



Exchange Student Guide

Technische Universität Braunschweig

Exchange Student Guide



Technische Universität Braunschweig
International Office
Bültenweg 74/75
38106 Braunschweig
Germany

Phone: + 49 531 391-4331
Fax: + 49 531 391-4332
international@tu-braunschweig.de

www.tu-braunschweig.de/international

Technische Universität Braunschweig



Exchange Student Guide

Technische Universität Braunschweig

Welcome.....	2	Studying at the TU Braunschweig.....	10
International Experience.....	4	Departments and Courses.....	11
International Community.....	5	Degree Course Structure.....	11
International Office.....	5	Degree Programme.....	12
Orientation & Welcome Programme.....	6	Research at the TU Braunschweig.....	16
International Student Network.....	6	Research Institutes in Braunschweig.....	17
The City of Braunschweig.....	8	Practical Guide.....	19



Welcome

We cordially invite you to become a member of our university community and very much hope that your stay will be a rewarding and enriching experience both academically and in terms of your personal life and development.



Dear Students!

Studying abroad is always a challenging experience and one that will benefit you throughout your life, whatever career path you choose. You will become acquainted with a different academic tradition, you will meet students from all over the world and you will encounter a variety of new ideas and perspectives.

This guide is designed to give you an idea of what it is like to study at the TU Braunschweig. It also covers all you need to know in order to prepare for your stay in Braunschweig and contains a lot of useful information for your first weeks at our University. If you have further questions please contact the International Office.

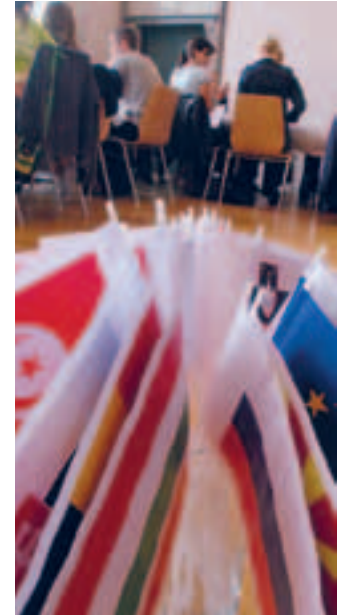
We look forward to meeting you.

Dr. Astrid Sebastian
Head of the International Office



International Experience

Students from more than 100 different countries choose to come and study at the TU Braunschweig. The cultural diversity on campus enriches the study experience of all students, both those from Germany and from around the world.



AN INTERNATIONAL COMMUNITY

The TU Braunschweig has established educational links with a great number of universities abroad. Official cooperation agreements exist with universities in Western and Eastern Europe, the USA, Canada, South America, New Zealand, China, Japan, Korea and Indonesia. Within the framework of the ERASMUS programme we collaborate with more than 200 universities all over Europe. Today, out of a total student community of around 13,500, there are more than 1,600 non-German students from more than 100 different countries studying here for an academic degree or within bilateral exchange programmes.

We greatly value the international nature of our university community and the significant contribution that our international students make to the rich cultural diversity of life on campus.

THE INTERNATIONAL OFFICE

The International Office is the focal point for all international activities at the TU Braunschweig. We are committed to making sure that our international students get the most from their time spent in Braunschweig and we provide students with advice and information on issues such as admission, visa regulations, finance, accommodation or the University in general.



ORIENTATION & WELCOME PROGRAMME

When you arrive in Braunschweig we organise a welcome programme for international students. The programme is offered in October, prior to the beginning of the university year. It includes information sessions and social events and is a great opportunity to find your way around the University and meet new friends. Support with the first steps in Braunschweig is provided by our »peer student programme«, through which international students can find a »peer student« to lend a helping hand when getting to grips with life at Braunschweig.

International Office

Bültenweg 74/75
38106 Braunschweig
phone: +49 531 391-4331
fax: +49 531 391-4332
e-mail: exchange@tu-braunschweig.de
www.tu-braunschweig.de/international

THE INTERNATIONAL STUDENT NETWORK

The International Student Network is a network run by students, aiming to help you with your start at Braunschweig and to encourage an active interchange between German and international students.

The ISN organises a semester programme with a wide variety of events such as excursions and short trips, sports tournaments, parties or weekly meetings at a local pub open to all international students of the University.

International Student Network

www.isn-braunschweig.de

→
The ISN STADTRALLEY at the beginning of the new semester is a great opportunity to make new friends



The City of Braunschweig

Being an important cultural and political centre since the Middle Ages, Braunschweig retains impressions of each passing age, from the medieval castle and the gothic cathedral to modern shopping streets and leisure facilities.



Braunschweig's history dates back to the 11th century, when it was a market settlement and a crossroad of major foreign trade routes. Henry the Lion chose to make it his residence in the early Middle Ages and Braunschweig subsequently developed into a large and influential medieval city. Braunschweig's historic city image has survived in its irregular and narrow downtown street layout and in many of its magnificent architectural monuments.

Today, the city of Henry the Lion is a lively modern town and the second largest city in Niedersachsen. With a population of 250,000 it is big enough to feel cosmopolitan and still small enough not to be overwhelming. It is a friendly place, easy to get to know yet still capable of holding surprises even after having lived here for many years.

CINEMAS AND NIGHTLIFE

Cinemas range from art-house programmes to more mainstream features at an 8-screen multiplex. There is a great variety of bars, pubs and nightclubs. Some of them have live music and as the town is so well populated by students, you will find that many places offer student nights or student discounts.

MUSIC AND THEATRE

Braunschweig's cultural life is rich and varied. The STAATSTHEATER and the BRAUNSCHWEIGER STAATSORCHESTER offer drama, dance, music and opera. A great number of festivals and cultural events throughout the year attract well-known names in drama, film, classical and rock music. Various small theatres provide more alternative and experimental productions.

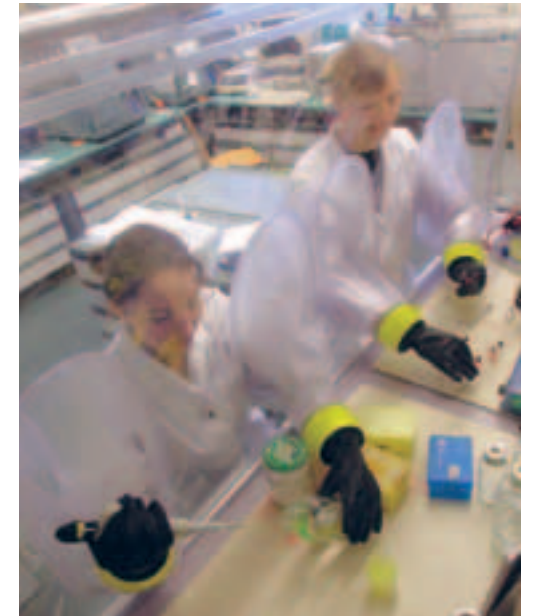
LEISURE AND RECREATION

Braunschweig is a »green« city with numerous parks and open spaces. The surrounding countryside provides lots of opportunities for heading out of the city and retreating to places of natural beauty and historical interest. The NATIONALPARK HARZ, the LÜNEBURGER HEIDE, the WESERBERGLAND, the towns of Wolfenbüttel and Wolfsburg and the city of Hannover are all within an hour's drive and can be reached by public transport.

Braunschweig
www.braunschweig.de

Studying at the TU Braunschweig

Founded in 1745 the Technische Universität Braunschweig is one of Germany's oldest institutes of technology. Today, we can look back on more than a two and a half century-long tradition of academic excellence.



260 YEARS OF EXPERIENCE IN TEACHING AND RESEARCH

The TU Braunschweig is a research university with a rich tradition. For 13,500 students it is a gateway to professional life. Six departments and 120 institutes offer 65 degree programmes and excellent facilities for interdisciplinary study and research work within the fields of engineering, natural and social sciences and the humanities.

Teaching programmes at the TU Braunschweig aim at an interdisciplinary approach. We offer a broad curriculum including many of the traditional academic fields, a wide range of modular courses, joint degrees and international programmes.

DEPARTMENTS AND COURSES

The list on the following pages provides an overview of the departments and study programmes offered at the TU Braunschweig. More details can be found on the following web page:

Degree Programmes

www.tu-braunschweig.de/international-students/courses

DEGREE COURSE STRUCTURE

Bachelor Degrees

The Bachelor is an internationally recognised undergraduate degree. Bachelor programmes at the TU Braunschweig last six semesters. In the first year you acquire a fundamental knowledge within your specific field of study and become acquainted with academic and scientific working methods. In the second and third year you have the opportunity to specialise in certain areas. The programmes are completed with a final project or thesis, leading to the award of the Bachelor of Arts (BA) or the Bachelor of Science (BSc), depending on the field of study.

