

GUIDE FOR EXCHANGE STUDENTS

Before Arrival in Regensburg



Universität Regensburg
INTERNATIONAL OFFICE

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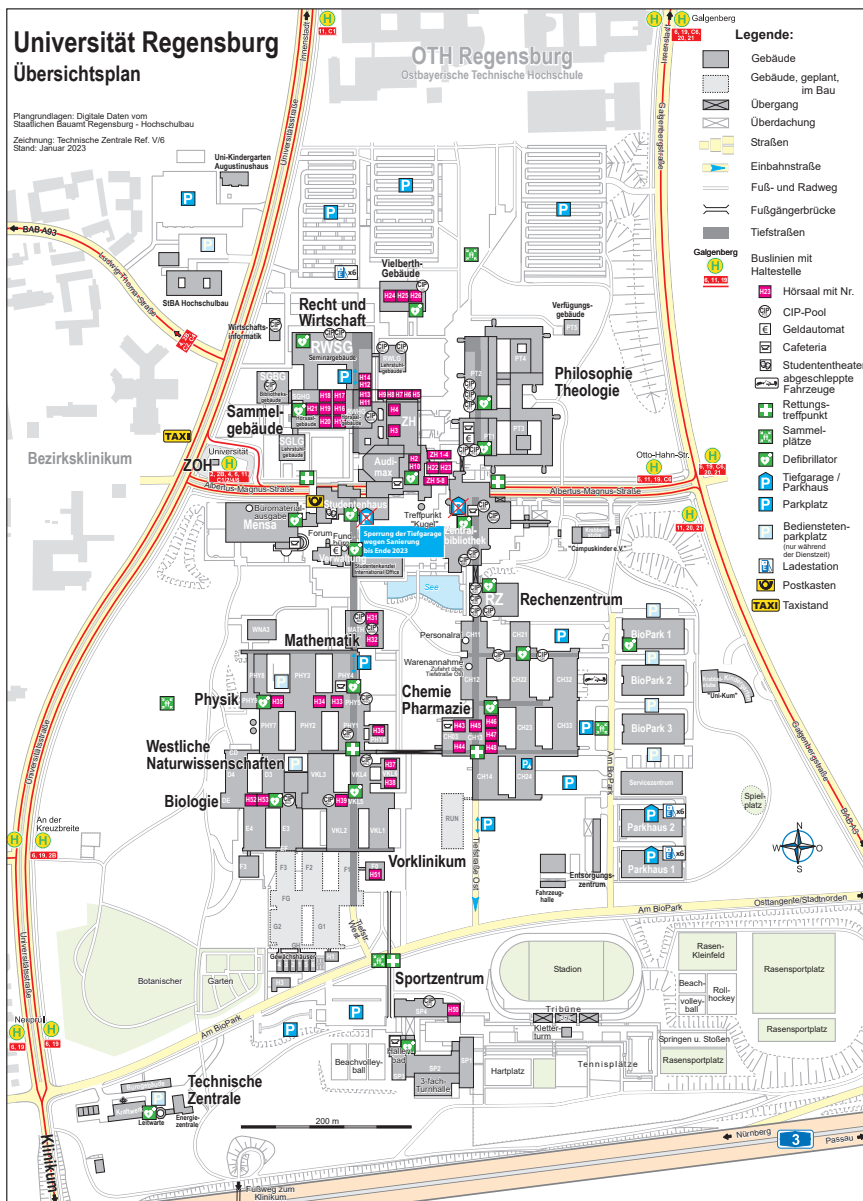
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The utmost care has been taken in compiling the content of this brochure but there is no guarantee in regards to the accuracy, correctness and completeness of the information contained.

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WILLKOMMEN AN DER UNIVERSITÄT REGENSBURG (UR)

Der folgende Wegweiser wurde vom International Office der Universität Regensburg erstellt.

Die Broschüre beantwortet viele Fragen, die sich Ihnen vor Ihrer Ankunft in Regensburg stellen werden. Nehmen Sie sich deswegen die Zeit, um diesen Wegweiser genau zu lesen. Es lohnt sich!

