

# Study abroad in the heart of Germany

Exchange Student Guide





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## Discover the Harz



The Harz is situated in the middle of Germany, more specifically, in the south-west of the state of Saxony-Anhalt. The Harz mountain region includes the 1,142 m high mountain “Brocken”, making it the highest mountain range in Northern Germany.

Harz University of Applied Sciences is located – as the name suggests – in the centre of this lovely mountain range. The two sites in Wernigerode and Halberstadt will inspire you with their wealth of natural landscapes and their rich history and architecture.

DISCOVER the numerous historical timber-framed houses, the old town hall and the castle in Wernigerode. EXPLORE the cathedral and its treasury in Halberstadt and EXPERIENCE the diverse range of tourist attractions and cultural sights of the region.

In a nutshell, the two locations of Harz University of Applied Sciences offer the best of both worlds. On the one hand, there are the advantages of small towns where one can live in a comfortable and familial environment. On the other hand, there is one great advantage of being located in the heart of Germany: Bigger cities like Magdeburg, Braunschweig, Berlin, Leipzig or Hanover can be reached within one to three hours by bus, train or car.

In addition, the Harz region offers a wealth of natural landscapes: succulent green forests and fields as far as the eye can see; mountains, lakes, rivers - everything one's heart desires! Set off on your journey and DISCOVER the Harz!

## Study at Harz University of Applied Sciences

### Regional, practically orientated and international

Harz University of Applied Sciences offers an innovative and practically orientated range of degree programmes in the three departments of Automation and Computer Sciences, Business Studies and Public Management. All degree programmes benefit from the ultramodern new buildings and excellent technical facilities of the young University of Applied Sciences.

Exchange students can choose courses taught in German from the regular programme of the three departments as well as courses offered in English. In addition to the selected courses, students can

complete language courses in German and other languages at different levels.

Students study in small groups with close contact to teaching staff and other students. They also benefit from individual support before and during their studies. This is an excellent basis for international students to experience a successful study abroad. In addition, the wide variety of student associations for sporting, social and cultural activities enriches the daily life of our students and enables mutual interaction with fellow German and international students.





Courses taught in German

To be able to follow the German lectures and seminars, we highly recommend acquiring good to very good German skills as a preparation for studying at Harz University of Applied Sciences.

BACHELOR DEGREE PROGRAMMES:

- Department of Automation and Informatics**  
**Campus Wernigerode**
  - Business Administration and Engineering (B.Eng.)
  - Business Informatics (B.Sc.)
  - Informatics (B.Sc.)
  - Media Informatics (B.Sc.)
  - Smart Automation (B.Eng.)

- Department of Public Management**  
**Campus Halberstadt**
  - Administrative Economics (B.A.)
  - European Administrative Management (B.A.)
  - Public Administration (B.A.)

- Department of Business Studies**  
**Campus Wernigerode**
  - Business Administration (B.A.)
  - Business Administration/Service Management (B.A.)
  - Business Psychology (B.Sc.)
  - International Business Studies (B.A.)
  - International Tourism Studies (B.A.)
  - Tourism Management (B.A.)

MASTER DEGREE PROGRAMMES:

- Department of Automation and Informatics**  
**Campus Wernigerode**
  - Media and Games Conception (M.A.)
  - Technology and Innovation Management (M.Eng)

- Department of Public Management**  
**Campus Halberstadt**
  - Public Management (M.A.)

- Department of Business Studies**  
**Campus Wernigerode**
  - Business Consulting M.A.
  - Consumer Psychology and Marketing Research (M.Sc.)
  - FACT – Finance, Accounting, Controlling, Taxation & Law (M.A.)
  - Tourism and Destination Development (M.A.)

Courses taught in English

Besides the courses taught in German, Harz University of Applied Sciences also offers a wide range of courses held in English. The International Programme has been established to address the technical focus of the above-mentioned degree programmes and to cater for the increasing trends of globalisation in educational terms. It therefore provides students with a comprehensive education in the fields of International Management, Business and Tourism Studies. The International Programme is aimed at advanced students of the bachelor’s degree programme with good to very good English skills. Students, who choose a programme taught in English, do not necessarily need German language skills. But to get along well in everyday situation it is recommended to attend German.

OVERVIEW OF SELECTED COURSES:  
Campus Wernigerode

- International Business
- International Financial Management
- Logistics and Supply Management
- Project Management
- Intercultural Competence
- Study Skills
- International Tourism Management
- The German Tourism Market
- International Sustainable Tourism





## Student Services

Besides the study programmes Harz University of Applied Sciences offers a range of service facilities, which make studying easier and more enjoyable.

