

STUDY GUIDE FOR INCOMING EXCHANGE STUDENTS

summer semester 20

English



Welcome to Hochschule Esslingen!



Dear exchange students,

every semester exchange students come from all over the world to Esslingen University of Applied Sciences (HS Esslingen) in order to study here. It is a big challenge to get used to a new country, a new city and a different culture. Therefore we are here to help you with all problems and questions you may have.

In this booklet you will find useful information, instructions and addresses that will help you during your stay here and guide you throughout the semester at HS Esslingen.

We hope that your stay here is a positive experience, and that you enjoy your time in Esslingen and Göppingen.

Your International Office

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HOCHSCHULE ESSLINGEN

Facts and figures

3 campuses

11 faculties

25 bachelor´s degree programs

13 master´s degree programs

approx. 6200 students

224 professors

480 lecturers

390 staff

approx. 70 partner universities

55 laboratories

- > The International Office
- > Important Contacts at HS Esslingen
- > Contact Persons in the Faculties
- > The Three Campuses
- > Maps of Campuses
- > How do I find a room at HS Esslingen?
- > Important Abbreviations



Contact

Hochschule Esslingen
International Office
Kanalstraße 12/1
D - 73728 Esslingen

Building 17
(opposite the Cafeteria)

THE INTERNATIONAL OFFICE

Main tasks

The International Office is the place to contact for international students (incomings) who wish to spend a semester studying at HS Esslingen, and for students from HS Esslingen who want to spend a semester abroad. The IO organizes orientation weeks for incoming students, courses in German language and culture, excursions and also housing arrangements.

Contact for ERASMUS Exchange Students

Esther Ndomé (Europe)
Telephone:0711- 397 3080
incoming@hs-esslingen.de

Contact for Global Exchange Students

Cora Mathe (America)
Telephone:0711- 397 31 81
incoming@hs-esslingen.de

Silke Schubert (Asia)
Telephone:0711- 397 31 57
incoming@hs-esslingen.de

Office hours

Tuesday 1:00 pm - 3:00 pm
Thursday 1:00 pm - 3:00 pm

IMPORTANT CONTACTS AT HS ESSLINGEN

Accommodation — Studentenwerk Stuttgart

| | | |
|--------------------------|--|--|
| Xuemei Ladewig | S 1.317 <u>Office hours:</u> Mon, Tue, Thu 9 -11 am | x.ladewig@sw-stuttgart.de Tel.: 0711- 203731 101 |
| Andrea Hilebrand-Schmidt | S 1.317 <u>Office hours:</u> Mon, Tue, Thu 9 - 11 am | a.h-schmidt@sw-stuttgart.de Tel.: 0711- 203731 102 |

International Office — Göppingen

| | |
|--|--|
| G 1.308 <u>Office hours:</u> Wed 10 am - 1.00 pm | incoming@hs-esslingen.de Tel.: 07161-679 1200 |
|--|--|

Examination Office — Esslingen City Campus

| | |
|--|---|
| S 1.127 <u>Office hours:</u> Mon, Wed, Fri 9 - 11:30 am Tue 9 am - 3 pm | Pruefungsamt@hs-esslingen.de Tel.: 0711-397 3070 |
|--|---|

Student Affairs Office — Esslingen City Campus

| | |
|--|---|
| S 1.125 <u>Office hours:</u> Mon, Wed, Fri 9 - 11:30 am Tue 9 am - 3 pm | studierendensekretariat@hs-esslingen.de Tel.: 0711-397 3050 |
|--|---|

Student Affairs Office — Esslingen Hilltop Campus

| | | |
|----------------------------------|---|--|
| Gerlinde Wieler Simone Ulrich | F 1.010 <u>Office hours:</u> Mon, Wed, Fri 9 - 11:30 am Tue 9 am - 3 pm, 13:30 - 15:00 pm | Gerlinde.Wieler@hs-esslingen.de Tel.: 0711-397 4515 Michael.Schulte@hs-esslingen.de Tel.: 0711-397 4516 |
|----------------------------------|---|--|

Student Affairs Office — Göppingen

| | | |
|---|---|--|
| Renate Osterwinter Cornelia Pfeiffer Astrid Temiz | G 4.105 <u>Office hours:</u> Mon, Wed, Thu 9 -11:30 am Tue, Fri 9 - 11:30 am | Renate.Osterwinter@hs-esslingen.de Tel.: 07161-679 1175 Cornelia.Pfeiffer@hs-esslingen.de Tel.: 07161-679 1176 |
|---|---|--|

CONTACT PERSONS IN THE FACULTIES

| Name | Program | Room | Contact details |
|---|--------------------|----------|--|
| Angewandte Naturwissenschaften / Natural Sciences | | | |
| Prof. Bettina Weiß | ERASMUS/ Global | S 4.109 | Bettina.Weiss@hs-esslingen.de Tel.: 0711-397 3553 |
| Betriebswirtschaft / Management | | | |
| Prof. Uta Mathis | ERASMUS/ Global | F 2.258a | Uta.Mathis@hs-esslingen.de Tel.: 0711-397 4379 |
| Fahrzeugtechnik / Automotive Engineering | | | |
| Prof. Peter Häfele | ERASMUS/ Global | S 10.104 | Peter.Haeefe@hs-esslingen.de |
| Prof. Hermann Lücken | ERASMUS/ Global | S 10.102 | Hermann.Luecken@hs-esslingen.de |
| Prof. Joachim Berkemer | KEEP/INTAP | S 4.005 | Joachim.Berkemer@hs-esslingen.de Tel.: 0711-379 3376 |
| Prof. Norbert Schreier | CDHAW | S 2.102 | Norbert.Schreier@hs-esslingen.de Tel.: 0711-379 3231 |
| Informationstechnik / Information Technology | | | |
| Prof. Dominik Schoop | ERASMUS/ Global | F 1.354 | Dominik.Schoop@hs-esslingen.de Tel.: 0711-379 4467 |
| Prof. Kai Warendorf | ERASMUS/ Global | F 1.352 | Kai.Warendorf@hs-esslingen.de Tel.: 0711-379 4169 |
| Gebäude Energie Umwelt / Building Services Energy Environment | | | |
| Prof. Carla Cimatoribus | ERASMUS/ Global | S 5.201 | Carla.Cimatoribus@hs-esslingen.de Tel.: 0711 - 379 3490 |
| Prof. Thomas Rohrbach | CDHAW | S 5.203 | Thomas.Rohrbach@hs-esslingen.de Tel.: 0711-379 3494 |
| Maschinenbau / Mechanical Engineering | | | |
| Prof. Stefan Rösler | ERASMUS/ Global | S 1._127 | Stefan.Roesler@hs-esslingen.de Tel.: 0711-397 3280 |
| Mechatronik und Elektrotechnik / Mechatronics and Electrical Engineering | | | |
| Prof. Georg Schmidt | ERASMUS/ Global | G 1.203 | Georg.Schmidt@hs-esslingen.de Tel.: 07161-679 1203 |
| Prof. Jürgen Minuth | CDHAW | G 4.209 | Juergen.Minuth@hs-esslingen.de Tel.: 07161-679 1143 |
| Soziale Arbeit, Gesundheit und Pflege / Social Work, Health Care and Nursing Science | | | |
| Prof. Marion Möhle | ERASMUS/ Global | F 1.064 | Marion.Moehle@hs-esslingen.de Tel.: 0711-397 4503 |
| Wirtschaftsingenieurwesen / Engineering Management | | | |
| Prof. Rainer Elste | ERASMUS/ Global | G 4.257 | Rainer.Elste@hs-esslingen.de Tel.: 07161-679 1266 |

THE THREE CAMPUSES



Faculties:

- * Natural Sciences
- * Automotive Engineering
- * Mechanical Engineering
- * Building Services, Energy and Environmental Engineering
- * Basic Sciences

Esslingen City Campus

Kanalstr. 33
73728 Esslingen

Opening hours

All buildings Mon - Fri 6:30 am - 7:00 pm
Building 7 Mon - Fri 7:00 am - 10:00 pm
Building 7 Sat 8:00 am - 6:00 pm
Closed on Sundays and public holidays!

Esslingen Hilltop Campus

Flandernstr. 101
73732 Esslingen

Opening hours

Building 1 Mon - Fri 6:30 am - 7:00 pm
Building 2 Mon - Fri 7:00 am - 10:00 pm
Building 2 Sat 8:00 am - 6:00 pm
Closed on Sundays and public holidays!



