

# STUDENT EXCHANGE PROGRAM Fact Sheet - 2018

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**Hochschule Konstanz**  
University of Applied Sciences



General Information	
<b>Address</b>	Hochschule Konstanz Akademisches Auslandsamt / International Office Alfred-Wachtel-Straße 8 D-78462 Konstanz Germany
<b>Website</b>	University <a href="https://www.htwg-konstanz.de/en/">https://www.htwg-konstanz.de/en/</a>
	International Office <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/</a>
	Student Exchange Program <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/</a>
<b>Coordinators (for incoming exchange)</b>	Doris Heiser Coordinator European Programs (ERASMUS) Telephone: +49 7531 206-252 E-mail: <a href="mailto:heiser@htwg-konstanz.de">heiser@htwg-konstanz.de</a>  Jasmin Waurich Coordinator Overseas Programs Telephone: +49 7531 206-705 E-mail: <a href="mailto:jwaurich@htwg-konstanz.de">jwaurich@htwg-konstanz.de</a>
<b>ERASMUS Code</b>	D KONSTAN02

Academic Information	
<b>Academic Calendar</b>	<p>The academic calendar is divided into two semesters. A semester lasts six months, however, lectures are only held four to five months out of each semester.</p> <p>The lectures in <b>Fall Semester begin in October and end in January. The Spring semester starts in March and ends in June.</b> A two weeks examination period takes place in early February / July.</p> <p>Current academic calendar:  <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/academic-calender/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/academic-calender/</a></p>
<b>Study Options</b>	<p>An overview of all the German taught courses at HTWG is available on our website:  <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/study-options/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/study-options/</a></p>
<b>English taught courses</b>	<p>All incoming exchange students are invited to take undergraduate and graduate courses taught in English:  <a href="https://www.htwg-konstanz.de/fileadmin/pub/ou/aaa/Incomings/Lehrveranstaltungen_katalog_Endversion.pdf">https://www.htwg-konstanz.de/fileadmin/pub/ou/aaa/Incomings/Lehrveranstaltungen_katalog_Endversion.pdf</a></p>
<b>German Language Courses</b>	<p>Students also have the possibility to take <b>German language classes</b> during the semester. These language courses range from beginner, intermediate to more advanced classes. Business German / Technical German courses are offered as well. An overview of the German classes at HTWG can be found in the English course catalogue.  <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/study-options/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/study-options/</a></p>
<b>Course Load</b>	<p>Exchange students are permitted to gain a maximum of 30 ECTS credits per semester of study; recommended: 20 - 24 ECTS.</p>
<b>ECTS</b>	<p>The European Credit Transfer and Accumulation System (ECTS) is a standard student-centered system across the European Union. It is based on the student workload to achieve the objectives of a program, specified in terms of learning outcomes and competences.</p> <p>Student workload in ECTS consists of the time required to complete all planned learning activities such as attending lectures and seminars, independent studies, preparation of projects, examinations etc.. One ECTS-credit represents a student's workload of 30 working hours.</p> <p>The ECTS grading scale ranks students on a statistical basis.</p>

	Grades are reported on a carefully calibrated and uniform A-F scale combined with keywords and short qualitative definitions to allow the home institution to convert the ECTS grade to their own system if needed.
<b>Assessment</b>	There is usually no homework assigned during the semester; however, students must be self-disciplined and study throughout the semester to prepare for final exams. The final grade or score received is based primarily on one final exam or project. In addition to courses offered at HTWG, students may also choose to receive credit by working independently on a project.
<b>Grading</b>	The classroom performance of an exchange student at HTWG is documented by a German national grade and its corresponding ECTS grade, in the case of credit transfer.