Degree Programmes

Carl Friedrich Gauß Department

Business Information Systems □ WIRTSCHAFTSINFORMATIK

Computer Science □ INFORMATIK

Computational Sciences in Engineering

Culture of Organisations and Knowledge Transfer □ ORGANISATIONSKULTUREN UND WISSENSTRANSFER

Integrated Social Sciences □ INTEGRIERTE SOZIALWISSENSCHAFTEN

Internet Technologies and Information Systems

Mathematics □ MATHEMATIK

Mathematics in Finance and Industry □ FINANZ- UND WIRTSCHAFTSMATHEMATIK

Media Sciences □ MEDIENWISSENSCHAFTEN

Media Technology and Communications □ MEDIENTECHNIK UND KOMMUNIKATION

Medical Informatics □ MEDIZINISCHE INFORMATIK

Personal Development □ PERSONALENTWICKLUNG IM BETRIEB

Department of Life Sciences

Biology □ BIOLOGIE

Biotechnology □ BIOTECHNOLOGIE

Chemistry □ CHEMIE

Food Chemistry □ LEBENSMITTEL-CHEMIE

Pharmacy □ PHARMAZIE

Psychology □ PSYCHOLOGIE

Psychotherapy □ PSYCHOLOGISCHE PSYCHOTHERAPIE

Department of Architecture, Civil Engineering and Environmental Sciences

Architecture □ ARCHITEKTUR

Civil Engineering □ BAUINGENIEURWESEN

Environmental Engineering □ UMWELTINGENIEURWESEN

Environmental Geosciences □ GEOÖKOLOGIE

Industrial and Civil Engineering □ WIRTSCHAFTSINGENIEURWESEN/BAUINGENIEURWESEN

Sustainable Management and Water Protection

Degree Programmes

Department of Mechanical Engineering

Automotive Engineering □ KRAFTFAHRZEUGTECHNIK

Aviation and Astronautic Engineering □ LUFT- UND RAUMFAHRTTECHNIK

Bioengineering □ BIOINGENIEURWESEN

Industrial and Mechanical Engineering □ WIRTSCHAFTSINGENIEURWESEN/MASCHINENBAU

Mechanical Engineering □ MASCHINENBAU

Mobility and Transport □ MOBILITÄT UND VERKEHR

Department of Electrical Engineering, Information Technology and Physics

Computer and Communication Systems Engineering □ INFORMATIONSSYSTEMTECHNIK

Electrical Engineering □ ELEKTROTECHNIK

Industrial and Electrical Engineering □ WIRTSCHAFTSINGENIEURWESEN/ELEKTROTECHNIK

Physics □ PHYSIK

Department of Humanities and Educational Sciences

Biology Education □ BIOLOGIE UND IHRE VERMITTLUNG

Chemistry Education □ CHEMIE UND IHRE VERMITTLUNG

Culture of the Technical and Scientific World

Educational Sciences □ ERZIEHUNGSWISSENSCHAFT

German Studies □ GERMANISTIK

History □ GESCHICHTE

Mathematics Education □ MATHEMATIK UND IHRE VERMITTLUNG

Music and Music Education □ MUSIK UND MUSIKPÄDAGOGIK

Physics Education □ PHYSIK UND IHRE VERMITTLUNG

Protestant Theology and Religious Education □ EVANGELISCHE THEOLOGIE UND RELIGIONSPÄDAGOGIK

Sports and Physical Education □ SPORT UND BEWEGUNGSPÄDAGOGIK

Teacher Training □ LEHRAMT

Master Degrees

The Master is an internationally recognised graduate degree. It is designed for students who have successfully completed their Bachelor degree and wish to specialise and broaden their knowledge in their field of study. Alternatively, it can also serve as a conversion course from the Bachelor degree subject, giving you the opportunity to add an additional set of skills and knowledge to your first degree qualification.

Master programmes usually offer a very broad range of options and you structure your programme according to your individual interests. You are expected to work independently and are solely responsible for the progress of your studies. Master programmes at the TU Braunschweig usually last four semesters and are completed with a final project or a thesis leading to the award of the Master of Arts (MA), Master of Science (MSc) or Master of Education (MEd).

Staatsexamen

The STAATSEXAMEN is a German academic degree awarded in courses that are subject to special government control, for example pharmaceuticals and food chemistry. These degree courses are combined undergraduate and graduate study programmes. They last ten semesters and end with a final project or dissertation and an examination at the Master's level.

Doctorate

A doctorate is possible in all fields of studies offered at the TU Braunschweig. There are a few special courses for doctoral students, but usually a doctorate in Germany means to do an individual research project under the guidance of a professor. Doctoral students need to find a professor who is interested in their chosen research field and who will supervise their doctoral work. The time taken to complete a doctoral degree depends on the field of research and the successful progress of the research work and ranges from three to four years.

The Academic Year

The academic year starts on the 1st of October and ends on the 30th of September. It is divided into a winter and a summer semester. Each semester falls into a lecture and a non-lecture period (VORLESUNGSZEIT and VORLESUNGSFREIE ZEIT).

Winter Semester

1st October – 31st March

Lecture Period:

mid-October – mid-February

Christmas Break:

weeks of Christmas and New Year

Summer Semester

1st April – 30st September

Lecture Period:

mid-April – mid-July

Excursion Week:

week after Whitsun

Most examinations take place in the non-lecture period. For the summer semester, they are mostly scheduled for July and August, for the winter semester in February and March.



Research at the TU Braunschweig

The TU Braunschweig places a high emphasis on its research activities and is ranked among the top ten German research universities within the disciplines of engineering and natural sciences.



The TU Braunschweig is located at the centre of Europe's most active region for scientific research and development. Many leading research institutes and companies of global reputation are based in and around Braunschweig. The high density of research facilities and industry in the region with its many active partnerships provides excellent conditions for interdisciplinary research work and technology transfer. Research fields range from metrology, information and communication

technology to transport engineering, aeronautical and space research, biotechnology and environmental engineering. Research at the TU Braunschweig is defined by high standards, innovation and international perspectives. The University actively participates in many international research collaborations. Postgraduate students can benefit from a wide range of opportunities to pursue research projects leading to a doctoral degree.

RESEARCH INSTITUTES IN BRAUNSCHWEIG

- Volkswagen Corporate Research /VOLKSWAGEN KONZERNFORSCHUNG
- Siemens Mobility and Rail Automation /SIEMENS MOBILITY AND RAIL AUTOMATION
- Salzgitter Mannesmann Research /SALZGITTER MANNESMANN FORSCHUNG
- Automotive Research Centre of Niedersachsen /NIEDERSÄCHSISCHES FORSCHUNGSZENTRUM FAHRZEUGTECHNIK
- German Aerospace Centre /DEUTSCHES ZENTRUM FÜR LUFT- UND RAUMFAHRT
- Braunschweig Research Airport /FORSCHUNGSFLUGHAFEN BRAUNSCHWEIG
- Federal Aviation Authority /LUFTFAHRT-BUNDESAMT
- National Metrology Institute /PHYSIKALISCH-TECHNISCHE BUNDESANSTALT
- Centre for Facility and Reactor Safety /GESELLSCHAFT FÜR ANLAGEN- UND REAKTOR-SICHERHEIT
- Fraunhofer-Institute for Surface Engineering and Thin Films /FRAUNHOFER-INSTITUT FÜR SCHICHT- UND OBERFLÄCHENTECHNIK
- Fraunhofer-Institute for Wood Research, Wilhelm Klauditz Institute /FRAUNHOFER INSTITUT FÜR HOLZFORSCHUNG, WILHELM-KLAUDITZ-INSTITUT
- Federal Research Centre for Cultivated Plants, Julius Kühn Institute /BUNDESFORSCHUNGSINSTITUT FÜR KULTURPFLANZEN, JULIUS KÜHN-INSTITUT
- Federal Research Institute for Rural Areas, Forestry and Fisheries, Johann Heinrich von Thünen Institute /BUNDESFORSCHUNGSINSTITUT FÜR LÄNDLICHE RÄUME, WALD UND FISCHEREI, JOHANN HEINRICH VON THÜNEN-INSTITUT
- Helmholtz Centre for Infection Research /HELMHOLTZ-ZENTRUM FÜR INFektions-FORSCHUNG
- German Collection of Microorganisms and Cell Cultures /DEUTSCHE SAMMLUNG VON MIKROORGANISMEN UND ZELLKULTUREN



Practical Guide

We want you to adjust as smoothly as possible to your life in Braunschweig, so this part of the guide provides you with all the practical information you need when planning your stay and arriving in your new surroundings. It guides you through your first days in Braunschweig, explains all administrative matters and helps you to find your way around the University and the city.

Preparing your Stay.....20	Academic Facilities.....34	General Information.....46
Academic Preparation21	University Library.....35	Climate & Clothing.....47
Programme Coordinators in Braunschweig21	Gauß-IT-Centre.....36	Living Expenses.....47
Language Preparation.....22	Language Centre.....37	German Public Holidays.....47
Accommodation.....22	Academic Advisory Services...37	Shopping.....48
Insurances.....24	Student Support Services.....38	Public Transport.....48
Student Visa and Financial Requirements.....26	Student Services.....39	Travelling by Bicycle.....49
»Peer Student« Programme...27	Student Counselling.....39	Medical Care.....50
Checklist for Your Documents..27	Childcare Facilities.....40	Accidents & Emergencies....51
	Students with Disabilities.....40	Finance, Employment & Work Permits.....52
	Religious Life.....41	Your Departure.....56
Your Arrival in Braunschweig...28	Life on Campus.....42	Addresses & Office Hours...58
Planning Your Arrival.....29	Catering.....43	Campus Map.....62
How to Get to Braunschweig...29	Sports.....43	
Welcome Point & Enrolment...30	Performing Arts.....44	
Opening a Bank Account.....33	Film & Cinema.....44	
	Other Student Groups and Societies.....44	

Preparing Your Stay

A study period abroad requires a lot of preparation before you leave your home country. On the following pages you will find all the necessary information for planning your stay at the TU Braunschweig. If you have any further questions please contact the International Office, we are happy to help you.



Academic Preparation

Studying abroad is not only a valuable personal experience but also an important part of your professional and academic career. In order to make the most of your study period in Braunschweig you should start with the necessary academic preparation well in advance.

