

INFORMATION SHEET FOR THE ACADEMIC YEAR 2016/17

DETAILS OF THE UNIVERSITY			
Full legal name	Hochschule Düsseldorf – University of Applied Sciences		
Street	Münsterstraße 156		
Postal Code	40476	City	Düsseldorf
Country	Germany		
Homepage	http://www.hs-duesseldorf.de		
ECHE	29653-LA-1-2014-1-DE-EPPKA3-ECHE	Code	D DUSSELD03
Head of the University	Prof. Dr. Brigitte Grass		
Number of students	~ 9500		

RELOCATION TO OUR NEW CAMPUS IN DERENDORF

The construction of our new campus in Düsseldorf-Derendorf is nearly finished. The administration of HSD moved to the new premises at the end of November 2015.

- The Faculties of Media, Social Sciences & Cultural Studies and Business Studies will start the spring semester 2016 at our new campus
- The Faculty of Electrical Engineering & Information Technology and the Faculty of Mechanical & Process Engineering will start the winter semester 2016/17 at our new campus
- The Faculty of Architecture and the Faculty of Design will remain on the Campus Golzheim in the academic year 2016/17

We will keep you informed about the relocation process.

THE INTERNATIONAL OFFICE

Head of the International Office	Dr. Monika Katz (ERASMUS Institutional Coordinator)		
Street	Münsterstraße 156		
Postal Code	40476	City	Düsseldorf
Tel	+49 (0)211/4351-8123		
Email	monika.katz@hs-duesseldorf.de international-office@hs-duesseldorf.de		
Homepage	http://www.hs-duesseldorf.de/studium/internationales		
Student Exchange Coordinator for incoming students	Ms. Michaela Petri		
Email	michaela.petri@hs-duesseldorf.de	Tel	+49 (0)211/81-8125
Student Exchange Coordinator for outgoing students	Mr. Jörg Bukowski		
Email	joerg.bukowski@hs-duesseldorf.de	Tel	+49 (0)211/4351-8124

MAIN INTERNATIONAL DEPARTMENTAL COORDINATORS

Faculty of Architecture	Prof. Tanja Kullack	tanja.kullack@hs-duesseldorf.de
Faculty of Design	Prof. Herman Hermsen Florian Boddin	herman.hermsen@hs-duesseldorf.de florian.boddin@hs-duesseldorf.de
Faculty of Electrical Engineering & Information Technology	Prof. Dr. Roger Frese	roger.frese@hs-duesseldorf.de
Faculty of Mechanical & Process Engineering	Prof. Dr. Alicemal Benim	alicemal.benim@hs-duesseldorf.de
Faculty of Media	Prof. Dr. Jens Herder	jens.herder@hs-duesseldorf.de
Faculty of Social Sciences & Cultural Studies	Prof. Dr. Fernand Hörner	fernand.hoerner@hs-duesseldorf.de
Faculty of Business Studies	Prof. Dr. Lothar Funk	lothar.funk@hs-duesseldorf.de

IMPORTANT DATES

	Winter term	Summer term
Official academic year	01.09.2016 - 28.02.2017	01.03.2017 – 31.08.2017
Orientation weeks (incl. free German course)	05.09.2016 – 17.09.2016 <i>Dates subject to modifications</i>	20.03.2017 - 01.04.2017 <i>Dates subject to modifications</i>
Official lecture period	19.09.2016 – 03.02.2017	03.04.2017 - 28.07.2017
Examination period Depends on Department	Mid January to mid/end February <i>Official dates published midterm!!!</i>	End of July to mid/end August <i>Official dates published midterm!!!</i>
Semester breaks HSD is closed	Christmas: 26.12.2016 - 01.01.2017 <i>Dates subject to modifications</i>	Easter: 14.04.2017 – 17.04.2017 <i>Dates subject to modifications</i>

APPLICATION DEADLINES

	Winter term	Summer term
Admission Exchange	15.07.2016	15.01.2017
Only in case room in student residency to be reserved (Studentenwerk)	15.05.2016	31.10.2016

