

# INFORMATION GUIDE FOR INCOMING EXCHANGE STUDENTS



## GENERAL INFORMATION

<b>Name</b>	Rhine-Waal University of Applied Sciences (Hochschule Rhein-Waal)
<b>Campus Kleve</b>	Marie-Curie-Straße 1, 47533 Kleve
<b>Campus Kamp-Lintfort</b>	Friedrich-Heinrich-Allee 25, 47475 Kamp-Lintfort
<b>Country</b>	Germany
<b>ERASMUS-Code</b>	D KLEVE01
<b>Website</b>	<a href="http://www.hochschule-rhein-waal.de">www.hochschule-rhein-waal.de</a>

## CONTACT

<b>Centre for Internationalisation and Languages</b>	INCOMING STUDENTS Mr. Jochen van Bentum (+49) 2821-80673 157 <a href="mailto:Jochen.vanBentum@hochschule-rhein-waal.de">Jochen.vanBentum@hochschule-rhein-waal.de</a>
<b>Email</b>	<a href="mailto:Exchangestudents@hochschule-rhein-waal.de">Exchangestudents@hochschule-rhein-waal.de</a>

## NOMINATION & APPLICATION

**Nomination Deadlines** For winter terms: 1 May  
For summer terms: 1 November

**Please send the nomination to the following email address:** [Exchangestudents@hochschule-rhein-waal.de](mailto:Exchangestudents@hochschule-rhein-waal.de)

**Nomination Procedure** After receiving the nomination from the home university, we will email the link of our online application platform directly to the applicant. In order to be able to accept the application, the online form needs to be filled in properly and all required documents need to be uploaded.

**Application Documents**

- Transcript of records
- proof of enrolment
- scan of your Passport or ID Card
- Photo

**Note:** These documents must be submitted through the online application form. It is not necessary to send any documents by post!

### **Deadline for Online application**

Winter term: 1 June

Summer term: 1 December

**Next Steps in the Application Process** You will receive the form "**Learning Agreement**". Please fill in the modules that you would like to take during your exchange at Rhine-Waal University of Applied Sciences.

Once the agreement is approved by both sides, the International Center will send you the official Admission Letter by email.

## ACADEMIC CALENDAR

### Lecture and Examination Periods

Please find our lecture periods here:

[www.hochschule-rhein-waal.de/en/academics/students/academic-calendar](http://www.hochschule-rhein-waal.de/en/academics/students/academic-calendar)

**Note:** "Semester start/end" refers to the official administrative dates of the university and has in fact no relevance for you! **The important dates for you are the dates of the lecture period (see link above).**

The examination period covers the last two weeks of each lecture period. Please revise the academic calendar for the exact dates.

**Introductory week:** in winter semester only (around second and third week of September)

### Date of Arrival

**Summer semester: Enrolment day end of March (in the week before lectures start)**

**Winter semester: Enrolment day mid/end of September (in the week before the Freshers Week starts. We will inform you about the exact dates.**

## ACADEMIC INFORMATION

### Language of Instruction

Depends on the study program: please see description of the study program on our website.

### Language Requirements

For programs in English: Level B2 in English

### Course Catalogue

<https://www.hochschule-rhein-waal.de/en/academics/prospective-students/our-degree-programmes>

You will also find a handbook of modules under each course. Here you can find out in which semester the modules are offered. **Please check if the study program that you wish to be enrolled for is offered at Kleve campus or Kamp-Lintfort campus!**

Exchange students will be enrolled for one study program. You are able to take other modules within the same Faculty, depending on your previous education and the possibilities offered by our Faculty's study plan for the given semester.

**However, please note:** If you select courses from different study courses or different semesters (e.g. semester 2 and 4), or if you take two or more electives, this might lead to clashes in your time table and/ or clashes of exams, as the faculties usually can only assure that examinations within one semester are not overlapping. Please consider this when you select your courses.