As an exchange student at the TU Braunschweig you can attend any of the courses offered, provided you meet the necessary prerequisites and places are available. Before leaving home, you should select the courses you wish to attend together with the programme coordinator at your home university, using the course catalogue (VORLESUNGSVERZEICHNIS).

More Information

www.tu-braunschweig.de/studium/lehrveranstaltungen

Upon your arrival in Braunschweig, you can finalise your choice of classes with the responsible programme coordinator in Braunschweig.

Students in exchange programmes are usually guaranteed full academic recognition of their study period abroad, since the learning achievements at the partner universities abroad are considered to be equivalent to those at the home institution. In order to obtain this recognition you will need to have your learning agreement approved by your home university before your departure. Should it later become necessary to make any changes in the classes selected please remember that you must have these approved by your coordinator at home.

Programme Coordinators in Braunschweig

For DAAD-Scholarship Holders:

Your academic advisor is named in the DAAD nomination letter. The International Office will help and assist you with all general questions regarding your studies here.

For Students in Bilateral Exchange Programmes, Fulbright and ISEP Students:

Students nominated in official bilateral exchange programmes, Fulbright and ISEP students are requested to contact the International Office. We will inform you of your academic advisor at the TU Braunschweig and will assist you with all general questions.

For ERASMUS Students:

Every ERASMUS student has an academic advisor responsible for the individual exchange programme. With your letter of acceptance you will receive the name and e-mail address of your departmental coordinator. Your institutional coordinator is the International Office.

Institutional Coordinator

International Office

Bültenweg 74/75

38106 Braunschweig

phone: +49 531 391-4331

fax: +49 531 391-4332

exchange@tu-braunschweig.de

www.tu-braunschweig.de/international

Language Preparation

Students in exchange programmes do not have to pass a language test in order to be admitted to the TU Braunschweig. You should however bear in mind that all regular programmes are taught in German. There are a few postgraduate programmes and some optional courses which are taught in English, and also writing a thesis or working in a laboratory under personal supervision may require only little German. For all other courses you will need a solid basic knowledge of German.

But quite apart from the fact that you need the German language in order to follow your courses, your knowledge of German will also be one of the main factors determining how easily you will adjust to life in Germany. If you have not managed to acquire a good basic knowledge of German before leaving home you will lose a lot of time and might sometimes feel rather isolated at the beginning of your stay in Braunschweig.

If you feel that you need more intensive language training before starting your studies in Braunschweig, the Language Centre at the TU Braunschweig offers summer courses on intermediate and advanced levels. During the semester there are German courses on different levels available for all exchange students.

More information on these language courses can be found on the Language Centre's web pages:

Language Courses

www.sprachenzentrum.tu-bs.de/deutsch

Accommodation

Halls of Residence

The University has eight halls of residence, most of them situated in the direct surroundings of the three university campuses. There are various kinds of fully or partly furnished accommodation available. The choice ranges from single study-bedrooms with washbasins, shared bathroom and kitchen facilities to single and shared apartments. All student residences have common rooms, laundry and telephone facilities, most bedrooms have direct Internet access.

Generally, the halls of residence are mixed, but certain halls also provide single sex accommodation. For students with disabilities there are some specially adapted apartments available.

Details on each hall of residence and room furnishings can be found on the STUDENTENWERK's website:

University Accommodation

www.studentenwerk-braunschweig.de/braunschweig/wohnen

Please Note: In most of the halls of residence the internet is administered and supervised through student organisations. The setup of your internet connection may take some time and you should be prepared that you might not be able to access the internet from your bedroom for the first couple of days.

Accommodation Service

The International Office provides an accommodation service for international exchange students, helping you to find a suitable place to stay. For your application, please use our online application form:

Online Application Form

<http://io.tu-braunschweig.de/accommodation/accommodation.htm>

In this form please indicate your first and second preference for accommodation. Our application deadlines are the 15th July for the winter semester and the 15th January for the summer semester. The rooms will be allocated on a first come—first serve basis. In most cases we will be able to provide you with accommodation if we receive your application on time!

Applications submitted after the deadline can only be processed if there are rooms still available. If all of our residences have already been allocated we will help you to find alternative accommodation in the private sector and we will offer you university accommodation if vacancies arise during the year. Most of our accommodation is fully furnished. However, this does not include blankets, sheets and pillows, towels, dishes and cutlery! Rent ranges from 155€ to 310€ per month and you will be required to pay a deposit equal to one month's rent. When you move out, the deposit will be refunded, assuming that nothing has been damaged.

Important Note: Please use our accommodation service if you intend to study here as an exchange student. If you apply directly to the STUDENTENWERK you will be put on a very long waiting list!

Private Accommodation

A high percentage of students live in privately rented accommodation, most of them in shared apartments (WOHNGEMEINSCHAFTEN or WGs). There is a large number of private accommodation for rent in Braunschweig and the offers range from rooms in shared apartments to single apartments and larger flats. Accommodation in the private sector is often not furnished and is priced from 200€ to 300€ per month for a room in a shared apartment and 260€ to 380€ for a single apartment, including bills.

How to Find Private Accommodation

You should aim to find a flat roughly a month before courses begin to enable a relatively stress-free start to the academic year. The best way to look for private accommodation prior to beginning your studies is through the Internet. Information on rooms and flats to rent can be found on the following web pages:

Private Accommodation

www.studentenwerk-braunschweig.de

www.studenten-wg.de

www.studentenwohnungsmarkt.de

www.wg-gesucht.de

Insurances

Once in Braunschweig, offers of accommodation can also be found in the local newspapers and on the information boards in the university cafeterias and on campus. Reading through the property advertisements you will find that they have their own system of abbreviations:

1 ZKB	1-ZIMMER-KÜCHE-BAD—single room apartment with kitchen and bathroom
2-ZW	2-ZIMMER-WOHNUNG—two room flat
zzgl. NK	ZUZÜGLICH NEBENKOSTEN—plus electricity, gas, water, heating, etc.
KM	KALTMIETE—heating, electricity & water excluded
WM	WARMMIETE—heating, electricity and water included
KT	KAUTION—refundable deposit
NR	NICHTRAUCHER—non-smokers
WG	WOHNGEMEINSCHAFT—flat- or house-sharing

Overnight Stay

If you arrive too late to move into your room on the same day, or if you have not yet found an accommodation, you can find a room for the first night(s) through Braunschweig's Tourist Information Service. You will find a list of all bed and breakfasts and hotels in Braunschweig and an online booking service at the following webpage:

Braunschweig Hotels

www.braunschweig.de/english/touristservice/hotels

Health Insurance

All students studying in Germany require an adequate health insurance. Proof of this has to be presented when you enrol for your courses. Without sufficient health insurance cover you cannot be enrolled at the TU Braunschweig.

If you come from an EU member state or from another country which has insurance agreements with Germany, you are already covered by your national health scheme and are exempt from the German Statutory Health Insurance for Students (GESETZLICHE KRANKENVERSICHERUNG FÜR STUDENTEN). Please bring an appropriate insurance certificate (European Health Insurance Card or a temporary insurance certificate), completed by your insurance company in your home country. On presenting this form at a German public health insurance company, you will be issued the exemption certificate required for enrolment.

If you have private health care cover in your home country please bring a certificate issued by your insurance company at home with a German translation stating the exact type and extent of your insurance. The insurance must fully cover medical and dental treatment, the cost of prescribed medication and normal hospital care. If your insurance is considered equivalent to the German Statutory Health Insurance for Students you will also be issued the exemption certificate necessary to enrol at the TU Braunschweig.

Please note that a travel insurance is not adequate cover and will under no circumstances be regarded as sufficient to enrol at the TU Braunschweig!

All other students must obtain insurance cover from the German Statutory Health Insurance for Students. The monthly rates are about 60.00€ and the insurance covers expenses for medical and dental treatment, hospital care and a contribution on all prescribed medication. It does not cover, however, a return transport to your home country in case of illness.

Students the age of 30 and older are not eligible for the German Statutory Health Insurance for Students. They should either bring sufficient health insurance cover from home or take out a private health insurance in Germany. When choosing a private health insurance you must make sure that it fully covers medical and dental treatment, hospital care and a contribution to the cost of prescribed medication. Check the contract details carefully and do not just opt for the cheapest policy! More information and advice on health insurances in Germany can be obtained from the TECHNIKER KRANKENKASSE:

Health Insurance

TECHNIKER KRANKENKASSE (TK), UNI-BÜRO
Pockelsstraße 9
38106 Braunschweig
phone: +49 531 480-19155
fax: +49 531 38018-23
jens.kynast@tk-online.de
www.tk-online.de

When you enrol at the TU Braunschweig this health insurer will be present at the International Office's Welcome Point and you can directly purchase a student health insurance or receive your exemption certificate.

Accident and Liability Insurance

We expect all of our students to take out a personal liability insurance policy (HAFTPFLICHTVERSICHERUNG). This policy covers any accidental damage you might cause to property and other persons. Accidents can easily result in high costs (if e.g. you cause a car or bicycle accident). Without personal liability cover you alone are responsible for any damages and all resulting costs.

Before you come to Germany, check whether you have an international personal liability insurance policy. If you do have one, bring appropriate proof to your enrolment. If not, you can close a policy here in Braunschweig for 7 € a month.

Additionally, you should consider a personal accident insurance (UNFALLVERSICHERUNG). As a student you are covered by a statutory accident insurance within the premises of the TU Braunschweig and on your way to and from university, but not for any accidents that occur in your leisure time.

