

# HHN

HOCHSCHULE HEILBRONN  
HEILBRONN UNIVERSITY

ENGINEERING

BUSINESS

INFORMATICS

## Student Life Guide 2016

MA International Tourism Management (MITIM)

MA International Business & Intercultural Management (MIBIM)

Faculty of International Business





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# 1. General Information

## 1.1 Germany in General

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

Although regional dialects differ widely from each other, the nation is united by its common language: "Hochdeutsch" or "High German". The German landscape is as varied as its dialects. In the north, chains of islands can be found with extensive sand dunes, heath, and moor lands. Dense mixed forests and medieval castles line the river valleys of the hills and mountains in central Germany, once praised by the German Romantics. Even the industrial landscape of the Ruhr is dappled with open green spaces. The Alps with their crystal-clear mountain lakes rise majestically in the south.

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

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

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

## 1.2 Understanding German(y)

You may wonder whether your German will be good enough to get by. Fortunately, you will find that most Germans are very helpful. Quite a lot have at least some knowledge of English, with some also speaking French. If you come from an English-speaking country, you might even have difficulties in getting to speak German, due to people eager to practice their English language skills with you.

If you should talk to Germans who have absolutely no knowledge of any foreign language, they will at least speak very slowly and in simple sentences to give you a chance to understand them. A useful phrase to keep handy for these moments is, "Könnten Sie bitte langsamer sprechen?" – Please could you speak slower?

## 1.3 Dos and Don'ts in Germany

- Be punctual! Unpunctuality is considered a lack of respect to other people waiting for you, so be on time for your appointment.
- Use formal address and surnames until invited to use first names. However, students and young people (< 21 years) will probably start on first-name basis in informal settings.

- Furthermore, the word “you” can be translated by “du” or “Sie”. Only use “du” for young people in informal settings. Always use “Sie” when talking to people who are older than you and in case they did not invite you to use “du”. When you are invited to use “du” with someone, it means that the relationship has become more familiar.
- In the greeting, shake the right hand and keep eye contact. Shaking hands is the established form of greeting in Germany.
- Do not ask, “How are you?” if you are not really interested in how people are doing. Be prepared to hear detailed information about people’s lives, as this question is not part of the greeting, but an invitation to talk about oneself.
- When you sit at the table for having something to eat, it is common to say “Guten Appetit” before starting. Before drinking, you often say “Prost” (Cheers).
- In Germany, it is common to pay a tip at the rate of approximately 10% in restaurants, cafes and bars. This means you are satisfied with the service.
- Politeness is important in Germany. Try to use the word “bitte” (please) whenever you ask for something. Always say “danke” (thank you) when you get something.
- If you need help, do not wait for people to come to you, ask for it and people will be glad to help you.
- Always say your name at the beginning of a phone call, even if it’s followed by “do you speak English?”
- As people enjoy quietness and privacy, they may often close their doors but will be happy to receive you if you knock on the door. A closed door doesn’t necessarily mean that the person cannot be disturbed. When entering an office, it is common to knock first and then enter the room immediately.
- Cross the street only when the traffic light is green and do not jaywalk.

#### **Some important rules in Germany:**

- You are not allowed to smoke and drink alcohol below the age of 18 in general, but you are allowed to drink beer and wine at the age of 16.
- Carry your ID / passport always with you. It is possible that police officers want to check your identity.
- Do not litter (paper, cigarettes, chewing gum etc.) in the streets. Otherwise you might be fined.
- Do not ever, under any circumstances, show the “Nazi salut”, shout “Heil Hitler”, or show swastikas or other symbols of the Third Reich, which is a criminal offense and punishable up to five years imprisonment.

#### **Sources and more information:**

<http://www.themigrantexpats.com/germanys-dos-donts-probably-shouldnts/>  
<http://www.traveltaboo.com/germany-travel-tips-dos-and-donts/>  
<http://www.lonelyplanet.com/germany/travel-tips-and-articles/5515#ixzz3hGcWeRKZ>  
<http://www.young-germany.de/topic/live/settle-in-adjust/a-guide-to-german-etiquette>

If you are looking for a funny introduction to the German culture, we recommend the 25 easy steps to become German: <http://unorderedlistadventures.blogspot.de/2012/11/how-to-be-german-in-25-easy-steps.html>

## 1.4 Public Holidays

Germany is a country with a great number of public holidays. On these days shops in the cities are usually closed and, of course, there are no lectures. Sometimes there are so-called bridge days if the holiday is close to a weekend. Some holidays are only regional holidays.