Bitte besuchen Sie auch unsere Homepage unter:

<https://www.uni-regensburg.de/international/startseite/index.html>

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and by appointment



1. BEFORE ARRIVING IN REGENSBURG

Application Process:

Step 1: After having been selected and nominated by your home university, please fill out the online application form at:

<https://www.uni-regensburg.de/ur-international/incomings/exchange-programs/application/index.html>

Make sure to prepare the following documents as you will have to upload them into our online application form:

- scan of your passport / ID
- profile photo for your student ID
- proof of language skills (not older than 2 years at the time of the application)
- proof of valid health insurance
- transcript of records

Step 2: Hand in a learning agreement with your preliminary course choice. Further information can be found at:

<https://www.uni-regensburg.de/ur-international/incomings/exchange-programs/course-selection/index.html>



When Do You Need to Arrive in Regensburg?

The Universität Regensburg offers three different orientation programs for exchange students.

- A: Intensive German Language Course (ILC)
- B: Orientation program in German
- C: Orientation program in English

Depending on your choice of program, you should plan your arrival in Regensburg.

A: The Intensive German Language Course (ILC)

Target group: Exchange students who want to improve their German language skills and students who will primarily attend courses taught in English but need some German skills for everyday life.

Student assistants will support and advise the participants during the entire program and help them get organized (including all formalities).

You will be credited with 12 ECTS for the regular and successful attendance of the course (120 hours of instruction). The course fee for participants in the ERASMUS program is currently € 350; the fee for participants of other exchange programs is € 430.

The fee includes tuition, orientation and extra-curricular activities. However, costs for accommodation and other living expenses during the program are not included.

Please note:

The course is usually offered on five language levels: A1, A2, B1, B2, and - if possible- also C1. The supporting program and the orientation phase of the language course will be in German and English. Even though the course will be very intensive, students arriving with an A1/A2 level won't be able to successfully attend lectures taught in German. Therefore, we urgently recommend that these students take further German classes during the semester period.

Term dates for the academic year 2023/24

Winter semester 2023/24

Lecture Period: October 16, 2023 - February 9, 2024

Christmas Holidays:

December 23 - January 7 2024

Summer Semester 2024

Lecture period: April 15 - July 19, 2024

Even if you only intend to take English taught courses at the university, it is of advantage to have basic German language skills for everyday life in town and on campus.

B: Orientation program in German and English

The orientation program begins approximately two weeks before classes start and offers a general orientation, a survey of Germany, information about studying at the University of Regensburg (registration, course selection, schedule), information about the formalities you will go through at the immigration office, and information about your health insurance. You will also be given a tour of the campus and the city of Regensburg.

Based on their language skills, students will be placed either in the German or in the English group. Both courses are identical with regards to content. This orientation program in English **does not** include any German language course units.

Students wishing to participate in „German as a Foreign Language“ - courses need to participate in a placement test.

The participation in one of the two orientation programs is very important, as all necessary formalities as well as the preparation of your studies in Regensburg will be addressed

Arrival in Regensburg: When to arrive

You will receive more information about moving into the dormitories and how to get the key for your room shortly before your arrival. In addition, you will receive important information regarding your studies and the orientation program/language course upon arrival.

Please arrange your trip in a way that will allow you to arrive during the arrival dates!

If you arrive earlier, your room will not yet be available.

Arrival times for the academic year 2023/24

Winter semester 2023/24:

Intensive language course: 4. + 5. September

Orientation course: 5. + 6. Oktober

Summer semester 2024:

Intensive language course: 4. + 5. März

Orientation course: 4. + 5. April

Please pay attention to holidays:

Public holidays, when all official institutions as well as shops are closed:

3 October (German Unification Day), Good Friday and Easter Monday

In addition, there are several bank holidays in Bavaria, especially during the summer months. Please watch out for information posted by the International Office.

On **Sundays**, the university and most shops are closed. On **Saturdays**, the library has limited opening hours, while the cafeterias and the dining hall on the UR campus are closed. However, you can use the dining hall on the campus of the OTH Regensburg, which is located just north of the UR campus.