Information on both liability and personal accident insurance can be obtained from the DEBEKA. When you arrive in Braunschweig this insurer will be present at the International Office's Welcome Point, and you can take out these policies directly when enrolling for your courses.

Accident and Liability Insurance

DEBEKA HOCHSCHULSERVICE BRAUNSCHWEIG
Pockelsstraße 9
38106 Braunschweig
phone: +49 531 340-660
servicebuero_braunschweig4@debeka.de
www.debeka.de

Student Visa & Financial Requirements

Citizens of the European Union require no student visa. Students from Australia, Brazil, Canada, all other European countries, Israel, Japan, New Zealand, South Korea and the USA are also exempt. Detailed information on entry regulations specifically for your country can be obtained from the German consulate or embassy in your home country and can be found on the Internet pages of the Federal Foreign Office (AUSWÄRTIGES AMT).

Visa Regulations

www.auswaertiges-amt.de

If you require a visa you should contact the appropriate consulate in good time (approximately three months before wishing to enter Germany) and apply for an Entry Visa for Educational Purposes (EINREISEVISUM ZU STUDIENZWECKEN).

You should not attempt to enter on a tourist visa! Enrolment at the TU Braunschweig is only possible with a visa for educational purposes and a tourist visa cannot be converted into a student visa!

As an international student coming to Germany you will have to present proof of your financial resources (FINANZIERUNGSNACHWEIS) for the time of your stay in Germany. You will either have to do this when you apply for your visa, or, if you are exempt from visa regulations, upon your arrival in Braunschweig, when you register with the Foreigners' Registration Authority (AUSLÄNDERBEHÖRDE).

As a student within an exchange programme you will normally hold a partial or full scholarship from your home institution or from other organisations such as the DAAD. In this case your letter of admission from your scholarship organisation (e.g. ERASMUS, DAAD) will be accepted as sufficient proof.

Foreigners' Registration Authority

AUSLÄNDERBEHÖRDE

Fallersleber Straße 1 (1st floor, room 113)

38100 Braunschweig

phone: +49 531 470-6062 or 6063

fax: +49 531 470-6008

thomas.wald@braunschweig.de

birgit.berger@braunschweig.de

www.braunschweig.de/auslaender

»Peer Student« Programme

The first few days and weeks in a foreign country can sometimes be a confusing time. If you feel you might be happy about someone helping you with the formalities or difficulties you might encounter at the beginning of your stay in Braunschweig, the International Office can try to find a peer student for you.

Our Peer Student Programme is provided by the International Office and the International Student Network, our international students' society (see page 6). Your peer student will meet with you when you arrive and show you your accommodation. He or she will accompany you through the various formal procedures such as enrolment, registering with the authorities, closing insurance policies and opening a bank account and will help you to find your way around the university and the city. More information on the programme and the online application form can be found on the following web page:

Peer Student Programme

www.tu-braunschweig.de/international-students/application/exchange-preparation/peer-student-programme

Once we have received your application we will try to arrange the contact between you and your peer student as soon as possible.

Checklist for Your Documents

- document of enrolment from your home university
- the completed documents from your health insurance at home (European Health Insurance Card [EHIC] or temporary insurance certificate)
- identity card or passport (if you come from a non-EU country), valid for the time of your stay in Braunschweig
- visa (if you come from a country for which visa regulations apply)
- proof of sufficient financial resources (letter of admission from your scholarship organisation)
- 1 biometric passport photo
- sufficient cash for the semester fee (around 170 €)
- proof of international personal liability insurance (if applicable)

Please note: Your letter of acceptance states the time period in which you can enrol at the TU Braunschweig. Please pay attention to these dates when making your travel arrangements, as a later enrolment is only possible in exceptional cases!

Arrival in Braunschweig

Please inform us at least one week prior to your departure when and how you will arrive in Braunschweig, so we can make all necessary arrangements. If you have a peer student, he or she will meet with you on your arrival and will accompany you to your accommodation.



Planning Your Arrival

To enable us to prepare for your arrival in Braunschweig, you need to inform the International Office and your peer student of the exact date and time you are going to get here. If any major delays occur during your journey, please call and let us know.

International Office

phone: +49 531 391-4374 or 4375

e-mail: exchange@tu-braunschweig.de

If you have a place in one of the halls of residence you should plan to arrive on a weekday before 15:00 h, as this is the latest time for moving into your room.

If you arrive on a weekend or late in the evening there is no possibility to receive your accommodation keys, so you should plan to spend your first night in a hotel. Please do not forget to make a reservation in advance (booking service see page 24)! If you have a peer student, you may ask him or her to collect your accommodation keys for you.

How to Get to Braunschweig

Situated almost in the centre of Germany, Braunschweig is well served by major road and train links and for those travelling by plane there are three international airports within easy reach.

By Plane

The nearest international airport to Braunschweig is Hannover. You will need about one hour to get from Hannover to Braunschweig. There are direct trains from Hannover Airport to the main station. From there the train connections to Braunschweig run every 30 minutes.

If you have a lot of luggage or your flight lands at Hannover late in the evening, you can book a shuttle bus to Braunschweig. The bus will collect you at the airport and take you to any address in Braunschweig; to your halls of residence or a hotel for example. This service costs 15 € and you must book the shuttle bus at least 5 days in advance. You can find more information on the following website:

Hannover Airport Transfer

www.buszumflug.de

Other possible airports are Berlin or Frankfurt. There are high speed train connections (ICE) to Braunschweig, the travel time from Berlin is approximately one and a half hours, from Frankfurt approximately three hours.

Welcome Point & Enrolment

By Train

Braunschweig is included in the ICE network of the German Railway Company (DEUTSCHE BAHN) and there are direct train connections to Braunschweig from many European cities. Train schedules can be found at:

German Railway Company

DEUTSCHE BAHN
www.bahn.de

From Braunschweig Main Station to the International Office

Leave the station through the main exit. On the main plaza to your left you will find the central bus and tramway station. Tickets can be obtained from the driver or from the Braunschweig public transport's ticket office in front of the main station. Take the bus no. M19 from platform A up to the busstop BÜLTENWEG. You will find the International Office at Bültenweg 74/75 on the ground floor.

By Car

Braunschweig is well served by road links being easily accessible from the motorways A2 and A7. The map in this brochure may help you to find your way around the university campus, detailed road maps can be found on the following website:

Braunschweig Road Maps

www.stadtplan.braunschweig.de

When you arrive in Braunschweig the International Office organises a Welcome Point prior to the start of the semester. The Welcome Point is designed to guide you step by step through all formal procedures you will have to complete before courses begin. At the Welcome Point you will receive all the necessary forms for your enrolment and the International Office staff will help you to complete them. Offices of two local insurers will also be present, so you can obtain your insurance policies and certificates directly at the International Office's Welcome Point.

1. Completing your Enrolment Forms

The exact time and place of the Welcome Point is stated in your letter of acceptance. The Welcome Point begins with an introduction session on how to complete your enrolment forms. The following documents are required:

- an enrolment certification from your home university
- the letter of acceptance from the TU Braunschweig
- your passport or national ID
- if you are from a European Union member country, your European Health Insurance Card (EHIC)

2. Health Insurance

There will be an office of a local public health insurer installed at the International Office's Welcome Point where you can purchase a German Statutory Health Insurance for Students or receive an exemption certificate on presenting your European Health Insurance Card (EHIC) or temporary insurance certificate (see page 24).

Personal Liability Insurance

If you have not yet taken out a valid personal liability policy, you will have the opportunity to do so directly at the Welcome Point. Information on personal accident insurance and private health care insurance is also available.

Once you have the relevant insurance policies you can schedule an appointment for your enrolment.

3. Residence Permit

German law requires you to hold an official residence permit. This is why you have to register with the Foreigners' Registration Authority (AUSLÄNDERBEHÖRDE) next. The Foreigners' Registration Authority is in the city centre, approximately 15 minutes from the International Office by foot, or 10 minutes by bus. You may ask your peer student to go with you. Alternatively the International Office offers to accompany you to the Foreigners' Registration Authority. Lists will be passed out during the Welcome Point for those interested. For your registration please take the following documents with you:

- your passport (if you come from a non-EU country) or your identity card

- your visa (if you are a student from a country for which visa regulations apply)
- proof of sufficient financial resources (letter of admission from your scholarship organisation or your ERASMUS contract, stating the exact amount of your monthly scholarship)
- 1 biometric passport photo (if you come from a non-EU-country)
- your certificate of enrolment or your student ID from the TU Braunschweig
- your tenancy agreement

You will then receive your residence permit (AUFENTHALTSGENEHMIGUNG) and your residents' registration certificate (MELDEBSCHENIGUNG). Please take care of these documents as you will need them occasionally e.g. when opening a bank account or applying for a reader's card in the public library.

Foreigners' Registration Authority

AUSLÄNDERBEHÖRDE
Fällersleber Straße 1 (1st floor, room 113)
38100 Braunschweig
phone: +49 531 470-6062 or 6063
fax: +49 531 470-6008
e-mail: thomas.wald@braunschweig.de
e-mail: birgit.berger@braunschweig.de
www.braunschweig.de/auslaender

4 Semester Contribution

Next you will have to pay your semester contribution at one of the local banks. There are two major banks, the DEUTSCHE BANK and the BRAUNSCHWEIGISCHE LANDESSPARKASSE within walking distance of the International Office. For a cash payment a processing fee of 15.00€ will be charged.