### Public holidays at a glance:

<b>January:</b>	1 <sup>st</sup> New Year's Day 6 <sup>th</sup> Epiphany	<b>June:</b>	Corpus Christi (Thursday)
<b>February:</b>	"Faschingsmontag" "Faschingsdienstag"	<b>October:</b>	3 <sup>rd</sup> National Holiday
<b>March/April:</b>	Good Friday Easter Sunday Easter Monday	<b>November:</b>	1 <sup>st</sup> All Saints' Day
<b>May:</b>	1 <sup>st</sup> Labour Day Ascension (Thursday) Whit Sunday Whit Monday	<b>December:</b>	25 <sup>th</sup> Christmas 26 <sup>th</sup> Christmas

## 1.5 Opening Hours

In general, shops in Germany have different opening hours depending on the state in which they are located. Most of the smaller shops in the cities are opened from **9am to 8pm** during the week (and on Saturday until 8pm). The bigger shops and food discounters such as Lidl and Aldi are **opened from 7am or 8am to 9pm Monday to Saturday**. Due to the law concerning the opening hours being relaxed recently, more and more larger shops and discounters such as **Kaufland, REWE and Handelshof open their shops until 10pm**.

**Normally, shops are not open on Sundays.** But in the case of urgency you can buy some basic necessities at petrol stations.

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

## 1.6 Healthcare System

Students from EU countries should contact their health insurance companies at home and ask for a European Health Insurance Card (EHIC). If they provide sufficient proof of insurance from their homeland, they are exempt from paying German health insurance.

Non-EU students are required to provide their own health insurance (the insurance policy must carry “**unlimited coverage**”) or have the right to statutory insurance at the lowest monthly rate. There are plenty to choose from, two of the most popular public health insurers are AOK and Techniker Krankenkasse. As a student under the age of 30, health insurance with these providers will cost approx. €80 (as of January 2015), insurance rates increase after the age of 30. Should you be a student over the age of 30, there are private health insurance providers that may offer better priced insurance, the price paid will vary depending on age, marital status etc. However, it is worth comparing prices to save money. Debeka, DKV and Axa are some of the most popular private health insurers.

Please bear in mind that once you have taken out private health insurance you are not able to go back to public health insurance.

Should you become unwell, please try to keep close to this description:

1. Phone a doctor (GP), explain what is wrong and book an appointment.
2. Keep the appointment and give the secretary your health insurance card.
3. The GP will examine you and in some cases, send you to a medical specialist.
4. If you get a prescription you will have to go to a pharmacy. There you have to pay €5 – €10 for the medicine. Sometimes you need to pay more, sometimes even the whole price of the medicine. It depends on the type of the prescription you get from the doctor.
5. In most cases you'll get a bill from the doctor that you have to pay, which you then file to your health insurance company at home. Please ask them if you should pay the bill immediately or if they will do it for you.

Please note that medicine can only be bought in pharmacies. Even medication to treat headaches is not available in the supermarkets. You will only find vitamins and herbal pills at the supermarket.



## 1.7 Transportation Systems

There are various options to travel through Germany. In Heilbronn, there is a well organised bus system, which makes almost every place in the city and surrounding area accessible. The tram (Stadtbahn) offers quick and regular service to the towns around Heilbronn. As a special offer for students, called "Semesterticket", Heilbronn's public transport can be used for the whole semester paying €132. All students who have their residence directly in Heilbronn receive a free "Semesterticket" for one semester within a welcome package, once having registered at the Rathaus and having stated Heilbronn as their primary residence (see section 4). A good time to use your free semester ticket would be during the winter term when the weather can get a little chilly.

**It is useful to note that students with a valid student ID can travel with all buses within Heilbronn for free from 7pm on weekdays and all day on weekends and public holidays.**

## 1.8 Long Distance Travel

If you want or need to travel longer distances, it would be wise to research the different possibilities. The Deutsche Bahn trains might not be the cheapest way of travelling. There are low-cost/budget airlines to get to other places quite cheaply. Refer to the internet guide on page 17 for further information.

Travelling using the train in Germany may be expensive, as stated above. However, there are several means that reduce the cost of the trains. Firstly, should you wish to travel only in Baden-Württemberg, the [Baden-Württemberg-Ticket](#) could be the cheapest way to travel and is particularly useful should you wish to travel in a group. The ticket costs €20-€23 (depending on whether you buy the night or day version) and each additional person costs €5. Up to five people can travel together with this ticket. If you wish to go to a German city outside of the Baden-Württemberg state, you can use the [Quer-Durchs-Land-Ticket](#), which allows you to take unlimited regional trains in Germany for a whole day. The Quer-Durchs-Land-Ticket is also ideal for group trips, as it costs €44, but up to four accompanying people may join the trip for €8 supplement each. Please note that these promotional tickets are valid only for regional trains, and do not include the long distance trains as IC and ICE. Another option is to purchase the [Bahncard 50](#) or [Bahncard 25](#), the BahnCard 25 costs €62 and the holder has a 25% reduction on the full fare for a whole year. The Bahncard 50 has a student price of €127 (as of July 2015) and entitles the holder to 50% off the full cost of their train ticket.

