk-osnabrueck.de/de/hochschulgastronomie.html>

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

## 27.2 Food shops

### Supermarkets

Supermarkets offer a large range of products at reasonable prices. Each city district has a supermarket. When shopping, you should make a habit of looking at the various items and comparing prices. They often have special offers. You can buy particularly reasonably-priced food in the discount markets. They neither offer a large range of products nor brand names but the quality is nevertheless good. Supermarkets do not generally accept credit cards but most of them Eurocheque Cards (EC = electronic cash). The least expensive supermarkets in Osnabrück usually are ALDI, PLUS and LIDL.

By the way: Tap water in Germany is well-controlled drinking water and of high quality. And often cheaper than mineral water from supermarkets.

### Weekly markets



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

### International shops

Perhaps you are planning to cook a specialty from your home country for your fellow students and cannot find everything you need in the supermarket. A wealth of international food shops stock imported goods from all parts of the world. A Turkish vegetable grocer who also offers numerous oriental products will be found in every German city. In addition, you can find Asia shops with special fish products and spices or African shops in which you can buy manioc, for example.

### Health-food shops

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

### Opening times

Germany has a shop closing act which precisely governs when goods may be offered. These regulations may vary in the different federal states of Germany though. In principle, most shops have to remain closed Monday to Friday from 20.00 in the evening until 6.00 the next morning. On Saturdays, shops generally are not allowed to sell anything after 20.00.



In April 2007, the act has been revised inter alia for the federal state Lower Saxony, to which Osnabrück belongs, so that goods may now be sold without time restriction from 0.00 to 24.00 from Monday to Saturday. Special regulations exist for Sundays and public holidays.

### **Mondays to Saturdays**

Nevertheless, shop opening hours are different at different places. In large cities, shops can open between 6.00 and 10.00 in the morning during the week and close between 16.00 and 24.00. In the country or in more remote parts of the towns, shops might already close earlier. Shops in small towns can be expected to close at lunch time, from around 12.00 to 15.00.



### **Weekends**

On four special Sundays all shops are allowed to open now for five hours, except on some public holidays, e. g. Easter and Christmas. In principle however, towns and cities might look quite empty on Sundays and public holidays. Everything is closed, although bakeries and confectioners may sell their bread and cakes for a few hours, while florists can sell their flowers. So what do you do when you urgently need something? Petrol stations, railway kiosks or shops at airports and ferry ports as well as snack bars are the only places that will be able to help out. You can buy food, drinks, small items and newspapers outside of normal opening hours, although at an excessively high price.

## **27.3 How to pay**

### **Cash/traveller's cheques**

You pay for your bread rolls from the baker or the magazine from the kiosk in cash, although "plastic money" is increasingly being accepted. You can change the cash from your home country into Euros around the clock at some cash machines, mostly to be found in the main branches of the banks. You can also go to the bank counters to do this, of course, and you can also cash in traveller's checks there, but only at the official opening times. In major tourist centres, you will also find exchange counters where you can cash in cheques or change money.

### **Electronic cash (EC/Maestro) with Eurocheque cards**

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



### **Credit cards**

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

### **Cash card ("Geldkarte")**

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

## 27.4 Lost and found

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



### Fundbüro – Lost Property Office

Stadthaus 1  
Natruper-Tor-Wall 2  
49076 Osnabrück  
Phone: (05 41) 3 23-24 71  
Internet: <http://www.osnabrueck.de/9290.asp>

### Or at Hochschule Osnabrück:

Post office – Caprivi campus  
Building CB, room CB -0103B

Opening times:  
Mon - Thu 8.00 - 12.00, 14.00 - 16.00, Fri 8.00 - 12.00

## 27.5 Travelling by public transport

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

### Mobilitätszentrale der Stadtwerke

Neumarkt 9 - 10  
49074 Osnabrück  
Phone: (05 41) 2002-2211  
Email: [mobilitaetszentrale@stw-os.de](mailto:mobilitaetszentrale@stw-os.de)  
Internet: <https://www.stadtwerke-osnabrueck.de/privatkunden.html> – click „Mobilität/Mobilitätszentrum“

### Office hours:

Mon - Fri 7.00 - 18.00  
Sat 9.00 - 13.00

### Stadtwerke Servicezentrum

Nikolaioort 3/4  
49074 Osnabrück  
Phone: (05 41) 2002-3122  
Email: [servicezentrum@stw-os.de](mailto:servicezentrum@stw-os.de)  
Internet: <https://www.stadtwerke-osnabrueck.de/privatkunden.html> – click „Mobilität/Mobilitätszentrum“

### Office hours:

Mon - Fri 10.00 - 19.00  
Sat 10.00 - 18.00

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

## 27.6 Travelling by bike

### AECEE bike hire system

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



### AECEE-Osnabrück e.V.

Kolpingstr. 7 (university building 01, room 130)  
49074 Osnabrück  
Phone: (05 41) 9 69-47 17  
Email: [aegee@uni-osnabrueck.de](mailto:aegee@uni-osnabrueck.de)  
Internet: <http://www.aegee.uni-osnabrueck.de>