Deutsche Bank

Hagenring 71 / 72
38106 Braunschweig
phone: +49 531 38710-0
fax: +49 531 38710-10
www.deutsche-bank.de

Braunschweigische Landessparkasse

Gliesmaroder Straße 1
38106 Braunschweig
phone: +49 531 487-7338
fax: +49 531 487-7346
www.blsk.de

The semester contribution (SEMESTERBEITRAG) serves to support the Student Services (STUDENTENWERK) and other activities within the University's academic and social life. Additionally, it covers a semester ticket which allows you to ride all buses and tramways in Braunschweig and all regional trains in Niedersachsen for free.

Please note that this semester fee does not constitute the tuition fee! As an ERASMUS or other exchange student you are exempt from tuition fees, however you have to pay the semester contribution.

5 Enrolment (IMMATRIKULATION)

Once you have completed all the above mentioned procedures you can enrol at the TU Braunschweig. Please bring your completed enrolment documents, the receipt of the bank transaction proving the payment of the semester contribution and your health insurance documents. If all documents are complete you will receive your preliminary student ID. The actual student ID will be sent to you by post before your preliminary ID expires.

Opening a Bank Account

As soon as you are enrolled at the TU Braunschweig and have received your student ID, you should open a bank account at one of the local banks (see addresses opposite). In order to set up your first German bank account, you will need:

- your identity card or passport
- your residents' registration certificate (MELDEBESCHEINIGUNG) or tenancy agreement
- your letter of acceptance or your preliminary student ID

The staff at the bank will be happy to explain the various types of accounts and help you decide what type of account is best for you. Most banks offer special student accounts which are free of charge, and you will receive a customer's card which allows you to draw money from the cash machines.

Academic Facilities

At Braunschweig we have first-class academic facilities to support you in your studies. Our University Library contains more than 1,700,000 books, microforms and electronic data and the IT-Centre provides extensive computer facilities to all students. The Language Centre offers classes in 17 different languages and there is a great number of specialist facilities and laboratories to support specific areas of your study.



University Library

The main University Library is situated on the main campus. It contains over 1,700,000 books, microforms and electronic data, about 40,500 electronic journals, 2,500 printed periodicals, 28 international newspapers and a textbook collection of about 34,500 volumes.

All material in the Library is listed in the Library's electronic catalogue which provides quick and easy access from any PC on the University computer network and from your home PC. Books can be renewed or recalled by users over the network. The network also allows access to local, national and international databases, for example to the online catalogues of other universities.

In order to get a reader's card please complete the online registration form at:

Library Reader's Card

www.biblio.tu-bs.de/anmeldung

You can then pick up your reader's card from the library loan desk upon paying a fee of 5.00 € and presenting the following documents:

- valid passport
- residents' registration certificate (MELDEBE-SCHEINUNG)
- student ID

Your reader's card is valid for one year and allows you to borrow locally stored books free of charge. For borrowing books and other materials through interlibrary loan (FERNLEIHE) you will be charged 1.50 € per loan, payable in advance. Computers to access the various library catalogues can be found on the ground floor as well as in the reading rooms.

Info meetings on how to use the Library are offered on Tuesdays. Detailed information on the exact times and dates and all kinds of leaflets on local and inter-library loan can be found on the University Library's internet pages, which are available in the German, English, French and Arabic language. If you have any problems or questions, please contact the staff at the information desk.

University Library

UNIVERSITÄTSBIBLIOTHEK (UB)
Pockelsstraße 13 (FORUMSPLATZ)
38106 Braunschweig
phone: +49 531 391-5018
fax: +49 531 391-5836
e-mail: ub@tu-braunschweig.de
www.biblio.tu-bs.de

Gauß-IT-Centre

The IT-Centre is situated on route to the east campus, about 10 minutes walk from the main campus. It provides open access computing areas, introductory courses to a great number of software applications and a central IT-service-desk, to which questions of any aspect of computing may be addressed.

Computer laboratories are available at the IT-Centre and on the main campus. They are open to all members of the University on weekdays and Saturdays, some are open for extended hours on Sundays. They contain a large number of Windows and LINUX workstations and powerful central computer facilities. The PCs can be used to run a wide range of applications covering scientific and mathematical computation, statistical analysis, computer graphics, text processing and database management. A full Internet service is available to all students, including e-mail and World Wide Web access.

In order to use the computer facilities at the IT-Centre, you will need a user identification number (γ-NUMMER). This ID allows you to access the university computer network as well as the Internet from all workstations at the university and from your home PC via modem, ISDN, DSL or wireless LAN. Most university accommodation have direct access to the University's data network.

You will receive your user identification number and an initial password together with your enrolment documents. In case you have problems accessing your account please refer to our service desk.

To help you we need your permanent student's ID and your passport.

More information on all the computer facilities available can be found on the IT-Centre's web page.

Gauß-IT-Centre ■ GAUSS-IT-ZENTRUM
 Hans-Sommer-Straße 65
 38106 Braunschweig
 phone: +49 531 391-5555
 e-mail: it-service-desk@tu-braunschweig.de
www.tu-braunschweig.de/it

Language Centre

The Language Centre at the TU Braunschweig is located on the main campus and offers classes in 17 foreign languages including German as a foreign language. About 2,500 students enrol for these courses every semester.

The Language Centre also provides an open access area (МЕДИОТЕК) with state-of-the-art facilities for Computer Aided Language Learning (CALL) and a variety of other media resources (audio and video tapes, satellite TV). Assistants are present to offer help and advice.

Classes in German as a foreign language are offered on different levels during the semester and during the semester break. Semester courses usually take place once a week and last one and a half hours. Before signing up, you will take a placement test to determine the right level of course.

If you feel you need more intensive language training before the start of your courses at the TU Braunschweig, the Language Centre offers International Summer Courses in German language and cultural studies during the semester break from mid-July to mid-October. The courses last three, four or six weeks and include basic and optional modules in German language training, cultural studies and a cultural programme with field trips and excursions (e.g. to Berlin and Hamburg). Some courses offer modules in scientific and technical language especially designed for students of engineering and the natural sciences.

Language Centre ■ SPRACHENZENTRUM
 Pockelsstraße 4
 38106 Braunschweig
 phone: +49 531 391-5086
 fax: +49 531 391-8228
sprachenzentrum@tu-braunschweig.de
www.sprachenzentrum.tu-bs.de

Academic Advisory Services

The TU Braunschweig offers a Central Academic Advisory Service (ZENTRALE STUDIENBERATUNG) to all students. This service provides general information on the different departments, degree courses and study programmes at the TU Braunschweig and offers help and advice with academic or personal problems related to your studies.

Additionally, every department offers a Departmental Academic Advisory Service (STUDIENFACHBERATUNG). This service is provided by academic tutors involved in teaching your degree programme. They can answer all questions specifically concerning your studies and can advise you on study programmes and suitable study areas, specialisation, admission requirements and examination regulations.

Central Academic Advisory Service
 ZENTRALE STUDIENBERATUNG (ZSB)
 Studienservice-Center
 Pockelsstraße 11
 38106 Braunschweig
 phone: +49 531 391-4321
 e-mail: zsb@tu-braunschweig.de
www.tu-braunschweig.de/zsb

Student Support Services

At the TU Braunschweig we do not just supply you with academic support but also provide a network of social support services to help you to get the maximum benefit out of your time in Braunschweig.



Student Services

Most student support services at the TU Braunschweig are provided by the Student Services (STUDENTENWERK). The Student Services are responsible for the economic and social welfare of all students at the TU Braunschweig. They run the university cafeterias and halls of residence and provide a nursery for children of students. They also administrate the national educational loan programme, and provide help and advice on a wide range of issues, including finance, social and legal matters as well as personal problems and concerns.

Student Services ■ STUDENTENWERK

Katharinenstraße 1
38106 Braunschweig
phone: +49 531 391-4807
fax: +49 531 391-4848
e-mail: info@sw-bs.de
www.sw-bs.de

Student Counselling

Adjusting to life at university can sometimes be challenging. The Student Counselling Service (PSYCHOTHERAPEUTISCHE BERATUNGSSTELLE) provides a confidential service which aims to help you cope with any situation you may have difficulties with.

The Service has five experienced counsellors and personal counselling is available by appointment. The Counselling Service also offers group workshops on stress management, relaxation techniques, dealing with examination anxiety and a wide range of other topics. Both workshops and personal counselling are free to all students. The Student Counselling Service is open throughout the year, both during lecture and non-lecture periods.

Student Counselling Service

PSYCHOTHERAPEUTISCHE BERATUNGSSTELLE
Fallerleber-Tor-Wall 10 (1st floor)
38100 Braunschweig
phone: +49 531 391-4932
e-mail: pbs.bs@sw-bs.de
www.sw-bs.de/braunschweig/beratung

Childcare Facilities

The Student Services run two nurseries for children of students which cater for children from two months to three years. The children are cared for by qualified staff. Places are available on either a morning or full-day basis. Demand for places is high and you should apply well in advance. Application forms and more detailed information can be obtained from the Student Services.

Students with Disabilities

The TU Braunschweig welcomes applications from students with disabilities and is committed to improving the quality of services and support for students with special needs. For more detailed information about the facilities available at the TU Braunschweig please contact the International Office. We will discuss your special needs with you to ensure that, as far as possible, you are provided with the facilities and services you need.

These pages give a short summary of the student services offered at the TU Braunschweig. If you feel it may be helpful to discuss any special needs before coming to Braunschweig please contact the International Office. We will be happy to answer any questions you might have and can put you in contact with the appropriate persons.

