



h_da

Foto: Kate Bailey-Neale

Find your path through Darmstadt
Incomings students' guide Summer Semester 2020

Introduction

Thank you for choosing Hochschule Darmstadt, University of Applied Sciences (h_da) for your stay abroad! The h_da International Office (IO) is pleased to welcome you to our campus.

What's ahead of you? It is a new kind of experience: studying and living in another country. It is going to be challenging and rewarding.

Our IO Welcome Team is here to help you - hoping that you will soon be able to call this place your second home.

In this Guide you will find:

- a To-Do-List „I just arrived“
- our Orientation Days Programme and Stay Connected Activities
- an A to Z guide in which we gathered all information on studying and living in Darmstadt to help you to find your way around.

Make sure to fully participate in all of the orientation activities – it's the only way to have an easy start.

We are looking forward to assist you during your semester in Darmstadt and wish you a wonderful time!

Your International Office Team



Our “I just arrived“ To-Do-List

Meet the International Office Incoming Welcome Team

We need to know that you arrived! Make sure to be in Darmstadt on time for the start of your study abroad – have a look at our Orientation Days schedules

● **Pick up your Welcome h_da bag**

Not only will it show that you are part of our institution, but it will contain useful information and goodies for your stay

● **Complete your enrolment as an h_da student**

No you are not enrolled yet – you still need to fill in and sign the form. What and where and when? During our orientation days we will guide you through the process! Two important steps for that:

1. Clear your Insurance status

European students with a valid EHIC can already check that one off– for the rest you have to contact us and eventually finalise your registration with the German Health Insurance Company (TK or DAK)

2. Pay your Semester Fee

Your enrolment will only be possible if you pay the Semester Fee (around 230 Euro). The payment can only be made in cash – a special appointment for you is scheduled in our Orientation Days.

● **Pick up your CampusCard**

It will arrive 3-5 days after finishing your enrolment Where? Incoming Students' Office

● **Sign up for our Socials and Cultural events**

We have lists of all of the social and cultural events that we offer during the semester – make sure to register!

● **Enjoy the Intercultural Awareness Workshop**

Very mobile students tend to forget that living and studying in a new country might be challenging – in this workshop you will learn how to understand where you are living now and how it may differ to where you are from!

● **Pick up your Username/ Master password**

To fully enjoy our IT services you will need those!

○ **Start learning German**

Don't miss the opportunity to get comfortable in German with our free classes. You are already enrolled!

○ **Register with the City of Darmstadt**

We have two appointments at the City Hall for you – see our Orientation Days.

○ **Join the Facebook Group**

It is a closed group, open to all incoming exchange students at h_da, current, past and future!

<https://www.facebook.com/groups/172382296642668/>



That's the building C10 of the h_da, one of the highest buildings in Darmstadt!

Foto: h_da/Britta Hüning

Never walk alone – Our Orientation Days and Stay Connected Activities

Monday, 2 March

10:00 AM - 12:30 PM	LifelnDarmstadt: Move-in day Studierendenwerk (only for students who will be living at Berliner Allee student residence or Karlshof student residence)	meeting point: Berliner Allee student residence main entrance OR Karlshof student residence main entrance
1:30 PM - 2:30 PM	Lunch break	
2:30 PM - 3:30 PM	LifelnDarmstadt: Buying bedlinen / bed sheets (only for students who will be living at Berliner Allee student residence or Karlshof student residence)	meeting point: Luisenplatz, (city center), in front of "Starbucks"
5:00 PM	GettingStarted @ h_da: Registration with the International Office of h_da & Welcome to h_da & Dinner	building C10, room 11.01

Tuesday, 3 March

9:00 AM - 10:00 AM	GettingStarted @ h_da: Overview: What do you need to do and when?	building C10, room 11.01
10:00 AM - 12:30 PM	GettingStarted @ h_da: Enrollment at h_da: Filling out the enrollment form & paying the semester administrative fee	building C10, room 11.01
12:30 PM - 1:30 PM	Lunch break	
1:30 PM - 2:00 PM	InformationSession: Fun activities to do in Darmstadt and Hessen	building C10, room 11.01
2:00 PM - 2:30 PM	GettingStarted @ h_da: h_da Campus tour	meeting point: in front of the C10 building

Wednesday, 4 March

10:00 AM - 11:00 AM	InformationSession: Visa and residence permit (only for overseas (non-EU / non-EEA) students)	building C10, room 11.01
11:00 AM - 12:30 PM	InformationSession: Health Insurance (only for overseas (non-EU / non-EEA) students)	building C10, room 11.01
12:30 PM - 1:00 PM	InformationSession: How to open a bank account in Germany	building C10, room 11.01
1:00 PM - 3:45 PM	Lunch break & free time	
3:45 PM - 6:00 PM	CulturalMoments: Guided tour of Darmstadt Mathildenhöhe (UNESCO world heritage site)	meeting point: Bus stop "Mathildenhöhe"

Thursday, 5 March

9:00 AM - 1:15 PM	German classes (each day until 26 March)	meeting point will be announced
7:00 PM	TimeForFun: Having drinks @Extrablatt bar	meeting point: Marktplatz (market square) in front of the fountain