Faculties:

- * Management
- * Information Technology
- * Social Work, Health and Nursing Sciences
- * Graduate School



Faculties:

- * Engineering Management
- * Mechatronics and Electrical Engineering

Göppingen Campus

Robert-Bosch-Str. 1
73037 Göppingen

Opening hours

All buildings Mon - Fri 6:30 am - 7:00 pm
Building 4 Mon - Fri 7:00 am - 10:00 pm
Building 4 Sat 8:00 am - 6:00 pm
Closed on Sundays and public holidays!

Esslingen City Campus

Hochschule Esslingen



**International Office
Kanalstraße 12/1**

Hochschule Esslingen University of Applied Sciences

- Gebäude 1** Kanalstraße 33
Rektorat, Verwaltung
Hörsäle, Seminarräume
- Gebäude 2** Mühlstraße 1
Fahrzeugtechnik
Versorgungstechnik und
Umwelttechnik
- Gebäude 3** Mühlstraße 5
Fahrzeugtechnik
- Gebäude 4** Mühlstraße 5
Angewandte Naturwissenschaften
Fahrzeugtechnik, Grundlagen
- Gebäude 5** Mühlstraße 7
Angewandte Naturwissenschaften
Grundlagen, Maschinenbau
Versorgungstechnik und
Umwelttechnik
Studentische Arbeitsplätze
- Gebäude 6** Obertorstraße 16
Maschinenbau
Mechatronik und Elektrotechnik
- Gebäude 7** Mühlstraße 3
Rechenzentrum, Seminarräume
- Gebäude 8** Mühlstraße 9
Maschinenbau
Aula, Hörsaal
- Gebäude 9** Kanalstraße 31
Angewandte Naturwissenschaften
Maschinenbau
- Gebäude 10** Kanalstraße 29
Angewandte Naturwissenschaften
Maschinenbau, Fahrzeugtechnik
- Gebäude 12** Neckarstraße 67
Versorgungstechnik und
Umwelttechnik
- Gebäude 13** Neckarstraße 63
Fahrzeugtechnik
- Gebäude 14** Neckarstraße 65/1
Fahrzeugtechnik
- Gebäude 16** Kanalstraße 27
- Gebäude 17** Kanalstraße 12/1
Akademisches Auslandsamt



Mensa
Akademisches Auslandsamt

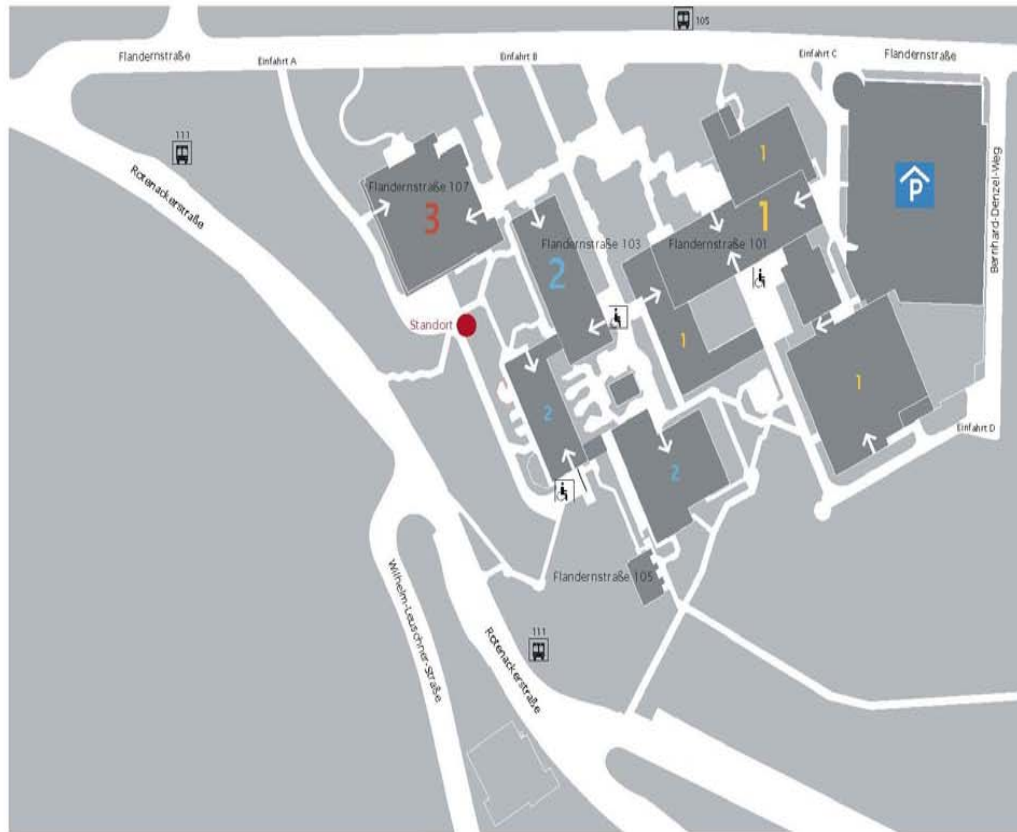
**Standort Esslingen
Flanderstraße 101**

Fakultäten:
Betriebswirtschaft
Graduate School
Informationstechnik
Soziale Arbeit,
Gesundheit und Pflege
Bibliothek, Aula

**Standort Göppingen
Robert-Bosch-Straße 1**

Fakultäten:
Wirtschaftsinformatik
Mechatronik und Elektrotechnik

Esslingen Hilltop Campus



Hochschule Esslingen University of Applied Sciences

Gebäude 1 Flandersstraße 101
Fahrzeugtechnik
Graduate School
Informationstechnik
Soziale Arbeit,
Gesundheit und Pflege
Hörsäle, Seminarräume
Besprechungsräume
Bibliothek, Rechenzentrum
Studierendenservice
Technische Abteilung
Aula, Sportstätten

Gebäude 2 Flandersstraße 103
Betriebswirtschaft
Graduate School
Soziale Arbeit,
Gesundheit und Pflege
Hörsäle, Seminarräume
Technische Abteilung

Staatliches Seminar
für Didaktik und
Lehrerbildung
(Gymnasien)

Gebäude 3 Flandersstraße 107
Studentenwerk Stuttgart
Hochschuldienstleister
- Amt für Ausbildungsförderung
- Mensa

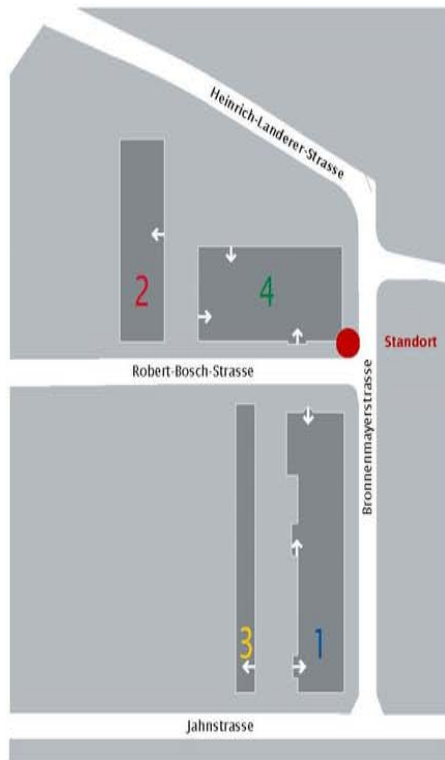
Standort Esslingen Kanalstraße 33

Rektorat, Verwaltung
Fakultäten
Angewandte
Naturwissenschaften
Fahrzeugtechnik
Grundlagen
Maschinenbau
Versorgungstechnik
und Umwelttechnik
Aula

Standort Goppingen Robert-Bosch-Straße 1

Fakultäten
Wirtschaftsingenieurwesen
Mechatronik
und Elektrotechnik

Campus Göppingen



Gebäude 1 Robert-Bosch-Straße 1
 Fakultät Wirtschaftsingenieurwesen
 Fakultät Mechatronik und Elektrotechnik
 Aula
 Mensa
 Seminarräume

Gebäude 2 Robert-Bosch-Straße 6
 Fakultät Mechatronik und Elektrotechnik
 Seminarräume
 Technische Abteilung

Gebäude 3 Robert-Bosch-Straße 1
 Allgemeiner Studierendenausschuss (ASTA)

Gebäude 4 Robert-Bosch-Straße 2
 Fakultät Wirtschaftsingenieurwesen
 Fakultätssekretariat
 Fakultät Mechatronik und Elektrotechnik
 Dekanat
 Studierendenservice
 Rechenzentrum, Bibliothek, Seminarräume

Hochschule Esslingen
 University of Applied Sciences

Standort Esslingen Kanalstraße 33

Rektorat, Verwaltung
 Fakultäten:
 Angewandte Naturwissenschaften
 Fahrzeugtechnik
 Grundlagen
 Maschinenbau
 Versorgungstechnik und Umwelttechnik

Standort Esslingen Flandernstraße 101

Fakultäten:
 Betriebswirtschaft
 Graduate School
 Informationstechnik
 Soziale Arbeit, Gesundheit und Pflege

How to find a room at HS Esslingen?