Religious Life

Chaplaincies

There are two chaplaincies on campus. They are open to people of all faiths or backgrounds and the chaplains are available for guidance on any matter of personal concern.

The chaplaincies arrange a lively programme of events, including services, discussion groups, lectures, social events and excursions. International students are an important part of the chaplaincies' communities.

Chaplaincies on Campus

ESG – EVANGELISCHE STUDIERENDEN-
GEMEINDE
Pockelsstraße 21
38106 Braunschweig
phone: +49 531 333148
fax: +49 531 344023
e-mail: sekretuerin@esg-bs.de
www.esg-bs.de

KHG – Katholische Hochschulgemeinde
Schleinitzstraße 17
38106 Braunschweig
phone: +49 531 343911
fax: +49 531 338289
e-mail: info@khg-braunschweig.de
www.khg-braunschweig.de

Muslim Students

The Islamic Student Society provides fellowship and support for all Muslim students at the TU Braunschweig. It offers the opportunity to pray together and organises regular speeches on Islam that are open for all those interested. The Islamic Student Society's prayer room is located on the central campus, just five minutes from the main building.

Islamic Student Society

VEREIN ISLAMISCHER STUDENTEN
Fallersleber-Tor-Wall 10
38100 Braunschweig
e-mail: isvbraunschweig@yahoo.de
www.gruppen.tu-bs.de/studver/islam-sv

Life on Campus

Sports, music, drama, cinema and much more – there is a wide variety of student groups and social activities on campus, making it easy to meet people and make friends.



Catering

The Studentenwerk Braunschweig runs three university refectories (MENSEN) and several cafeterias for all University students and staff. They are located on the main campus, the east campus and at the Braunschweig University of Art and offer a varied daily menu. All refectories are open from Monday to Friday at lunchtime, the MENSA KATHARINENSTRASSE on the main campus is also open on Saturdays and in the evenings. You can choose between different meals for lunch and dinner, prices are very low and range between 1.20 € and 3.00 € for students. The daily and weekly menus are displayed in the MENSA lobbies and can also be found on the internet:

University Refectories ■ MENSEN
www.sw-bs.de/braunschweig/essen

For payment you have to purchase a rechargeable chip card which can be obtained with your student ID. Chip cards are available from the cashiers and can be used for all university refectories and cafeterias in Braunschweig.

Sports

The TU Braunschweig has a fully-equipped Sports Centre (SPORTZENTRUM) providing excellent facilities for indoor and outdoor sports. The University's Sports Centre promotes an extensive programme of competitive and recreational sporting activities. Courses are offered in more than 90 different disciplines.

The University's Sports Centre is situated on the east campus. Sporting facilities include a large sports hall with facilities for badminton, volleyball, indoor hockey, handball, soccer and others. There is also a climbing wall and a fitness room, a great number of outdoor tennis courts, an athletics track and extensive playing fields for all kinds of outdoor sports.

Another sports hall, several smaller practice rooms and a sauna are situated on the main campus. The University shares facilities with local clubs for more specialist sporting activities like riding, parachuting, gliding, diving or sailing.

Most of the courses offered at the Sports Centre are free of charge, for some of them you have to pay a fee. The programme can be found on the notice boards throughout the university. A brochure with detailed information on all sporting activities is available at the beginning of each semester and can also be found on the internet. Please note that you have to register for the courses in advance! Registration usually starts at the beginning of the lecture period.

Sports Centre ■ SPORTZENTRUM
 Franz-Liszt-Straße 34
 38106 Braunschweig
 phone: +49 531 391-3659
 fax: +49 531 391-8102
 e-mail: sportzentrum@tu-braunschweig.de
www.unisport.tu-bs.de

Performing Arts

If you are interested in music, theatre or dance, you will find a lot of opportunities in and outside of the University. The student music and drama scene is very active and there is a wide variety of university ensembles including choirs, orchestras, a bigband, chamber music and rock groups as well as cabaret, jazz dance and tango argentino groups. The ensembles are open to all students and staff of the University and new members are always welcome.

Practising

The music department provides several practise rooms with pianos. The rooms can be used by students from all departments, however, music students are given special priority.

Other Student Groups and Societies

There is a great number of other student societies, including political and academic groups and many international and religious societies. The list varies from year to year and new clubs are always emerging: Joining one is one of the best ways to meet people with a common interest!

More information on all student groups and societies at the TU Braunschweig can be found on the following websites:

Student Groups and Societies

www.tu-braunschweig.de/struktur/gruppen/studverein

www.tu-braunschweig.de/service/tu-leben/kultur

Film & Cinema

There are three student film clubs at the TU Braunschweig showing a wide selection of movies. The films are screened in the AUDIMAX and the hall of residence AN DER SCHUNTER and range from recent film releases to old and art-house films.

Student Film Clubs

www.schunterkino.de

www.gruppen.tu-bs.de/studver/sff

If you wish to make films instead of just watching them there is an annual student film festival organized by students of both the TU Braunschweig and the Braunschweig University of Art. The festival attracts student teams from all parts of Germany who meet in Braunschweig to produce and watch experimental short films.

Student Film Festival

www.durchgedreht24.de



General Information

Shopping hours, living expenses, public transport and second hand bikes – this chapter contains a lot of useful information for everyday life in Braunschweig and answers questions such as: What do I do if I fall ill? And who do I call in an emergency?



Climate & Clothing

Germany has a moderate but changeable climate. In the summer the average temperature is about 20 °C, although the thermometer often clambers over the 30 °C mark. In the winter we often have snow and temperatures distinctly below zero. You should think about bringing enough warm clothing!

Living Expenses

Braunschweig is a fairly inexpensive place for students to live compared with many other places in Germany. Depending on your lifestyle you will probably require around a minimum of 700 € per month (including rent) as given in the following example:

Rent:	215 €
Food:	190 €
Clothing:	50 €
insurances:	70 €
Books and computer equipment:	50 €
Telephone and Internet:	50 €
Leisure time and sports:	75 €
Total approximately:	700 €

Detailed information on finance and the cost of living in Braunschweig can be found on the following webpage:

Living Expenses

www.tu-braunschweig.de/international-students/finance

German Public Holidays	2010	2011	2012
New Year's Day	1 January	1 January	1 January
Good Friday	2 April	22 April	6 April
Easter	4/5 April	24/25 April	8/9 April
1 May	1 May	1 May	1 May
Ascension Day	13 May	2 June	17 May
Pentecost	23/24 May	12/13 June	27/28 May
National Holiday	3 October	3 October	3 October
Christmas	25/26 December	25/26 December	25/26 December

Shopping

Shopping hours vary considerably, depending on the type of shop. Bakeries usually open at 6:30 h in the morning, supermarkets between 8:00 and 9:00 h while department stores and clothes stores in the city centre are not open before 10:00 h. In the evening most smaller shops close around 18:00 h, supermarkets and shops in the city centre are open until 20:00 or 22:00 h from Mondays to Saturdays. On Sundays shops are closed but you will find durable items such as long-life milk, cold drinks and sometimes even fresh products at petrol stations and kiosks. Banks, doctors' surgeries and some smaller shops are closed on Wednesday afternoons.

The choice of food in Germany is vast. In the last few decades foreign residents have contributed significantly to enhancing the German food market and you will find all kinds of international food shops and restaurants. Food shops vary considerably in terms of price and quality. Delicatessens are obviously the most expensive shops, while specialist shops (bakers, butchers, international food shops, etc.) are not necessarily more expensive than supermarkets. Discount shops are somewhat cheaper but the choice is smaller. Highly recommendable are the popular weekly markets where you can buy fresh regional products.

Public Transport

Braunschweig Public Transport

Along with your student ID you will receive a SEMESTER-TICKET for the local public transport network. It entitles you to use all buses and tramways in Braunschweig and all local trains in Niedersachsen for free. This ticket is valid for the respective semester in connection with a photo ID.

Please remember to always carry your passport or identity card with you when using the semester ticket!

Timetables of all local buses and tramways can be obtained from the information centre of the BSVAG and can also be found on the Internet.

Braunschweig Public Transport

BRAUNSCHWEIGER VERKEHRS AG (BSVAG)

Kleine Burg 2-4

38100 Braunschweig

phone.: +49 531 383-2050

e-mail: info@verkehrs-ag.de

www.verkehrs-ag.de

Electronic Timetables

ELEKTRONISCHE FAHRPLANAUSKUNFT

www.efa.de

Trains

Your SEMESTER-TICKET is valid on all local trains in Niedersachsen. Niedersachsen is quite a big federal state which means that you can make weekend trips up to Bremen, Hamburg or the North Sea without having to buy a ticket, as long as you only use local trains!

If you want to use a faster train connection or travel to other parts of Germany you need to buy a regular train ticket. Information on tickets, prices and connections are available at the main station, in most travel agencies and on the Internet. Apart from the regular tickets, the German Railway (DEUTSCHE BAHN, DB) has a lot of special offers. With certain offers you can save up to 50% and more, so it is well worth inquiring about them.