APPLICATION REQUIREMENTS

Application form	Please download from website after being nominated for an exchange by your university	
Language proficiency	Faculty of Architecture	B1 German or English
	Faculty of Design	B1 German or English
	Faculty of Electrical Engineering & Information Technology	B2 German for general lectures or B2 English for final projects
	Faculty of Mechanical and Process Engineering	B1 German for general lectures or B1 English for final projects
	Faculty of Media	B1 German for general lectures or B1 English for final projects
	Faculty of Social Sciences and Cultural Studies	B1 German or English
	Faculty of Business Studies	B1 German or English
Faculty of Architecture and Faculty of Design	Please additionally hand in a portfolio together with your application. Projects in English can be organised upon request.	
Faculties of Electrical Engineering & Information Technology, Mechanical & Process Engineering and Media	If students cannot follow the regular course programme, please hand in a <u>detailed description</u> of a semester project for the time of the exchange. Please hand this in by the application deadline. Projects will be assessed and approved according to supervisory capacity!	

STUDENT LIFE IN DÜSSELDORF	
Tutors and cultural programme	<ul style="list-style-type: none"> • German students from HSD (“tutors”) can pick you up from the airport/train station and are there to help you with your general questions during your stay in Düsseldorf • The International Office and the tutors organise a cultural programme for exchange students during their stay • How to contact our tutors: http://www.hs-duesseldorf.de/studium/internationales/studierende/Gaststudierende/Seiten/Tutorenprogramm.aspx
German courses	<ul style="list-style-type: none"> • Free German courses (beginners and intermediate) are offered during the semester (2-6 ECTS)
Housing	<ul style="list-style-type: none"> • Limited housing possibilities in student residencies (Studierendenwerk Düsseldorf), no guarantee of a room! • Application for student dormitories ONLY via International Office (do <u>not</u> contact Studierendenwerk yourself) • Rent: between EUR 250 and 350 per month • Alternatively, private accommodation has to be searched independently (tips from International Office!)
Student service fee	<ul style="list-style-type: none"> • All students (local and exchange) have to pay a student service fee each semester (“Semesterbeitrag”) • Fee covers free regional public transport in North-Rhine Westphalia, free use of sports facilities and subsidised meals at the student cafeterias • Fee: ~ EUR 280
Health insurance	<ul style="list-style-type: none"> • All exchange students have to show proof of health insurance • EU students need to bring their European Health Insurance Card • Non-EU students are advised to take out public German health insurance once they are here (~ EUR 80/month), as not all private non-EU insurance policies are accepted in Germany!
Special Needs	<ul style="list-style-type: none"> • HSD offers various facilities for students and staff with special needs. The IO will help to get in touch with the representatives of the offices mentioned below and support your stay: http://www.hs-duesseldorf.de/hochschule/verwaltung/strategie_innovation/fambuero http://www.hs-duesseldorf.de/studium/beratung_und_kontakt/abs http://www.hs-duesseldorf.de/studium/beratung_und_kontakt/psb
Career Service	<ul style="list-style-type: none"> • The Career Service offers support for exchange students applying for internships: http://www.hs-duesseldorf.de/studium/beratung_und_kontakt/career_service
Center for further education	<ul style="list-style-type: none"> • The Center for further education offers various trainings in order to improve social skills: http://zwek.hs-duesseldorf.de/

INTERESTING LINKS	
Studying and living in Düsseldorf	http://www.studentenwerk-duesseldorf.de http://www.duesseldorf.de http://www.biograph.de/ http://duesseldorf.prinz.de/
Studying in Germany	http://www.daad.de/deutschland http://www.study-in.de/ http://www.internationale-studierende.de/ http://www.vocalproject.eu/ http://www.hochschulkompass.de/
Housing	http://www.wg-gesucht.de http://www.studenten-wg.de/ http://www.kath-gesellenhaus.de http://www.cvjm-duesseldorf.de/wohnheim.htm http://www.esg-duesseldorf.de/index.php?idcatside=186
Learning German Online	http://www.deutsch-uni.com/gast/duo/info/duo-kurse.do?do=index