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Guide for Erasmus+ students

Wedel, Hamburg and the FH Wedel

Wedel is situated in the west of Hamburg and is part of the metropolitan area. City trains and buses provide frequent and easy access to Hamburg with its many attractions.

Wedel has about 34,000 inhabitants.

The river Elbe plays an important role, especially in Wedel. Many tourists come here to walk along the waterfront, to watch and listen as the ship greeting station "Willkomm-Höft" (lit. Welcome Point) welcomes every incoming ship to the port of Hamburg with its national anthem and gives farewell to departing ships in the same manner.

Wedel offers an excellent infrastructure, which is a great advantage for students. The university can be reached by bus, or even on foot from the hall of residence. The shopping facilities can be easily reached as well. There are many supermarkets and shops to buy food and all necessities for daily life.

In Wedel there are many ways to spend your evening: a variety of pubs and restaurants, two theatres, one of these the so-called "Theatre-Ship" Batavia, which means just what the name suggests. The Batavia also has a pub with frequent concerts, mainly jazz, blues, and Irish folk. During the summer they run an open-air cinema and hold outdoor festivals next to the ship.

Wedel also has a beach club: <http://www.28grad.net>

If you need medical treatment, you are well provided for. Wedel has a medical center where you can find doctors of all medical specializations.

The address is: Rosengarten 5 in 22880 Wedel, near the railway station "S-Bahn" Wedel.

<http://www.gruppenpraxis-rosengarten.de/intro.html>

The University of Applied Sciences Wedel is a well-known private university with about 1,000 students. The institution was founded in 1948 and is located in the north of Germany. Its legal form is that of a non-profit organization, subsidized by state.

Over last five decades FH Wedel has introduced a wide range of academic programmes including Business Administration, Business Administration and Engineering, and four different types of Computer Science. The University of Applied Sciences Wedel was among the first universities in Germany to react to the growing globalization of engineering and business activities. As a result it introduced an integrated semester abroad in 1991. Ever since, cooperation contracts have been signed with about 30 universities in Europe, South Africa, the United States of America, Australia and New Zealand.

Wedel has maintained its present standards for more than fifty years. Laboratories and computer centres, the dedication to first class lecturers, close cooperation with trade and industry partners, and a pleasant work and study environment are all factors contributing to its success. The curriculum encourages initiative and creativity, posing numerous exercises for students in practical application, projects, case studies and seminar activities as well as 'real world' research and development tasks.

Guide for Erasmus+ students

1. WELCOME TO UNIVERSITY OF APPLIED SCIENCES WEDEL – FH WEDEL

In this guide you will find many answers to your questions. Please read the brochure carefully.

After the nomination by your home university we will contact you and your home International Office via email with instructions on the application process and information on which documents we need.

All the best from the International Office FH Wedel!

INTERNATIONAL OFFICE:

FH Wedel

International Office

University of Applied Sciences Wedel

Feldstr. 143

D-22880 Wedel

GERMANY

Erasmus+ coordinator: Nicole Haß

Phone: +49 (0)4103 8048 -47

Fax: +49 (0)4103 8048 -91047

Email: nha@fh-wedel.de / io@fh-wedel.de

Web: <http://www.fh-wedel.de>

Office hours: Wednesday from 10:00 - 13:00 h.

2. NOMINATION PROCESS

If you are interested in spending one or more semesters at the University of Applied Sciences Wedel, please contact your Erasmus+ coordinator at your home university first. They will contact Mrs. Hass at our International Office.

The application deadlines for the Erasmus+ Programme:

For the winter semester you have to apply until **May 31st**. The **winter semester** starts on October 1st.

For the summer semester you have to apply until **December 1st**. The **summer semester** starts on April 1st.

After your nomination, you have to fill out our application form and hand it in with the following attachments:

- http://intoffice.fh-wedel.de/fileadmin/bereiche/intoffice/APPLICATION_FORM_English_2016.pdf

- Attachments to the application form:

- ID-picture

- Your grades and an overview of previously attended lectures

- German or English language certificate attesting to a level of at least B2 in German or the equivalent in English

- EU Health Insurance Card

- Very important: (students from Turkey)

We need a health insurance policy in English language, in which your insurance company confirm that the health insurance services are equivalent to German health insurance services and that your insurance sum is unlimited.

You also have the option to obtain a policy from the AOK health insurance company at a cost of about €80 per month.

Guide for Erasmus+ students

All international students - just like German students - must prove that they have a health insurance policy. It is a prerequisite to be enrolled at a German university and, for non-EU-students, to get a residence permit.