Room numbers for lecture halls, course rooms and offices of staff at HS Esslingen follow a certain logical system. Differentiated in location, buildings and floors and the room numbers, you can easily find all rooms. Here is a quick explanation how to find a room at HS Esslingen:

| Location | Floor |
|---|---|
| F = Esslingen Flandernstraße <i>Esslingen Hilltop Campus</i> | EG = Erdgeschoss <i>Ground floor (US = "first floor")</i> |
| S = Esslingen Stadtmitte <i>Esslingen City Campus</i> | 2.OG = 2. Obergeschoss <i>Second floor up (US = "third floor")</i> |
| G = Göppingen <i>Campus Göppingen</i> | 1.UG = 1. Untergeschoss <i>First floor down (US = "basement")</i> |

Example:

You are looking for room **S 1.107** = **Esslingen City Campus**, **Building 1**, **2nd floor**, room 107

Important Abbreviations at HS Esslingen

| Abbreviation | Description |
|--------------|--|
| HS | Hochschule / <i>University of Applied Sciences</i> |
| HE | Hochschule Esslingen / <i>Esslingen University of Applied Sciences</i> |
| ES | Esslingen |
| GP | Göppingen |
| IO | Akademisches Auslandsamt / <i>International Office</i> |
| WS | Winter semester (<i>September - February</i>) |
| SS | Summer semester (<i>March - August</i>) |
| Hiwi | Studentische Hilfskraft / <i>Student tutor</i> |
| AStA | Allgemeiner Studierenden Ausschuss / <i>Student union</i> |
| LMR | Lernmittelreferat, Büro für Schreibmaterialien / <i>Campus „shop“ for office supply</i> |

For abbreviations of faculties and study programs please see page 20 „studying at the university“.



ORIENTATION PROGRAM

- > Orientation Program
- > Important Dates during the Semester

THE ORIENTATION PROGRAM

During the first weeks the International Office will support you with all formalities that need to be done. Moreover, intensive German classes and excursions will take place within the first weeks. So it is very important for you to be present in the Orientation Program from the first day onwards!

Things to be done during the Orientation Program:

- > **Paying the semester fee:** for student services contributing to the funding of dormitories, the cafeterias, the use of public transport
- > **Opening a German bank account:** to pay your rent and health insurance
- > **Health insurance:** In order to enroll at HS Esslingen you must have an insurance policy (if you are not covered through the health insurance waiver or the EHIC)
- > **Residence permit issued by the Immigration Office: All students need to register their new address in Germany.**
- > **Enrollment** at HS Esslingen



- > **Computer Center:** Introduction to the computer center and Internet access
- > **Campus Tour**
- > **German courses (mandatory)**

IMPORTANT DATES during SS 20

| | |
|--------------------------------|--------------|
| Arrival at student dormitories | 2 March 2020 |
|--------------------------------|--------------|

| | |
|-----------------------|---------------|
| First regular lecture | 16 March 2020 |
|-----------------------|---------------|

| | |
|------------------------|-----|
| Registration for exams | tbc |
|------------------------|-----|

| | |
|--------------------|-----------------------|
| Examination Period | 6 July - 17 July 2020 |
|--------------------|-----------------------|

| | |
|-------------------|-----------------------|
| Semester holidays | Starting 17 July 2020 |
|-------------------|-----------------------|



STUDYING AT THE UNIVERSITY

- > Lectures & Schedules
- > Abbreviations of Faculties & Study Programs
- > Student ID Card
- > Copying & Printing
- > Certificate of Enrollment
- > Registration for Exams
- > Re-registration
- > Second semester at the HS Esslingen
- > End of your Exchange Semester
- > Service Facilities of HS Esslingen

LECTURES AND SCHEDULE -> ERASMUS/Global

- > Participants of the ERASMUS/Global program can arrange their own individual timetables from all the courses of the undergraduate study programs which are offered. You will have a meeting with your supervising professor, who will help you to create your schedule.
- > All students of the ERASMUS/Global program take part in an additional German language and, if desired, in a German History & Culture course. German History & Culture takes place Monday or Tuesday evening, German courses will take place Wednesday evening. Both courses are offered at Esslingen City Campus.
- > If you want to gather some information about your schedule earlier, you can find information on the website:
www.hs-esslingen.de > Studierende > Vorlesungsverzeichnis/Stundenplan
You DO NOT have to register for lectures!
- > You will find information about the content of the lectures and the schedules on the International Office website:



LECTURES AND SCHEDULE -> INTAP/KEEP

- > Participants of the INTAP/KEEP Program can choose 3 up to 5 of the following lessons:
 - > Alternative Powertrain
 - > Basic Elements of Feedback Control Technology
 - > Computer Simulation in Automotive Engineering
 - > Finite Element Analysis (FEA)
 - > Fluid Mechanics



- > All the students of the INTAP/KEEP Program take an extra German language and Germany at a glance course.
- > Your personal schedule will be explained to you during the orientation week. You do not have to register for lectures.

ABBREVIATIONS OF FACULTIES AND STUDY PROGRAMS

For the creation of your study schedule and for a better understanding it is important that you know the abbreviations of faculties and study programs at HS Esslingen. Here you can find all faculties and their programs:

| | | |
|--------------------------|---|--|
| Esslingen City Campus | AN | Angewandte Naturwissenschaften/ <i>Natural Sciences</i> |
| | BTB | Bachelor Biotechnologie / <i>Biotechnology</i> |
| | CIB | Bachelor Chemieingenieurwesen / Farbe und Lacke / <i>Chemical Engineering / Colour and Coating</i> |
| | FZ | Fahrzeugtechnik / <i>Automotive Engineering</i> |
| | FZB | Bachelor Fahrzeugtechnik / <i>Automotive Engineering</i> |
| | GU | Gebäude Energie Umwelt / <i>Building Services Energy Environment</i> |
| | GUB | Bachelor Versorgungstechnik und Umwelttechnik / <i>Building Services, Energy and Environmental Engineering</i> |
| | MB | Maschinenbau / <i>Mechanical Engineering</i> |
| MBB | Bachelor Maschinenbau / <i>Mechanical Engineering</i> | |
| Esslingen Hilltop Campus | BW | Betriebswirtschaft / <i>Management</i> |
| | TBB | Internationale Technische Betriebswirtschaft / <i>International Industrial Management</i> |
| | WIB | Bachelor Wirtschaftsingenieurwesen / <i>Engineering Management</i> |
| | IT | Informationstechnik / <i>Information Technology</i> |
| | KTB | Bachelor Kommunikationstechnik / <i>Communications Engineering</i> |
| | SWB | Bachelor Softwaretechnik und Medieninformatik / <i>Software Engineering and Media Informatics</i> |
| | TIB | Bachelor Technische Informatik / Bachelor Computer Science |
| | SAGP | Soziale Arbeit, Gesundheit und Pflege / <i>Social Work, Health Care and Nursing Science</i> |
| | BBE | Bachelor Bildung und Erziehung in der Kindheit / <i>Development and Education in Childhood</i> |
| | BPM | Bachelor Pflege/ Pflegemanagement / <i>Nursing Management</i> |
| BPP | Bachelor Pflegepädagogik / <i>Nursing Teacher Education</i> | |
| BSA | Bachelor Soziale Arbeit / <i>Social Work</i> | |
| Göppingen | ME | Mechatronik und Elektrotechnik / <i>Mechatronics and Electrical Engineering</i> |
| | ATB | Bachelor Mechatronik/Automatisierungstechnik / <i>Mechatronics/Automation Systems</i> |
| | ETB | Bachelor Mechatronik/Elektrotechnik / <i>Mechatronics/Electrical Engineering</i> |
| | FMB | Bachelor Mechatronik/Feinwerktechnik / <i>Mechatronics/Precision Engineering and Microsystems</i> |
| | WI | Wirtschaftsingenieurwesen / <i>Engineering Management</i> |
| | WNB | Bachelor Wirtschaftsingenieurwesen / <i>Engineering Management</i> |

STUDENT ID CARD

During Orientation Program you will receive a student ID card with the following functions:

- > Confirmation that you are a student:
Reduced admission to museums, swimming pools, Studi-Ticket etc.
- > Access to computer rooms and buildings.
- > ID card for the university library.
- > Rechargeable chip card: money can be credited to pay for copies, prints and at the cafeterias.
- > Tickets valid for public transport in the VVS network (Mon-Fri after 6 pm and all day on weekends and public holidays)



IMPORTANT!