Friday, 6 March

9:00 AM - 1:15 PM	German classes	
5:45 PM	TimeForFun: Playing retro video games @Limo Lounge	meeting point: Marktplatz (market square) in front of the fountain

Saturday, 7 March

10:50 AM	CulturalMoments: Hiking trip to Frankenstein Castle: "Castle conquest tour"	meeting point: Darmstadt Luisenplatz in front of "Starbucks"
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Monday, 9 March

9:00 AM - 1:15 PM	German classes	
1:15 PM - 2:00 PM	Lunch break	
2:00 PM - 3:15 PM	LifelnDarmstadt: Darmstadt City Hall Registration - Appointment I	meeting point: City Hall Darmstadt Grafenstraße 24, ground floor

Tuesday, 10 March

9:00 AM - 1:15 PM	German classes	
1:15 PM - 2:30 PM or 3:30 PM	Lunch break	
2:30 PM - 3:30 PM	GettingStarted @ h_da: General information on how to select courses - Appointment I (for students of Computer Sciences (FB I), Electrical Engineering and Information Technology (FB EIT) and Mechanics and Plastics Engineering (FB MK))	building D10, room 1.11
3:30 PM - 4:30 PM	GettingStarted @ h_da: General information on how to select courses - Appointment II (for students of Architecture (FB A), Design (FB G), Social Sciences (FB GW), Media (FB MD) and Business (FB W))	building D10, room 1.11

Wednesday, 11 March

9:00 AM - 1:15 PM	German classes	
1:15 PM - 2:15 PM	Lunch break	
2:15 PM - 4:30 PM	GettingStarted @ h_da: Dieburg Campus tour	Meeting point: in front of the C10 building (we'll go to Dieburg together)
7:00 PM	TimeForFun: Board games night	meeting point will be announced

Thursday, 12 March

9:00 AM - 1:15 PM	German classes	
1:15 PM - 2:00 PM	Lunch break	
2:00 PM - 3:15 PM	LifelnDarmstadt: Darmstadt City Hall Registration - Appointment II	Meeting point: City Hall Darmstadt Grafenstraße 24, ground floor
5:00 PM	GettingStarted @ h_da: Meet-and-Greet at the Media Department subject: Animation & Game (Professor Kohlhaase) (for students of Animation & Game)	F17 building, room 110 (Dieburg campus)

Friday, 13 March

9:00 AM - 1:15 PM	German classes	
1:15 PM - 4:00 PM	Lunch break & free time	
4:00 PM	GettingStarted @ h_da: Meet-and-Greet at the Department of Business (Professor Futschik) (for students of Business)	building F01, room 4.21 (Dieburg campus)

Saturday, 14 March

10:15 PM	CulturalMoments: Trip to Marburg	meeting point: Darmstadt Central Station ("Hauptbahnhof" ("HBF"))
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Monday, 16 March

9:00 AM - 1:15 PM	German classes	
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Tuesday, 17 March

	No German class today	
10:00 AM - 5:00 PM	LifelnDarmstadt: Workshop Intercultural Awareness	building D19, rooms 5.01 & 5.02
5:30 PM	GettingStarted @ h_da: Meet-and-Greet at the Department of Electrical Engineering and Information Technology (Professor Weiner) (for students of Electrical Engineering)	building D16, room 2.08

Wednesday, 18 March

9:00 AM - 1:15 PM	German classes	
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Thursday, 19 March

9:00 AM - 1:15 PM	German classes	
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Friday, 20 March

9:00 AM - 1:15 PM	German classes	
1:15 PM - 2:30 PM	Lunch break	
2:30 PM	GettingStarted @ h_da: Meet-and-Greet at the Department of Mechanical and Plastics Engineering (Professor Pyttel) (for students of Mechanical and Plastics Engineering)	building C12, room 1.05

Saturday, 21 March

1:30 PM	TimeForFun: Climbing Tree Park	meeting point: bus stop "Hochschulstadion"
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Monday, 23 March

9:00 AM - 1:15 PM	German classes	
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Tuesday, 24 March

9:00 AM - 1:15 PM	German classes	
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Wednesday, 25 March

9:00 AM - 1:15 PM	German classes	
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Thursday, 26 March

9:00 AM - 1:15 PM	German classes - Exam	
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Saturday, 28 March

11:15 AM	CulturalMoments: Trip to Mainz	meeting point: Darmstadt Central Station ("Hauptbahnhof" ("HBF"))
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Wednesday, 1 April

	start of lecture period	
1:00 PM	GettingStarted @ h_da: Meet-and-Greet at the Media Department, subject: Motion Pictures (Professor Blümner & Professor Herzog) (for students of Motion Pictures)	F17 building, room 116 (Dieburg campus)

Tuesday, 2 April

8:30 AM	GettingStarted @ h_da: Meet-and-Greet at the Department of Architecture Professor De Saldanha (for students of Architecture)	building B10, room 31
10:30 AM	GettingStarted @ h_da: Meet-and-Greet at the Department of Design (Professor Marquardt) (for students of Design)	building E31, in the foyer (close to the main entrance)

Thursday, 18 June

5:00 PM	InformationSession: Saying goodbye to h_da and Darmstadt: End-of-semester information session & surprise fun activity (for those of you leaving h_da after the spring 2020 semester)	meeting point will be announced
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Disclaimer: All information is carefully monitored, nevertheless, we cannot be liable for the content, as the content cannot cover every individual case. The given information is not necessarily complete, comprehensive or up-to-date. It does not represent legal advice nor is it legally binding. The given information can also not replace information from experts.

h_da – International Office – Incoming

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A Academic Calendar – Semesterdaten

The academic year is divided into two semesters called winter and summer semester. For exchange students, there is a specific academic calendar – please keep these dates in mind.