## Bike hiring

Bicycles can also be hired at the following location:

### **Radstation am Hauptbahnhof Osnabrück** (main station Osnabrück)

Guarding, hire, repair service

Theodor-Heuß-Platz 7

49074 Osnabrück

Phone: (05 41) 25 91 31

Email: [ash@osnanet.de](mailto:ash@osnanet.de)

Internet: <http://www.ash-os.de/pedalos.htm>

#### Opening hours:

Mon - Fri 6.00 - 22.00

Sat + Sun 8.00 - 20.00

## Second-hand bikes

You can buy second-hand bicycles at reasonable prices at:

### **Möwe gGmbH**

Repair service, sale

Hauswörmannsweg 88

49080 Osnabrück

Phone: (05 41) 50 68 8

Internet: <http://www.moewe-osnabrueck.de>

#### Opening hours:

Mon - Fri 9.00 - 18.00

Sat 9.30 - 14.00

### **Möwe gGmbH**

Repair service, sale

Johannisstr. 88

49074 Osnabrück

#### Opening hours:

Mon - Fri 10.00 - 18.00

Sat 10.00 - 16.00



## Bike repairs



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

## Bike auctions

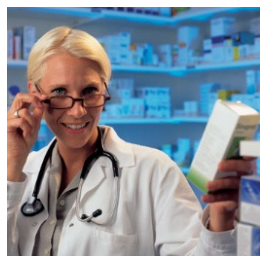
Furthermore, the Lost Property Office of Osnabrück organises auctions two to three times a year where bicycles and other things are auctioned. Please enquire at the Lost Property Office to find out about the exact dates and the venue (address see above).

## 27.7 Health care

### **Doctors, physicians and medical practitioners**

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

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



## Hospitals and clinics

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

## Emergency services and emergency call

If you need urgent medical treatment at night or over the weekend, you can call or directly go to the emergency service "Notdienstambulanz Osnabrück" at Bischofstraße 28, phone no. 961111; <http://www.notdienstambulanz-osnabrueck.de>. If you cannot get there or to any other doctor on your own, you can of course also call the hospital outpatient unit ("Ambulanz") or an emergency doctor ("Notarzt"). The addresses of the doctors are listed in daily newspapers under the heading of emergency medical service ("Ärztlicher Notdienst") or in the phonebook.

## Emergency call 112

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

## Alternative cures and treatments

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

## Dispensing chemists/pharmacies



In Germany you can only get medicines from dispensing chemists/pharmacies ("Apotheke"). These should not be mistaken for drugstores ("Drogerie") where you can get at most some cough syrup or other weak drugs. There are two types of medication: freely-available drugs and prescription-only medicines. You can only get the latter if a doctor has prescribed them. Essentially, this means that only prescription drugs are covered by payments from the statutory health insurance companies. Exceptions for adults only apply to drugs that are the standard therapy for serious illnesses and diseases.

The German Medication Act is very strict. Some medicines, which may be available without prescription in your own country (e. g. antibiotics), always have to be prescribed by a doctor in Germany. You will have to pay for non-prescription drugs yourself and will have to contribute to the cost of prescription-only drugs and medicines, unless you have been exempt from the payment of the



additional charge ("Zuzahlungspflicht"). If you have private health insurance, you will first have to pay for your medication yourself and then submit the receipts to claim back the costs from your health insurance company.

Opening hours: Weekdays 9.00 to 18.30 or 20.00; some chemists are closed Wednesday afternoons, depending on the region; Saturdays 9.00 to 13.00 or 16.00.

You can also buy hygiene articles and baby food. Chemists/pharmacies charge an emergency duty fee of EUR 2.50 outside their normal opening hours. Please note: Whether during the day or at night: Strong medicines/drugs will only be handed out against a medical prescription issued by a doctor.

Emergency duty: Chemists open all day and all night long when it's their turn to be on emergency duty. You can find out which chemist is on duty in the newspaper; you will also find the duty chemist posted on the door of every other chemist. If you need medication during the night or at weekends, then just ring the bell at the chemists/pharmacy on emergency duty. The law has introduced regulations to ensure that there is always a chemist open around the clock within a radius of 7 km. Look here to find the chemists of your area as well as the emergency duty rotas ("Notdienste") for all chemists throughout Germany: <http://www.apotheken.de>.

## 27.8 Telephone



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

For further information call (08 00) 6000-777, mail to: [info@osnatel.de](mailto:info@osnatel.de), visit: <http://www.osnatel.de> or go to the Osnatel Shop, Große Straße 74 - 75 (downtown, close to the "Neumarkt"). Telephone books for all regions of Germany can be found in most post offices. The Yellow Pages are also useful for finding other services. There are several providers for mobile phones in Germany. The largest service providers are: T-Mobile, E-Plus, O2 Genion, Vodafone.