What to do if you have lost your student ID card:

- > Go to the Finance Office (downtown campus, Building 1, S 1.117)
- > A fee of 10€ must be paid
- > Go to the Student Affairs Office with the payment receipt
- > A new student ID card can be applied for here

It takes about one week to get your new ID card. A new photo is not required.

COPYING AND PRINTING

After crediting money to your student ID card, you can pay for copies and prints.

You can put money on your student card here:

- > Esslingen City Campus: S 1.142a in the hall way and S 8.009
- > Esslingen Hilltop Campus: F 1.007 and F 3.104 (Cafeteria)
- > Göppingen: G 4.022 (next to the Cafeteria)

Studying at the University

Copying

- > Hold the student ID card over the card reader.
- > Put in your PIN (choose your personal PIN when using the card for the first time)
- > Press OK
- > Copy

Printing

- > Choose "colour" or "black-and-white" on printer
- > Hold the student ID card over the card reader
- > Put in your PIN (choose your personal PIN when using the card for the first time)
- > Press OK
- > Print

CERTIFICATE OF ENROLLMENT

You will receive your certificate of enrollment together with your Student ID card at the beginning of your stay. Additional certificates of enrollment can be created and printed using the online functions on the website of HS Esslingen.

www.hs-esslingen.de -> Schnellzugriff -> Login -> LSF

REGISTRATION FOR EXAMS

You need to register for all the subjects for which you wish to get a grade or credits. This registration takes place during the examination registration period at the examination office (Prüfungsamt). KEEP/INTAP participants do not have to register for courses. You will receive further information for exam registrations from the International Office by e-mail.

RE-REGISTRATION

You have the option to stay at HS Esslingen for a second semester to attend more lectures or to complete an internship. You will receive an e-mail from the International Office with a date to re-register and to pay the semester fee.

SECOND SEMESTER AT HS ESSLINGEN

How to find an internship:

Finding an internship place is your responsibility. You may get support from the Internship office of your faculty. Find information on the homepage of your faculty or ask your fellow students about their experiences. You will receive further information from the IO by e-mail.

Opportunities to find an internship:

- > Adverts on your faculty's black board
- > Job recruitment portals as <http://www.contact-as.de> => Job Center
- > Job Exhibitions
- > Homepage of companies

When should you start your search?

Three to six months before the starting date. If you are not an EU-citizen, you should sign a contract of employment two months **before** starting (see work permit).

Do I earn money during the internship?

Most internships in Germany are paid. The amount of salary is determined by the company.

Work permit:

EU-citizens do not need a work permit (Exceptions: Bulgaria and Romania). Students from non-EU countries who do an internship for up to twelve months related to a specific field of study may be exempt from a work permit. Please ask the IO for more information (at least two months before the start of the internship). Information will be sent to you via e-mail.

END OF THE EXCHANGE SEMESTER

TRANSCRIPT OF RECORDS

After the end of your stay at HS Esslingen your "Transcript of records", which includes your grades, will be sent by the International Office directly to the coordinator at your home university. It may take some time until this document is complete. So please be patient. Transcript of records from KEEP/ INTAP students will be sent directly to your home university by the faculty of Automotive Engineering. Every student will also get a copy of his/her Transcript of records via Mail.

- > Stay at HE only during WS -> mailing of transcript ca. at the end of March
- > Stay at HE only during SS -> mailing of transcript ca. at the end of August
- > Stay at HE during WS and SS -> mailing of transcript ca. at the end of August

CREDITS AND GRADING SYSTEM

At www.hs-esslingen.de/incoming > Course descriptions you can find detailed course descriptions and information about credits for each course.

| German grading scale | | Translation | |
|----------------------|-----------------------|-----------------|---|
| 1,0 / 1,3 | Very good | 1,0 / 1,3 | A |
| 1,7 / 2,0 / 2,3 | Good | 1,7 / 2,0 / 2,3 | B |
| 2,7 / 3,0 / 3,3 | Satisfactory | 2,7 / 3,0 / 3,3 | C |
| 3,7 / 4,0 | Adequate | 3,3 | D |
| 4,7 / 5,0 | Insufficient (failed) | 3,7 / 4,0 | E |
| | | 4,7 / 5,0 | F |

- > This grading system is only for your orientation, actual grading translations may vary.

BEFORE YOUR DEPARTURE

Checklist

- Make an appointment with the janitor of your residence three weeks before your departure for a room inspection (Only if the room is properly cleaned, and maybe painted, will you get the full deposit back)
- Return all keys and library books
- Notify your German health insurance company. Give your health insurance card and a copy of the green form "Abmeldung" back to AOK
- Notify your bank that your account should be closed as soon as your deposit money has been transferred back
- Notify the Immigration Office and/or the Address Registration Office that you are leaving Esslingen/Göppingen.
- For questions regarding grades, credit points, academic records and certificates please ask your professors in the faculties. **(Note: The International Office will send your transcript of records only to your home university. If you have some content related problems, please ask your supervising professor.**

SERVICE FACILITIES AT HS ESSLINGEN

UNIVERSITY LIBRARY

The library can be found in building 1 at Esslingen Hilltop Campus (5th floor) and in building 4 at Göppingen Campus (G 4.332). Information is available on:

www.hs-esslingen.de/bibliothek

Book search:

Click the link in menu on „Bestandskatalog WebPAC“, then choose language.



COMPUTER CENTER



The computer centre is responsible for the computer network of HS Esslingen. During your orientation program you will get an introduction to the computer network and your own account.

More information:

www.hs-esslingen.de/rechenzentrum

PRINTING SHOP

If you need many copies or special prints, it might be better to let the prints/copies be done at the printing shop:

| | |
|---------------------------|-----------|
| Esslingen City Campus: | S 01.-104 |
| Esslingen Hilltop Campus: | F 01. 001 |
| Göppingen Campus: | G 01.130 |

Prices, opening times and location of the printing machines: www.hs-esslingen.de/hausdruckerei



WHAT ASTA OFFERS

AStA is a student organization that represents students' rights at the University. You can have a look of what AStA offers you (bike rental, washing machines, etc). Information is available here:

www.hs-esslingen.de/asta



OFFICE SUPPLIES



Low priced office supplies such as writing pads, folders and pencils can be bought at the LMR (Lehrmittelreferat).

Esslingen City Campus: S 5.007
Esslingen Uphill Campus: F 1.030
Göppingen Campus: G 3.001

Opening hours see notice on rooms.

UNIVERSITY SPORTS

HS Esslingen offers a wide range of sporting activities as well as a fitness area/ Krafraum. In addition to the offered courses there are also tournaments in team sports (volleyball, soccer, basketball). We are always looking for talents to support our teams.

More information available on: www.hs-esslingen.de > Hochschule > Organisation > Serviceeinrichtungen > Hochschulsport



You will find the sport facilities at the Hilltop Campus, Flandernstr. 101. There is also a fitness room/Krafraum in Göppingen, which you may use, and you can also join a climbing group in Göppingen. Information on opening hours in GP are available at the notice board (building 2, EG, next to the cafeteria).

BICYCLE WORKSHOP



If you do not own a bike here, you can rent one at the City Campus for a small deposit. If your bike needs some repairing, you can go and see the guys from the bicycle workshop at **S 5-102** in Esslingen or behind building 1 (next to Campus Café) in Göppingen. They will be happy to help you with your bike!

They are open **Mondays and Thursdays 12:45 am to 1:30 pm** or on special agreement. Opening hours for Göppingen are announced at the workshop door.

Contact: fahrradwerkstatt@hs-esslingen.de

CAFETERIA

There are three cafeterias at HS Esslingen, one at each campus. They have different opening hours, so please check out the right schedules on www.studentenwerk-stuttgart.de/mensen-cafeterien

All cafeterias offer different meals on a daily basis. You can also have vegetarian meals.



MUSIC AT THE UNIVERSITY



HS Esslingen offers a range of activities for musicians. Students, professors and staff are invited to make music together. Everybody is warmly welcome.

More information on:
www.hs-esslingen.de/de/hochschule/service/musik-an-der-hochschule.html



LIVING IN GERMANY FROM A-Z

Germany: Facts and Figures

Federal state in central Europe

16 German states

Capital: Berlin

Ca. 83 Mio. inhabitants

Ca. 357 000 km² surface

National holiday: 3rd of October
(German Unification Day)

Currency: Euro (€)

Official language: German

- > Bus & Train transportation
- > Do's & Don'ts in Germany
- > Electricity
- > Food
- > Health & Medical Care
- > Going out & Parties
- > Freetime & Travelling
- > Mobile phone, Internet & Accessibility
- > Security
- > Theft & Loss
- > Weather & Clothes

BUS & TRAIN TRANSPORTATION

Besides bicycling, you can use the public transportation system to move from one place to another. That is easy and safe. The transportation system is well organised in Germany. You have to distinguish between the **local transportation services**, which connect nearby cities (e.g. Stuttgart - Esslingen) and operate within the cities, as well as the **intercity transportation services**, which connect bigger distances (e.g. Stuttgart - Frankfurt).