### International Office

The central institution for all international affairs is the International Office. This is also the most important area of contact for exchange students. Both, before and during their studies, exchange students can receive valuable help and useful tips.

### Library

Harz University of Applied Sciences students can borrow most of the books required for lectures and examinations from the library. In addition to books, the library offers a quiet place to write papers or to prepare for examinations

### University sports – Fit for the lecture hall

Ideal training conditions, flexible course planning and an extremely modern range of equipment get students interested in fitness and exercise. Those who love sports can choose between a variety of different sport disciplines. Badminton, volleyball and football are all-time favourites. Modern sports such as power yoga and capoeira, and classics for nature lovers such as mountain biking and jogging are also available. In summer the popular beach volleyball pitch in the middle of the green Wernigerode campus creates a real holiday atmosphere in the daily routine.

### Canteen

As well as the study-related services on offer, the campus also caters for your gastronomic needs. In the canteen you will find a full meal at a good price. There is also a cafeteria and a sales kiosk on campus.

### PC-pools and wireless LAN

Students are able to take advantage of several PC pools for research and project work. The WiFi network can also be used on the entire campus free of charge.

### The Language Centre

The Language Centre of Harz University of Applied Sciences offers a comprehensive range of general and specific foreign language courses. Exchange students have the opportunity to choose courses in “German as a foreign language” free of charge. Courses are offered from beginner (A1) to advanced (B2) level.





General information on studying abroad

A semester abroad is an extraordinary and valuable experience for any student. It is exciting to live and study in a foreign country, meet people from different cultural backgrounds, learn to speak a foreign language and master this challenge independently.

Exchange students often find out that their daily studies in Germany are very different from the systems they already know. Possible differences to other systems are:

- The academic year at Harz University of Applied Sciences is divided into a winter and a summer semester.
- The winter semester courses start in mid-September and the summer semester courses start in mid-March.
- Students generally attend 7 - 10 courses per semester. This is equivalent to 30 ECTS.

- The earliest courses start at 8:00 a.m. The last courses end at 8:15 p.m.
- Some courses are offered as block and/or weekend seminars.
- Students are expected to participate actively and can ask questions at any time.

Examinations

An examination must be taken in every course. The form of examination is determined by the teaching staff, for example a “Klausur” (written examination) or a „Referat“ (oral presentation) or “Hausarbeit” (written paper which is prepared at home). Written examinations take place at the end of the semester.



Grading scale

1,0	1,3		very good
1,7	2,0	2,3	good
2,7	3,0	3,3	satisfactory
3,7	4,0		poor
5,0			failing

Money matters

There are no tuition fees at Harz University of Applied Sciences. Every student who registers pays an administration fee per semester. This includes the “Semesterticket”, which enables students to use the buses of the Harz public transport company in Wernigerode, Halberstadt and the surrounding area free of charge. The monthly rent is about € 300 and will form the largest part of the expenditure. For additional living costs approx. € 300 to € 500 should be planned. This depends on personal need of course, but living costs in Germany are close to the average within the EU. Fortunately students are given discounts on various leisure activities (e.g. cinema, theatre, swimming pool etc.).





## How do I become an exchange student?



Future exchange students from our partner institutions are selected by their home university and nominated at the International Office of Harz University of Applied Sciences. After nomination, you will receive information about the online application. The approval will be confirmed by a “Letter of Acceptance”.

Students who do not attend a partner university can also complete an exchange study period at Harz University of Applied Sciences. You can request information on this at the International Office.

### CONTACT BOX

Harz University of Applied  
Sciences  
International Office  
Friedrichstr. 57-59  
38855 Wernigerode  
Germany

[www.hs-harz.de/en](http://www.hs-harz.de/en)  
[exchange@hs-harz.de](mailto:exchange@hs-harz.de)

Important prerequisites for successful studies abroad are interest, openness and curiosity regarding the country, the culture and the university itself, adaptability and a certain amount of planning and preparation.

### Initially, you yourself should prepare intensively for your stay abroad:

- Inform yourself about studying in Germany in general and in particular about Harz University of Applied Sciences.
- Contact former exchange students at your university. They are experienced „outgoing students“ and will be able to assist you in making your preparations and share their experiences.
- Contact the International Office of your own university and inform yourself about important formalities.

### Test yourself – are you prepared for everything?

- How does the semester abroad fit into your degree programme?
- What are your personal objectives?
- Will your language skills prove sufficient, or do you require preparatory training?
- How will you finance your studies abroad?
- Can you apply for a scholarship?

Are you ready for the challenge of a semester abroad? Then let the adventure begin! Apply for a place at Harz University of Applied Sciences. We look forward to welcoming you soon!