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



### Ainekisha Mwombeki - Tanzania

Osnabrück is a pretty little city where people from different countries encounter one another. I feel good here because I experience Osnabrück as a very open and international environment. All the people here are really friendly and open. If someone can tell from your eyes that you have not understood something, he will approach you directly and ask if he can help.

The buddy programme is really good for getting in contact with other students at an early stage and a great help. And students from various countries, including Germany, live in my student residence, and they only speak German to us. That is good practise for the language, and they are also willing to help if you have all kinds of questions.



## 28. Useful addresses and telephone numbers

### Emergency calls/emergency services

Police: 110  
Emergency ambulance and fire services: 112  
Doctor on call: (05 41) 96 11 11  
Chemist (after-hours service): (05 41) 4 26 40



In the local press you will find information about the medical emergency services.

### Pharmacies near HS Osnabrück

Westerberg-Apotheke Lieneschweg 8 49076 Osnabrück Phone: (05 41) 4 54 24	Saarplatz Apotheke Lotter Straße 75 49078 Osnabrück Phone: (05 41) 4 55 88	Paracelsus Apotheke Am Natruper Holz 69 49076 Osnabrück Phone: (05 41) 96 26 10
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### Pharmacies downtown

Neumarkt Apotheke Öwer de Hase 1 49074 Osnabrück Phone: (05 41) 3 58 92 20	Bären Apotheke Große Straße 5 49074 Osnabrück Phone: (05 41) 20 23 95 27
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An overall view of the pharmacies on duty is displayed at every pharmacy.

### Hospitals

Klinikum Osnabrück Am Finkenhügel 1 49076 Osnabrück Phone: (05 41) 40 50	Marienhospital Johannsfreiheit 2 - 4 49074 Osnabrück Phone: (05 41) 32 60	Paracelsus Klinik Am Natruper Holz 69 49076 Osnabrück Phone: (05 41) 96 60
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### Police headquarters

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



### Advice centres

AIDS help line:	(05 41) 80 10 24
Family advice:	(05 41) 4 20 44
Women's advice, life coaching:	(05 41) 80 34 05
Women's help line:	(05 41) 8 60 16 26
Psychological advice for students:	(05 41) 9 69 25 80

### Postal services

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



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

### Self-service washing center (Launderette)

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

Kommenderiestr. 85  
49074 Osnabrück

### Münster/Osnabrück airport (FMO)

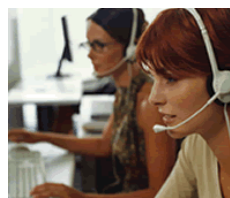
Information: +49 (0) 25 71/94 33 60  
Internet: <http://www.fmo.de>

### Taxi services

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

### Directory enquiries

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



## 29. Leisure arrangements

The Central International Office of HS Osnabrück offers a range of events and cultural programmes for foreign and German students (e. g. study trips to various large cities lasting several days, company visits or bicycle tours and hikes to the surrounding countryside). Details can be obtained from: [io@hs-osnabrueck.de](mailto:io@hs-osnabrueck.de).

Furthermore, the International Faculty Office (IFO) of the faculty BMSS organises several events for international and German students within the buddy programme (climbing park, international dinners or barbecues, Christmas parties, etc.). Interested? Then contact: [incoming@wi.hs-osnabrueck.de](mailto:incoming@wi.hs-osnabrueck.de)

You can also check with AStA and Fachschaft WiSo what kind of events and parties they have planned in the current semester: [asta-internationales@hs-osnabrueck.de](mailto:asta-internationales@hs-osnabrueck.de) and [info@fachschaftwiso.de](mailto:info@fachschaftwiso.de)

## 29.1 JOIN OS: cultural programme for international students



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

### JOIN OS

c/o Hochschule Osnabrück  
Central International Office (CIO)  
Caprivistraße 30 A  
Building AF, room AF 0109  
49076 Osnabrück

Phone: +49 (0) 5 41/9 69-29 96

Fax: +49 (0) 5 41/9 69-31 13

Email: [contact@join-os.de](mailto:contact@join-os.de)

Internet: <http://www.join-os.de>

### JOIN OS

c/o University of Osnabrück  
International Office  
Neuer Graben 19 - 21  
Room 03/119  
49069 Osnabrück

Phone: +49 (0) 5 41/9 69-47 65

Fax: +49 (0) 5 41/9 69-44 95

## 29.2 University sports

Every semester the Universities' Centre for Sports promotes an extensive programme of competitive and recreational sporting activities. Most of the courses are free of charge for all students. At the start of the semester of the University of Osnabrück (i. e. mid-April and mid-October) the sports programme is published in a special brochure. This brochure is available in the Central International Office of HS Osnabrück, or at the AStA or Fachschaft WiSo offices, or can be obtained directly from:



### Zentrum für Hochschulsport der Universität und Hochschule Osnabrück

Jahnstr. 77  
49080 Osnabrück  
Phone: +49 (0) 5 41/9 69-40 48/-48 00  
Email: [zfh@uos.de](mailto:zfh@uos.de)  
Internet: <http://www.zfh.uos.de>

### Office hours:

Tue, Thu	9.30 - 12.30
	14.00 - 16.00
Wed	9.30 - 12.30

### Info point - sports centre Jahnstr.:

Mon - Fri	16.00 - 22.30
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### INMOVE – Fitness Center of HS Osnabrück for HS OS staff and students

Cardio, weight training, power workout  
Sedanstraße 60, gym in the MA building  
49076 Osnabrück

### Opening times:

Mon - Fri	12.00 - 21.00
Sat	14.00 - 18.00

Before you start using the INMOVE facilities, we recommend to contact INAP/O, Institute for Applied Physiotherapy and Occupational Therapy, to get an appointment for an individual fitness check and a personal workout plan. Contact details of INAP/O at: <http://www.inapo.hs-osnabrueck.de>

Please also read the section "Accident insurance" of this handbook.

## 29.3 Leisure time

Studying does not necessarily only mean learning and writing exams! Do not forget to enjoy your time abroad while meeting friends, partying, dining, doing sports and even more. Get to know our exciting city Osnabrück and you will see there are a lot of cultural and fun things to do for you. Your buddy can surely recommend anything or take you along.

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

Here some further recommendations for you:

### Cinemas

#### **UFA Filmpassage** (student discount rates)

Johannisstraße 112 - 113

Phone: (05 41) 2 88 88

Internet: <http://www.ufapassage.de>

#### **Cinestar** (UFA Palast) (student discount rates)

Theodor-Heuss-Platz 6 - 9

Phone: (05 41) 3 30 37-10,

Internet: <http://www.cinestar.de>

#### **Cinema Arthouse** (nice atmosphere – student discount rates)

Erich-Maria-Remarque-Ring 16

Phone: (05 41) 60 06 50

Internet: <http://www.cinema-arthouse.de>

#### **Lagerhalle**

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

Rolandsmauer 26

Phone: (05 41) 33 87 40,

Internet: <http://www.lagerhalle-osnabrueck.de>

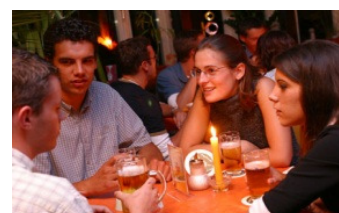
#### **Filmtheater Hasetor**

(good movie programme, bar, student discount rates)

Hasestraße 71

Phone: (05 41) 2 37 77

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



### Museums



#### **Felix-Nussbaum-Haus**

Lotter Straße 2

Phone: (05 41) 3 23-22 07

#### **Kulturgeschichtliches Museum**

(oldest museum in Osnabrück)

Heger-Tor-Wall 28

Phone: (05 41) 3 23-22 37

### Kunsthalle Dominikanerkirche

Rißmüllerplatz  
Phone: (05 41) 3 23-21 90

### Museum am Schölerberg/Planetarium

(nature and environment)  
Am Schölerberg 8  
Phone: (05 41) 56 00 30

### Stadtgalerie (modern arts)

Große Gildewart 14  
Phone: (05 41) 9 98 94 44



## Theatres

### Emma Theater

Lotter Str. 6  
Phone: (05 41) 3 23-33 14  
Internet: <http://www.theater-osnabrueck.de>

### Stadttheater

Domhof 10 - 11  
Phone: (05 41) 3 23-33 14  
Internet: <http://www.theater-osnabrueck.de>

### Lagerhalle (theatre, cabaret, live music, movies)

Rolandsmauer 26  
Phone: (05 41) 33 87 40  
Internet: <http://www.lagerhalle-osnabrueck.de>

### Die Probebühne

Wiesenstraße 1  
Phone: (05 41) 2 26 66  
Internet: <http://www.probebuehne.de>



## Swimming

### Schinkelbad (student discount rates)

Im Wegrott 37  
Phone: (05 41) 7 51 19  
Indoor swimming pool, sauna, tanning, massage



### Wasserwelt.os Nettebad

(a one-day holiday, student discount rates for swimming)  
Im Haseesch 6  
Phone: (05 41) 34 46 01  
Internet: <http://www.nettebad.de>

### Moskaubad (student discount rates)

Limberger Straße 47  
Phone: (05 41) 8 45 41  
Indoor & outdoor swimming pool with large lawn and high-diving platforms

## Sightseeing

### Zoo Osnabrück

Am Waldzoo 2 - 3  
Phone: (05 41) 9 51 05-0  
Internet: <http://www.zoo-osnabrueck.de>





## Night-watchman tours

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

## Tourist information

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



### Tourist Information

Bierstraße 22 - 23

49074 Osnabrück

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

Email: [tourist-information@osnabrueck.de](mailto:tourist-information@osnabrueck.de)