Public local traffic transportation: In Esslingen and its surrounding areas you will use the **VVS** network, the **Verkehrverbund Stuttgart**. The network includes buses, S-Bahn (interurban train) and U-Bahn (urban train) within the Stuttgart region. You can find more information on: www.vvs.de

- Buses, S-Bahn and U-Bahn operate from 5:30 am to 12 pm
- On Fridays, Saturdays and before public holidays there is a night bus (Line N10) from Stuttgart Schlossplatz to Esslingen Station (Bahnhof Esslingen). S-Bahn trains operate all through the night on weekends and on Holidays.

More information on: www.vvs.de/en

Student ID as a valid ticket

Your HS Esslingen student ID card gives you free travel on all buses and trains **within the VVS network**. It is valid after 6 pm on weekdays and all day on weekends and public holidays.

Studiticket

For students who often need to travel inside the VVS-Net (e.g. travelling to the university by bus on a daily basis) it is worthwhile to buy the Studiticket. It is valid every day on all buses, S-Bahnen, U-Bahnen and regional trains inside the VVS network.

Studitickets are valid for six months for a free amount of trips according to the official dates of the semester at HS Esslingen (September - February or March - August). You can buy the ticket for 207 € in all VVS- and SSB-shops or online: (<https://tickets.ssb-ag.de/>)

Buses in Göppingen

The Filisland mobility network is an association of all bus companies in Göppingen County (Landkreis Göppingen) and the German national railway company (Deutsche Bahn). More Information on: <http://www.filisland.de>

Hint: BahnCard – a discount subscription program offered by the German national railway company – is not valid within the VVS mobility network (Verkehrverbund Stuttgart).

Public intercity transportation:

If you want to travel greater distances, you can use the public intercity transportation system. The biggest provider here is Deutsche Bahn. If you book your trips in advance, you often get discounts. If you want to use the train more often to travel within Germany, it may be worth buying the **Bahn Card**. This card gives you 25% or 50% discount on your trips. You find more information and time tables on the internet: www.bahn.de

Additionally there is the opportunity to take **special buses** that connect bigger German cities as well as some European cities. Tickets are available for a low budget (e.g. 9 €). More information on: www.touring.de

IMPORTANT!!!

You should always have a valid ticket when you use the public transportation system. Using them without valid ticket („Schwarzfahren“) costs at least 60 € and may result in a legal proceeding!

DO'S & DON'TS IN GERMANY

If you are new in Germany you do not always know how people act here. If you are feeling a bit uncertain about how to behave properly in certain situations, we have some useful hints for you:

Addressing somebody: If you meet somebody outside the circle of your friends, you address people with „Sie“ and the last name, e.g. „Hello Mrs. Meyer“. This applies especially when you talk to people who are older than you or whom you do not know. If you meet people of the same age or friends, you address them with „Du“.

Welcoming: In Germany you welcome each other by shaking hands. Kisses on cheeks and hugs are not very common, only in situations when you know the person very well, e.g amongst your friends or family.

Eating out: In a Restaurant you can normally choose the table on your own. Bills are paid at the table with the waitress/ the waiter. Often you pay in separated bills, that means every single person pays his/her own food and drinks. It is common practice to give a tip. In most cases „odd amounts“ (e.g. 7,80 €) are rounded up to make it even (e.g. 8,00 €). But you can also give more tip.

Talks: If you talk to somebody in Germany, you look him/her directly in the eyes. To look somewhere else may be seen as rude and uninterested. In Germany there are generally few taboos that you are not allowed to talk about. Germans do not like to talk about financial matters, especially their salary. So „how much is your salary?“ is not a good question when talking to people that you do not know.

Dates and appointments: Germans are very keen on punctuality. If you have an appointment (with professors, with German friends, with a doctor ...) you should be on time. If you made an appointment at 4 pm, you should be there at 4 pm sharp. If you cannot keep an appointment, you should cancel it in time. Also, if you are late for an appointment, you give a short notice about your delay.

ELECTRICITY

230 V, 50 Herz Wechselstrom

These plugs work:

CEE 7/17, CEE 7/7, CEE 7/16, CEE 7/4

FOOD

In Germany you have different opportunities to go shopping for groceries. We have a wide range to offer: weekly farmer´s markets, discount supermarkets and also wholefood shops. Here you will find an overview about the different shops and opportunities and their price ranges:

| | | |
|----------------------------|-----|--|
| LIDL, ALDI, Penny: | € | Cheap, discount supermarkets |
| REWE / EDEKA: | €€ | Medium, bigger assortment |
| REAL / MARKTKAUF: | €€ | medium, big supermarkets with food and many other products, e.g. electronic articles |
| Bio-Läden (e.g. Alnatura): | €€€ | expensive, organic products |
| Feinkost-Läden: | €€€ | expensive, selected products |

Bakeries (Bäckerei)

Germans usually like to buy fresh bread in bakeries. You will find the town full of them. In addition to many types of bread, you will also find the "Süßes Stückle" (sweet piece) and cakes, mostly intended for breakfast time or for the afternoons´ "coffee and cake".

Butcher´s shops (Metzgerei)

If you want to buy meat and sausages in a specialised shop, you can do so in the butcher´s shops. Often those shops also offer lunch on a small budget. Most of the middlesize and bigger supermarkets have their own butcher´s section. You can also buy fresh meat and sausage there.

Living in Germany from A - Z

Wholefood Shops

Within the last few years more and more wholefood shops entered the German food market. Here you can buy organic products without any additives. These products often come from regional farms. Because of their special mode of production these products are more expensive.

Farmer´s market

On Wednesdays and Saturdays a farmer´s market takes place from 7 am to 12:30 am at the Market Place in front of Sankt Dionys church in Esslingen and from 7 am to 1 pm at the Schillerplatz in Göppingen.



Restaurants

If you do not want to eat at the universities´ cafeterias every day you can also have lunch outside for a small budget. You can find American fastfood companies like McDonalds, Burger King or Subway in Esslingen and Göppingen. You will also see many Asian restaurants that offer meals for fair prices.

Additionally you can find many traditional restaurants in Esslingen and Göppingen, where very tasty regional food is offered and where you can get to know the Swabian kitchen.

IMPORTANT! Shopping hours:

Most shops close at 8 pm. Some supermarkets are open until 10 pm or even 12 pm.

On Sundays and public holidays all shops are closed.

Some gas stations offer an assortment of food, drinks and everyday commodities.

Some of them are open 24 hours. But products are much more expensive there.

HEALTH & MEDICAL CARE

Health insurance coverage is mandatory for all students in Germany. The German health care system is one of the best in the world. So, if you need to see a doctor, you can get help from different contact points. Here you can find a small guidance how medical consultations take place, an overview about the most important types of doctors and a contact list with doctor´s offices in Esslingen and Göppingen:

IMPORTANT!

Normally you will see the general practitioner first. Call the office first and make an appointment with the doctor. In case of emergencies, e.g. a broken arm, you can go directly to the hospital. (See emergency telephone numbers on page 38 of the brochure)

Overview of doctors

General Practitioner

If you have a statutory German health insurance, e.g. AOK, the following procedure takes place when you need a medical consultation:

- > Call the doctor and make an appointment
- > Show your health insurance card at the doctor´s reception desk
- > Costs for treatments will be paid directly by the insurance company (you do not have to pay the treatment)
- > You may get a referral from the general practitioner to a medical specialist

It is important that you know which treatments are covered by your insurance and which are not. All insurances may have different conditions. Please read up on the conditions of your insurance and ask at the doctors for deviating payment methods and treatments.

Gynecologist

Make an appointment in advance as soon as possible. You're able to see a gynecologist directly without going to the General Practitioner before.

Dentist

You should also make an appointment in advance. You can go there without having seen the General Practitioner. If you have urgent (severe) toothache you will get a quick appointment. In that case it will be the best to contact the emergency dentist (see page 39).

Hospital

Only emergencies, operations and special analysis are treated in hospitals.

Medication & Drugs:

Drugs are available in pharmacies only. It is not possible to buy drugs at the supermarkets. Most drugs require a prescription from the doctor, as those are only allowed to be sold with prescription. Some drugs do not require a prescription, they count as over-the counter (OTC) medicine. Those are e.g. pain killers with a low concentration of active pharmaceutical ingredients. You can buy them directly at the pharmacies. In some cases (often in a hospital) you will get some drugs directly from the doctor.