For the purpose of your registration/enrollment at university you will need confirmation that you are exempt from compulsory health insurance ("Befreiung von der Versicherungspflicht").

The next step is to send the documents via post or email to Mrs. Haß of the International Office at University of Applied Sciences Wedel.

After checking your documents we will send your home university an **Acceptance Letter**.

3. ARRIVAL IN WEDEL (Hamburg Airport) AND INFORMATIVE MEETINGS

For students arriving at Hamburg Airport, the best way for travelling to Wedel is:

Take the railway line S1 to Wedel (Wedel is the final destination) which takes about 1 hour.

From the Wedel „S-Bahn“ station you can then either take the **bus 189** to the stop “Fachhochschule Wedel” or take a taxi.

INFORMATIVE MEETINGS AT THE INTERNATIONAL OFFICE

On arrival, all exchange students **must** attend the informative meetings, during which the administrative and academic procedure of FH Wedel regarding incoming students will be explained.

The International Office will invite you to these meetings via e-mail a couple of days before your arrival.

4. GERMAN LANGUAGE COURSE FOR ERASMUS+ EXCHANGE STUDENTS

A German language course for Erasmus+ students is offered every semester, its workload is equivalent to 8 ECTS credit points. The language course will not be graded, but after successful completion you will be awarded with a certificate.

FH Wedel offers German language courses with partner language institutes.

Students are tested for their command of the language and then join the appropriate courses for their level.

This ensures that we can provide for individual needs and requirements.

We will inform you when the language course will start, which usually is one week before semester start.

5. ACADEMIC INFORMATION

- **Academic calendar**

Most of the courses are offered in only one of the two semesters of the year.

The winter semester starts in October and ends in March. Courses usually start in the second week of October and end in January. The exam period lasts until mid of February.

The summer semester starts in April and ends in September. Courses usually start in the second week of April and end in July. After a 4 week holiday break, the exam period takes place in August / early September.

Guide for Erasmus+ students

- **Academic programme**

All courses offered by FH Wedel may be chosen for credit points by incoming students participating in an exchange programme with one of our partner universities.

This website shows a list of courses given in English if at least one international student is willing to attend. Please contact our International Office or the respective lecturer in advance, in order to make sure that your selected courses will actually be given in English.

Courses available: <http://intoffice.fh-wedel.de/academics/incomingstudents/>

Most of the courses have a subject focus on either business, engineering, or computer science. Exchange students may combine courses of either focus for their convenience regardless of the study programme at their home university. However, the acknowledgement is in the sole responsibility of their home university.

- **Learning Agreement Erasmus+**

Please have your selection of courses reviewed by your course coordinator at your home university.

Afterwards you have to send the signed and stamped Learning Agreement to Mrs. Haß of the International Office at FH Wedel.

- **Language proficiency**

We need a **language certificate** about a level of **at least B2** in German or an equivalent level in English.

- **Credits and grading system at FH Wedel**

(4) ECTS grading scale:	% of successful students normally achieving the grade	Definition:		
A	10	EXCELLENT - outstanding performance with only minor errors		
B	25	VERY GOOD - above the average standard but with some errors		
C	30	GOOD - generally sound work with a number of notable errors		
D	25	SATISFACTORY - fair but with significant shortcomings		
E	10	SUFFICIENT - performance meets the minimum criteria		
FX	-	FAIL - some more work required before the credit can be awarded		
F	-	FAIL - considerable further work is required		
(1) Course unit code:	(2) Duration of course unit:	(3) Description of the institutional grading system:		(5) ECTS credits:
Refer to the ECTS information Package	Y = 1 full academic year	1,0 1,3	excellent	1 full academic year = 60 credits
	1S = 1 semester	1,7 2,0 2,3	good	1 semester = 30 credits
	2S = 2 semesters	2,7 3,0 3,3	satisfactory	1 term/trimester = 20 credits
	1T = 1 term/trimester	3,7 4,0	sufficient	
	2T = 2 terms/trimesters	5,0	fail	

In accordance with the European Commission and the new European Credit Transfer and Accumulation System, exchange students accepted by FH Wedel are obliged to take no more than 60 credit points for a full year and 30 credit points for one semester.

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6. ENROLLMENT PROCEDURE

Within one week after arrival at FH Wedel students have to go through the online registration process:

<https://ssl.fh-wedel.de/sekretariat>

Our International Office will give you the “Enrollment letter”, containing your student matriculation number and code word, which will serve as your log-in credentials, at the first informative meeting, so you can complete the online registration.