Internet: <http://www.osnabrueck.de/25374.asp>

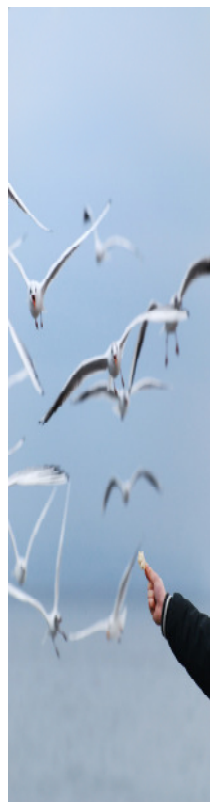
### Opening hours:

Mon - Fri 9.30 - 18.00

Sat 10.00 - 16.00

## 30. Final arrangements before leaving Osnabrück

**Before leaving Osnabrück, please observe the following (as far as applicable):**



- **Certificates of attendance for visiting students** (ERASMUS or others) can be issued or signed by the IFO, contact Michaela Buchholz, room CB 0011B, [ifo@wi.hs-osnabrueck.de](mailto:ifo@wi.hs-osnabrueck.de).
- The **Aliens Office** has to be informed of your departure. For deregistering please go there latest one week before you leave.
- Your **bank account** in Osnabrück has to be closed down.
- **Cancel your (private) health insurance and all other contracts** that you have concluded during your stay in Osnabrück.
- Return the **books on loan** to the **library** and the **copy card** to the Canon print service.
- **Your room** has to be left in a clean and properly condition. Only then the deposit will be refunded. **Don't forget to give your bank details to the housing service.** You have to make an **appointment with the caretaker** for an inspection two weeks before you leave. A checklist for the move out can be downloaded at: <http://www.wiso.hs-osnabrueck.de/housing-move-out.html>. The room cannot be controlled during the weekend (Saturday and Sunday). If the caretaker cannot view your room before your departure, you are responsible for all costs incurred.
- Pay all **outstanding debts**, e. g. to your flatmates for electricity, water, telephone, Internet or the like.

Your feedback as to the experiences you made in Germany would be much appreciated. We would therefore ask you to write a few lines for our website with student voices of former international students, see: <http://www.wiso.hs-osnabrueck.de/stimmen-zum-studium-studierende.html>

We hope you enjoyed your stay in Osnabrück. Thanks for joining us! Have a safe journey home and all the best for your future life and career!

## 31. Contact details of student residences and their caretakers

Student Services/Studentenwerk OS	Responsible officer
Ritterstraße 10 49074 Osnabrück Phone: +49 (0) 5 41/3 31 07-0 Fax: +49 (0) 5 41/3 31 07-67 Internet: <a href="http://www.studentenwerk-osnabrueck.de">http://www.studentenwerk-osnabrueck.de</a>	<b>Ms. Ursula Rosenstock</b> (Head of Housing Department) Phone: +49 (0) 5 41/3 31 07-27 Email: <a href="mailto:ursula.rosenstock@sw-os.de">ursula.rosenstock@sw-os.de</a>  <b>Ms. Margrit Burrey</b> (Accounting Department) Phone: +49 (0) 5 41/3 31 07-21 Email: <a href="mailto:margrit.burrey@sw-os.de">margrit.burrey@sw-os.de</a>  Officers per residence: <a href="http://www.studentenwerk-osnabrueck.de/en/student-accommodation/contacts-and-office-hours.html">http://www.studentenwerk-osnabrueck.de/en/student-accommodation/contacts-and-office-hours.html</a>
Students' residence	Responsible caretaker
Kommenderiestraße Leggeweg Hammersen: Wörthstraße/Siebensternstraße Lüstringer Straße Natruper Straße	<b>Mr. Reinhard Meyer zu Allendorf</b> Phone: +49 (0) 5 41/5 80 14 60 Mobile phone: 01 72/5 22 04 20 Office hours: Mon - Thu 12.30 - 13.00 Office: Wörthstr. 40 (substituted by: Mr. Tegeler)
Dodesheide, Mecklenburger Straße	<b>Mr. Uwe Figenser</b> Phone: +49 (0) 5 41/1 53 31 Mobile phone: 01 72/5 23 44 78 Office hours: Mon, Thu 15.30 - 16.00 Tue, Fri 7.00 - 7.30 Office: Mecklenburger Str. 2 (substituted by: Mr. Drees)
Alte Fabrik: Jahnplatz Jahnstraße	<b>Mr. Wilfried Mollenhauer</b> Phone: +49 (0) 5 41/4 77 67 Mobile phone: 01 72/5 23 44 73 Office hours: Mon - Thu 10.00 - 12.00, 14.00 - 16.00 Fri 10.00 - 12.00 Office: Am Jahnplatz 6 (substituted by: Mr. Tegeler/Mr. Meyer zu Allendorf)
Sedanstraße	<b>Mr. Thomas Drees</b> Phone: +49 (0) 5 41/6 31 80 Mobile phone: 01 63/7 26 75 73 Office hours: Mon - Fri 9.00 - 10.00 Office: Sedanstr. 16 (substituted by: Mr. Figenser)
Caprivistraße	<b>Mr. Reinhold Tegeler</b> Phone: +49 (0) 5 41/5 80 14 59 Mobile phone: 01 72/5 22 04 21 Office hours: Mon - Thu 12.30 - 13.00 Office: Wörthstr. 40 (substituted by: Mr. Meyer zu Allendorf)
WHOK Studentenwohnheim GmbH (Hermann-Ehlers-Haus), Osnabrück	Responsible officer
Martinsburg 29 49078 Osnabrück Phone/Fax: +49 (0) 5 41/4 60 18 Internet: <a href="http://www.whok-studentenwohnheim.de">http://www.whok-studentenwohnheim.de</a>	<b>Mrs. Stefanie Börger (née Huy)</b> Phone: +49 (0) 5 41/4 60 18 Email: <a href="mailto:huy@whok-studentenwohnheim.de">huy@whok-studentenwohnheim.de</a>
Students' residence	Responsible caretaker
WHOK Studentenwohnheim GmbH (Hermann-Ehlers-Haus), Osnabrück Martinsburg 29	<b>Mr. Hesse</b> Phone: +49 (0) 5 41/2 02 87 42 Mobile phone: 01 51/53 92 64 25 Office hours: Mon - Fri 8.00 - 12.00 Office: Martinsburg 29