- > Important: In most cases an own financial contribution for your drugs is required. This contribution depends on the price of the drug. Your insurance pays the rest. Insured person at AOK normally pays for instance a fixed rate of 5 €.

Payment for medical consultations:

Students who are insured at AOK or who own the European Health Insurance Card (EHIC), show their insurance card / EHIC when being received at the doctor's. Cost for the consultation will be directly charged at the insurance.

The EHIC card might not be accepted as a method of payment at some doctor's offices, please enquire in advance.

Students who are insured at a private insurance company, have to check out the requirements of payment before the consultation. Normally they have to pay the bill at their own expenses.

LIST OF DOCTORS

Here you can find a list of doctors, who you can contact in Esslingen and Göppingen. This list is not meant to be a recommendation, but to give you an overview of contacts! You can find other doctors in the local telephone book or in the internet., e.g. <http://www.arztsuche-bw.de/>

| General Practitioner | Telephone | Languages spoken |
|--|-----------------|--------------------------------|
| Dr. med. Sabine Furian Pliensaustraße 8, 73728 Esslingen | 0711 - 5502474 | German, English |
| Dr. med. Lochmann-Kesselheim Obertürkheimer Str. 7-9, | 0711 - 322223 | German, Spanish |
| Spyridon Avlonitis Flandernstr. 39, 73732 Esslingen | 0711 - 91277733 | German, English |
| Dr. Aegaeis Ismet Aydemir Bleichstr. 4, 73033 Göppingen | 07161 - 73021 | German, English |
| Dr. med. Heinz Kohl Bahnhofstr. 7, 73033 Göppingen | 07161 - 979766 | German, English |
| Dentist | Telephone | Languages spoken |
| Tobias Günkinger Neckarstr. 55, 73728 Esslingen | 0711 - 88242110 | German, English, Portuguese |
| Ute Kiener Martinstr. 11, 73728 Esslingen | 0711 - 34559593 | German |
| Dr. med. dent. Wurster Poststr. 41, 73033 Göppingen | 07161 - 73135 | German, English |
| Dr. med. dent. Jürgen Reiss Freihofstr. 54, 73033 Göppingen | 07161 - 72163 | German |

Living in Germany from A - Z

| Gynecologist | Telephone | Languages spoken |
|---|---------------|-------------------------|
| Dr. med. Claudia Birkel Neckarstr. 86, 73728 Esslingen | 0711 - 352630 | German, English, French |
| Dr. med. Esther Scherrenbacher Willi-Bleicher-Str. 3, 73033 Göppingen | 07161 - 69097 | German, English |
| Dr. med. Tahmineh Hanifi-Afshar Marktstraße 16, 73033 Göppingen | 07161—71313 | German, Turkish |

| Eye Specialist | Telephone | Languages spoken |
|--|----------------|------------------|
| Dr. med. Jutta Failer-Neuhauser Adlerstr. 6, 73728 Esslingen | 0711 - 548970 | German, English |
| Dr. med. Jürgen Krüger Fabrikstr. 10, 73728 Esslingen | 0711 - 357500 | German, English |
| Dr. med. Christian Frey Marktstr. 14, 73033 Göppingen | 07161 - 961210 | German |

EMERGENCY TELEPHONE NUMBERS

In case of emergency call the following numbers or go directly to the listed addresses. These three emergency telephone numbers are free of charge, always available and work in most European countries!



Ambulance **112**

Fire department **112**

Police **110**

EMERGENCY NUMBERS in ESSLINGEN and GÖPPINGEN

| Type of emergency | Telephone | Place |
|--|--|-------------------------|
| Poisoning | 0761 - 19240 | Esslingen and Göppingen |
| Hospital Esslingen Hirschlandstr. 97 73730 Esslingen | 0711 - 31032769 (Emergency) 0711 - 1363400 (Emergency Practice) | Esslingen |
| Hospital Göppingen Eichertstr. 6 73035 Göppingen | 07161 - 643010 (Emergency) 07161 - 640 (General Office) | Göppingen |
| Medical Emergency Service daily from 6 pm - 8 am, at weekends & public holidays 24 hours | 0711 - 1363400 | Esslingen |
| Medical Emergency Service daily from 6 pm - 8 am, at weekends & public holidays 24 hours | 07161 - 67390 | Göppingen |
| Emergency Dentist daily from 6 pm - 8 am, at weekends & public holidays | 0711 - 7877755 | Esslingen |
| Emergency Dentist daily from 6 pm - 8 am, at weekends & public holidays | 07161 - 67390 | Göppingen |
| Emergency Eye Specialist daily from 6 pm - 8 am, at weekends & public holidays | 0711 - 355993 | Esslingen |
| Emergency Eye Specialist daily from 6 pm - 8 am, at weekends & public holidays | 07161 - 67390 | Göppingen |
| Emergency Gynecologist Mo -Thu 6 pm - 8 am, Fri 2 pm - 8 am, at weekends & public holidays 24 hours | 0711 - 3511993 | Esslingen |
| Emergency Gynecologist daily from 6 pm - 8 am, at weekends & public holidays | 07161 - 67390 | Göppingen |

GOING OUT & PARTIES

Esslingen and Göppingen

You can have a lot of fun in Esslingen and Göppingen! Especially on the weekends you will always find a place to do something nice: cinema, dancing, drinking cocktails and much more...

Information about locations and events around Esslingen are available on the internet : www.es-presso.de

The Dick-Areal

Highly recommendable is the Dick-Areal! It is always worth going there, whether you want to play darts or billiards, go to the cinema or have something to drink or eat. You can find bars, restaurants, a cinema and much more in the former factory building. The Dick-Areal is located in Kollwitzstr.1 in Esslingen and on the internet: www.das-dick.com

Student parties

During the semester there are different student parties, which are organised by different faculties, dormitories and student associations. You will know about dates and places of the parties by current notices, from the homepages of faculties and university and by asking your fellow students.



Party in Stuttgart

In about 12 minutes you can reach Stuttgart from Esslingen by train. On the weekend a night bus connects both cities every hour (departure at Neues Schloss, Bus N10). S-Bahn runs at different intervals all through the night on Weekends and the evenings before public holidays.

Clubs and Bars

You can find a variety of clubs and bars in Stuttgart´s city center, e.g. Theodor-Heuss-Straße. More information is available on the internet:

<http://www.stgt.com/stuttgart/stnachtd.htm> or <http://www.partys-in-stuttgart.de>

FREE TIME & TRAVELLING

There are also many things to be done in Esslingen, Göppingen, Baden-Württemberg and Germany during the day. If you want to go even further you can reach many European cities in a very fast, easy and cheap way.

Esslingen and Göppingen

You find everything that you can see and do in Esslingen and Göppingen on the cities' websites. Here you get an overview about museums, trips, and leisure time activities such as canoeing or hiking in the vineyards. Additionally, events are organised regularly, which you can visit. For example you should not miss the **Medieval Christmas Market** in Esslingen!

Just have a look on www.esslingen-tourist.de and www.goepingen.de

You can also find information in the official tourist information centers in the cities!

- > Highly recommendable is a visit at the swimming pool **Merkel'sches Schwimmbad** in Esslingen. Here you can swim and relax in the historical public bath in Art Nouveau. You find further information here: www.swe-baeder.de



Baden-Württemberg and Germany

Esslingen and Göppingen are good starting points to get to know the state of Baden-Württemberg. Popular destinations for a trip on the weekend are e.g. Lake Constance (Bodensee) or the Black Forest (Schwarzwald). A visit to the state capital Stuttgart is also worth it. How about going to the **Wilhelma** - one of the most beautiful zoos in Germany? Or a visit to the **Porsche museum**?

Living in Germany from A - Z

If Baden-Württemberg is not enough for you, you can reach all other German cities from Stuttgart! If you go by train or by bus, you will reach e.g. **Berlin** or **Hamburg** in about 6 - 7 hours and **Munich** in only 2 hours!

Europe

A good alternative for traveling are „low cost airlines“. Those allow you to get to know whole Europe also with a small budget.