Student Housing**Where will you stay during your time in Regensburg?**

If you applied for housing, the International Office will try to provide a room in one of the student residences in town for you. In case it should not be possible to reserve a room for you in one of our residences, you will receive useful suggestions and addresses for your search on the private housing market.

The International Office requires all exchange students to pay a non-refundable reservation fee of approximately €150,-. This fee is used by the International Office to cover the rent for empty rooms during the semester holidays. Students who accept housing arrangements through the International Office must therefore pay:

- € 350,- room deposit (refundable after moving out of the room unless there are any damages)
- € 150,- reservation fee (non-refundable)

Rental period:

winter semester:

minimum from October - February

summer semester:

minimum from April - July

students staying the whole year:

minimum October - July

Extension of stay:

According to your nomination, we will reserve a room for you for one or two semesters. If you want to extend your stay in Regensburg, you will need to find a room on the private housing market for the second semester, as the rooms are needed for the new incoming students.

When will your reservation be valid?

We will send you a personal room offer and an acceptance form („Annahmeerklärung“) after receiving your room application.

The reservation will be valid only if you return the „Annahmeerklärung“ and pay the deposit and the reservation fee on time!**Your address in Regensburg:**

The International Office will reserve a room for you. However, for administrative reasons it is not possible for us to give you your exact address until shortly before your arrival.

What do the rooms look like?

The International Office has rooms in most student dormitories. These rooms

differ in size and furnishing. In most dormitories, students have to share a bathroom and not all rooms are in close proximity to the university. However, standard facilities are guaranteed. Room selection will be decided by a lottery and requests can be made for substantial reasons only. The dormitories house both males and females. Usually, men and women also share the kitchen and bathroom facilities. Monthly rents range from € 250,- to € 400,-.

All rooms are furnished with:

- a bed, a desk with a chair, a closet, and a bookshelf

In most residences, pillows and blankets can be ordered separately. You may have to pay an additional fee deposit for these items.

The voltage is 220 V.

The rent does not include a meal plan. Student dormitories do not have a cafeteria nor do they offer any meals, but they do have self-catering facilities.

Liability Insurance

We highly recommend obtaining a private liability insurance for the time of your stay in Regensburg. For further information, please see our guide Practical Tipps.

Internet Access

All student residences provide internet access via WiFi. To be on the safe side, please bring a LAN cable with you and - if necessary - an USB adapter for your tablet.

In case a student residence doesn't provide internet access for you, you can probably share a private router with one of your roommates. There is no need to worry though, as the International Office will get in touch with you if this should be the case.

Moving out of dormitory rooms

Please note: Due to organisational reasons you have to move out of your dormitory room a few weekdays before the end of a month. The IO and the dormitory's administration need time to prepare the rooms for the new students (cleaning/repairs).

The exact move-out dates will be announced via email in May for the summer semester and November for the winter semester

Where can you have lunch and dinner?

Students either cook their own meals at home or eat in the Mensa halls (main student dining hall), either at the university or at the OTH (Technical University of Applied Sciences).

The UR Mensa offers lunch from Monday to Friday. The OTH Mensa offers dinner during the week and lunch on Saturdays. There are also many smaller cafeterias on campus where it is possible to buy breakfast. In the Mensa and cafe-



terias, you have to pay with the so-called UR-Card. You will receive this UR-Card upon your enrolment.

Where can you cook?

All student dormitories are equipped with kitchen facilities, which are shared by 6-12 students. In these kitchens, you will find a refrigerator compartment for your use.

Please bring or buy the following kitchen items:

- kitchen utensils (pots, pans, etc.)
- dishes and cutlery

You can purchase a basic kitchen set for approximately € 50,- in almost every supermarket or department store.

Where can you do your laundry?

Every student dormitory is equipped with washing machines and dryers but not with ironing boards or irons. If you bring an iron, do not forget that the voltage is 220V.

Living Expenses

How much money should you bring to Germany?

Most students need a minimum of € 940,- per month for living expenses, including rent. Per semester, you should expect expenses of approximately € 100,- for books and at least another € 50,- for additional study materials. Although there is no tuition fee, all students must pay approximately € 180,- service fees to the Studentenwerk (the organization responsible for student services). This fee is mandatory for all students and covers the costs of the student bus pass, subsidized Mensa food, etc.