**Important:**

**Bachelor degree students:** For the winter semester only modules from semesters 1, 3, and 5 and for the summer semester only modules from semesters 2, 4, and 6 can be chosen from the module catalogue.

**Master degree students:** Please check on the website of the university whether the program you are interested in starts in the winter semester and/or the summer semester. Then see in the module description which modules are offered in the semester you will be here.

**It is only possible to take whole modules and not individual courses within a module** (many of the modules consist of two courses).

**Final thesis (Bachelor/ Master):** In general it is not possible for exchange students to write their final thesis during their exchange at Rhine-Waal University. An exception can only be made if students have been able to find a supervising professor at Rhine-Waal well in advance before applying for the exchange semester.

Our winter semester (usually End September to Beginning February) is referred to on the learning agreement as Autumn; our Summer Semester (usually End March/Beginning April – Mid/End July) is referred to on the learning agreement as Spring.

**Credit points**

Our credit points are equivalent to ECTS. Required number of credits: According to students' individual needs and/or according to the requirements of the home university. **The maximum is 30 ECTS per term.**

**Language Courses**

Language courses are offered free of charge every semester. More information can be found via the following link:  
<https://www.hochschule-rhein-waal.de/en/international/language-courses>  
You have the opportunity to include a German and/or English language course in your Learning Agreement. German and English language courses are equivalent to 5 ECTS. Please have your choice of courses approved by your Academic Exchange Coordinator at HSRW. Further information about the registration and organization of the language courses will be provided by the Office of Languages and Intercultural Communication after your enrolment at HSRW.

**Is there an Academic advisor to assist in choosing courses?**

The Academic exchange coordinators of the respective faculty are the contact persons for the approval of the Learning Agreement:

**Faculty of Technology and Bionics**

Ms. Doris Gerland

[ftb-intl@hochschule-rhein-waal.de](mailto:ftb-intl@hochschule-rhein-waal.de)

**Faculty of Life Science**

Ms. Anna Eliseeva

[Anna.Eliseeva@hochschule-rhein-waal.de](mailto:Anna.Eliseeva@hochschule-rhein-waal.de)

**Faculty of Society and Economics**

Dr. Anne Tempel

[Anne.Tempel@hochschule-rhein-waal.de](mailto:Anne.Tempel@hochschule-rhein-waal.de)

**Faculty of Communication and Environment**

Prof. Dr. habil. Waltraud Kofer

[Waltraud.Kofer@hochschule-rhein-waal.de](mailto:Waltraud.Kofer@hochschule-rhein-waal.de)

After your admission you must still enrol to become an exchange student of Rhine-Waal University of Applied Sciences and get your student ID card. Exchange students will receive an invitation for the enrolment day by email well in advance.

## ENROLMENT

### Date and Documents

**Documents for enrolment**

- Original ID document
- Proof of payment of the semester
- fees Health Insurance
- signed Learning Agreement



## COSTS OF LIVING

**Semester fees** € 292,70 per semester (**subject to slide changes**) includes semester ticket for free public transportation in North Rhine Westphalia and to The Netherlands

### **Bank details**

Rhine-Waal University of Applied Sciences  
Bank: Sparkasse Rhein-Maas  
Account number: 3000 1804  
IBAN: DE63 3245 0000 0030 0018 04  
SWIFT-BIC: WELADED1KLE. **Reference: Your full name!**

**Important note: Usually there are fees for an international money transfer. You should instruct your bank not to deduct these costs from the fees payable to the university!** Rhine-Waal University of Applied Sciences does not charge any tuition fees. However, all students are obliged to pay an enrolment fee for each new semester. This fee is mainly for the Semester Ticket, which is a public transportation pass valid for most bus and train lines running in North Rhine-Westphalia. The Semester Ticket provides a range of mobility options to students at an other-wise unbeatable price. Moreover, the fee includes the mandatory social security contribution and the contribution to the faculty's Student Representative Body.