Early booking is recommended as you can often get much cheaper rates. German low cost airlines are e.g. Airberlin or Germanwings. Many international airlines also operate from Germany. For instance you can find information for routes and prices here: www.fluege.de



FESTIVALS AND EVENTS

Esslingen



- > **Carnival** (February)
- > **Esslingen Spring and Gardening Days** (April)
- > **Esslinger Wine Hiking Day** (May)
- > **Strawberries Festival** (June)
- > **Folk Festival** (July)
- > **Kandelmarsch** (July)
- > **Open Air Cinema at the castle** (July/August)
- > **Onion´s Festival** (August)
- > **Wine Festival** (October)
- > **Art- and Craftsman market** (October)
- > **Medieval Christmas Market** (November/December)
- > **Fackellauf on New Year´s Eve**

Göppingen



- > **Göppingen City Festival** (September)
- > **Göppingen Wine Festival** (September/October)
- > **Martini Market** (November)
- > **Christmas Market** (November/December)
- > **May tree festival and May Market at the Schillerplatz** (May)
- > **Festival in the Park at the Oberhofen-Anlagen** (July)
- > **Festival of the Museums at "Storchen"** (August)

Stuttgart

- > **Cannstatter Wasen**
(September/October)
- > **Christmas Market** (November/December)
- > **Spring Festival** (April/May)
- > **Wine Festival „Weindorf“** (June/July)
- > **Hamburg Fishmarket** (July)
- > **Sommerfestival** (August)



MOBILE PHONE, INTERNET & ACCESSIBILITY

While being in Germany it is no problem to stay in contact with your friends and family back home. Germany has a very good communication system. Almost everything is done via mobile phone or internet today. If you want to stay in contact with your home country but also to be available for friends in Germany, you have several possibilities:

Internet

The internet access in your dormitory is included in your rental payments. You can also access the internet in the computer center of the university („Rechenzentrum“). There are several PC rooms at all locations. An overview is available on the website of the computer center: www.hs-esslingen.de > Links > Rechenzentrum

Internetcafés

In case you want to use the internet outside the dorm or university, here are some internet cafés:

| | | |
|-----------------------|---------------------|------------------------|
| Starbucks | Café Maille | Billard Cafe City Pool |
| Pliensaustraße 8 (ES) | Wehrneckarstraße 13 | Marktstraße 8 (GP) |

Another opportunity is to buy an **UMTS-Stick** to use wireless internet on your own laptop everywhere in Germany. This stick does not require a contract nor a fixed term of use. In most cases you pay on a daily basis via credit card.

Telephone - Mobile phones

Most Germans make phone calls with their mobile phones. But there are still some **telephone booths** in the cities, which can be paid for with telephone cards or cash money. You can buy telephone cards e.g. at the Post office.

If you stay in Germany for a limited amount of time, it is recommended to buy a mobile phone with a **Prepaid card** as telephone contracts will often have a fixed term of use of two years.

Technology

Cell phones in Europe work today with the GSM- or UMTS-Standard.

Service Providers

e.g.: T-Mobile (D1), Vodafone (D2), E-Plus, O2;

In addition there are further service providers (check: www.teltarif.de)

Landline phones („Festnetz“)

By using a landline phone (not a cell phone) you can make low-priced calls. Especially for calling other countries some special codes exist that make calls cheaper, e.g.: on www.billiger-telefonieren.de

GERMAN POST AND DHL

There are several offices accross town but you will find the main Post office in Esslingen at the ES-Center on Berliner Straße. In Göppingen a Post office is located in Hohenstaufenstr. 3.

You can find all information about sending letters, packages etc. at www.deutschepost.de and www.dhl.de

SECURITY

Germany is considered to be a very safe country. Normally you can walk and stay in the streets at night without any problems. But you should always be aware of your surrounding.

If there is any kind of problem, you should do the following:

- Keep calm!
- Ask actively and directly for help from people around you
- Dial **110** and call the police!

LOSS & THEFT

Loss of student ID card:

- > Go to the Finance Office (downtown campus, Building 1, S 1.117)
- > A fee of 10 € must be paid
- > Go to the student registry office with the payment receipt
- > A new student ID card can be applied for here

It takes about one week until you receive your new student ID card. A new photo is not required.

Living in Germany from A - Z

If you lose something at the university:

Lost property will be brought to the following contacts at the university:

- > Esslingen City Campus: Sabine Gindlhuber, S 1.010a
Tel. 0711 - 397-3056
- > Esslingen Uphill Campus: Gisela Heinzmann, F 1.008
Tel. 0711 - 397-4090
- > Göppingen Campus: Renate Weber, G 4.009
Tel. 07161 - 679-1187

Student identifications and similar objects will be handed to the Student Affairs Office.

If you lose something outside the university:

Lost & found office Esslingen: <http://buergerservice.esslingen.de/fundbuero>

Lost & found office Göppingen: Kirchstraße 13, Tel. 07161 - 650 329

If you lose personal documents (e.g. identifications, driver´s license) or if something is stolen:

Go to the police:

Esslingen: Agnespromenade 4; Tel. 0711 - 3990 0

Göppingen: Schillerstraße 17; Tel. 07161 - 63 0

- > Ask if somebody has found your documents
- > If you still do not find your documents within a week, contact your embassy
- > Apply for a substitution of the documents

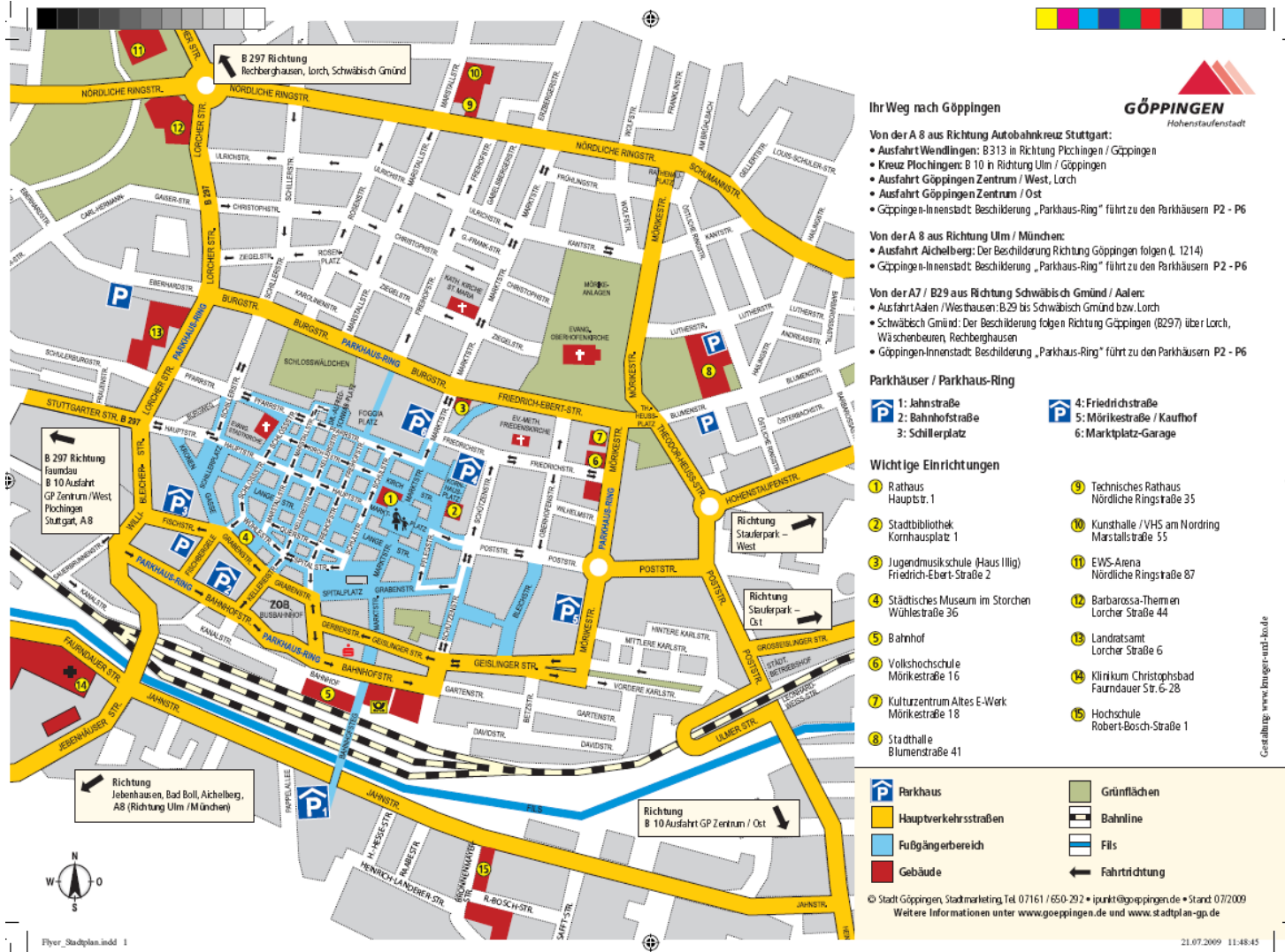
WEATHER & CLOTHES

Temperatures in Baden-Württemberg can rise during the summer up to 35°C and drop in the winter down to -10°C.

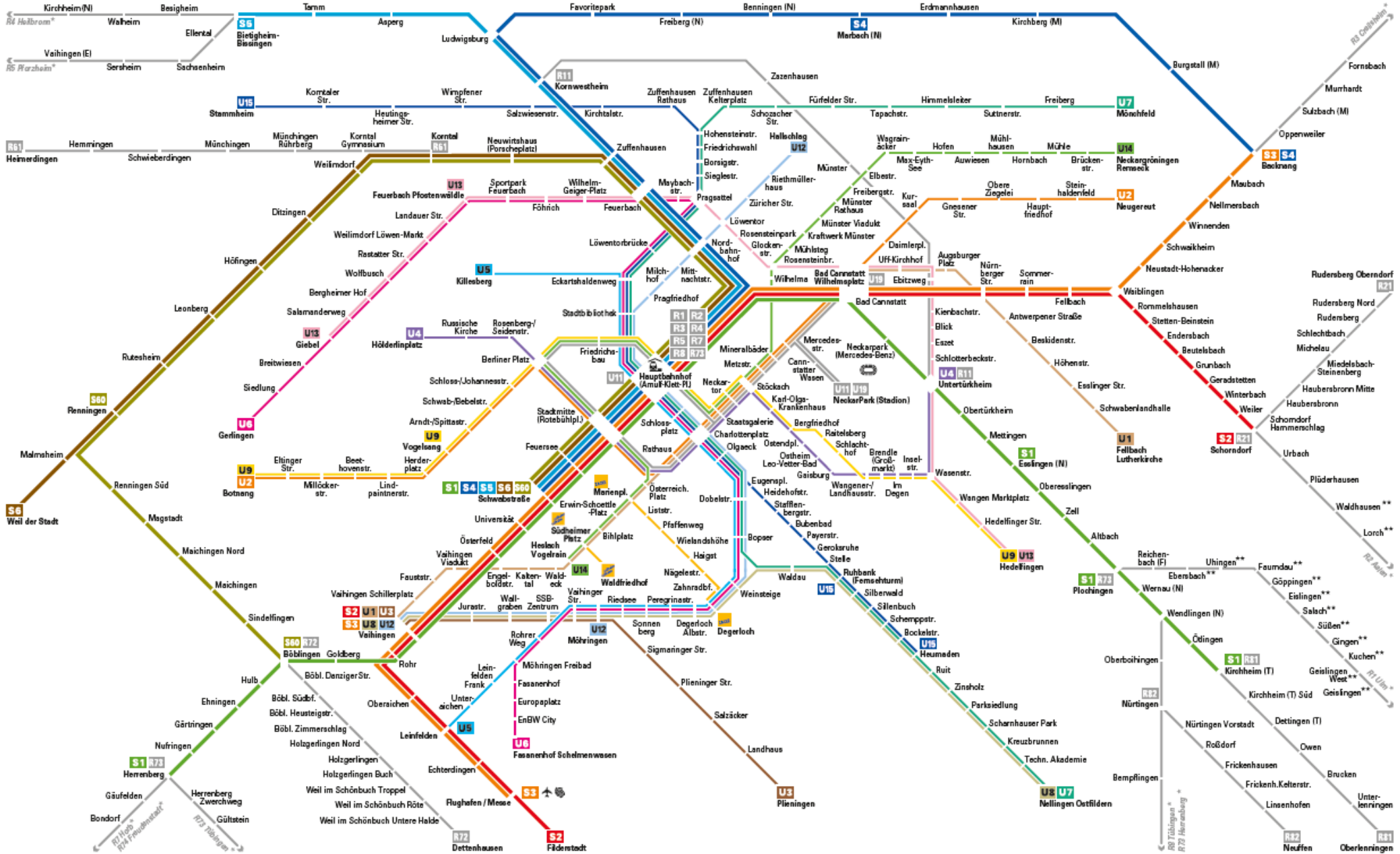
During winter it can snow. During summer frequent rain showers are possible.

Rooms and buildings are heated in winter time. In summer you can find air condition in some buildings.

Warm shoes in winter are as important as light clothing in summer, and a bathing suit for the swimming pool.



Verbund - Schienennetz



BUS SCHEDULE ESSLINGEN CITY CENTER/MAIN STATION



Haltestelle Esslingen (N) ZOB
Ausgabe 2010

WVS-Verkaufsstelle

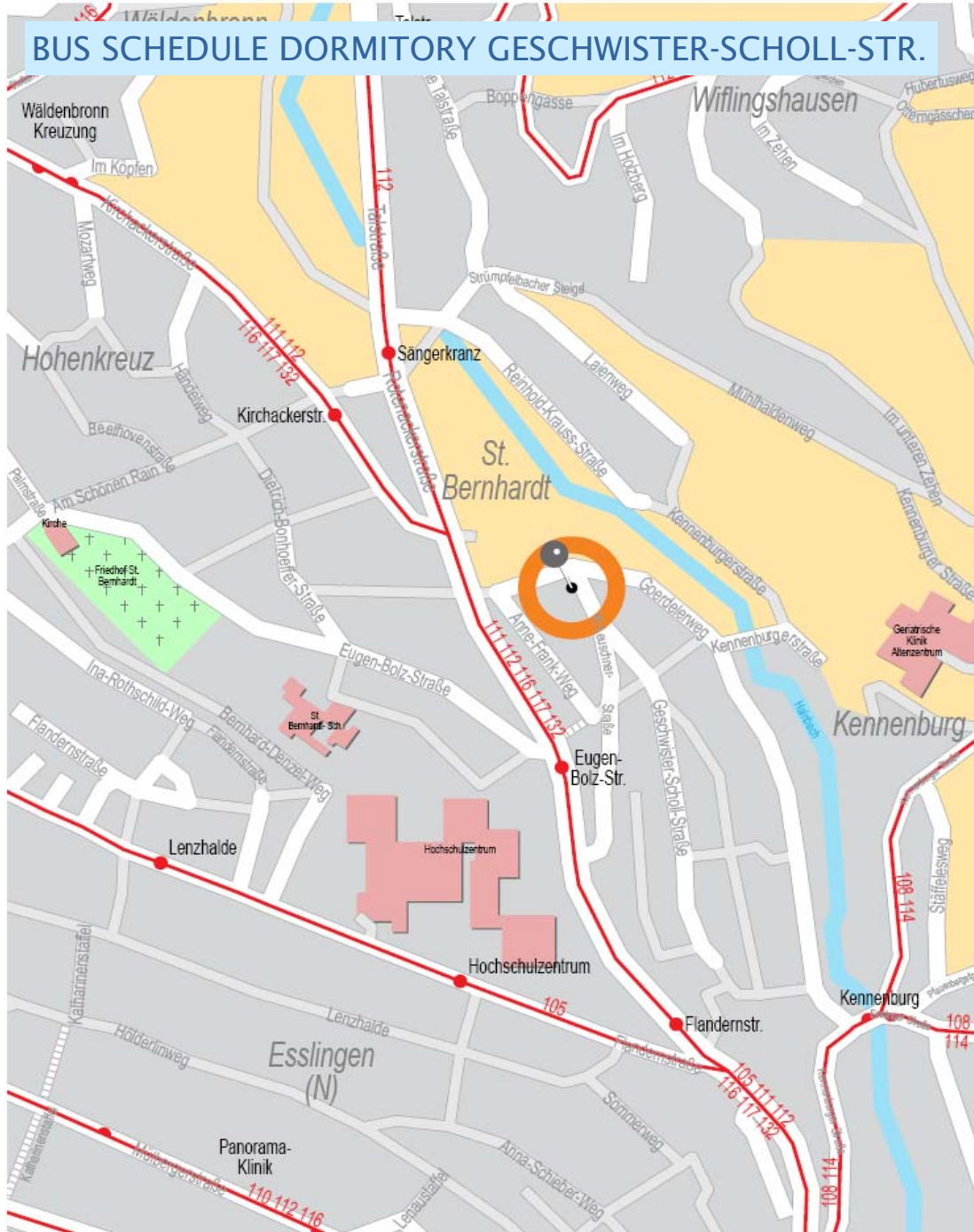
Endhaltestelle

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EPA-WWZ - Verpöner (3.5.3.92) - 10.08.10 15:00:29

SMS-Abfahrten: 7801 an 0160 98942911



BUS SCHEDULE DORMITORY GESCHWISTER-SCHOLL-STR.



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BUS SCHEDULE DORMITORY AM ROSSNECKAR (ES)



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