Winter semester: September 1st to February 28th

Summer semester: March 1st to August 31st.

Please note that we have lecture free time, where there are no official lectures, but only few official bank holidays.

Exact terms dates are available on our website

<https://international.h-da.de/wege-an-die-h-da/austauschstudium/was-muss-ich-wissen/semesterdaten/>

Academic Department - Fachbereich

The “Fachbereiche” are the academic departments. At h_da, there are 12 different departments in total. They are independent which means you may experience differences in the way you choose classes or enrol for exams. If you are unsure, ask your tutor or your appropriate Departmental Coordinator.

List of the Departmental Coordinators can be found at our website at:

<https://international.h-da.de/international-office/contacts/in-the-departments/?L=1>

Academic Information online – Akademische Information online

At most modern institutions, academic information such as course lists, class schedules or examination registration is available online. Make sure you know where to look and what to use: read about QIS / OBS and Moodle in this guide

B Bank Account – Bankkonto

For most of you, it will be necessary to open a bank account in Germany.

Reason 1: you need one for the payment of your rent (Studierendenwerk / HEAG)

Reason 2: you are an overseas student and you need a blocked account in Germany to get your your Residence Permit.

We will help you do this during our Orientation Days.

Bars – Bars/ Kneipen

Below you'll find a small selection of bars/pubs that students enjoy in Darmstadt.

- **Goldene Krone** (mostly just called **Krone**)

Krone is a common place for students to go. They have a bar downstairs and also a club area in the back and upstairs. The drinks are relatively cheap compared to others bars. Happy Hour is from 19:00 to 20:00.

Address: Schustergasse 18, 64283 Darmstadt (close to the Schloß tram stop)

- **LowBrow**
The LowBrow is a metal-music bar with a beer happy hour 20:00 - 21:00. It is located right next to the Irish pub, Green Sheep.
Address: Erbacher Str. 5, 64283 Darmstadt
- **Green Sheep** (Irish pub)
The Green Sheep is an Irish pub. On Tuesdays there is a pub Quiz (don't forget to register). The Green Sheep is located right behind LowBrow.
Address: Erbacher Str. 5, 64283 Darmstadt
- **Hobbit**
Hobbit is a small typical German bar near Herrngarten. It gets full really quickly so make sure to come early or you will have to walk up the street to Hotzeplotz.
Address: Lauteschlägerstraße 3, 64289 Darmstadt
- **Hotzeplotz**
Hotzeplotz is also a small typical German bar which gets full quickly. It is located just up the street from Hobbit and has some good apple wine.
Address: Mauerstraße 34, 64289 Darmstadt
- **Schlossgarten**
Schlossgarten is a really nice place in the summer. It is located outside, on the Schloss grounds. Schlossgarten and Schlosskeller (see Dancing), are run by students.
Address: On Schloss, 64283 Darmstadt (enter through courtyard)
- **Weststadtcafé**
Weststadtcafé is a nice place when the weather is good. They have a grill where you can bring your own food and have a BBQ (but you have to buy the drinks). Some nights they also have dancing.
Address: Mainzer Straße 106, 64293 Darmstadt
- **Labor**
Labor is a shot bar close to the city.
Address: Neckarstrasse 22, Darmstadt

Broadcasting fee - Rundfunkbeitrag

In Germany, the public television and radio are financed through a tax, called Rundfunkbeitrag (broadcasting fee).

Every household has to pay a (monthly) fee, around 17,50 Euro. It doesn't matter if you are staying only for a short period of time or if you don't understand a word of German or even if you have no television! You have to pay.. The fee is shared if you are living in a shared flat, however if you are living on your own – you will have to pay the complete fee.

More information here: https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf

C CampusCard (Student ID Card) – Studierendenausweis (h_da-CampusCard)

This is one of the most important documents during your stay. It is

- your student ID
- your library card
- your transportation ticket on regional trains, buses, trams and metros
- your payment card for the Mensa

You will receive your CampusCard at the Incoming Office once your enrolment is completed. It takes around three or four days.

Always think about asking if there is a special student's price whatever you fancy doing (cinema, theatre, sports, events..) and show your CampusCard!