With the Semester Ticket you also profit from a price reduction in the canteen. Please wait with transferring the semester fees until you have received an admission letter and until your visa (in case you are from outside the EU) has been approved and you are sure that you are able to travel to Germany!

### **Accommodation**

Approx. € 250,- to 350,- per month;

**Note:** Private housing may be more expensive and in any case you have to leave a security deposit amounting to two or three months' rent (one month for flat share at the hall of residence), which is returned to you at the end of your term of residence as long as you are not in arrears of rent and no damage or abnormal wear and tear has been caused to the living quarters.

### **Health Insurance**

Approx. € 110,- (Non-European only) - Conditions for students are the same for all public health insurance companies.

### **Canteens**

Please find the prices and the menu of the canteens here:  
[www.stw-d.de/Essen/Speiseplan.php?ort=3.560&lang=en](http://www.stw-d.de/Essen/Speiseplan.php?ort=3.560&lang=en)

### **General overview**

You will find some information about general costs of living in Germany here:  
[www.internationale-studierende.de/en/prepare\\_your\\_studies/financing/costs\\_of\\_living/](http://www.internationale-studierende.de/en/prepare_your_studies/financing/costs_of_living/) [ww.internationale-studierende.de/en](http://ww.internationale-studierende.de/en)

## ACCOMMODATION

**Please note that it is the student's own responsibility to arrange an accommodation. We strongly recommend that you make arrangements for accommodation in Kleve or Kamp-Lintfort as soon as possible after you have received your Letter of Admission!**

Housing opportunities for Kleve and Kamp-Lintfort are available through private offers. **Please note that it can be difficult to find shortterm housing in Kleve and Kamp-Lintfort!** When studying in Kleve, we also suggest to search for accommodation in the surrounding villages (e.g. Goch, Weeze, Bedburg-Hau and Kranenburg) as the public transport connection is very good. If you need assistance in finding accommodation, you can contact the Welcome Centre of the university: [welcome-centre@hochschule-rhein-waal.de](mailto:welcome-centre@hochschule-rhein-waal.de).

 Please also consult the Centre for Internationalisation and Languages' Facebook page where you can find helpful information, links and announcements.  
<https://www.facebook.com/IC.Rhine.Waal/>

 There are different Facebook fan pages/groups where students may advertise available rooms.  
[www.facebook.com/groups/hsrheinwaal](http://www.facebook.com/groups/hsrheinwaal)

**Here you will find some additional online links which can help you in searching for housing in our region:**

### **KLEVE**

- [www.facebook.com/hochschrheinwaal](http://www.facebook.com/hochschrheinwaal)
- <http://www.wg-gesucht.de/en/>
- [www.hochschule-rhein-waal.de/en/university/services-students/accommodation/find-flat/flats-kleve](http://www.hochschule-rhein-waal.de/en/university/services-students/accommodation/find-flat/flats-kleve)
- <https://www.immobilienscout24.de/wohnen/mietwohnungen.html>  
(German)

- [https://www.immobilienscout24.de/Suche/S-T/WAZ/Nordrhein-Westfalen/Kleve-Kreis?enteredFrom=one\\_step\\_search](https://www.immobilienscout24.de/Suche/S-T/WAZ/Nordrhein-Westfalen/Kleve-Kreis?enteredFrom=one_step_search) (German)
- [www.studis-online.de/Wohnen/studenten-wg/angebote\\_lesen.php?PHP-SESSIONID=0804cd374fe2a06c46777a2004de0bbf](http://www.studis-online.de/Wohnen/studenten-wg/angebote_lesen.php?PHP-SESSIONID=0804cd374fe2a06c46777a2004de0bbf) (German)