Another option may be the [Sparpreise](#), or saver fares, offered for trips throughout Germany and Europe.

One further alternative to travelling by rail or air is by road, however, when you do not have access to a car you are able to partake in car sharing. When travelling with one or two other people it is possible to use the website [mitfahrgelegenheit.de](#) or [BlaBlaCar.de](#) to discover whether someone is driving along the same route as you. It is a cheaper form of travel, averaging at about €6- €7 per 100 kilometres.

Long distance buses have been introduced some years ago. They may be an alternative to the railway. Routes and prices can be researched here: <https://www.busradar.com/?currency=EUR>

## 2. Heilbronn

### 2.1 The City of Heilbronn

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



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

Heilbronn is well known for its wine industry and is one of the largest German wine producing areas, the most important grape varieties produced include: Trollinger, Lemberger, Riesling and Black Riesling.

### 2.2 Geography

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

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



## 3. Hochschule Heilbronn (HHN)

### 3.1 Heilbronn University

Heilbronn University ranks amongst the major institutions of Higher Education in the state of Baden-Württemberg. Founded in 1961 as a **School of Engineering**, it was awarded its current University status in 1971. It now caters for approximately 8,300 degree-seeking students. It is a vibrant and successful institution working closely with its many partners in business, industry and the local community to create a sustainable, creative and ethical learning environment for its students.

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



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

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

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

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

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

### 3.2 Buildings City Campus (Campus II - Am Europaplatz)

Lectures for MIBIM and MITM subjects take place in the new City Campus. Most of your professors and the coordinators of the MA Programmes have their offices here. Buses from the City Campus to Campus I are Numbers 30 and 40.

**ADRESSE**  
Am Europaplatz 11  
74076 Heilbronn

**KONTAKT**  
Telefon: 07131 504 - 0  
Telefax: 07131 252470  
E-Mail: info@hs-heilbronn.de



Zufahrt Am Europaplatz gesperrt  
 Umleitung über Etzelstraße



**Campus Heilbronn – Am Europaplatz bis zum Bahnhof:**  
15 min. Fußweg über Mannheimer Straße, Untere Neckarstraße, Friedrich-Ebert-Brücke zur Bahnhofstraße



### 3.3 Buildings Main Campus (Campus I – Sontheim)

In the A building on the main campus in Sontheim you will find the main entrance, the information desk, the Office of Student Services, the copy machines, the Registrar’s Office, the Examination Office and the International Office.

The secretaries and the Aula can be found in building B.

The cafeteria and the canteen (German: Mensa) are located on the ground floor of building B.

**ADDRESS**  
Max-Planck-Str. 39  
74081 Heilbronn

**Off Campus Buildings**  
X Building: Bottwarbahnstr. 70  
Y Building: Robert-Bosch-Str. 32

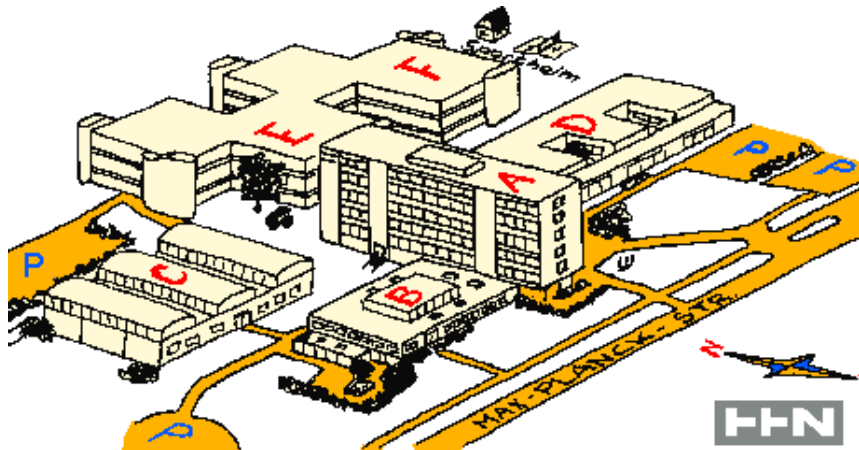
**CONTACT**  
Phone: +49 (0) 7131 504 - 0  
Fax: +49 (0) 7131 252470  
E-Mail: info@hs-heilbronn.de