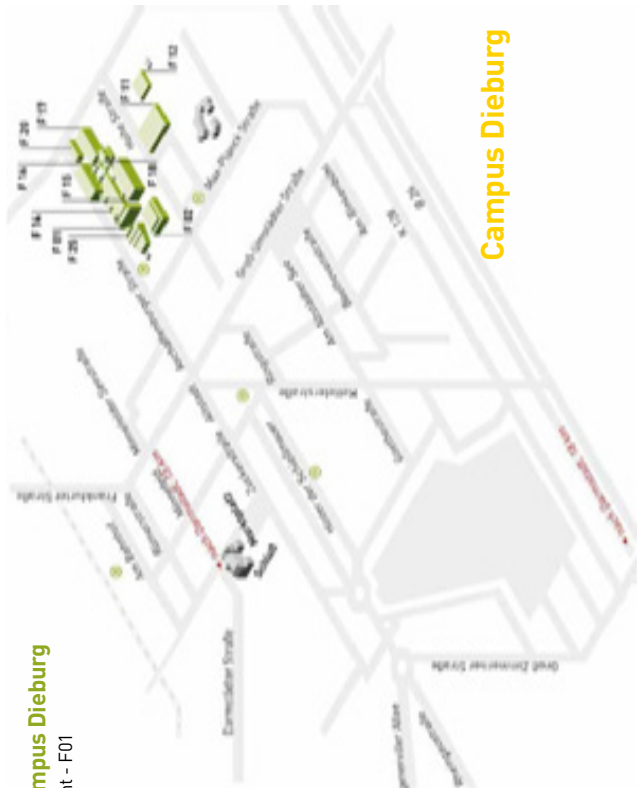
Campus MAP

Departments at Campus Darmstadt

- Architecture - B10/B12
- Chemical Engineering and Biotechnology - B15
- Civil Engineering - A12
- Computer Science - D14/D15
- Design - E30/E31
- Electrical Engineering and Information Technology - D11/D16/D17
- Mathematics and Natural Science - C10
- Mechanical and Plastics Engineering - C12/C14/C15/C16
- Social Science - A10/A12
- Social Work - E10/E11

Departments at Campus Dieburg

- Business Management - F01
- Media - F01





Campus Darmstadt

Canteen - Mensa

Mensa is the German word for canteen. There are different canteens all over Darmstadt, normally one on each campus. You can use all canteens from h_da and from the Technische Universität Darmstadt (TUD) with your h_da-CampusCard.

Certificate of enrolment - Immatrikulationsbescheinigung

Please note that your h_da-CampusCard/student ID won't be recognised as a proof of enrolment.

What most institutions / banks/ insurance companies want when they are asking for 'proof of enrolment' is an Immatrikulationsbescheinigung.

You can print one yourself – simply log into our QIS Platform with your h_da login credentials, go to "Requests & Certificate" to click on "Study Reports for all terms". Then click on IMMA, either English or German.

A step-by-step explanation is available in our Moodle Course for Incomings Students.

Cinema - Kino

There are several Kino's (cinemas) in Darmstadt. The biggest one is the "Kinopolis" at Hauptbahnhof (Main station). There is a second one "Citydome" Wilhelminenstraße 9 near Luisenplatz.

Interested in German culture and language, go to the free movie from German television on Sunday nights at 20:15 in the CityDome!

Coffee break on Campus – Kaffeepause auf dem Campus

If you have a quick break and want to get a coffee, there are different possibilities. Most of the departments have a place where you can go. Some have a little café in the building and others mostly sell coffee at the Fachschaft (see Fachschaft). Of course, you can also get a coffee in any canteen.

Courses – Vorlesung

Please bear in mind that our institution offers different kind of classes and lectures.

Vorlesung - is a general lecture given by a professor.

Seminar – is more discussion based on a specific topic, in a smaller group.

Übung/Praktikum: is often linked to a seminar or a lecture and is typical for universities of Applied Sciences. The enrolment procedure might be different and you are not necessarily automatically registered with the enrolment for a Vorlesung or Seminar. If you are unsure, ask your tutor or International Departmental Coordinator. Please note that while an Übung / Praktikum might be required for passing a course they might not graded.

Dancing (Clubbing) – Tanzen gehen

Looking for some clubs? Here are some suggestions

- **Schlosskeller**
Schlosskeller is a club in the basement of Schloss (castle). The club is run by students and for students, and it's really cheap to get in. Since it is in the middle of the city the tram/bus connection is really good.
Address: Am Marktplatz 15, 64283 Darmstadt
- **Ponyhof**
Ponyhof is a club located near the train tracks in the west part of the city. The style of music depends on the night.
Address: Mainzer Straße 106, 64293 Darmstadt
- **Galerie Kurzweil**
Galerie Kurzweil is a club with mostly electronic music near Hauptbahnhof (main station).
Address: Bismarckstraße 133, 64293 Darmstadt
- **A5**
A5 also called Musikpark is a mixed-music club with three floors. It is the biggest club in Darmstadt.
Address: Gräfenhäuser Str. 75-85, 64293 Darmstadt

Dieburg Campus - Campus Dieburg

The h_da has a second campus located in Dieburg, a small city 20 minutes from Darmstadt.

The two departments located there are:

Department of Business

Department of Media

You can reach Dieburg

- by train: take the regional train RB75 (from Wiesbaden central station)
Timetable information and online tickets: <https://www.bahn.com/en/view/index.shtml>
- by bus: express bus line 671/674: Groß-Umstadt - Dieburg - Darmstadt (Luisenplatz and main station) or
the bus line 672: Dieburg – Groß-Zimmern – Roßdorf – or
the bus line K67: Dieburg – Semd – Groß-Umstadt.