- **Student card**

Before you will get the student card you will have to:

- Complete the online registration at FH Wedel
- Pay the general student fees, the so-called “Studentenwerksbeitrag”, of €53,-
- A copy of your health insurance policy
- A copy of your town hall registration form
- A copy of the “Studentenbefreiungsbescheinigung” form, issued by a German general health insurance company, for example the AOK.

As soon as you have all the forms, please bring the copies to our admission office (Studierendensekretariat). Afterwards you will receive your student identity card.

If you experience any problems with the enrollment procedure at FH Wedel, please ask your Buddy for help!

7. TRANSCRIPT OF RECORDS

All Transcripts of Records will be sent to the corresponding partner universities’ International Offices. Students are asked to collect them at their home institution.

- **First semester:** Winter semester
- **Second semester:** Summer semester

8. UNIVERSITY SERVICES

- **Accommodation**

Incoming students will have to find their own accommodations.

The best option is to rent a room at the hall of residence, which is only five minutes from the campus.

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Most students of FH Wedel stay in privately rented apartments in Wedel or the north-western suburbs of Hamburg. If you don't live in Wedel it will be necessary to use public transportation or a car to get to the campus. Public transport within the Hamburg metropolitan area is excellent.

Contact for hall of residence:

<http://www.studentenwerk.sh/en/home/startseite.html>

Phone: +49 (0) 4 31 88 16 317

E-mail: wohnen@studentenwerk.sh

For questions regarding the payment of rent and deposit, please call:

Phone: +49 (0) 4 31 88 16 110

The rooms are unfurnished and the binding contract has a length of 6 months from either March to August or September to February. Rents are €210.99 per month, a deposit of €300 is required as well.

- **Library**

To use the university library international students must have been officially enrolled, as they will be required to present their student card.

The library opening hours are:

Monday to Thursday from 9:00 a.m. to 4:00 p.m.

Friday from 9:00 a.m. to 1:00 p.m.

- **Online exam registration**

Please note that you have to register for your exams via the FH Wedel online system:

<https://ssl.fh-wedel.de/sekretariat>

If you have any questions, please ask your Buddy or teacher to help you.

- **Buddy Programme**

Each exchange student will have a Buddy, a student of FH Wedel, who will guide them through the arrival procedures and their first weeks in Wedel. Each Buddy will assist a group of students assigned to them. The students will be contacted by their Buddy a few weeks before their arrival.

- **Sports**

The activities organized by the university sports club, the "Hochschulsport Wedel-PTL Bund", are available to all FH Wedel students and staff members.

Contact: HSSport@fh-wedel.de

9. LIVING IN WEDEL (HAMBURG)

- **Living expenses**

Costs of living and studying in Wedel	
Living expenses in Wedel will vary, depending on your accommodation and your lifestyle. These examples are meant to provide you with an overview on how much you can generally expect to spend per month, and to help you with planning your budget.	
Rental rates	
Unfurnished room, hall of residence via "Studentenwerk Schleswig-Holstein"	€210.99
Private apartment	€350 - €450
General living expenses	
German statutory health insurance	€80
Food	€200
Clothing etc.	€40
Communication (phone card, internet etc.)	€20+
Books and other study materials	€50 - €100
Public transportation (monthly season ticket)	€79+
Leisure activities	€100+

- **Banking**

Guide for Erasmus+ students

As in many other cities, it is not advisable to carry large amounts of cash on one's person or to keep it at home. Therefore, students are advised to open a bank account shortly after their arrival.

In general, bank business hours are from 9:00 a.m. to 2:00 p.m. on weekdays.

Many banks have branch offices in Wedel, for example the "Stadtsparkasse Wedel" and "Deutsche Bank".

- **Health insurance**

European students must obtain the **European Health Insurance Card** before travelling.

This entitles the student to medical care at reduced or no cost.

- **Weather**

Wedel and Hamburg are northern cities with a very peculiar climate.

Winter and autumn can be very cold and windy while the average temperature in spring ranges from 10°C to 20°C. Also worth mentioning is the so-called "Hamburger Schmuddelwetter", which is a regional expression for when the weather is rainy and cloudy. It can occur in all seasons, so please take care to bring appropriate clothing.

- **Shopping**

Wedel and Hamburg offer many shopping opportunities. Business hours differ from shop to shop, but usually you can expect to find them open from 8:00 a.m. to 10:00 p.m. during the weekdays and on Saturday. Shops are usually closed on Sundays.

- **Bus and city train fares**

Here you can see the current price list:

<http://www.hvv.de/en/tickets/single-day-tickets/overview/>

Thanks and we wish you a good time here in Wedel and Hamburg

International Office FH Wedel

March, 2017