## Life in Wernigerode and Halberstadt

### Orientation

To make the start of studying abroad easier for exchange students, the International Office offers Orientation Days before the beginning of the semester, which include the following activities:

- Guided campus and city tours
- Introduction to the library and university sports
- Introduction to the computer services
- Support with planning your course schedule
- Opening of a German bank account (necessary for the monthly rent)
- Registration at the local registration office and at the Foreign Residents Department

The introduction programme is enlivened by group leisure activities with German students such as bowling or a hike up the “Brocken”, the highest mountain in the Harz mountain range, or a visit to the castle of Wernigerode.

### Accommodation

Exchange students are accommodated in shared apartments in the student halls of residence in Wernigerode or Halberstadt. They live in furnished single rooms and share a kitchen and shower/WC with 2 to 3 international students. Furniture (bed, cupboard, writing desk, chair) as well as Internet connection, washing machine and kitchen equipment are among the basic facilities in the halls of residence.

The student halls of residence are approximately 4 km away from the campus of Harz University of Applied Sciences and can be reached by bus in 15 minutes. In addition to the rent, a deposit of one month's rent must be paid, which you receive back upon leaving your room in an immaculate condition.

Should the number of exchange students exceed the number of rooms available in the halls of residence, private student rooms of the same standards as those in the halls of residence are sourced.





## Student life



Not only academic training, but also culture, personal development and fun are an integral part of life at Harz University of Applied Sciences.

### Semester programme for exchange students

Various activities take place for foreign students during each semester. Some highlights are for example barbeques, city trips and, in winter, a trip to a Christmas market. Alongside these optional activities, the International Office organises regular meetings. These provide foreign students with an opportunity to ask important questions and give feedback.

### International Evening

This event takes place once per semester and is extremely popular both with students and teaching staff at Harz University of Applied Sciences. As well as an international cultural programme, international food specialities are provided on this evening, cooked by foreign and German students together.

### Student parties

During every semester there are numerous parties on campus and in the halls of residence. In particular, the Welcome Party at the start of the semester, the “Campusfest” in summer and the End-of-year Party before Christmas are legendary.

### Bars and cafés

In the centres of Wernigerode and Halberstadt are various bars, restaurants and cafés. There is something for everyone – from modern to international, or rustic and traditional.

### Student associations

Harz University of Applied Sciences offers students the opportunity to engage in activities beyond the study programme, to meet like-minded people and to develop on a personal level. Around 20 student associations provide these opportunities. Whether social, political or cultural – you will find something suitable!



## Trips and travelling

The Harz is a very popular destination for trips and days out. Due to the central location of the Harz region, trips to other German cities and sights are also easy to organise.

### Devil's Wall in the Harzforeland



### Mountain Brocken



### Wernigerode



### World Heritage Site Quedlinburg



### Berlin



### Leipzig





Guide to Germany

Things you need to know about Germany and the Germans

Germany has over 80 million citizens spread throughout 357,168 km² of land. It is surrounded by nine neighbouring countries and has an extensive 13,000 km of motorway running through it, used by 44 million registered vehicles. Around 2.5 million students attend over 400 universities. Most of these students study Business Studies, Engineering or German Studies. Germany is one of the top three most popular destinations for international students.

Do we Germans really always wear lederhosen? Do we all have a cuckoo clock on our wall? Do we all drink beer and eat sauerkraut? Find out about the Germans and their country for yourself! To start off with, here are a few things that are good to know:

**Behaviour:** The Germans are polite, but not excessively polite. The words „Bitte“ (please) and „Danke“ (thank you) as well as „Entschuldigung“ (excuse me) are common and polite, but are not used too often - excusing yourself once is quite enough.

**Car driving:** Germany is famous for its motorways. Although there is no speed limit, they do advise you to drive no faster than 130 km/h. Penalty points are levied along with a fine for severe traffic offences. Some foreign driving licences are valid for half a year in Germany, after which they have to be „transferred“. After one year, you have to possess a German driving licence if you wish to continue driving. During the winter snow tires should definitely be fitted.

**Christmas:** Germany likes to start celebrating Christmas during the Advent period. This includes the four weeks before Christmas Eve (24th December) and starts with the first Sunday of Advent. Houses are decorated with pine branches, Christmas decorations and candles. During the Advent period, almost every German town has a Christmas market, where you can buy crafted products, drink German mulled wine and eat German specialities. The actual Christmas celebration takes place on Christmas Eve and is usually celebrated by dining with the family and exchanging gifts. The following two days are public holidays and are called the First (25th December) and Second (26th December) Christmas Day.