More detailed information here: <https://www.rmv.de> or <https://www.dadina.de>.

Discount - Rabatt

With your student's ID you will have discounts in quite a wide variety of cultural events. Make sure to ask at the cash desk!

Doctor - Arzt

In Germany you usually go first to a general practitioner (Hausarzt). If needed, he/ she will refer you to a specialist. You generally need a referral from your Hausarzt to get an appointment with a specialist.

On this website you can search for doctors in Darmstadt who are able to speak different languages (please note that the search engine is only available in German):

<https://www.arztsuche.hessen.de/arztsuche/>

If you need further help, just let us know.

On weekends or public holidays or outside the doctor's opening hours you can contact the

Ärztliche Bereitschaftszentrale:

<http://www.aebd-darmstadt.de/>

Phone: +49.6151.116117

E EHIC – European Health Insurance Card – Krankenversicherungskarte

The European Health Insurance card, also called the "magic" card, is the key to open almost all medical services in EU countries. You will get one if you are enrolled in a German Public Insurance Scheme.

Find more information at <http://ec.europa.eu/social/main.jsp?catId=559&langId=en>

Email - E-Mail

Think about using your h_da email account! As soon as you are enrolled, you will receive an email address. This email address is known to every h_da member – so it is used quite often.

<https://webmail.stud.h-da.de/stud/index.php>

If you need any help in this matter please turn to the IT Service, it-service@h-da.de.

Emergency – Notfall

For any kind of emergency (police, fire brigade, ambulance) call **112**

This number is valid in all EU countries.

Enrolment - Einschreibung

During the Orientation Days we will finalise your enrolment. You have been accepted but to be fully enrolled at h_da you still need to:

- pay your semester administrative fee (may vary each year – around 230 Euro)
- show proof of health insurance
- have an address in Darmstadt

We will do the last steps during the Orientation Days. Once enrolled you will get your h_da credentials (login name + password) that will allow you to:

- Connect to the h-da Wi-Fi
- Log on to the platforms: QIS / OBS / Moodle

Events

If you want to know what's going on in Darmstadt today, this website will help you find concerts, markets, parties and much more:

<https://www.partyamt.de/>

Look also at the events organized by the Studierendenwerk International Tutors Team!
<http://studierendenwerkdarmstadt.de/en/intercultural-affairs/itt/>

Examination – Klausur/Prüfung

Most of the study courses in Germany will have a final exam at the end of the semester. There will be no midterms or quizzes. For some exams it is mandatory to take a lab course (Praktikum) before. You will need to register for each exam separately, but that works differently in each Department. Make sure you know how to register and when! If you are unsure, ask your tutor or Departmental Coordinator.

Facebook

We have a closed Facebook group for all incomings (h_da Incomings Exchange Students). If you are on Facebook and have not joined, just request to join! We will use it to post all important information about our activities or about things to do and see in Darmstadt.

F

Flea market - Flohmarkt

A flea market is a good place to get some cheap second-hand items, like a bike. There are different flea markets in Darmstadt. The flea markets are usually a few times a year but do not have regular dates, which is why you need to find the times and locations on the internet. One option would be to look at the daily local paper, which you will find here: www.echo.online.de

Another possibility to find second-hand items is the "Sperrmüll-Zeitung" (www.sperrmuell.de/), "Das Inserat" (www.das-inserat.de/) or "eBay Kleinanzeigen" (www.ebay-kleinanzeigen.de/).

Food on Campus - Essen auf dem Campus

There are different canteens on campus. Each area has its own canteen. The opening hours vary by canteen, but warm food is mostly served 11:30 – 14:00. If you are trying to find a canteen ask for a "Mensa", that's the German word for canteen.

General Studies - Sozial- und Kulturwissenschaften (SuK)

Germans love abbreviations - do you know why? Because some of the German words are too long to use on a daily base. This one is Sozial- und Kulturwissenschaftliches Begleitstudium. This is a kind of "General Studies" programme open to every enrolled student at h_da, no matter what you are studying. You can, as an exchange student, enrol in these classes. However, should you consider taking these classes for credit transfer, make sure to check with your home university beforehand to ensure they will be accepted.

G

Grade – Note

The German grading scale that the h_da is using is as follow:

- from 1,0 up to 1,5 = Very Good (= an excellent achievement)
- from 1,6 up to 2,5 = Good (= an achievement, which considerably exceeds the average requirements)
- from 2,6 up to 3,5 = Satisfactory (= an achievement, which meets the average requirements)
- from 3,6 up to 4,0 = Sufficient (= an achievement, which despite deficient, meets the minimum requirements)
- from 4,1 up to 5,0 = Non-Sufficient/Fail (= an achievement, which does not meet the requirements due to considerable deficiencies)

Please note that we do not offer re-examination.

Grocery shopping - Lebensmittel einkaufen

Groceries and many other commonly needed items can be bought at discounters like Aldi, Lidl, Netto, and Penny. There are other supermarkets, such as Rewe, Edeka, Tegut and Real, but they can be a little bit more expensive. Generally there is more than one store of a chain within Darmstadt. Supermarkets selling organic products include Alnatura and Terra Verde. You can also buy your groceries at the farm shop (Hofladen) at Hofgut Oberfeld or Obstbau Geibel, not far from h_da.