## 32. Important contacts at HS Osnabrück

### International Faculty Office (IFO) Faculty of Business Management and Social Sciences

Caprivi campus, CB building, rooms CB 0011B, CB 0210  
Caprivistraße 30 A  
49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-20 76, -22 08  
Fax: +49 (0) 5 41/9 69-30 10, -34 78  
Email: Michaela Buchholz: [ifo@wi.hs-osnabrueck.de](mailto:ifo@wi.hs-osnabrueck.de)  
Student tutor: [incoming@wi.hs-osnabrueck.de](mailto:incoming@wi.hs-osnabrueck.de)  
Internet: <http://www.wiso.hs-osnabrueck.de/kontakt-ifo.html>  
<http://www.wiso.hs-osnabrueck.de/incoming-students.html>

### Central International Office of HS Osnabrück (CIO) (German language summer/winter school, scholarships, JOIN OS, SOS social fund)

Westerberg campus, AF building, rooms AF 0109, AF 0109D/E  
Albrechtstraße 30  
49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-29 96, -29 35, -29 66  
Fax: +49 (0) 5 41/9 69-31 13  
Email: [io@hs-osnabrueck.de](mailto:io@hs-osnabrueck.de)  
Internet: <http://www.io.hs-osnabrueck.de>

### Housing Service of the Faculty of Business Management and Social Sciences

Anne Wensch	Office hours
Housing Coordinator	Wed 9.30 - 12.00, 14.00 - 16.00
Room: CB 0011A	
Phone: +49 (0) 5 41/9 69-38 28	
Fax: +49 (0) 5 41/9 69-30 10	
Email: <a href="mailto:housing@wi.hs-osnabrueck.de">housing@wi.hs-osnabrueck.de</a>	
Internet: <a href="http://www.wiso.hs-osnabrueck.de/housing.html">http://www.wiso.hs-osnabrueck.de/housing.html</a>	

### Coordinator of the Bachelor Programmes B.A. International Management and B.A. International Business and Management

Anne-Christin Stockmeyer	Office hours:
Caprivistraße 30 A	Mon, Tue, Thu 9.30 - 12.00
49076 Osnabrück	Wed 13.30 - 16.00
Room: CN 0225	or by appointment
Phone: +49 (0) 5 41/9 69-20 20	
Fax: +49 (0) 5 41/9 69-72 03	
Email: <a href="mailto:stockmeyer@wi.hs-osnabrueck.de">stockmeyer@wi.hs-osnabrueck.de</a>	
Internet: <a href="http://www.wiso.hs-osnabrueck.de/international-management.html">http://www.wiso.hs-osnabrueck.de/international-management.html</a> and <a href="http://www.wiso.hs-osnabrueck.de/internationale-betriebswirtschaft-und-management.html">http://www.wiso.hs-osnabrueck.de/internationale-betriebswirtschaft-und-management.html</a>	

### Coordinator of the Master Programme M.A. International Business and Management

Sabine Kohlsaatz	Office hours:
Caprivistr. 30 A	Mon, Thu 15.00 - 17.00
49076 Osnabrück	Wed 10.00 - 12.00
Room: CN 0204	or by appointment
Phone: +49 (0) 5 41/9 69-35 69	
Fax: +49 (0) 5 41/9 69-72 03	
Email: <a href="mailto:kohlsaatz@wi.hs-osnabrueck.de">kohlsaatz@wi.hs-osnabrueck.de</a>	
Internet: <a href="http://www.wiso.hs-osnabrueck.de/international-business-management.html">http://www.wiso.hs-osnabrueck.de/international-business-management.html</a>	