- Campus map**
- 1 Cafeteria
  - 2 Canteen
  - 3 International Office | Building A (1st floor)
  - 4 Head of Academic Department | Building A (1st floor)
  - 5 Office of Academic Affairs/Examination Office | Building A (1st floor)
  - 6 Mail boxes for internal mail + locations
  - 7 Photocopier
  - 8 Student Services | Building A 012
  - 9 Library 001
- ✗ Info terminal foyer
  - ✗ Info terminal G building
  - ✗ Info terminal library
  - ✗ Know Cube
  - ✗ Breast feeding area: Kitchenette on 1st floor of G building
  - ✗ Baby change and breast feeding area: In the rooms of KraKi



There are lecture rooms in buildings C and D, but mostly for technical subjects. The library is situated on the ground floor of building E. In building F there are computer pools. The university's printers can be found in the basement of building F.



In autumn 2010 the new building G was inaugurated. The buildings Y and Z are at short distance from the campus. Y is located close to the students' house (StuWo) and buildings Z and X are situated in Kreuzäckerstraße (behind the ILLIG factory).

### 3.4 Service for students and student clubs

#### 3.4.1 Office of Student Services

The Office of Student Services provides advice and support regarding issues or problems students may have with their everyday university life. The office at the Heilbronn Campus – Sontheim, Room B026, is open Monday through Thursday, from 8:30 a.m. – 15:00 and Friday from 8:30 a.m. – 13:00: <https://www.hs-heilbronn.de/studentisches-servicebuero>

Printing scripts at the Office of Student Services is comparably cheap. There, you may buy copy cards for the photocopiers in front of the office and get support (offered on a regular basis) in case of problems with WLAN. The Office of Student Services also offers a variety of free time activities, such as [sports](#), a [band](#), an orchestra and a theatre club.

#### 3.4.2 Student clubs

Currently, you can join more than 20 student clubs at Heilbronn University. You will find culture and sports clubs, religious communities or clubs related to different study programmes. To find out more, please take a look at [https://www.hs-heilbronn.de/454393/05\\_studentische\\_gruppen](https://www.hs-heilbronn.de/454393/05_studentische_gruppen)





## 3.5 Facilities

### 3.5.1 Library

The library is situated on the ground floor of building E on Campus I. During the first three weeks of the semester, there are introductions every Tuesday, Wednesday and Thursday at 1.30 pm. In Campus II – Am Europaplatz, where your lectures will take place, a small library is located in the basement of the W building. You will need your student ID to borrow any media. The normal [loan period](#) for books is three weeks. Three days before their loan period expires, you will receive a reminder e-mail. The library is open Monday to Friday from 9am to 8pm.

For further information and the online catalogue: [https://www.hs-heilbronn.de/5595226/03\\_library](https://www.hs-heilbronn.de/5595226/03_library)

### 3.5.2 Mensa and Café

There is a canteen, or “Mensa” in German, on every campus of Heilbronn University, offering a vast selection of salads and vegetables, vegetarian and meat dishes, fruit and desserts, as well as sandwiches, soup and hot drinks.

The food in the canteens is weighed and paid by weight (prices are on view on the menus). Payment is made using the "Campus Card" (see next chapter).

- **Opening hours of the Mensa on Campus I for warm lunch:**

Monday to Friday, from 11 a.m. to 2:30 p.m.

- **Opening hours of the Café on Campus I:**

Monday to Thursday, from 7:30 a.m. to 4 p.m. and Friday from 7:30 a.m. - 2:30 p.m.

The Mensa on **Campus II** belongs to the Duale Hochschule Baden-Württemberg and is situated on the Bildungscampus, a short walk from Campus II.

- **Opening hours of the Mensa on Campus II for warm lunch:**

Monday to Friday 11 a.m. to 2:30 p.m. and Saturday 11 a.m. to 1:30 p.m.

- **Opening hours of the Café on Campus II:**

Monday to Friday 08 a.m. to 3 p.m. and Saturday 11 a.m. to 2 p.m.

On a side note: Please do not ever cross the railway tracks as a shortcut to the Bildungscampus!

For further information: [https://www.hs-heilbronn.de/7678022/06\\_eat\\_and\\_drink](https://www.hs-heilbronn.de/7678022/06_eat_and_drink)

### 3.5.3 Campus Card (Mensa Card)

The Campus Card is like your credit card at the HHN. It is available at the canteen cash register for a deposit of five euros. You may then upload credit onto the card at the cash point, using cash or your EC card. At **Campus I**, there are two counters where you can charge your card. One is in the canteen and the other one is in front of the Café. At **Campus II**, there is one machine to charge your Mensa Card, situated on the ground floor of the W building. A second machine can be found in the canteen of the Bildungscampus.

Please note that you can pay for your food in the canteen and cafeteria **only** with this card. You will also need your Campus card to buy beverages from the vending machines in the university buildings.

### 3.5.4 Student identity card

At the beginning of the semester, you will send a digital photo for the student identity card (plastic card). With the student card you can benefit from special prices in cinemas, museums, swimming pools etc. Just ask for a student discount and show your student ID. At the beginning of each semester you will need to visit **Campus I** to receive your new student ID card.

**It is also a "Transportation Ticket" for the city of Heilbronn after 7 p.m. and on weekends.**

### 3.5.5 "Schwarze Bretter" – News Boards

There are a lot of information boards at the HHN. Important information, job offers, changes in lecture times and so on can be found there. Dates and times of exams are displayed here as well.

### 3.5.6 Computer Pools (Rechenzentrum→RZ)

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

Windows Pools: F024, F025, F026

Linux Pool: F030

Solaris: F029

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

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

One large computer room is situated on **Campus II** in room W103; however, lectures do take place in this room from time to time. Other computers can be found in the corridors of the W building on the first and second floors.

**Should you wish to print when in Campus II you must bring your own paper to the campus!**

### 3.5.7 Study Guidance and Psychological advice

If you are experiencing learning difficulties or feel overwhelmed with your studies, do not hesitate to contact [SMILE Study Guidance](#) to help you organize your studies.

If you need any psychological advice or you are going through study-related or private problems, please do not be too shy to ask for help. You will be given [professional help for free](#) from a psychologist.

Contact: Volker Kreß, psychologist, phone: 07131/504-600 or email: [pbs.hn@stw.uni-heidelberg.de](mailto:pbs.hn@stw.uni-heidelberg.de)

Office hours: Monday and Wednesday to Friday, 8 a.m. to 12 a.m. at Campus I – Sontheim.

### 3.5.8 Exams

You have to register for your exams online. Therefore, you need a special user ID and password, which you will be given in the first weeks of the semester. If you feel extremely unprepared for a subject you are registered for, there is the possibility of cancelling the registration. Please note that there are time periods for registration and also cancelling the registration. For further information and the possibility to log on: <https://stud.zv.hs-heilbronn.de>

### 3.5.9 Language courses

“[German as a foreign language](#)” is offered both in the winter and summer semester. German courses take place twice a week, usually on Monday and Wednesday.

**A placement test will take place on Friday, 23rd September at 10:00 a.m. in room A509 and A511.** Afterwards the students will be grouped according to their proficiency level. If you want to register for the placement test, please contact [Hannelore Lang](#) or [Christiane Staab](#) of the International Office.

German language courses are also offered by external institutions should you wish to develop your language skills at a quicker pace. The courses vary in price; some of the cheapest courses offered are those at the Volkshochschule Heilbronn (VHS), log on to find out further information: [www.vhs-heilbronn.de](http://www.vhs-heilbronn.de)

For further information on language courses: <https://www.hs-heilbronn.de/6152449/languages>

### 3.5.10 Fees

You have to re-enrol every semester. Upon re-registration you will need to pay the semester fees, these are currently around €127,50 each semester: <https://www.hs-heilbronn.de/re-enrolment>



## 4. Miscellaneous Information & Advice

### 4.1 Accommodation

Most exchange students and many international students are accommodated in halls of residence (StuWo). The monthly rent is between €180 and €270. If you wish to stay anywhere else there are some offers at the Office of Student Services of Heilbronn University: [studentisches-servicebuero@hs-heilbronn.de](mailto:studentisches-servicebuero@hs-heilbronn.de)

Further information: <https://www.hs-heilbronn.de/accommodation>

At the moment the average rent for a room close to the university is about €250 to €350. Should you not find what you are looking for here, more useful websites are:

- <http://www.wg-gesucht.de>
- <http://www.studenten.hn>
- <http://www.mitwohnzentrale-heilbronn.de>
- <http://www.zimmersuche.de>
- <http://www.studentenwg.de>

#### 4.1.1 Registration at the Rathaus

Once you have found your accommodation for the semester, it is important to register your address within the first weeks of moving, ideally you should do this during the first month. Registering too late will incur a fine. EU citizens register at the “Bürgeramt” in the Rathaus and need their passport or other identification card. Non-EU citizens do the registration at the “Ausländerbehörde” in the Rathaus. If you wish to receive the welcome pack of the city of Heilbronn it is a good idea to take along your “Immatrikulationsbescheinigung” or certificate of enrolment as a student (you can print this document after logging in here: <https://stud.zv.hs-heilbronn.de>)

#### 4.1.2 Change of Address

Should you move during your time in Germany it is important to change your address officially at the Rathaus, this must be done within a few weeks of moving, otherwise you will be fined. Registering your new address takes place in the same office as the initial registration (EU citizens go to the “Bürgeramt”, Non-EU citizens go to the “Ausländerbehörde”).

### 4.2 Bank account

It is **absolutely necessary** to have a German bank account if you are studying in Germany. Most banks offer a **free bank account for students**. You will also receive a bank card to withdraw money from the cash machines and to pay in shops, restaurants etc. For paying, you need your PIN number or a signature. Sometimes small shops do not accept paying via card or just offer this service if your purchase exceeds a certain amount, e.g. €10.

Therefore, having some cash in your wallet is always recommendable. Paying by Visa, Master, American Express and other credit cards is not possible in most of the shops.

Please note that it is important to withdraw money from an ATM that belongs to your bank, or a bank that cooperates with your bank. For example, should you possess a bank account at Sparkasse, you must use a Sparkasse or LBBW ATM to prevent being charged for the withdrawal. Consequently, when choosing your bank, it is often a good idea to find out which banks have the most ATMs around the city. When applying for your bank account, remember to ask which ATMs you are able to use for free withdrawals.

### **4.3 Public transportation**

You can easily get into the city centre of Heilbronn by using public transport. From the StuWo you take the bus no. 61, 62, 63, 64 or the 5 (direction train station, or Allee). You can also walk into the city centre within 15 minutes. Riding by bike is also a good alternative in the warmer months. With your student identity card, you can take the buses for free after 7 p.m. and on weekends. You can also buy a semester ticket, which costs €132 and allows you to take all the buses in the Heilbronn area every time.

### **4.4 Daily Shopping**

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

In the city centre you will find a REWE, Norma and Netto. A pharmacy can be found at Jörg-Ratgeb-Platz and near the Rathaus in the city. You will find a price list for several items in the appendix.

### **4.5 Sports**

Besides the sport activities offered by student clubs, there is a huge amount of sport clubs in Heilbronn. You can find nearly every kind of sport here. Please look on the internet for further information.

For further information regarding sports offered by the university, mostly for free, please use the following link: [http://www.hs-heilbronn.de/721012/sportangebot\\_der\\_hochschule](http://www.hs-heilbronn.de/721012/sportangebot_der_hochschule)

The Neckar valley is excellent for cycling and running. Every year in May the Trollinger – Marathon takes place. If you want to participate, visit the Tourist Information Center for more information.

## 4.6 Free time & leisure activities

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

You will find a lot of information on the following homepages:

Heilbronner Land: <http://www.heilbronnerland.de/>

Stadtmagazin Moritz: <http://www.moritz.de/>

Heilbronn Tourist: [http://www.heilbronn-tourist.de/hn\\_content.asp?hmg=10xx227xx67xx2xx0&lang=02](http://www.heilbronn-tourist.de/hn_content.asp?hmg=10xx227xx67xx2xx0&lang=02)

There are a variety of German, Italian, Asian, Greek and Turkish restaurants. Another specialty for Heilbronn and Baden-Württemberg are the so called "Besenwirtschaften" where you can eat very traditional Swabian food. You can find the opening hours on different websites. Just ask the German students where to find something; they will be glad to show you the way.

The Theater Heilbronn offers a wide variety of plays and musicals and there are special prices for students: <http://www.theater-heilbronn.de/>

The Tourist Information in the city center (Kaiserstraße 17) is a good place to find out about all kinds of events and concerts in the region of Heilbronn and Stuttgart.

## 4.7 Films in original version at the cinema

At the Universum Arthaus Kino in the Marrahaus, films in original version (with German subtitles) are shown every Monday. It is definitely worth having a look at their programme a couple of weeks in advance if your language skills are not yet ready for a German cinema experience: <http://universum-arthaus-kinos-heilbronn.kino-zeit.de/programm>

## 4.8 Heilbronn City Library

Besides the libraries found on Campus I and Campus II, there is a further library situated on the ground floor of the K3 shopping centre. Should you receive a voucher offering a trial membership to the library, it is worthwhile taking up the offer. The library is an ideal place to revise or work as there is a lot of space to sit and read or study and free internet is available. It is also possible to borrow a laptop when visiting the library. Other media offerings include DVDs, CDs, magazines, newspapers and a great variety of books, including a useful range of German language learning resources.