Saturday mornings there is a weekly market until approx. 2pm at Schlossplatz (between the castle "Schloss" and the restaurant Ratskeller). You can buy fresh fruits, vegetables, sausages, and cheese directly from the food producers.

Please also note the supermarket at the Main Train Station in Darmstadt is open on Sundays.

Health Insurance - Krankenversicherung

In order to be enrolled at h_da you need to have a health insurance as this is a compulsory requirement for studying at any German university.

H Do you have a private insurance that has been declared equal to the German Students Public Insurance?

You will probably be asked to pay everything upfront: consultation, medication, whatever is needed. It is the up to you to get your money back afterwards.

Have you enrolled in the TK Insurance or any other German Public Health Insurance?

You will get a Health Insurance Card – once you have given your bank account details and a picture. Medical treatment will then be mostly free of charge as the bills will be sent directly to your insurance provider.

Please make sure to pay your insurance on time - your enrolment at h_da might be cancelled if you have some delay in paying the German Public Health Insurance Company.

h_da login credentials – h_da Zugangsdaten

Once you are enrolled, our IT Department will provide you with the access information for your h_da email account. You will have to set up a master password which you can use with all your h_da accounts, such as QIS, Moodle and email.

You have to activate your account with your master password first before you can enjoy our services!

Here is information on how to proceed:

<https://h-da.de/studium/studienorganisation/selbstbedienungsfunktion/fuer-studierende/>

Here is some information in German about our h_da IT services:

https://h-da.de/fileadmin/h_da/Service_Desk/Flyer/IT_Service_Studies.pdf

Hospitals – Krankenhaus

There are several hospitals in Darmstadt:

- **Alice-Hospital**..... Dieburger Str. 31
Phone +49.6151.402-0
- **Agaplesion Elisabethenstift**..... Landgraf-Georg-Str. 100
Phone +49.6151.403-0
- **Klinikum Darmstadt GmbH** Grafenstr. 9
Phone +49.6151.107-0
- **Marienhospital Darmstadt GmbH**..... Martinspfad 72
Phone +49.6151.406-0

Housing - Wohnen

Finding accommodation in Darmstadt is not impossible, but challenging.

That's why the International Office works together with housing partners to offer rooms in student shared apartments to our incomings. Sadly we only have a limited number available. We offer support for one semester only.

If you are staying longer you will have to find accommodation on your own.

We have a guide available on our Moodle course to help you to start searching.

Immigration Office - Ausländerbehörde

The Immigration Office is the place where all overseas students, who do not have the authorisation to stay for the whole period of study, have to go. However, in order to make the process go more smoothly (getting you a valid authorisation for your stay), we will arrange a group appointment and accompany you to this appointment.

Make sure to participate to our #Visa Infosession to get all the necessary information on time!

International Departmental Coordinator – Auslandsbeauftragte/r

Each department has a professor who is responsible for exchange and international students. That professor is called Auslandsbeauftragte/r or in English “International Departmental Coordinator”. He/she can help you with academic questions related to your course choices. Do not hesitate to contact the Departmental Coordinator if you need any help in choosing/changing your courses.

A list of the Departmental Coordinators can be found at our website at:

<https://international.h-da.de/en/international-office/contacts/in-the-departments/>

International Office – Internationalisierung

Your contact in our office is:

Marina Zielke

Email: incoming.int@h-da.de

Phone: +49.6151.16-38014

Office: Building D20, room 1.06

Walk-in Hours: Wednesday, Thursday, Friday: 10:00 am - 12:00 am

Thursday: 2:00 pm - 3:30 pm

IT services for students- IT Dienste für Studierende

As an enrolled student, you will receive a @h_da.de email address. Make sure to activate your account and to check your mail regularly. All important information (like exam registration, course workload... etc.) will be sent to this address. See more information under “Email”.

J Jobs

As an exchange student you are allowed to work, but only for a limited number of hours. If you are looking for a job opportunity let us know so that we can check your personal situation and advise you on this matter.

K L

Lab-Course – Praktikum

Praktikum is the German word for internship. Here at h_da, it is also synonymous with lab or practical exercises. Most of our engineering classes include a lab exercise that is mandatory to attend. Some Praktika (plural for Praktikum) are also a prerequisite for registering for specific exams. So, make sure that you are enrolled in both if you wish to get credit for that class. If you are unsure, ask your tutor or your Departmental Coordinator.

Language Center – Sprachzentrum

Want to learn a new language? The h_da language Center offers all enrolled students the possibility to take language classes.

How and when? Check online classes offered! <https://sprachen.h-da.de/>

Language Courses - Sprachkurse Deutsch

Take part in our pre-semester German classes (intensive class in September and March) and continue with our classes during the semester to boost your language competencies. You can earn up to 8 ECTS credits.

Language Tandem - Sprachtandem

Partnering for better language learning!

Want to learn and practice your German in a more informal and interactive way?

Then apply for our "Language Tandem". The principle is simple: h_da students and international students are signing up, stating their native language and what language they are looking for. We do the matching, then you meet, you talk in both languages and without noticing - you are practicing!

Interested? Simply write an email to: tandem@h-da.de and keep an eye out for our kick-off meeting each semester.