<b>Application Process</b>		
<b>Application deadlines</b>	Fall Semester	June 15
	Spring Semester	December 01 (previous year)
<b>Application form</b>	Application form and further information for exchange students: <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/application-process/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/application-process/</a>	
<b>Supporting Documents</b>	<p>Prospective incoming exchange students are required to submit the following documents to the International Office of their home university:</p> <ul style="list-style-type: none"> <li>• International exchange student application form</li> <li>• Student residence hall application</li> <li>• Academic transcript and list of current coursework</li> <li>• Letter of interest</li> <li>• Copy of passport</li> <li>• Financial proof</li> <li>• Curriculum vitae</li> <li>• 2 passport photos</li> <li>• German language certificate if necessary</li> <li>• <b>ERASMUS students only:</b> Copy of the European Health Insurance Card</li> <li>• <b>Design students only:</b> a minimum of 5 works samples</li> </ul>	

Accommodation	
Accommodation	<p>The International Office may be able to reserve a (single) room in one of the student residence halls. Application form : <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/application-process/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/application-process/</a></p> <p>Please note:  <b>Deposit (500 €) and administrative fee (50 €) must be paid before arrival. The first month's rent must be paid in the first days after arrival in Konstanz!</b></p>

Orientation	
Orientation Programs	<p>In March and September, the International Office offers an Orientation Program for incoming exchange students. Information regarding important university services is provided in an informal setting. During this initial orientation phase, students will be assisted with bureaucratic formalities. Social activities, cultural events and excursions will be offered, as well as <b>intensive German Language classes</b> for free.</p> <p>More Information:  <a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/orientation-program/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/orientation-program/</a></p>

Visa	
Student Visa Requirements	<p>It is strongly recommended that prospective exchange students always check current visa requirements with the nearest German Embassy or Consulate as they are the only institutions that can give you legally binding information.</p> <p>General visa rules:</p> <ul style="list-style-type: none"> <li>• EU citizens: no visa required</li> <li>• Non-EU citizens: „(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays“ is required.</li> </ul> <p>Exceptions:  Citizens of Australia, Brazil, Canada, Chile, Japan, (South) Korea, New Zealand and the USA have two options:</p> <ul style="list-style-type: none"> <li>• Option 1 (strongly recommended!): „(Nationales) Visum für den längerfristigen Aufenthalt / (National) visa for longer stays“</li> <li>• Option 2: You are allowed to enter Germany without a visa but will then have to apply for an electronic residence permit in Konstanz.</li> </ul> <p><a href="https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/administrative-issues/">https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/administrative-issues/</a></p>

Insurance	
<b>Mandatory Health Insurance</b>	All exchange students must be insured under a <b>German</b> health insurance plan. <b>Please note that travelers or international health insurance will not be accepted.</b> During the orientation program the International Office will assist to register with health insurance. Students from EU nations are required to obtain an European Health Insurance Card (EHIC) in their home country.

Budgeting		
<b>Estimated Living Costs</b>	It is reasonable to estimate about € 800 a month to live and study in Konstanz. Students planning to travel should budget more money.	
<b>One Time Costs (estimated)</b>	Student Residence Hall registration fee	€ 50
	Contribution fee to the student services	€ 80
	Residence Permit fee	€ 100
	Student Bus Pass	€ 50 (per semester)
	Housing deposit	€ 500
<b>Monthly Expenses (estimated)</b>	Health Insurance	€ 90
	Student Housing	€ 250 - 350
	Food, Clothing, Extras	€ 400

Coming to Konstanz	
<b>Directions from Major Airport</b>	The closest international airport is Zurich in Switzerland, which is about 60 kilometers away from Konstanz. The SBB (Swiss Train) Station is found directly in the airport on the bottom level. There are hourly trains direct from the Zurich Airport to Konstanz. A ticket in second class costs approximately 30 Swiss Francs. The easiest way is to purchase your ticket online at <a href="https://www.sbb.ch/ticketshop/b2c/sprache.do?en">https://www.sbb.ch/ticketshop/b2c/sprache.do?en</a> From Stuttgart airport (Germany), you must take the S-Bahn (underground subway) to the main train station in Stuttgart. A train leaves from the main station at least every two hours to Konstanz with a train change in Singen. The ticket costs approximately € 45. From Frankfurt airport (Germany), catch a train from the bottom level of the airport leaving every two hours to Konstanz. The ticket costs around € 80. For more information about the German train system, schedules, and prices, visit <a href="https://www.bahn.de/p_en/view/index.shtml">https://www.bahn.de/p_en/view/index.shtml</a>

## Further Information

### **International Exchange Student Handbook**

Any questions left? Find your answers in the International Exchange Student Handbook!

<https://www.htwg-konstanz.de/en/studying/international/international-students/exchange-students/international-exchange-student-handbook/>