## 4.9 TV and Radio Licenses – Rundfunkbeitrag

In Germany, every household has to pay the Rundfunkbeitrag, an obligatory Fee for Public Radio and TV, which is €17.50 per month. The following link provides instructions and helps understanding details:

[http://www.rundfunkbeitrag.de/e175/e1584/Informationen\\_fuer\\_Studierende\\_englisch.pdf](http://www.rundfunkbeitrag.de/e175/e1584/Informationen_fuer_Studierende_englisch.pdf)

## 4.10 Driving License

In case you want to drive in Germany and are not an EU citizen, or a citizen of the European Economic Area, you can apply for an International Driving License in your country of origin. You may drive in Germany with this international driving license for up to one year, as long as you also carry your national driving license with you whilst driving. However, once you become an official resident in Germany, you should apply for a German driving license.

## 4.11 Hospital

Klinikum am Gesundbrunnen Emergency Room  
Am Gesundbrunnen 20-26  
74078 Heilbronn  
Phone: 07131/490

<http://www.slk-kliniken.de/kliniken-institute/kliniken-fachabteilungen/klinik-fuer-allgemein-viszeral-und-kinderchirurgie/notfall/>

**Phone numbers for emergencies: 112 Fire department and emergencies**

## 4.12 Recycling

Recycling in Germany is an important part of everyday life; there are several different bins and you have to separate your waste into: paper, organic waste, plastic, metal and waste that cannot be recycled. Glass should also be recycled. Please locate your nearest glass recycling station in order to dispose of the glass bottles etc. there.

An important piece of information for those who are new to Germany is that when buying plastic bottles, drink cans, beer bottles and some glass bottles you pay a deposit on these items, called “Pfand”, the bottles can then be taken back to the supermarket and the “Pfand” is returned to you. In almost all supermarkets where these articles can be bought you will find a machine to deposit your empty bottles in. Afterwards you will receive a small receipt that is shown to the cashier upon paying for your shopping, the “Pfand” is then taken off your shopping bill.

If a bottle is marked as being “Pfandfrei”, this can be put in the yellow bag with the rest of the plastics and metals.

## 4.13 English speaking Doctors

### General medicine/naturopathic treatment

Dr. med. Hartmut Clemens  
Lauffener Str. 14  
74081 Heilbronn Sontheim  
Phone: 07131/251245

Dr. med. Thomas Leibbrand  
Gymnasiumstr. 54  
74072 Heilbronn  
Phone: 07131/93550

### Gynaecologist

Dr. med. Andreas Schubert  
Fleiner Str. 30  
74072 Heilbronn  
Phone: 07131/68686

### Ophthalmology

Raymond Hollmann  
Karlstr. 23  
74072 Heilbronn  
Phone: 07131/83165

### Dentist

Dr. med. dent. Bora Tuncer  
EMail: tuncer @ zahnarzt-tuncer.de  
Jörg-Ratgeb-Platz 2  
74081 Heilbronn / Sontheim  
Phone: 07131/5770

## 5. Appendix

### 5.1 Internet Guide

Cinema	<a href="http://www.kinostar.com/kinoprogrammseiten.php?ort=heilbronn;">http://www.kinostar.com/kinoprogrammseiten.php?ort=heilbronn;</a> <a href="http://www.cinemaxx.de">www.cinemaxx.de</a>
Computerpool	<a href="http://www.rz.hs-heilbronn.de">www.rz.hs-heilbronn.de</a>
Clubs	<a href="http://www.stimme.de">www.stimme.de</a>
EKHG (Christian communities)	<a href="http://www.ekhg-heilbronn.de">www.ekhg-heilbronn.de</a>
Heilbronn	<a href="http://www.heilbronn.de">www.heilbronn.de</a>
Heilbronn City Library	<a href="http://stadtuecherei.stadt-heilbronn.de">http://stadtuecherei.stadt-heilbronn.de</a>
IBU	<a href="http://www.ibu-heilbronn.de">www.ibu-heilbronn.de</a>
Language courses (additional)	<a href="http://www.aim-ihk.de">www.aim-ihk.de</a>
Mensa menus	<a href="http://www.studentenwerk.uni-heidelberg.de">www.studentenwerk.uni-heidelberg.de</a>
Professors' pages	<a href="http://www.hs-heilbronn.de">www.hs-heilbronn.de</a>
Public Transportation (Bus)	<a href="http://www.h3nv.de">www.h3nv.de</a>
Railway	<a href="http://www.bahn.de">www.bahn.de</a>
Regional Restaurants-Besenskalender	<a href="http://www.stimme.de">www.stimme.de</a>
Studentenbibelkreis	<a href="http://www.hs-heilbronn.de/SBK">www.hs-heilbronn.de/SBK</a>
Tourist Information (region)	<a href="http://www.heilbronnerland.de">www.heilbronnerland.de</a>
Tourist Information (City)	<a href="http://www.heilbronn-tourist.de">www.heilbronn-tourist.de</a>
University	<a href="http://www.hs-heilbronn.de">www.hs-heilbronn.de</a>
University Library	<a href="http://www.hs-heilbronn.de/bibliothek">www.hs-heilbronn.de/bibliothek</a>
Youth Hostel	<a href="http://www.jugendherberge-heilbronn.de">www.jugendherberge-heilbronn.de</a>