## Coordinator of the Bachelor Programme B.A. International Logistics Management (LOGinCHINA)

Olga Tautfest  
Caprivistraße 30 A  
49076 Osnabrück  
Room: CB 0008  
Phone: +49 (0) 5 41/9 69-20 89  
Fax: +49 (0) 5 41/9 69-20 70  
Email: [tautfest@wi.hs-osnabrueck.de](mailto:tautfest@wi.hs-osnabrueck.de)  
Internet: <http://www.wiso.hs-osnabrueck.de/internationales-logistikmanagement-china.html>

## International Affairs Office (enrolment certificates, registration for exams, transcripts)

Vanessa Schlombs	<u>Office hours</u>	
Caprivistraße 30 A,	Mon + Thu	13.30 - 16.00
49076 Osnabrück	Tue + Fri	9.30 - 12.00
Room: AF 0009		
Phone: +49 (0) 5 41/9 69-21 87		
Fax: +49 (0) 5 41/9 69-1 21 11		
Email: <a href="mailto:V.Schlombs@hs-osnabrueck.de">V.Schlombs@hs-osnabrueck.de</a>		

<u>Info desk:</u>	<u>Office hours</u>	
Phone: +49 (0) 5 41/9 69-29 34	Mon - Thu	9.00 - 16.00
Email: <a href="mailto:studieninfo@hs-osnabrueck.de">studieninfo@hs-osnabrueck.de</a>	Fri	9.00 - 14.00

## Student Services – Studentenwerk Osnabrück

Ritterstraße 10  
49074 Osnabrück  
Phone: +49 (0) 5 41/3 31 07-0  
Fax: +49 (0) 5 41/3 31 07-31  
Email: [info@sw-os.de](mailto:info@sw-os.de)  
Internet: <http://www.studentenwerk-osnabrueck.de>

## Psychological Advice Centre of Studentenwerk Osnabrück

Sedanstraße 1  
49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-25 80  
Fax: +49 (0) 5 41/9 69-25 00  
Email: [psb@sw-os.de](mailto:psb@sw-os.de)  
Internet: <http://www.studentenwerk-osnabrueck.de/en/counselling.html>

## Women's Advice Centre Osnabrück

Spindelstr. 41  
49074 Osnabrück  
Phone: +49 (0) 5 41/80 34 05  
Fax: +49 (0) 5 41/8 20 56  
Email: [info@frauenberatung-os.de](mailto:info@frauenberatung-os.de)  
Internet: <http://www.frauenberatung-os.de>

### Student Representative Committee – Fachschaft WiSo

CF building, room CF -0108/9  
Caprivistraße 30 A  
49076 Osnabrück  
Email: [info@fachschafstwiso.de](mailto:info@fachschafstwiso.de)  
Internet: <http://www.fachschafstwiso.de>

### Students' Union – AStA Allgemeiner Studierendenausschuss (international student ID card, legal advice)

Campus Westerberg	<u>Office hours</u>
Room: AA 0221	Mon - Fri 9.15 - 13.15
lbrechtstraße 30	(except on Wed)
49076 Osnabrück	
Phone: +49 (0) 5 41/9 69-21 18 or +49 (0) 541/6 42 80	
Fax: +49 (0) 5 41/68 39 04	
Email: <a href="mailto:asta@hs-osnabrueck.de">asta@hs-osnabrueck.de</a> or <a href="mailto:asta-internationales@hs-osnabrueck.de">asta-internationales@hs-osnabrueck.de</a>	
Internet: <a href="http://www.asta.hs-osnabrueck.de">http://www.asta.hs-osnabrueck.de</a>	

### Contact persons for language tutorials

#### English, German, Russian, Polish, Italian, Dutch, Chinese:

Natallia Kukharenka  
Caprivistraße 30 A  
49076 Osnabrück  
Room: AF 0109 (Tue 9.30 - 11.00), CN 0027 (Wed 9.30 - 10.30)  
Email: [Natallia.Kukharenka@hs-osnabrueck.de](mailto:Natallia.Kukharenka@hs-osnabrueck.de) or [sprachtutorien@wi.hs-osnabrueck.de](mailto:sprachtutorien@wi.hs-osnabrueck.de)  
Internet: <http://www.wiso.hs-osnabrueck.de/sprachmodule-tutorien.html>

#### Spanish:

Beate Kirsche  
Principal Lecturer of Spanish  
Room: CN 0030  
Email: [kirsche@wi.hs-osnabrueck.de](mailto:kirsche@wi.hs-osnabrueck.de)

#### French:

Jacques Cailliaux  
Principal Lecturer of French  
Room: CN 0033  
Email: [cailliaux@wi.hs-osnabrueck.de](mailto:cailliaux@wi.hs-osnabrueck.de)

### Placement test organisers

Caprivi campus, CB building  
Caprivistraße 30 A  
49076 Osnabrück  
Room: CB 0210  
Phone: +49 (0) 5 41/9 69-39 00  
Email: [einstufungstest@wi.hs-osnabrueck.de](mailto:einstufungstest@wi.hs-osnabrueck.de)  
Internet: <http://www.wiso.hs-osnabrueck.de/einstufungstests-gaststudierende.html>  
or for degree-seeking students:  
<http://www.wiso.hs-osnabrueck.de/einstufungstests.html>