Library – Bibliothek

H_da has a central library at Schöfferstr. 8 (Building D10). The central library offers places to study, a copy machine and of course the possibility to borrow books during your studies. Your h_da-CampusCard is also your library card – but it needs to be officially activated. We will help you with that – check out the flyer for the Orientation programme to find out when.

This account also allows you to use the library on the Dieburg campus and the libraries in the Design and Social Work departments.

You can also use the ULB, the very big library at the Technical University Darmstadt (TU Darmstadt). It has a lot of study rooms and a large amount of books. If you wish to access the ULB you will have to enrol on site separately.

Moodle

Moodle is our e-learning platform. <https://lernen.h-da.de/>

You should use it for these 2 main reasons:

1. Incomings Students Course

Each semester we create a Moodle Course for our exchange students. Why? Not to learn how to be an exchange student, but to make sure that we have a secure place for sharing important information.

The platform offers a user-friendly information structure that allows you to retrieve information when and where you need it. Above all, it is a great communication tool for you and for us!

2. Classes

Professors often create a Moodle course for their lectures. If you are in that Moodle course you will be able to access materials for the class and receive emails about changes (for example when they change the time/date/room of the class).



How to get in?

There are two ways to get into a Moodle course. One option is that you get automatically added by signing in to QIS. The other possibility is that you find the course by description or course number and enter with a key the lecturer gave you.

N O

OBS (Online Belegsystem)

The OBS is the Department of Computer Sciences' online information system. It is pretty similar to QIS – make sure you use it if you are studying in this department.

You can find it here: <https://obs.fbi.h-da.de/>

Orientation Days - Orientierungstage

These are busy days for you and us! But our first is to help you get things done: your enrolment at h_da, your health insurance etc. Our second objective is to help you to get acquainted with our institution and our city as well as getting to know each other. Not to be missed - check at the beginning of this guide (page 4) for more details

Following the Orientation Days we also offer "Stay Connected" activities during the semester.

P

Parks

Darmstadt has a lot of green spaces within the city. You'll find a park in almost every neighbourhood. Here is just a small selection:

- **Bürgerpark**

Exercising or going for a swim – this park in the north of Darmstadt offers a lot of possibilities if you are interested in doing sports.

Address: Alsfelder Straße 33, 64289 Darmstadt

- **Herrngarten**

It's one of the most popular spots close to the city, especially in the summer time.

Herrngarten is the perfect place to have a picnic or just take a walk.

Address: Schlossgartenstraße, 64289 Darmstadt

Q

QIS

QIS is the university's online platform. In QIS, you can register or deregister for your classes, Praktikum (Labs) and exams. You can also check your grades, get your Immatrikulationsbescheinigung (certificate of enrolment) and check your schedule. You can find it here: <https://qis.h-da.de>

Make sure your personal information on QIS is up-to-date (address)

Residence Permit – Aufenthaltsgenehmigung

Overseas students may or may not need to apply for a visa before they enter Germany, but everyone needs to apply for a Residence Permit or Aufenthaltsgenehmigung to stay in Germany. Do not worry, we will help you with this in the Visa Info Session. Good to know: you will need a blocked account and 50 Euro in order to get your Residence Permit.

R

Residents' Registration Office - Einwohnermeldeamt

The Residents' Registration Office (Einwohnermeldeamt) is a very important place. Every person in Germany has to register – even exchange students staying for a few months. It has to be done within 2 weeks after moving in.

It is the only way for you to officially prove where you are living while in Germany so you will need it ("Meldebestätigung") to do things like open a bank account.

To make the process go more smoothly, we are offering group appointments during orientation.

Restaurants

In case you do not feel like cooking, Darmstadt offers a variety of different restaurants, cafés, and bakeries. You will find something fitting to your taste! This website might help you to find your favourite restaurant in the city:

<http://www.darmstadtnacht.de/restaurant-darmstadt.htm>

By the way: In Germany you usually tip 5 to 10% of the bill. It's also common to "round up", e. g. if you have to pay 2.60 Euro for a beer, you could give 3 Euros. It's also good to know that you don't get water for free in Germany.

Semester Administrative Fee – Semesterbeitrag

Each enrolled student has to pay this contribution each semester, whether you are enrolled for one semester or for a whole study course. They help to finance different facilities you will be using as a student, e.g. library, canteen, student union, sports program, and most importantly your ticket for public transportation, the Semesterticket. As an exchange student you will have to pay for your first semester fees in cash during the Orientation days. Should you stay a second semester, we will ask you to transfer the fee. Included in the fee is the semester ticket – see explanation below.

S

Semester ticket - Semesterticket

The semester ticket is a public transportation ticket that is valid for one semester. It is included in your h_da-CampusCard! What for?

For all buses, trams and regional trains also! Please check here the validity of your ticket for the region of Hessen:

<http://www.asta-hochschule-darmstadt.de/mobilitaet/rmv-semesterticket>

SIM card

Thanks to the new EU directive “roaming like home” there are no extra charges for messages or calls within the EU if you already have an EU plan. You just pay what’s in your contract.