## 5.2 Helpful addresses and telephone numbers

<b>Hochschule Heilbronn</b> <b>Campus Heilbronn I</b>	<b>Max-Planck- Str. 39</b> D- 74081 Heilbronn phone: +49(0)7131– 504 –0 fax: +49(0)7131– 252 –470 See also <a href="http://www.hs-heilbronn.de/23727/campus_hn">http://www.hs-heilbronn.de/23727/campus_hn</a>
<b>Hochschule Heilbronn</b> <b>Campus Heilbronn II</b>	<b>Weipertstr. 49</b> see above
<b>Hochschule Heilbronn</b> <b>Campus Künzelsau</b> <b>(also called Reinhold-Würth- Hochschule)</b>	<b>Daimlerstr. 35</b> D- 74653 Künzelsau phone: +49(0)7940 –1306 -0 fax: +49(0)7940 –1306 –20 <a href="http://www.hs-heilbronn.de/23733/campus_kuen">http://www.hs-heilbronn.de/23733/campus_kuen</a>
<b>Hochschule Heilbronn</b> <b>Campus Schwäbisch Hall</b>	<b>Ziegeleiweg 4</b> D-74523 Schwäbisch Hall phone: +49 (0)791 -946 313-0 fax: +49 (0)791- 946 313-69 <a href="http://www.hs-heilbronn.de/23739/campus_sha">http://www.hs-heilbronn.de/23739/campus_sha</a>
<b>International Office</b> <b>(Campus Heilbronn)</b>	Contact for incoming students from non European countries: Hannelore Lang Phone: +49(0)7131-504 –263 Fax: +49(0)7131-252 –470 Email: <a href="mailto:lang@hs-heilbronn.de">lang@hs-heilbronn.de</a> Room : A108a
	Contact for incoming students from European countries: Christiane Staab Phone: +49(0)7131-504 –264 Fax : +49(0)7131-252 –470 Email : <a href="mailto:Christiane.Staab@hs-heilbronn.de">Christiane.Staab@hs-heilbronn.de</a> Room : A108a
	Head of International Office : Gudrun Heller Phone: +49(0)7131-504 –262 Fax: +49(0)7131-252 –470 Email: <a href="mailto:heller@hs-heilbronn.de">heller@hs-heilbronn.de</a> Room : A108b
<b>Police</b>	110
<b>Fire brigade / ambulance</b>	112
<b>Pastoral care by phone</b>	0800 – 1110111 (freecall)

## 5.3 Prices for daily shopping

### Groceries

- Apples (1kg)	~2€	- Loaf of 'Toast Bread'	~1€
- Bananas (1kg)	~2€	- Fish fingers	~2€
- Beer (0,5l)	~1€	- Margarine	~1€
- Biscuits	~1€	- Milk	~1€
- Cereals	~2€	- Onions (1kg)	~1€
- Cheese (250g)	~2€	- flour (1kg)	~1€
- Chicken (500g)	~3€	- Potatoes (1kg)	~2€
- Chocolate (100g)	~1€	- Pepper	~1€
- Juice	~2€	- Rice(1kg)	~1€
- Cooking oil	~2€	- Tea bags	~1€
- Fresh bread	~3€	- Tomatoes (1kg)	~2€

### Mixed items:

- Cigarettes	~6€
- Deodorant	~1€
- International Newspaper	~3€
- Cell phone card (simply)	~10€
- Shampoo	~2€
- Stamp national	0,62€
- Stamp European	0,80€
- Stamp international	1,45€

### Eating out:

- Döner Kebap	~4€
- Dinner in a restaurant	~15€
- Pizza	~8€
- Sandwich	~3€
- Big Mac	~4€

### Going out

- Club entrance	~8€
- Coke (2dl)	~3€
- Beer	~4€
- Cocktail	~8€
- Wine	~3€
- Cinema	~7€
- Theatre	~10€

### Transportation:

- Single bus ticket (city)	~2€
- Semester ticket	~135€
- Trip HN-Stuttgart	~25€
- Trip HN-Heidelberg	~30€