## Contact persons for language classes

### English and Russian:

Katia Roussanova  
Lecturer of English, Russian, responsible  
for placement tests  
Room: CN 0027  
Email: roussanova@wi.hs-osnabrueck.de

### German:

Margarete Hellmann  
Principal Lecturer of German  
Room: CN 0027  
Email: hellmann@wi.hs-osnabrueck.de

### Spanish:

Beate Kirsche  
Principal Lecturer of Spanish  
Room: CN 0030  
Email: kirsche@wi.hs-osnabrueck.de

### French:

Jacques Cailliaux  
Principal Lecturer of French  
Room: CN 0033  
Email: cailliaux@wi.hs-osnabrueck.de

### Italian:

Massimo Pizzingrilli  
Principal Lecturer of Italian  
Room: CN 0309i  
Email: pizzingrilli@wi.hs-osnabrueck.de

### Portuguese:

Tânia Gabrielli-Pohlmann  
Lecturer of Portuguese  
Email: T.Gabrielli-Pohlmann@hs-osnabrueck.de

### Chinese:

Ying Lackner  
Lecturer of Chinese  
Room: CN 0309i  
Email: Y.Lackner@hs-osnabrueck.de

## Help Desk of HS Osnabrück – eLearning Competence Center

**Advice and support as to WLAN/Wi-Fi, OSCA, Stud.IP, your HS OS user ID/password or your campus card:**

### Help Desk – Central IT Services

Westerberg campus, AF building  
Albrechtstraße 30  
49076 Osnabrück  
Room: AF 0001 (foyer, ground floor)  
Phone: (05 41) 969-71 00  
Email: helpme@hs-osnabrueck.de  
Internet: <http://www.hs-osnabrueck.de/helpdesk.html>

### Office hours:

Mon - Fri 8.00 - 18.00

**Advice and support on questions regarding e-learning at our faculty (e. g. empirical research projects, video conferences, campus management system OSCA):**

### eLearning Competence Center – Faculty BMSS

Hendrik Nienhoff, B.Sc.  
Caprivi campus, CF building  
Caprivistraße 30 A  
49076 Osnabrück  
Room: CF 0109 (1st floor)  
Phone: (05 41) 9 69-70 13  
Email: nienhoff@wi.hs-osnabrueck.de

## General opening times of university buildings

Mon - Fri 7.30 - 20.00, Sat 7.30 - 13.00

On Saturdays, the CN building can be entered during a longer period: 8.00 - 15.00.

### 33. Grading chart of Hochschule Osnabrück

GRADING OF ACADEMIC PERFORMANCES					
(1)	Grading of academic performances				
	The grade is:		Osnabrück grades	Designation in German	Designation in English
	on an average of		up to 1.50	sehr gut	excellent
	on an average of		more than 1.50 up to 2.50	gut	good
	on an average of		more than 2.50 up to 3.50	befriedigend	satisfactory
	on an average of		more than 3.50 up to 4.00	ausreichend	pass
on an average of		more than 4.00	nicht ausreichend	failed	
(2)	Institutional grading system of Hochschule Osnabrück				
	Osnabrück grades	Designation in German	Designation in English	International definition	
	1.0 / 1.3	sehr gut	excellent	outstanding performance	
	1.7 / 2.0 / 2.3	gut	good	performance significantly above average standard	
	2.7 / 3.0 / 3.3	befriedigend	satisfactory	performance corresponding to average standard in every respect	
	3.7 / 4.0	ausreichend	pass	performance just meets the minimum criteria despite shortcomings	
	5.0	nicht ausreichend	failed	performance does not meet the minimum requirements because of considerable shortcomings	
	Examinations called "Prüfungsleistung (PL)", e. g. written, oral, e-examinations, or the like, are graded. Examinations called "Leistungsnachweis (LN)", e. g. coursework, assignments, seminar papers, presentations, or similar performances, are not graded. These are assessed with "passed" = "bestanden (BE)" or "failed" = "nicht bestanden (NB)" only. For some modules on preparatory/basic course level, no ECTS credit points are given.				
	(3) ECTS grading scale				
	ECTS grade	Percentage distribution of examination results to the grades A to E			
A	Grade A is awarded to the 10 % of the students who have passed the examination best,				
B	grade B is given to the following 25 %,				
C	grade C to the following 30 %,				
D	grade D to the following 25 %,				
E	grade E to the remaining 10 %.				
Fx	-				
F	-				
*	NOTE: Due to a still insufficient population, an ECTS grade may still not be awarded.				
(4)	ECTS credit points				
	Recommended average student work load for visiting students				
	Semester		20 to 30 ECTS credit points		
	Academic year		40 to 60 ECTS credit points		
The choice of modules and the number of credit points to be attained by visiting students are decided by the home university and have to be agreed with the students' academic coordinator.					

## 34. Language guide

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

## 35. List of useful terms

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

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