Make sure to bring enough money to cover all your expenses for the first month! You will have to pay your first month's rent shortly after your arrival in Regensburg. Please take into consideration that it sometimes takes 2 weeks for money to be transferred from an account abroad to an account in Germany.

Credit/ATM cards or cash?

In Germany, it is easier to pay with cash. Credit cards are not used as frequently as in other countries and are not always accepted. Therefore, you should bring cash. Using your EC card grants you access to your home account through automatic teller machines, which can be found all over Regensburg. In most cases you will have to pay your rent and health insurance (unless you hold the European Health Insurance Card) by transferring money via an account in Germany.

Visa (if applicable)

Citizens of the EU, Iceland, Liechtenstein, Norway, Switzerland, United Kingdom, Israel, Canada, Brazil, El Salvador, Honduras, Japan, South Korea, Australia, New Zealand and the USA do not need a visa to study in Germany!

Students from non-EU countries, who can enter Germany without a visa, need to apply for a German residence permit ("Aufenthaltstitel zu Studienzwecken") at the local foreigner's registration office ("Ausländerbehörde") within 3 months of your arrival in the Schengen Area.

Non-EU-citizens have to pay a fee of 100,- EUR for their residence permit payable after their arrival in Regensburg.

Exchange program students coming from other non-EU countries need a **student visa (Visum zu Studienzwecken)**. This visa can be issued by a diplomatic institution of the Federal Republic of Germany in the student's home country (embassy or consulate) and is entered directly into the passport.

Please do not enter the country as a tourist! A tourist visa cannot be transformed into a student visa or residence permit after your arrival in Germany.

Your passport must be valid for the entire duration of your stay in Germany.

Sufficient Health Coverage

According to German law, the following treatments must be covered by your health insurance policy:

- medical and dental treatment
- prescription medication, bandages and other materials necessary in aiding recovery
- hospital treatment
- medical treatment with regards to rehabilitation (physical therapy), and
- medical care for pregnancy and birth

Health insurances which set a maximum on their coverage will not be accepted!



Health Insurance

In order to obtain a residence permit ("Aufenthaltsstittel"), the German law requires that foreign students provide proof of health insurance coverage for the duration of their stay. Most students choose to insure themselves with a statutory health insurance company upon arrival in Germany.

Students from countries with which Germany has a **social security agreement** can be exempted from this requirement by bringing the European Health Insurance Card (EHIC).

The following countries have a **social security agreement** with Germany:

all EU-countries, Iceland, Norway, Switzerland, Liechtenstein, Tunisia*, Turkey*, Bosnia and Herzegovina*, Macedonia*, Serbia, Montenegro*.

* Limited social insurance policy: please contact the International Office for further details

Students coming from all other countries must either insure themselves with statutory health insurance in Germany, or be able to provide proof that they have sufficient private health insurance coverage for the duration of their stay.

The decision whether or not a particular health insurance can be accepted will be made by the city's immigration office.

Important: The cost of statutory health insurance in Germany is generally about € 130,- per month. This is certainly more than some students would pay for a private or a travel insurance. However, as doctors bill the public insurance companies directly, students are spared the otherwise necessary hassle of pre-paying and waiting for reimbursement. Since a

one-day stay in the hospital costs at least € 350,- you should not overlook this factor!

We recommend that all students coming from countries other than those previously listed obtain statutory health insurance coverage in Germany.

If you do want to retain a health insurance from your home country, please make sure that:

- the benefits listed in the box on page 12 are covered by your insurance; and that they are set in writing in your insurance policy.
- there is no maximum set on the amount of medical treatment that will be covered.
- the proof of medical coverage is written in either German or English.
- check with the International Office **whether the insurance will be accepted before you sign a contract!**

When can you sign up for statutory health insurance coverage?

Admission to the university is usually a prerequisite for obtaining statutory health insurance coverage.