If you don’t have SIM card yet, you can buy one in almost every supermarket or phone shop in Germany. Because of a new law in 2017, you will have to show your passport and your city registration confirmation as proof of your birthdate and address in Darmstadt.

Sport

Be active! It’s good for your health and for your social contacts. The h_da offers a wide range of sports at no or low cost:

<https://hochschulsport.h-da.de>

If you want some more options you can also check at TU Darmstadt (for a small fee):

https://www.usz.tu-darmstadt.de/unisport/infos_unisport/index.de.jsp

Student Departmental committees - Fachschaft

The Fachschaft is a representative body of the students for each department, and a place where you can go for help. They represent and express the wishes of their fellow students to the department and administration. All people working there are students too and they are not paid, so do not expect them to be there all the time. What a Fachschaft does apart from their official function varies from department to department. Sometimes they also sell coffee, drinks, sweets, organize parties or they offer the possibility to print. In all cases most students in a Fachschaft know their way around the department, h_da and the city very well and they can help answer your questions.

Student Service Center (SSC)

The SSC at h_da supports all our students with information on admission requirements, changing majors, preparatory courses, schedules, etc. It is responsible for the enrolment of all students and the advising and admission for international full degree students (not exchange students). If you lost your h_da-CampusCard is it the place to go.

Contact: Helpdesk

Email: info@h-da.de

Phone: +49.6151.16-33333

Office: Building C10 high-rise ground floor

Student Services Organisation - Studierendenwerk

Basically, this is the important public company that deals with all student-life issues: your accommodation, your food on campus or your well-being (not only financially).

<http://studierendenwerkdarmstadt.de/en/>

Students' Union – AStA

This elected committee of students is offering also help and support in all relevant aspect of the student's life on campus. A good address to get more students to students' advice.

Techniker Krankenkasse– TK

One of the German Public Health Insurers – the one we work closely with. What you have to know is: The price of the insurance/ coverage is settled for all public health companies.

Theater

At the Hessian State Theatre you can see many performances - from plays and concerts, to operas and ballets. Your h_da-CampusCard allows you to get free tickets!

In order to receive free tickets to the State Theatre Darmstadt (musicals, concerts, comedy, play, ballet, literature reading, opera etc.) you need to open an account here:

<https://webshop.staatstheater-darmstadt.de/de/anmelden>

Click on "Neu anmelden". After registration you will need to show your student ID, national ID/passport at the ticket counter and you will receive a voucher that is valid for all performances for the current semester. You can book your tickets either online with the voucher code or collect your tickets at the ticket counter with the voucher within 3 days of the performance.

You will find a list of further discounts, e.g. reduced entrance fees at cinemas on the student union website.

Transcript of Record - ToR

At the end of your semester you will have to ask the examination office to issue you a Transcript of Record. In our Moodle course you will find more details about how to request it.

Travelling – Reisen

There are several programmes that organize trips for students at a cheap price and have a lot things pre-planned and ready for you!

A few are (no recommendation here):

- pm2am Student Trips <https://pm2amtrips.com>
- Studenten-Uniflucht <https://de-de.facebook.com/UnifluchtDeutschland>
- Studifahrten <http://www.studifahrten.de>

As most trips pick-up in Darmstadt or Frankfurt you don't have to go far to get to the pick-up location.

Travelling with trains and coaches is widespread and very common in Germany. Have a look online to find out the best prices.

TU Darmstadt - Technische Universität Darmstadt

The TU Darmstadt (Technische Universität Darmstadt) is the other public university in Darmstadt. What's the difference?

- TU is bigger than h_da: more students, more study courses too
- h_da is a university of applied science which means that the style of teaching is more practice/project oriented

Tutor

A tutor is a h_da student who helps the International Office, in particular helping out with all academic question at the Department level You can always contact them when you are unsure about your schedules or exams. More information is in our Moodle Incoming Course.



Visa Extension – see residence permit.



Walk-in Hours - Offene Sprechstunden

Usually administrative and academic staff at our university have so called „Walk-in Hours“, offene Sprechstunden in German. This means that during this particular time you can meet the person without an appointment. Outside this time frame you should definitively talk to the person before in order to check if the person would accept to meet you.

Waste (separation) – Mülltrennung - Recycling

In Germany you have to separate your waste before you put it in the waste bin. In other words, you don't have only one bin but many with different colours for separating the different kinds of waste.

Used glass can be thrown into special containers, which are located in many public places. Plastics, paper& glass are recycled. Organic waste may also collected separately. More detailed information here:

https://www.zaw-online.de/index.php?option=com_content&view=article&id=241&Itemid=351

Be careful – with many bottles you will have to pay a deposit (Pfand in German, usually 8 to 25 cents) on top of the listed price when you purchase them. Bring them back to most supermarkets to get your deposit back! Most supermarkets have Bottle Return Machine at their entrance.



Watch out for this symbol –
showing that these bottles have a deposit

Water - Wasser

Tap water is safe in Germany! So no need to buy bottles. Germans do buy a lot of them but just because they love carbonated water.

Please note that free tap water is not given in restaurants and bars. If you wish some you will have to order it and pay for it.

Wi Fi - WLAN

You can use the h_da WLAN as soon as you have your h_da login credentials. You can access it with your ID (st.....) and the password you have chosen after your first log-in.