### KAMP-LINTFORT

- [www.facebook.com/hochschulerheinwaal](https://www.facebook.com/hochschulerheinwaal)
- <http://www.wg-gesucht.de/en/>
- [www.hochschule-rhein-waal.de/en/university/services-students/accommodation/find-flat/flats-kamp-lintfort](http://www.hochschule-rhein-waal.de/en/university/services-students/accommodation/find-flat/flats-kamp-lintfort)
- [www.immowelt.de/wohnungssuche/kamp-lintfort](http://www.immowelt.de/wohnungssuche/kamp-lintfort) (German)
- [https://www.immobilienscout24.de/Suche/S-T/WG-Zimmer/Nordrhein-Westfalen/Wesel-Kreis/Kamp-Lintfort?enteredFrom=one\\_step\\_search](https://www.immobilienscout24.de/Suche/S-T/WG-Zimmer/Nordrhein-Westfalen/Wesel-Kreis/Kamp-Lintfort?enteredFrom=one_step_search) (German)
- [www.immobilienscout24.de/Suche/S-T/WAZ/Nordrhein-Westfalen/Wesel-Kreis/Kamp-Lintfort?enteredFrom=one\\_step\\_search](https://www.immobilienscout24.de/Suche/S-T/WAZ/Nordrhein-Westfalen/Wesel-Kreis/Kamp-Lintfort?enteredFrom=one_step_search) (German)
- [www.studis-online.de/Wohnen/studenten-wg/angebote\\_lesen.php?PHP-SESSIONID=0804cd374fe2a06c46777a2004de0bbf](http://www.studis-online.de/Wohnen/studenten-wg/angebote_lesen.php?PHP-SESSIONID=0804cd374fe2a06c46777a2004de0bbf) (German)

If you need any assistance, please contact the Centre for Internationalisation and Languages or the Welcome Centre!



## YOUR STAY IN GERMANY

### **Permit of residency / Visa**

#### **It is very important to arrange your visa before coming to Germany!**

Depending on your home country; please consult your local embassy (not required for European students, you do not need a visa). In general, you are obliged to show proof of sufficient funding to study in Germany and open a special “blocked” bank account with the legally set amount of 8040 € for one year.

Once you arrive in Germany, you must present your visa at the local Immigration Office (Ausländerbehörde), to get a student residence permit. You also need to register as a resident in the local City Hall.

### **Health insurance**

In order to enroll at a public university in Germany, students are required to have **German public health insurance** or a **European Health Insurance Card (EHIC)**. Please note: Travel insurances or other private insurances with limited coverage can not be accepted!

Students from EU countries: Please request a European Health Insurance Card (EHIC) from your local health insurance company.

Students from Non-EU countries: You must sign up for German health insurance before you can enroll at Rhine-Waal University of Applied Sciences. **You can easily do this after your arrival in Germany!** On enrolment day, representatives from different public health insurance companies (e.g. Barmer, AOK, KKH, DAK) will be on hand to assist you. Rates for student health insurance will be around 110 EUR per month, regardless of provider. It goes without saying, but the University does not receive any commission or referral benefits from health insurance providers!

Exception for Turkish students: Turkish students with public health insurance who will be studying in Germany must provide a form called “TA/11”. This form is proof of your public health insurance in Turkey and is accepted in lieu of German health insurance.

Private health insurance is not accepted, so students with private Turkish health insurance must sign up for German public health insurance for the length of their exchange period.

### Arrival

Airport: Düsseldorf (DUS), then take the regional train:  
[www.bahn.de/p\\_en/view/index.shtml](http://www.bahn.de/p_en/view/index.shtml)

### Free time

University Sports Program:  
<https://www.hochschule-rhein-waal.de/en/university/about-university/hsrw-sport/university-sports-z>

If you have any further questions, please feel free to contact the Centre for Internationalisation and Languages: [exchangestudents@hochschule-rhein-waal.de](mailto:exchangestudents@hochschule-rhein-waal.de)

For support in finding an accommodation, you may also contact our Welcome Centre: [welcome-centre@hochschule-rhein-waal.de](mailto:welcome-centre@hochschule-rhein-waal.de)

**WE LOOK FORWARD TO  
WELCOMING YOU TO OUR  
UNIVERSITY!**