At the date of print of this brochure, some of the most popular offers are:

- **Sparpreis**
25 % or 50 % reduction on special DB train tickets, booking at least 3 days prior to departure, limited availability
- **BahnCard 25 and BahnCard 50**
25 % or 50 % reduction on all DB train tickets, 55 € or 110 € for students under the age of 27, valid for one year
- **Schönes Wochenende Ticket**
35 €, valid on Saturdays or Sundays for up to 5 people only on local trains in Germany

German Railway Company

DEUTSCHE BAHN

Hauptbahnhof Braunschweig

Berliner Platz 1

38100 Braunschweig

www.bahn.de

Travel Service ■ DB REISE SERVICE

phone: 11861 (0.39 €/min)

Automatic timetable information:

0800 1507090 (free)

From mobile phones:

01805 221100 (the costs depend on the mobile host)

Travelling by Bicycle

The best means of transport for short and medium distances in Braunschweig is the bicycle. Braunschweig's geography is mostly plain without any steep slopes or hills and all main streets have bike lanes. It is advisable to always lock your bike properly as unlocked bikes are often stolen, no matter what condition the bike is in! If you want to buy a second-hand bike there are several possibilities:

- Fleamarkets (FLOHMÄRKTE) in and around Braunschweig, you find the dates and places at:

www.braunschweig.de/rat_verwaltung/verwaltung/fb32_1/flohmaerkte.html

- The »flea-market-page« (FLOHMARKT-SEITE) in the Tuesday's edition of the BRAUNSCHWEIGER ZEITUNG or the advertisements on the newspaper's Internet pages:

www.newsclick.de

- Advertisements on the information boards in the Mensa lobby and all over the university campus.
- Ask your German fellow students! Some of them may have an extra bike they no longer use and could lend to you for the time of your stay.

Medical Care

If you come from an EU-member state or from another country which has insurance agreements with Germany:

If you require medical care and hold a European Health Insurance Card (EHIC), you can go directly to the doctor. If you hold a temporary health insurance certificate, you have to obtain a voucher from the TECHNISCHER KRANKENKASSE (TK) or another German public health insurance company and present this to the doctor or dentist. This will enable them to bill your national health insurance directly.

If you have obtained insurance cover from the German Statutory Health Insurance for Students:

If you are a member of the TECHNISCHER KRANKENKASSE (TK) or any other German public health insurer you will receive an insurance chip card which you have to present to the doctor who will then contact the insurance company. You will not have to take care of the payment and everything will be arranged automatically.

Important: Everybody who holds a European Health Insurance Card (EHIC) or a temporary health insurance certificate must pay a 10 € consulting fee per quarter.

If you need to consult an other doctor during the same quarter, you should first obtain a referral form (ÜBERWEISUNG) from the doctor you first went to, otherwise you have to pay the consulting fee again.

If you have private health care cover:

If you have a private health insurance, no matter whether it is a German one or an insurance from your home country, you will be treated as a private patient and you will be billed directly.

Finding a doctor:

When you need a doctor, ask your friends to recommend somebody. You can also look one up in the telephone directory (GELBE SEITEN) under ÄRZTE. Or you ask at the International Office: Our secretariat can provide you with a list of doctors, who speak English, French or Spanish. To avoid long waiting times, call the doctor first and make an appointment!

Accidents & Emergencies

If you fall ill outside of consulting hours, you can contact the doctors emergency service. Here you can also inquire about pharmacies on duty. A weekly schedule for doctors and pharmacies on off-hours duty can be found in the Thursday and Saturday editions of the local newspapers and on the Internet:

Doctors Emergency Service

ÄRZTLICHER NOTFALLDIENST

An der Petrikirche 1

38100 Braunschweig

phone: +49 531 44033

www.hagenmarkt.de/Notdienste/content/Aerzte

Mon – Thu: 19:00 – 7:00 h

Weekends: Fri 17:00 – Mon 7:00 h

Pharmacies ■ APOTHEKEN

www.aponet.de/notdienst

If you need to be admitted to a hospital, you may be taken to one of the accident and emergency departments of the STÄDTISCHES KLINIKUM BRAUNSCHWEIG. Braunschweig has three accident and emergency departments on duty around the clock.

Accident and Emergency Departments

STÄDTISCHES KLINIKUM BRAUNSCHWEIG

Salzdahlumer Straße 90

Celler Straße 38

Holwedestraße 16

phone: +49 531 595-0

In case of EMERGENCY, call:
police: 110
fire, accident & ambulance: 112

Finance, Employment and Work Permits

Most students within exchange programmes hold a partial or full scholarship from their home institution or from other organisations such as the DAAD, so that they possess the financial means for their studies at the TU Braunschweig. There are, however, some programmes where students get only very little or no subsidies for covering their living expenses.

Please assess your financial means early and realistically before leaving—it is not possible to finance your study period at Braunschweig by working in Germany!

As a full-time student you will not have much time to take up paid employment. Degree programmes at German universities are intensive and it might be difficult for you to take up part-time work without affecting your studies.

If you are thinking about looking for a paid part-time employment in Germany you must observe the German labour law regulations for international students. Most students from non-EU countries are not allowed, under the terms of their visa, to work for more than 90 days or 180 half days per year parallel to their studies. EU-students are generally subject to the same conditions as German students. All German and international students who earn more than 400 € per month are liable to pay contributions to the German pension fund. These contributions are transferable within the EU, students from non-EU countries can apply for a refund.

For most employments you will need a German tax card which can be obtained from the Citizens' Bureau (BÜRGERBÜRO). Please do not forget your passport and visa or residence permit.

Citizens Bureau

BÜRGERBÜRO—ABTEILUNG FÜR

BÜRGERANGELEGENHEITEN

Fallersleber Straße 1 (Hagenmarkt)

38100 Braunschweig

phone: +49 531 470-6012

fax: +49 531 470-6099

buergerangelegenheiten@braunschweig.de

Opening Hours:

Mon 8:30–18:00 h

Tue, Thu 8:30–15:30 h

Wed, Sat 9:00–12:00 h

Fri 8:30–13:00 h

DAAD scholarship holders who want to work beside their studies require permission from the DAAD in advance.



Your Departure

Before you leave Braunschweig at the end of your study period, you will need to complete a few important things. Make sure you leave enough time for your departure preparations. This checklist will advise you on when and what you have to consider.



Two Weeks before Departure:

Apply for Your Transcript of Records:

Collect all of your course certificates and lists of grades in advance. You can obtain these either directly from your professor or the secretary in the faculties at which you have studied. Certificates can be received for each academic achievement. Make sure that the certificates you receive feature the name of the course, your final grade, and the number of ECTS credits awarded for the course. Please note that no credits will be given for attendance only.

Bring these certificates to the International Office two weeks prior to your departure. We will then issue you with your Transcript of Records. Any certificates you do not receive before your departure will be forwarded to the International Office by the department. Please remind your lecturers to do so! Once we have all your certificates, we will issue your transcript and then send one copy to you as well as your home university by post.

Make an Appointment with the Caretaker:

To move out of your accommodation in halls of residence, you must make an appointment with the caretaker. The caretaker has to check your accommodation when you move out and issue you with an AUSZUGSPROTOKOLL, a document stating the condition of the accommodation. You will need to bring this document to the International Office and fill out a form for the return of your deposit. This form will enable you to collect your deposit in cash from the ZAHLSTELLE of the TU Braunschweig. Please note that the ZAHLSTELLE is only open on Tuesdays and Thursdays from 9:00–11:30 h. If you come from an EU country the deposit can be transferred directly to your bank account.

The deposit can only be returned in full if you have paid all the rent and the accommodation has been left in an acceptable condition. Should anything have been broken, you will have to pay for the repair or replacement directly at the STUDENTENWERK. Once the damage has been paid for, you will receive your deposit in full.

One Week before Departure:

Collect Your Departure Sheet:

If you need proof of your study period in Braunschweig, please come to the International Office one week before your departure. We will then issue you directly with your departure sheet. Should you have a form from your home institution, please fill in your personal details and come to the International Office to have your study period confirmed.

End Your Enrolment (EXMATRIKULATION):

One week before your departure you must end your student enrolment at the enrolment office. You will receive a form to complete and submit.

Cancel Your Insurance Policies:

If you have a health insurance or a personal liability insurance policy in Braunschweig you will need to cancel these before your departure to avoid any further payments being debited from your bank account.

In the last Days before Departure:

De-register with the City of Braunschweig:

Fill in the form to de-register with the city of Braunschweig, indicate the day of your departure and submit the form at the city of Braunschweig.

Close Your Bank Account:

Please close your German account.

Return Your Library and Mensa Cards:

Upon return of your MENSA card you will receive your 10 € deposit back.

We sincerely hope you have had an interesting stay in Braunschweig, formed many new friendships and ideas, which you will take home with you.

We are happy to have had the pleasure of welcoming you to our university. Should you decide to return to the TU Braunschweig at a later date, e.g. for PhD-studies or to complete a study project, you are most welcome any time.

We wish you a good journey home, and wish you all the best in continuing your studies at your home university!

Your International Office



Addresses and Office Hours

Technische Universität Braunschweig

Pockelsstraße 14
38106 Braunschweig
www.tu-braunschweig.de

International Office

Bültenweg 74/75
38106 Braunschweig
phone: +49 531 391-4331
fax: +49 531 391-4332
e-mail: exchange@tu-braunschweig.de
www.tu-braunschweig.de/international
Opening Hours:
Mon–Fri 8:00–18:00 h

Enrolment Office ■ IMMATRIKULATIONS-AMT / STUDIENSERVICE-CENTER

Pockelsstraße 11
38106 Braunschweig
phone: +49 531 391-4321
fax: +49 531 391-4329
e-mail: i-amt@verwaltung.tu-bs.de
www.tu-braunschweig.de/i-amt
Opening Hours:
Mon–Thu 10:00–17:00 h
Fri 10:00–15:00 h

ACADEMIC FACILITIES

University Library

UNIVERSITÄTSBIBLIOTHEK (UB)

Pockelsstraße 13 (Forumsplatz)
38106 Braunschweig
phone: +49 531 391-5018
fax: +49 531 391-5836
e-mail: ub@tu-braunschweig.de
www.biblio.tu-bs.de

Opening Hours:
lecture period:
Mon–Fri 8:30–22:30 h
Sat 10:00–20:00 h
non-lecture period: subject to change

Gauß-IT-Centre ■ GAUSS-IT-ZENTRUM

Service Desk

Hans-Sommer-Straße 65
38106 Braunschweig
phone: +49 531 391-5555
e-mail: it-service-desk@tu-braunschweig.de
www.tu-braunschweig.de/it

Opening Hours:
Mon–Fri 9:00–20:00 h
Sat 10:00–14:00 h

Language Centre ■ SPRACHENZENTRUM

Pockelsstraße 4
38106 Braunschweig
phone: +49 531 391-5084
fax: +49 531 391-8228
sprachenzentrum@tu-braunschweig.de
www.sprachenzentrum.tu-bs.de

Office Hours:
Mon–Thu 9:00–15:00 h

Central Academic Advisory Service

ZENTRALE STUDIENBERATUNG / STUDIENSERVICE-CENTER

Pockelsstraße 11
38106 Braunschweig
phone: +49 531 391-4321
e-mail: zsb@tu-braunschweig.de
www.tu-braunschweig.de/zsb

Office Hours:
Mon–Thu: 10:00–17:00 h
Fri 10:00–15:00 h

STUDENT SUPPORT SERVICES

Student Services ■ STUDENTENWERK

Katharinenstraße 1
38106 Braunschweig
phone: +49 531 391-4807
fax: +49 531 391-4848
e-mail: info@sw-bs.de
www.studentenwerk-braunschweig.de
Office Hours: see webpage

Student Counselling Service

PSYCHOTHERAPEUTISCHE BERATUNGSSTELLE

Fallersleber-Tor-Wall 10 (1st floor)
38100 Braunschweig
phone: +49 531 391-4932
e-mail: pbs.bs@sw-bs.de
www.studentenwerk-braunschweig.de
Office Hours (lecture period):
Mon–Wed + Fri 10:00–12:00 h

REFECTORIES**MENSA KATHARINENSTRASSE****Main Campus**

Lunch: Mon–Fri 11:30–14:30 h

Sat 11:30–14:00 h

Dinner: Mon–Thu 16:30–20:00 h

MENSA BEETHOVENSTRASSE**East Campus**

Lunch: Mon–Fri 11:30–14:15 h

HBK MENSA**Braunschweig University of Art**

Lunch: Mon–Fri 11:30–14:10 h

[www.studentenwerk-braunschweig.de/
braunschweig/essen](http://www.studentenwerk-braunschweig.de/braunschweig/essen)**SPORTS****TU Sports Centre ■ SPORTZENTRUM**

Franz-Liszt-Straße 34

38106 Braunschweig

phone: +49 531 391-3659

fax: +49 531 391-8102

e-mail: sportzentrum@tu-braunschweig.dewww.unisport.tu-bs.de

Office Hours:

Mon, Wed + Thu 9:00–16:00 h

Tue 9:00–20:00 h

Fri 9:00–14:00 h

INSURANCES, BANKS AND AUTHORITIES**Foreigners' Registration Authority****AUSLÄNDERBEHÖRDE**

Fallersleber Straße 1 (1st floor, room 113)

38100 Braunschweig

phone: +49 531 470-6062/-6063/-6070

fax: +49 531 470-6008

e-mail: thomas.wald@braunschweig.debirgit.berger@braunschweig.delutz.schneider@braunschweig.dewww.braunschweig.de/auslaender

Office Hours: see webpage

Techniker Krankenkasse (TK) UniBüro

Pockelsstraße 9

38106 Braunschweig

phone: +49 531 480-19155

fax: +49 531 38018-23

e-mail: jens.kynast@tk-online.dewww.tk-online.de

Office Hours:

Mon–Thu 11:00–14:00 h

Debeka Hochschulservice Braunschweig

Pockelstraße 9

38106 Braunschweig

phone: +49 531 340660

servicebuero_braunschweig4@debeka.de

www.debeka.de

Office Hours:

Mon–Fri 9:00–18:00 h

Deutsche Bank

Bohlweg 24

38100 Braunschweig

phone: +49 531 24465-0

fax: +49 531 24465-10

www.deutsche-bank.de

Office Hours:

Mon, Tue + Thu 9:00 - 18:00 h

Wed 9:00 - 13:00 h

Fri 9:00–14:00 h

Braunschweigische Landessparkasse

Dankwartstraße 1

38100 Braunschweig

phone: +49 531 487-7338

fax: +49 531 487-7346

www.blask.de

Office Hours:

Mon 9:00–16:00 h

Tue + Thu 9:00–18:00 h

Wed + Fri 9:00–13:00 h

DEPARTMENTS**Carl Friedrich Gauß Department**

Rebenring 58a

38106 Braunschweig

phone: +49 531 391-2840

fax: +49 531 391-8220

e-mail: fk1@tu-braunschweig.dewww.tu-braunschweig.de/fk1**Department of Life Sciences**

Pockelsstraße 14

38106 Braunschweig

phone: +49 531 391-5101

fax: +49 531 391-8164

e-mail: fk2@tu-braunschweig.dewww.tu-braunschweig.de/flw**Department of Architecture, Civil
Engineering & Environmental Sciences**

Pockelsstraße 4

38106 Braunschweig

phone: +49 531 391-2310

fax: +49 531 391-8204

e-mail: fk3@tu-braunschweig.dewww.tu-braunschweig.de/abu**Department of Mechanical Engineering**

Schleinitzstraße 20

38106 Braunschweig

phone: +49 531 391-4040

fax: +49 531 391-4044

e-mail: fb-mb@tu-braunschweig.dewww.tu-braunschweig.de/fmb**Department of Electrical Engineering,
Information Technology and Physics**

Hans-Sommer-Straße 66

38106 Braunschweig

phone: +49 531 391-7796

fax: +49 531 391-7974

e-mail: fk5@tu-braunschweig.dewww.tu-braunschweig.de/eitp**Department of Humanities and
Educational Sciences**

Bienroder Weg 97

38106 Braunschweig

phone: +49 531 391-8601

fax: +49 531 391-8603

e-mail: dekanat-fk6@tu-braunschweig.dewww.tu-braunschweig.de/fk6

Campus Map

TU Braunschweig

- | | |
|--|--|
| <ol style="list-style-type: none"> 1 Historic Main Building □ TU ALTGEBÄUDE 2 Main Lecture Hall □ AUDIMAX 3 Forum □ FORUMSPLATZ 4 University Library □ UNIVERSITÄTSBIBLIOTHEK 5 Study Service Centre □ STUDIENSERVICE-CENTER 6 Student Services, Accommodation Office
STUDENTENWERK, WOHNRAUM SERVICEBÜRO 7 Refectory KATHARINENSTRASSE □ MENSA
»KATHARINENSTRASSE« 8 Enrolment Office □ IMMATRIKULATIONSAMT 9 Hall of Residence »APM« □ STUDENTEN-
WOHNHEIM »APM« 10 Centre for Computer Sciences □ INFORMA-
TIKZENTRUM 11 Botanical Garden □ BOTANISCHER GARTEN 12 Centre for Life Sciences □ BIOZENTRUM 13 Academic Advisory Service □ ZENTRALE
STUDIENBERATUNG 14 Chemistry Centre □ CHEMIEZENTRUM | <ol style="list-style-type: none"> 15 International Office 16 Centre for Electronics & Information Tech-
nology □ HAUS DER ELEKTROTECHNIK 17 Gauß - IT - Centre □ GAUSS - IT - ZENTRUM 18 Hall of Residence »Langer Kamp«
STUDENTENWOHNHEIM »LANGER KAMP« 19 Automotive Research Centre of Nie-
dersachsen □ NIEDERSÄCHSISCHES FOR-
SCHUNGSZENTRUM FAHRZEUGTECHNIK 20 Sports Centre □ SPORTZENTRUM 21 University Sports Ground □ SPORTPLÄTZE 22 Refectory BEETHOVENSTRASSE □ MENSA
BEETHOVENSTRASSE 23 University Sports Hall □ SPORHALLE 24 Pharmacy Centre □ PHARMAZIEZENTRUM 25 Health and Liability Insurances □ KRANKEN-
UND HAFTPFLICHTVERSICHERUNGEN 26 Foreigner's Registration Authority
AUSLÄNDERBEHÖRDE |
|--|--|



Acknowledgements

Publisher:

Technische Universität Braunschweig
International Office
Bültenweg 74/75
38106 Braunschweig
Germany
phone: +49 531 391-4331
fax: +49 531 391-4332
e-mail: international@tu-braunschweig.de
www.tu-braunschweig.de/international

Every effort is made to ensure the accuracy of all the information provided in this publication at the time of going to press, but all information concerned are subject to change and the TU Braunschweig reserves the right to alter any details presented in this guide without given notice. The University cannot accept any liability arising from changes, errors or omissions.

Edited by:

Margarethe Schuseil

Text:

Margarethe Schuseil, Anna Burns

Design:

Benjamin Badock

Photography:

original - okerland, Andreas Bormann,
Kathrin Burghardt, Tobias Tank

© June 2010

Financially supported by the European Commission within the framework of the ERASMUS Programme.