

INFORMATION SHEET FOR THE ACADEMIC YEAR 2017/18

DETAILS OF THE UNIVERSITY			
Full legal name	Hochschule Düsseldorf – University of Applied Sciences		
Street	Münsterstraße 156		
Postal Code	40476	City	Düsseldorf
Country	Germany		
Homepage	http://www.hs-duesseldorf.de		
Website for exchange students	https://www.hs-duesseldorf.de/prospectivestudents/exchangestudents		
ECHE	29653-LA-1-2014-1-DE-EPPKA3-ECHE	Code	D DUSSELD03
Head of the University	Prof. Dr. Brigitte Grass		
Number of students	~ 10000		

LOCATIONS	
Campus Derendorf Münsterstraße 156, 40476 Düsseldorf Germany	The following faculties are located on Campus Derendorf: • Electrical Engineering & Information Technology • Mechanical & Process Engineering • Media • Social Sciences & Cultural Studies • Business Studies
Campus Golzheim Georg-Glock-Straße 15 40474 Düsseldorf Germany	The following faculties are located on Campus Golzheim: • Architecture • Design
The faculties of Architecture and Design will remain on Campus Golzheim in the academic year 2017/18. The relocation to Campus Derendorf is scheduled for the winter semester 2018/19.	

THE INTERNATIONAL OFFICE			
Head of the International Office	Dr. Monika Katz (ERASMUS Institutional Coordinator)		
Street	Münsterstraße 156		
Postal Code	40476	City	Düsseldorf
Tel	+49 (0)211/4351-8123		
Email	monika.katz@hs-duesseldorf.de international-office@hs-duesseldorf.de		
Homepage	http://www.hs-duesseldorf.de/studium/internationales		
Student Exchange Coordinator for incoming students	Ms. Michaela Petri		
Email	incoming@hs-duesseldorf.de	Tel	+49 (0)211/4351-8125
Student Exchange Coordinator for outgoing students	Ms Sandra Winter		
Email	outgoing@hs-duesseldorf.de	Tel	+49 (0)211/4351-8127

MAIN INTERNATIONAL DEPARTMENTAL COORDINATORS

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

IMPORTANT DATES

	Winter term	Summer term
Official academic year	01.09.2017 - 28.02.2018	01.03.2018 – 31.08.2018
Orientation weeks (incl. free German course)	25.09.2017 – 06.10.2017 <i>Dates subject to modifications</i>	19.03.2018 – 29.03.2018
Official lecture period	09.10.2017 – 16.02.2018	09.04.2018 - 27.07.18
Examination period Depends on faculty	End of January to mid/end February <i>Official dates published midterm!</i>	End of July to mid/end August <i>Official dates published midterm!</i>
Semester breaks	Christmas: <i>to be announced</i>	Easter: <i>to be announced</i>

APPLICATION DEADLINES

	Winter term	Summer term
Admission Exchange	15.07.2017	15.01.2018
Only in case room in student residency to be reserved (Studentenwerk)	15.05.2017	31.10.2017

APPLICATION REQUIREMENTS

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

STUDENT LIFE IN DÜSSELDORF	
Tutors and cultural programme	- German students from HSD ("tutors") can pick you up from the airport/train station and are there to help you with general questions during your stay in Düsseldorf - The International Office and the tutors organise a cultural programme for exchange students during their stay - How to contact our tutors: http://www.hs-duesseldorf.de/studium/internationales/studierende/Gaststudierende/Seiten/Tutorenprogramm.aspx
German courses	Free German courses (beginners and intermediate) are offered during the semester (2-4 ECTS)
Housing	- Limited housing possibilities in student residencies (Studierendenwerk Düsseldorf), no guarantee of a room! - Application for student dormitories ONLY via International Office (do <u>not</u> contact Studierendenwerk yourself) - Rent: between EUR 295 and 350 per month - Alternatively, private accommodation has to be searched independently (support from International Office)
Student service fee	- All students (local and exchange) have to pay a student service fee each semester ("Semesterbeitrag") - Fee covers free regional public transport in North-Rhine Westphalia, free use of sports facilities and subsidised meals at the student cafeterias - Fee: ~ EUR 290
Health insurance	- All exchange students have to show proof of health insurance - EU students need to bring their European Health Insurance Card - Non-EU students are advised to take out public German health insurance once they are here (~ EUR 90/month), as not all private non-EU insurance policies are accepted in Germany!
Special Needs	HSD offers various facilities for students and staff with special needs. The IO will help to get in touch with the representatives of the offices mentioned below and support your stay: http://www.hs-duesseldorf.de/hochschule/verwaltung/strategie_innovation/fambuero http://www.hs-duesseldorf.de/studium/beratung_und_kontakt/abs http://www.hs-duesseldorf.de/studium/beratung_und_kontakt/psb
Career Service	The Career Service offers support for exchange students applying for internships: http://www.hs-duesseldorf.de/studium/beratung_und_kontakt/career_service
Center for further education	The Center for further education offers various trainings in order to improve social skills: http://zwek.hs-duesseldorf.de/

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