**Formal or informal:** The word „Du“ (the informal way of address) is used exclusively for family and friends, and among teenagers and students. From the age of 18 onwards, every citizen has the right to be addressed as „Sie“ (the formal form of address). For this reason, students are also addressed as „Sie“ by their professors, and vice versa. It is a sign of respect to address people you don’t know, or don’t know well, with „Sie“. Should you get to know each other better, the older person will ask the younger to address them with „Du“ after a while, and will address the other in the same way.

**German food:** There is more than just white sausages and pork knuckle to eat in Germany! Of course, these hearty meals are still available. However, they have been enriched over the years. Every region in Germany also has its own typical recipes. Some examples of regional dishes from the Harz are game specialities, lentil stew, farmer’s breakfast, eggs in a mustard sauce and pancakes with sugar. Regional beverages include the herb liqueur „Schierker Feuerstein“, “Rotkäppchen Sekt” (sparkling wine) and “Hasseröder”, one of the most popular beers in Germany.

**Going out:** In a restaurant, each person usually pays her/his part of the bill. The waiter asks whether you are paying „zusammen“ (together) or „getrennt“ (separately). If a person wants to give a tip in a restaurant or bar, rounding up the amount she/he has to pay is usually sufficient (the service charge is already included). When doing so, the person usually tips the waiter when paying the bill and says „Stimmt so!“ (keep the change) or „Machen Sie 20 draus!“ (make it 20).

**Greetings:** The Germans are relatively distant and not very tactile. Both men and women shake hands when greeting each other. Hugs are only given to friends and family. Kisses on each cheek are only given to good friends, usually only among younger people. Bodily contact is more common between women than men. Usual greetings include: „Guten Morgen/ Tag/ Abend“ (Good Morning/ Day/ Evening) or „Hallo“ (Hello). When leaving, Germans say „Auf Wiedersehen“ (Goodbye) or „Tschüss“ (Bye).

**Medical care:** In Germany, doctors can be found for all kinds of medical issues and are available during their individual opening hours. Basically, it is recommended to make an appointment in advance. In case of an emergency, hospitals have an emergency department. Medicine is sold by pharmacies which are marked with a large red “A”.

**Money:** Germany belongs to the European monetary union, so transactions are made in euros. You can easily find out the current rate of exchange on the Internet. VAT in Germany is currently 19 %. This is often shown separately on receipts, but is already included in the prices shown on goods.

**Opening times:** Although opening times vary from shop to shop, you should assume that most shops close at 6:00 p.m. On Saturdays, they generally close earlier than this. Some larger supermarkets remain open until 8:00 p.m. or even 10:00 p.m. All shops are closed on Sundays.

**Punctuality:** Punctuality is extremely important. If you do not make it to an appointment on time, you should excuse yourself in time. The lecturers, too, expect students to get to lectures on time.

**Recycling and can deposits:** Germany recycles widely. The waste is separated into paper, plastic and „Restmüll“ (remaining waste). Glass is disposed of in central containers. There is also the so-called „Leergutpfand“, a deposit on bottles and cans. The empty bottles and cans are brought back to the shop or supermarket to receive a refund of 8 to 25 cents.

**Religion:** In Germany, the majority of church members belong to the Protestant and Roman Catholic churches (approx. 30% each). In Saxony-Anhalt, approximately 80% of citizens have no religious affiliations. The other 20% are either Protestant (approx. 14%) or Roman Catholic (approx. 4%), or belong to a different religion. Church Services take place on Sunday mornings.

**Safety:** Generally speaking, Germany is a safe country – also in international comparison. The police are trustworthy and help in any situation. Everybody can move freely without consideration of special safety measures. But this doesn’t mean there are no pickpockets or other petty criminals. Doors, bikes and cars should be locked at all times. In emergencies, you can contact the police by phoning the number 110 and the fire brigade/emergency doctor by phoning 112.

**Student jobs:** It is, in principle, possible for students to hold a job during their studies. Some students work part-time as assistants in supermarkets and other students work as tutors or teaching assistants for lecturers.

**Walpurgis:** Walpurgisnacht (Night of the Witches) is celebrated every year on 30th April, on the eve of the festival of St Walpurgis. Walpurgis is seen as the patron saint who protects against evil spirits, which are frightened away and banished by the Walpurgis fire and by wearing masks. Nowadays, Walpurgisnacht has become something of a mass event with a culture and folk festival character. The festival is celebrated all over the Harz region with fireworks and cultural events.

**Weather:** The weather in Germany is very changeable throughout the year. On average, July and August are the warmest months, whereas December and January are the snowiest months. In summer 30°C can be reached and in winter 50 cm of snow can be possible. You are recommended to be prepared for any weather.