Exchange and so-called program students can obtain coverage by presenting their **letter of acceptance ("Zulassungsbescheid")**. This can be done immediately upon arrival. Students need not wait to officially enrol before applying for coverage. However, the insurance policy only starts on the day of enrolment.

Important: Students participating in the preparatory intensive German language course should buy a private travel insurance for March/September, as these months are not covered by the statutory health insurance.

However, please contact us if the German embassy in your home country asks you to buy a private health insurance for the **entire duration** of your stay in Germany.

What is Important for Enrolment at the University?

Without proof of insurance, you cannot be enrolled at the university. You must present proof of insurance in order to proceed with enrolment. Regardless of how you choose to insure yourself during your stay, you must see a statutory health insurance company in order to obtain a certificate of insurance.

Therefore, it is necessary that you contact a statutory health insurance company before enrolment.

The insurance company will issue an electronic certificate stating that you are either covered by the German statutory health insurance or that you are exempt from the health insurance requirement due to adequate coverage in your home country or the aforementioned EHIC. The electronic certificate is automatically forwarded to the "Studentenkanzlei" in order to enrol at the university.

After enrollment, you can apply for a residence permit.

Selecting Your Courses

When you plan your stay in Regensburg, it is understandable that you will want to know which courses you can take during your time at the university and what your timetable will look like. Besides, if you come as an ERASMUS-student, you will need to hand in a so-called „**Learning Agreement**“ with your application. Based on this learning agreement, you plan your studies in Regensburg and make sure that the courses you take in Regensburg will be recognized at your home university.

As our course catalogue for the upcoming semester is always released too late for you to use it before your arrival in Regensburg, you have to decide on the types of courses you are interested in (like “Einführung in die Neuere Deutsche Literaturwissenschaft” or “Vorlesung und Übung in Marketing”) and finalize your course planning once you are in Regensburg.

You will find the course catalogue on the homepage of the university:

<https://www.uni-regensburg.de/en>

Learning agreement for non-ERASMUS students/overseas students

Non-ERASMUS-students should also hand in a learning agreement to us. This way we can check beforehand whether your course choice will be accepted and inform the departmental coordinators. You will find the learning agreement for overseas students in the download section on our website:

<https://www.uni-regensburg.de/ur-international/incomings/international/incomings/austausch/download-1/index.html>

Which courses can you take?

Basically, you are free to take any courses throughout all departments (with the exception of Medicine, Dentistry, Biochemistry, Pharmacy, Fine Arts and Sports, English and American Studies). Students of Medicine, Dentistry, Biochemistry, and Pharmacy are asked to contact the departmental coordinator of their exchange program to get approval for their course choices, especially if they want to take practical courses like laboratory courses.

A regular program of study carries 30 ECTS credits per semester. During the semester you may also take German or other foreign language classes.

What can you do before your arrival?

Talk to your home institution about the number and types of courses you will need to take in Regensburg

Courses taught in English

The University of Regensburg offers more than 100 courses taught in English.

Students who want to take English taught courses should fulfill the following requirements:

English language skills on intermediate level (B2). Business and Economics students need to provide proof of English proficiency at the B2+-level. Please hand in an official certificate (TOEFL, IELTS etc.) or a letter from your home institution stating your language level.

Shortly Before Your Arrival in Regensburg

What do you have to do before arriving in Regensburg?

- EU - citizens: Contact your insurance company about the EHIC or an equivalent document (see also the section Health Insurance).
- Bring all the information needed about your bank account at home (name of the account holder, account number, name of the bank, IBAN and Swiftcode). After you have left Regensburg and returned to your home country, your deposit will be transferred back to this account. Please note that due to administrative reasons the transfer back may take up to ten weeks.
- Please ask where your “Transcript of Records” should be sent to after your stay in Regensburg. The International Office needs a mailing address, the name of the contact person and the title of the department/faculty.
- Carefully read our email with all information on the arrival in Regensburg, so that you know where to find us during the arrival days. The email will be sent out shortly before your arrival.

What do you do if your train/plane is late or you're stuck in traffic?

Please contact us either via email or by phone if your plane or train is late or if you are stuck in a traffic jam.

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Notes: