

WELCOME TO WEIHENSTEPHAN INFORMATION FOR EXCHANGE STUDENTS





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INTRODUCTION

Dear International Student,

Thank you for your interest in spending a semester or academic year at Weihenstephan-Triesdorf University of Applied Sciences (HSWT)!

You can look forward to a rewarding and fascinating experience during your time abroad, full of new impressions, insights and friendships, and one that you will benefit from for the rest of your life.

To make the most of your semester abroad, it is important you prepare well. **Part I** of this brochure, therefore, provides you with all the basic information you need about the application and admissions process and the courses we offer. Please don't hesitate to contact our International Office staff at any time if you have any further questions.

After your arrival in Weihenstephan/Freising, the International Office will remain your contact and provide assistance with the necessary paperwork, course registration or any other academic or personal issues you may have. We can also pair you up with a "student buddy", who will support and advise you when you first start your studies.

Part II contains information about what to expect once you arrive, including the necessary formalities, student life at Weihenstephan, the town of Freising and what to see and do in the Freising area and beyond. We hope that you will also use your stay to learn about German culture and society and explore the beauty of rural Germany.

Even if leaving Freising again seems quite remote at this point, we have also included a check list (**Part III**) of things you need to do before you return home, apart from buying souvenirs for family and friends.

But let us not think about that now. Let us look forward instead to welcoming you soon at Weihenstephan-Triesdorf University of Applied Sciences!

The HSWT International Office

WEIHENSTEPHAN-TRIEDSOLF UNIVERSITY OF APPLIED SCIENCES

The roots of Weihenstephan-Triesdorf University of Applied Sciences go back to 1803 and since then it has evolved into Germany's leading provider of environmental education at university level. Its courses cover all aspects of nature, nutrition and the environment in the very broadest sense. In the academic year of 2014/15, 6284 students were enrolled at the University; of these, 347 came from abroad.

Taken together, the two campuses of the University, Weihenstephan und Triesdorf, comprise seven departments.

- » **Weihenstephan**, a district of the 1300-year-old bishop's seat of Freising, is located about 30 km north of Munich and includes the Departments of Biotechnology and Bioinformatics, Horticulture and Food Technology, Landscape Architecture, Agriculture and Food Economy, and Forestry.
- » The Departments of Agriculture and Environmental Engineering are based in **Triesdorf** in Middle Franconia, located 200 km north of Freising.



CONTACTS

International Office

The International Office (*Akademisches Auslandsamt*) is your first point of contact for all questions relating to your stay.

International Office
Weihenstephan Campus
 Weihenstephaner Berg 5
 85354 Freising
auslandsamt.weihenstephan@hswt.de
 F +49 8161 71-2230

Office hours:
 Monday through Friday:
 8:30AM – 11:00AM
 Monday, Tuesday, Thursday:
 1:30PM – 3:30PM
 (or by appointment)

Director and Erasmus + Coordinator:
Michaela Ring
 Room C4.346 | T +49 8161 71-5778
michaela.ring@hswt.de

Incoming Students:
Ramona Müller
 Room C4.344 | T +49 8161 71-4532
ramona.mueller@hswt.de

**Outgoing Students/
 English Study Programme "Sustainable
 Engineering":**
Friederike Strube
 Room C4.344 | T +49 8161 71-5287
friederike.strube@hswt.de

Hildegard Eicher-Bauer
 Room C4.347 | T +49 8161 71-5092
hildegard.eicher-bauer@hswt.de

Brigitte Gimpl
 Room C4.348 | T +49 8161 71-5289
brigitte.gimpl@hswt.de

International Office
Triesdorf Campus
 Markgrafenstraße 16
 91746 Weidenbach
auslandsamt.triesdorf@hswt.de
 F +49 9826 654-4108

Hannelore Göttler
 Room F.104 | T +49 9826 654-108
hannelore.goettler@hswt.de

Departmental International Student Advisors

For questions related to your specific field of study, please contact the respective International Student Advisor (*Auslandsbeauftragte*) in your department:

Biotechnology and Bioinformatics Prof. Dr Ilse Bartke	ilse.bartke@hswt.de T +49 8161 71-4411
Forestry Prof. Dr Wolf Rommel	wolf.rommel@hswt.de T +49 8161 71-5913
Horticulture and Food Technology Prof. Dr Heike Mempel (Horticulture) Prof. Dr Eckhard Jakob (Food Technology)	heike.mempel@hswt.de T +49 8161 71-5853 eckhard.jakob@hswt.de T +49 8161 71-3027
Landscape Architecture Prof. Dr Frieder Luz	frieder.luz@hswt.de T +49 8161 71-3182
Agriculture and Food Economy Prof. Dr Markus Beinert	markus.beinert@hswt.de T +49 8161 862-6258
Agriculture (Triesdorf) Prof. Dr Ralf Schlauderer	ralf.schlauderer@hswt.de T +49 9826 654-218
Environmental Engineering (Triesdorf) Prof. Dr-Ing. Norbert Huber	norbert.huber@hswt.de T +49 9826 654-253

Buddy Programme

If you are interested, the International Office staff can put you in touch with a student buddy, who will be happy to answer questions in preparation for your stay, show you around the campus and introduce you to German university life during your first weeks here. The buddy can also greet you at the airport or train station upon arrival and accompany you to your new home. Please be sure to inform him or her of the time and date of your arrival well in advance.

ACADEMIC CALENDAR AND PUBLIC HOLIDAYS

Winter Semester ('WS') 2015/16		Summer Semester ('SS') 2016	
Class period	01 Oct 2015 – 14 Mar 2016	Class period	15 Mar 2016 – 8 July 2016
Christmas Break	24 Dec 2015 – 06 Jan 2016	Easter Break	24 Mar 2016 – 29 Mar 2016
Examination period	23 Jan 2016 – 15 Feb 2016	Whitsun Break	13 May 2016 – 17 May 2016
Semester Break	16 Feb 2016 - 14 Mar 2016	Examination period	09 July 2016 – 31 July 2016
		Semester break	01 Aug 2016 – 30 Sep 2016

All shops are closed and no classes are held on these public holidays:

03 Oct 2015	German Unity Day	25 Mar 2016	Good Friday
01 Nov 2015	All Saints' Day	28 Mar 2016	Easter Monday
25 Dec 2015	Christmas Day	01 May 2016	Labour Day
26 Dec 2015	Boxing Day	05 May 2016	Ascension Day
01 Jan 2016	New Year's Day	16 May 2016	Whit Monday
06 Jan 2016	Epiphany	26 May 2016	Corpus Christi
		15 Aug 2016	Assumption Day



I. PREPARING FOR YOUR SEMESTER ABROAD

APPLICATION

Application Materials and Deadlines

You should submit your application for a one- or two-semester study abroad period at Weihenstephan-Triesdorf University of Applied Sciences online. You can obtain the link to the application form from the International Office.

The documents you must upload as part of the online application may differ depending on the programme under which you are visiting us. The International Office will tell you which documents you need to submit.

The following deadlines apply for your complete application to reach us:

- » **15 July** if applying for the following winter semester
- » **15 January** if applying for the following summer semester

Hochschule Weihenstephan-Triesdorf
International Office
Weihenstephaner Berg 5
85354 Freising
Germany

Erasmus + / CsF / Double Degree:
ramona.mueller@hswt.de

Sustainable Engineering:
friederike.strube@hswt.de

Language Skills

Exchange students do not need to present proof of language skills for temporary enrolment, provided they are not pursuing a double degree.

However, in order to participate in the English-language → "Sustainable Engineering" programme, students should have attained English language skills at level B2 of the Common European Framework of Reference for Languages (CEFR). The same applies for German language skills for participation in German-speaking courses.

Information on the language levels of the CEFR is available at:

europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

Learning Agreement and Course Selection

In the Learning Agreement you list the courses and modules that you wish to attend during your first semester at HSWT.

Courses from the English-language → "Sustainable Engineering" programme are available at www.hswt.de/en/sustainable-engineering.html

Detailed information about the individual courses on your degree programme can be found at www.hswt.de/en/studies/degree-programmes.html → your course of studies at HSWT → Modules

1st, 3rd, 5th and 7th semester modules may be taken in the winter semester (classes start on 1 October), while 2nd, 4th and 6th semester modules can be taken in the summer semester (classes start on 15 March). You can also select Language Centre modules and elective modules.

We would advise you to take courses with a maximum total of 30 ECTS credits (equivalent to 900 hours of study).

Sustainable Engineering – Courses in English

The English-language context studies of the HSWT are particularly geared towards international students. The courses on the subject of "Sustainable Engineering" are designed to be interdisciplinary and deal with different aspects of the concept of sustainability in the various "green" disciplines of the university. The central content focuses on processes, technologies, management and soft skills associated with sustainable natural resource management. Alongside the subject modules, you also have the opportunity to attend English classes at various levels in the Language Centre and obtain the university-specific UNICert® certificate.

Students on the relevant degree courses can opt to attend English classes in either the summer or winter semester. Attendance can be arranged under the Erasmus+ cooperation programme, for example. You must have a level B2 (CEFR) in English.

You can obtain information about "Sustainable Engineering" and the current courses on offer from the International Office website:

www.hswt.de/en/sustainable-engineering.html

ADMISSION AND ENROLMENT

When you submit your full application, you will receive

- » an email confirming receipt of your application and – after your application has been approved –
- » an official letter of admission

If you need to apply for a visa to stay in Germany (→ Entry Requirements), we recommend sending in your application as early as possible, so that the admission documents can be issued in good time.

Exchange students coming to Weißenstephan or Triesdorf as part of a programme such as Erasmus+, Ciência sem Fronteiras or other cooperation agreements, are granted temporary admission for a maximum of two semesters.

You may enrol at HSWT even before coming to Germany.

To enrol, send the documents listed in the admission letter by post or email to the International Office.

You will be given your enrolment documents and → Student ID when you arrive.



ENTRY REQUIREMENTS

EU citizens and citizens from Iceland, Liechtenstein, Norway and Switzerland need only a valid form of identification to enter Germany.

Students from other countries are advised to enquire about visa regulations at the responsible German embassy or consulate in their home country, i.e. before coming to Germany.

ACCOMMODATION

Student Halls of Residence

International students may apply for a room in one of the student halls of residence (*Studentenwohnheime*) near campus. You can obtain the form from the International Office. Be sure to submit your application by 15 July (for the following winter semester) or by 15 January (for the following summer semester). If demand exceeds supply, the rooms will be allocated by lot.

The student halls of residence are run by the Munich Student Union (*Studentenwerk München*), which has a branch on the Weißenstephan campus. The rent agreement, rent payments and key handover are all arranged through the *Studentenwerk* (or, in the case of the keys, by the on-site hall manager).

Student rooms are generally organized in *Wohngemeinschaften* or *WGs*, meaning suites of several single bedrooms with shared bathroom and kitchen facilities. The rooms come furnished and you are provided with a duvet and bed linen as part of the service package (*Servicepaket*) for international students (which are yours to keep). However, you must provide your own kitchen utensils, or buy them from the *Studentenwerk* (€ 25 for a set with essential kitchen utensils). You pay for the set at the *Studentenwerk* office and it is issued to you by the on-site hall manager.

Room rents range from € 200 to € 350 per month (including utilities). In addition, you must pay a deposit of € 100 to € 350 when you move in. The deposit is returned in full at the end of the rental period, provided that the room and furnishings sustain no damage.

No change of room or rental period is permitted.

For information about the different halls of residence, go to:
www.studentenwerk-muenchen.de/en/accommodation

Private Accommodation

Unfortunately, the *Studentenwerk* cannot provide accommodation for all our international students and affordable housing is not easy to find in Freising. If you are looking for private or shared accommodation off campus, you have to be proactive and start searching well in advance. The International Office will do its best to support you and provide information on finding accommodation.

Temporary Accommodation

If you require temporary accommodation for a few days before moving in or if you have visitors during your time in Freising, you can find reasonably priced accommodation here:

- » Hotels, holiday flats and private rooms in Freising:
www.freising.de/tourismus/gastgeber.html
- » Freising boarding houses:
www.boardinghaus-freising.de/index.php?id=38&lang=uk
- » airbnb - private rooms and flats in and around Freising:
www.airbnb.com

Around the *Oktoberfest* (end of September/start of October), and important international trade fairs in particular, hotel and other accommodation gets booked up far in advance and rooms are much more expensive than usual. Try to avoid travelling at this time if you have not booked accommodation beforehand!

www.oktoberfest.de/en
www.messe-muenchen.de/en/meta/home/home.html

SEMESTER FEES AND COST OF LIVING

According to a survey by the German Student Union, international students in Germany spend an average of € 725 per month for rent, food, clothing, insurance, study materials and leisure activities. Exactly how much money you need depends on your individual lifestyle and how careful you are with your money. Your greatest expense will usually be your monthly rent, which can vary greatly depending on your accommodation.

Semester Fee

A semester fee of currently **€ 113** per semester (student union fee of € 52 and solidarity contribution to the semester ticket of € 61) is a required fee for all students at HSWT in Weihenstephan.

"Cold Rent" and "Warm Rent"

In Germany, a distinction is made between "Kaltmiete" (net monthly rent or "cold rent") and "Warmmiete" (gross monthly rent including utilities or "warm rent"). "Cold rent" covers only rental of the "cold" living space (i.e. excluding utilities); the tenant must pay extra for utilities. These include costs for rubbish collection, water supply, cable connection, communal power supply, the caretaker, and may also include heating and hot water. This "cold rent" plus additional costs for utilities are referred to together as "warm rent". Further costs may be added on to the "warm rent", such as electricity, telephone, and internet or → television and radio licence fees.

A flat rate is paid for heating and additional utility costs as well as electricity. If it turns out that you have used more than you have paid for, you will have to pay the extra. If you have used less than you have paid for, you will receive a refund. Please check before signing the lease exactly how much money you will need to budget monthly.

Television and Radio Licence Fee

A "Rundfunkbeitrag" or television and radio license fee of € 17.98 per month (from April 2015: € 17.50 per month) must be paid for every household in Germany, regardless of how many televisions, radios or computers it has, or indeed whether it has any at all. If several people live together (e.g. in a shared apartment), the amount is usually divided between them. It is then sufficient for just one resident to be registered and to transfer the full amount.

www.rundfunkbeitrag.de



CHECKLISTS

Two to Three Months prior to Arrival

- Submit your application to the International Office before the deadline (15 July / 15 January)
- Start looking for private accommodation (if applicable)
- Check when your passport or ID card expires
- Apply for a visa (if applicable)

Two to Four Weeks prior to Arrival

- Arrange for proof of health insurance (e.g. a copy of your European Health Insurance Card or the insurance certificate of the DAAD Group Insurance Scheme)
- Transfer the student service fee (make sure to keep a copy of the bank statement or obtain a stamped bank payment slip)
- Have a passport photograph taken for your → Student ID
- Make copies of your passport or ID card
- Send your enrolment forms to the International Office
- Contact your student buddy (if applicable)



II. WELCOME TO WEIHENSTEPHAN!

DIRECTIONS

By Plane and Bus to Freising

Munich Airport, a major European hub serving 230 destinations in 70 countries and about 100 airlines, is conveniently close to Freising. A public bus service (no. 635) operates between the airport and Freising railway station; buses are every 20 minutes or so and the journey takes 20 minutes.

www.munich-airport.de/en/consumer/anab/bus/index.jsp

By Train to Freising

Freising is on the railway line between Munich and Regensburg. "Regional express" (RE) trains and "alex" trains (ALX) travel from Munich Central Station to Freising at irregular intervals, taking only 25 minutes. Suburban rail (S-Bahn) S1 travels the same route but with more stops on the way, taking about 40 minutes. For timetable information, visit the website of German Railways (*Deutsche Bahn*) at:

www.bahn.com/p_en/view/index.shtml

For more information on the greater Munich public transport system (MVV), visit:

www.mvv-muenchen.de/en/homepage/index.html

From the Railway Station to the University

» By public transport

Local buses no. 638 and 639 go from Freising Railway Station to the "Am Staudengarten" and "Weihenstephan" stops adjacent to campus. Exit the railway station on the city side and turn right to get to the bus terminals.

www.kreis-freising.de/landkreis/bus-bahn/fahrplaene-im-landkreis → *Buslinien Landkreis Freising*

» On foot

You can also walk from the railway station to the University in about 20 minutes. Just follow the signs to "Weihenstephan".

By Car to the University

- » Via motorway A9: Take the exit for Allershausen
- » Via motorway A92: Take the exit for Freising Süd or Freising Mitte

For more detailed information and a map, visit our website at:

www.hswt.de/en/directions.html

SETTLING IN

Moving into Student or Private Accommodation

If you have applied for a room in one of the → halls of residence, the International Office will let you know in good time if a room is available for you. If a room is available, the *Studentenwerk* will give you the address and the earliest and final date by which you must move in (the room cannot be held for you indefinitely).

Please ensure you arrive during the office hours of the Student Union to sign the rent agreement.

You will need:

- » A bank account from which the *Studentenwerk* can deduct your rent and deposit by SEPA direct debit (if necessary → open a bank account)
- » A photograph

You will receive a certificate of enrolment after you enrol at our university. This certificate can be submitted at a later date.

After you have signed the rent agreement, you can pick up the keys from the on-site hall manager. Please make sure you arrive during office hours.

Studentenwerk München Weißenstephan Office

Alte Akademie 1
85354 Freising
(Third Floor; clock tower entrance)
T +49 8161 71-2458
freising@stwm.de
www.studentenwerk-muenchen.de/en/
accommodation

Office hours:

Monday through Friday	8:30AM – 12:00 noon
Wednesday	1:30PM – 3:30PM
(or by appointment)	

Closed on weekends and public holidays.

If you are staying in private accommodation in Freising, please contact your landlord or roommates ahead of time to make sure somebody will be there when you arrive.

Enrolment

If you have already submitted all the required enrolment documents to the International Office, you can pick up your enrolment certificates (*Leporello*) and → Student ID (Student.Card) at the beginning of the semester.

If this is not the case, however, you must enrol in person. It will then take a few days for your enrolment to be completed and your documents to be ready.

Documents required for enrolment:

- » Signed enrolment form (sent to you along with the letter of admission)
- » Copy of your valid ID card or passport
- » Proof of → Health insurance
- » Passport photograph for the → Student ID
- » Proof of payment of € 113 semester fee (see letter of admission); present the payment slip stamped by the bank or a copy of your bank statement
- » Semester address in Germany (e.g. address of the hall of residence)

Meeting with the International Student Advisor

To get you off to a smooth and successful start with your studies at HSWT, you should contact your → International Student Advisor as soon as possible and arrange to meet, ideally during the week before lectures start. He or she will be glad to assist you with choosing and enrolling on courses, changes in the Learning Agreement, etc.

Enrolling for Modules

You should enrol on your courses during the first two weeks of the semester. You can enrol on
→ Student.Online for Language Centre modules, elective modules and subjects from the English-language
→ Sustainable Engineering programme. To attend compulsory modules that count directly towards your degree programme, talk to the course lecturer during one of the first course sessions.

Your student buddy will be happy to help.

student.online.hswt.de

Proof of Health Insurance

Proof of health insurance must be presented upon enrolment and is a prerequisite for being able to study at Weihenstephan-Triesdorf University of Applied Sciences.

STUDENTS FROM COUNTRIES WITH WHICH GERMANY HAS A SOCIAL SECURITY AGREEMENT

Students from countries with which Germany has a Social Security Agreement including an insurance clause (e.g. EU/EEA countries and Switzerland) can remain insured in their home country.

Please ask your health insurance provider at home to issue a European Health Insurance Card (EHIC) before your departure. With that you will receive a confirmation from a statutory health insurance scheme in Freising that you are exempt from statutory health insurance in Germany. This is adequate for enrolment.

If you have already submitted copies of your insurance card to the International Office before your arrival, this request for proof of health insurance will be taken care of for you.

An updated list of countries with which Germany has a Social Security Agreement is available on the website of the German Liaison Office for Health Insurance Abroad:

www.dvka.de/oeffentlicheSeiten/ArbeitenAusland/Abkommensstaaten.htm (German website)

STUDENTS FROM OTHER COUNTRIES OR WITH PRIVATE HEALTH INSURANCE

Students from countries other than those above, as well as EU students who have private insurance in their home country, can also possibly remain insured in their home country.

Find out whether your health insurance is recognised in Germany by presenting your insurance contract at a German health insurance provider. If so, they can issue you a confirmation that you are exempt from statutory health insurance in Germany. This is adequate for enrolment.

TAKING OUT HEALTH INSURANCE IN GERMANY

If your insurance coverage is not recognised in Germany, you must take out health insurance here.

If you opt for a statutory health insurance scheme, you can make use of the currently standard student rate of approximately € 80/month. This generally no longer applies to students who are older than 29 years or have exceeded 14 semesters. These students must pay much more. You will receive the insurance certificate necessary for enrolment from the health insurance scheme.

Students who opt for private health insurance can generally no longer switch to statutory insurance during the course of studies. In addition to a certificate concerning membership in a private health insurance, for enrolment you must also submit the confirmation of a statutory health insurance scheme that you are exempt from statutory health insurance in Germany.

Students who are sponsored or supported by DAAD programmes, the EU or DAAD partner organisations can make use of the DAAD's insurance offer. For more information, go to:

www.daad.de/versicherung/allgemein/bedingungen/en/14397-daad-insurance-destination-germany



Opening a Bank Account

If you have a bank account in a Eurozone country, you can participate in the SEPA scheme for international bank transfers and direct debits. You do not need to open a bank account in Germany.

If you do not have a bank account in a Eurozone country, you may need to open a German bank account to pay the rent and deposit for your room and to transfer your Student Union fee. This is generally free for students.

Documents required to open a bank account:

- » valid form of identity
- » proof of enrolment at HSWT (letter of admission or enrolment certificate).
- » email address and (if applicable) mobile number

Registering with the Authorities

FREISING REGISTRATION OFFICE

International students must register at the local Registration Office (*Bürgerbüro*, or *Einwohnermeldeamt*) within one week of arrival. To register, bring a valid form of identity and your rent agreement.

Bürgerbüro Freising

Marienplatz 1
85354 Freising
T +49 8161 544-3321
buergerbuero@freising.de

Office hours:

Monday through Friday	8:00AM – 12:00 noon
Monday and Thursday	2:00PM – 6:00PM

RESIDENCE PERMIT

International students from outside the EU and EEA must apply for a residence permit for the duration of the validity of their visa (or visa-free stay) at the District Immigration Office (*Ausländeramt*). It may take several weeks for the residence permit (a plastic card like a bank card) to be issued, so you should apply early.

A simplified procedure is provided for Swiss students.

Landratsamt Freising

Ausländeramt

Landshuter Straße 31
85356 Freising
T +49 8161 6000
auslaenderamt@kreis-fs.de

By appointment only.

Contact the office by phone or email to arrange an appointment.

For further information on the residence permit, please contact the International Office or the District Immigration Office directly.

CHECKLIST: THE FIRST FEW DAYS AFTER ARRIVAL

- ☐ Pick up the key for your room in the hall of residence or private accommodation
- ☐ Open a bank account (if applicable)
- ☐ Obtain proof of health insurance (if not yet done)
- ☐ Enrol (or pick up enrolment documents if already enrolled)
- ☐ Sign your rent agreement at the *Studentenwerk*, submit your enrolment certificate and passport photograph (if applicable)
- ☐ Arrange an appointment with the International Student Advisor
- ☐ Register at the *Bürgerbüro Freising*
- ☐ Apply for a residence permit at the *Ausländeramt* (if applicable)



STUDENT RESOURCES

Student ID ("Student.Card") and Semester Ticket

Once you have submitted all the required documents for enrolment, you will be issued a student smartcard ID, which also serves as a library card, payment card for the campus cafeterias and booking terminals, and as a door opener for certain campus buildings.

You can travel for free on the entire *Münchner Verkehrs- und Tarifverbund* (MVV, the Munich local transport authority) transport network during the semester at the following times:

- » Monday to Friday from 6:00PM to 6:00AM
- » All day on Saturdays, Sundays, public holidays and on 24 and 31 December

You can also purchase an IsarCard Semester (€146.50 for the summer semester 2015) if you wish, which will give you unrestricted travel on the entire MVV network.

Credit and Booking Terminals

You can transfer money onto your Student.Card by using one of the credit terminals on campus.

Please note that only bank notes (no coins) and – at some terminals – German EC Debit Cards are accepted.

Credit terminals are located:

- » at building C4 (*Gebäude an der Pappelallee*, room C4.221)
- » at the main cafeteria (*Mensa*), and
- » at the Weihenstephaner Berg cafeteria

To transfer credit from your Student.Card to your printing account, use one of the following booking terminals on campus:

- » at building C4 (*Gebäude an der Pappelallee*, room C4.221)
- » at building A1 (*Neues Lehrgebäude*, room A1.322)
- » at building F9 (*Forstgebäude*, room F9.348)
- » at building A9 (*Kustermannhalle*, room A9.201)

Personal Timetable

Consult the lecture timetables (*Vorlesungspläne*) to find out when and where the lectures, seminars etc. for your chosen courses take place. If you have chosen modules from different semesters, you will need to consult all the respective lecture timetables.

The lecture timetables can be found on our university network (→ Computers). Once you have logged on in the network, you can access them at (available in German only):

www.hswt.de/studium/studiengaenge.html → your course of studies → *Studienbetrieb*

Libraries

You can use the following libraries on the Weihenstephan campus:

- » HSWT main library (*Zentralbibliothek*, Am Hofgarten 2)
- » All other HSWT libraries
- » TU München Library (Am Forum 1)

Visit the webpage below or pick up a flyer on site for information on the libraries' hours, lending periods, etc.

www.hswt.de/en/about-us/central-facilities/library.html

Your → Student.Card serves as your library card. To use it at the TU München Library, you first need to have it activated at one of the service counters there.

In addition, there is the municipal library (*Stadtbibliothek*) in Freising. Present your ID card or passport and some proof of address to be issued a library card.

www.stadtbibliothek.freising.de (German website)

Computers

ACCESS TO THE UNIVERSITY NETWORK

With your enrolment documents you will receive a login and password to access the university network and the university computers.

COMPUTER ACCESS

With your → Student.Card, you have access to numerous computer rooms on campus. The computers are equipped with the standard Microsoft Office software and some additional programs (CAD, Photoshop, etc.).

The following regulations apply for use of the University's computers:

www.hswt.de/en/about-us/central-facilities/computer-centre/principles-of-use.html

USE OF DRIVES

- » Every user has access to the **D: drives** of the University's computers.
- » In addition, you have your own **H: drive** to store your personal work, accessible from every computer but only to you.
- » The **L: drive** is used by teachers to forward course scripts and work materials. You can only download data from it, not add documents yourself.

www.hswt.de/en/about-us/central-facilities/computer-centre/file-storage-and-access.html

The H: and L: drive can also be accessed from external computers.

extern.hswt.de

STUDENT.ONLINE

You can change your address details on Student.Online if necessary. This is also where you → enrol for modules and examinations and, once these have been corrected, receive your results. Here, you will also find information on transferring your semester fee (bank account and payment reference), which you will need to do in order to → re-enrol.

student.online.hswt.de

WI-FI ON CAMPUS

A number of buildings on campus have Wi-Fi access points using *eduroam* or *lrz*. To set up wireless internet connection, connect to the RADIUS server with your computer-access login plus "@hswt.de". The password is the same as for computer access.

www.hswt.de/en/about-us/central-facilities/computer-centre/wlan-vpn.html



PRINTING

The University's computer rooms are equipped with printers and plotters. To scan and to pay for print-outs (DIN A4 and A3 formats) you need your Student.Card. Printing costs are billed through an online printing account connected to your computer account; use the → Booking terminals to credit your printing account with your Student.Card. The prices for printing are listed on each printer.

EMAIL ACCOUNT

Every student receives an email account, which they should use for university communication. All email addresses follow this pattern:

firstname.familyname@student.hswt.de

The email account can be accessed both on and off campus through the following link:

webmail.hswt.de

Eating on Campus

The *Mensa* is the main university cafeteria for lunch (vegetarian/vegan options available). It is located at the foot of Weihenstephaner Berg, on the grounds of TU München. Inexpensive meals – main dishes starting from € 1, plus different side dishes and occasional special meals – are offered Monday through Friday from 11AM to 1:30PM. You pay with your Student.Card. The menu can be accessed online at:

www.studentenwerk-muenchen.de/mensa/speiseplan/index-en.html

There are two other, smaller cafeterias on campus, one in the same building as the *Mensa* (where you can also pay with cash), and one on top of Weihenstephaner Berg at *Akademiegebäude* (Student.Card payment only).

In addition, there are the *fair geniessBar* café and snack bar, adjacent to the TU München Library, and the *Bistro Orangerie* at the *Staudengarten*.

Language Courses

The University's Language Centre offers German courses, as well as a wide range of other foreign language courses (e.g. French, Spanish, Dutch, Chinese and Russian). Please note that courses will only take place if there is sufficient demand.

www.hswt.de/en/about-us/central-facilities/language-centre.html

Students at our university also have the opportunity to make use of the multimedia courses offered by the Virtual University of Bavaria ("VHB", e.g. German, English and French courses) free of charge.

www.vhb.org/en/homepage

To help you improve your use of everyday German, a language tandem programme has been introduced where two students with different native languages meet on a regular basis and help improve each other's language skills. The tandem programme is administered by the International Office.

www.hswt.de/en/international/learning-languages.html

In addition, you can pay to attend German language courses at the *Volkshochschule (VHS)* Freising, a state-supported educational institution offering mostly evening and weekend block classes.

www.vhs-freising.org (German website)

Sports at the University

The universities offer an extensive range of sports activities. To participate, you need a participant ID card and a badge (*Semestermarke*). After purchasing the badge on-line, bring the confirmation of booking, a photo ID, your → Student.Card and a passport photograph to the university sports centre (*Zentraler Hochschulsport* or *ZHS*) office located in the Altes Akademiegebäude, where you will then receive the participant ID card and badge. The badge is valid for one semester; the cost depends on the type of activities chosen. A fee also applies for some classes.

You will pay for your badge and your class fees by SEPA direct debit. To do this, you will need to submit a signed debit form. You only need to submit this once. You will be given the debit form to complete when you make your first booking, and you must send it to ZHS within 10 days (when obtaining your badge or by post, for example).

For more information about the sports offered or the opening times of the ZHS office, pick up the brochure "Hochschulsport Freising, Landshut und Triesdorf", or go to:

www.zhs-muenchen.de (German website)

Important Announcements

Important information about, for example, examination dates, lectures or events at the University is posted both on departmental noticeboards (*Schwarzes Brett*) and online on the news (*Neuigkeiten*) section of the web pages of the HSWT courses of study (visible after login on the German website). You should check for such announcements on a regular basis.

Re-Enrolment

If you wish to stay for another semester in Weihenstephan and you have the consent of the International Office of HSWT and your home university, you must re-enrol at the end of the lecture period of the first semester. To re-enrol, you will need to transfer the fee for the second semester to the "Staatsoberkasse". You will find the university's bank account details and your individual payment reference on the Student. Online portal. Please note that the semester fee must reach the university's bank account by the payment deadline.

student.online.hswt.de

After re-enrolment you will also have to re-new your Student.Card for the second semester at a validation terminal (*Validierungsstation*). There, the new expiry date will be printed on the card and saved on the card's chip.

The validation terminals on campus are located at:

- » building A6 (*Verwaltungsgebäude*, main entrance)
- » building C4 (*Gebäude an der Pappelallee*, room C4.221)

EMPLOYMENT

Students from EU Countries, Iceland, Liechtenstein, Norway and Switzerland

For exchange students from EU countries, Iceland, Liechtenstein, Norway and Switzerland, the same employment law provisions apply as for German students. During the semester (the lecture period), they may hold part-time jobs of up to 20 hours per week. You can work for more than 20 hours in exceptional cases, if you only work on weekends, in the evening or during the night, for example.

Students from Other Countries

Exchange students from other countries are permitted to work outside university for a maximum of 120 full days or 240 half days per year during their stay in Germany. Student jobs at the university itself or employment at university-related research institutes do not count towards this limit, however.

Any further employment must be authorised by the District Immigration Office (*Ausländeramt*).

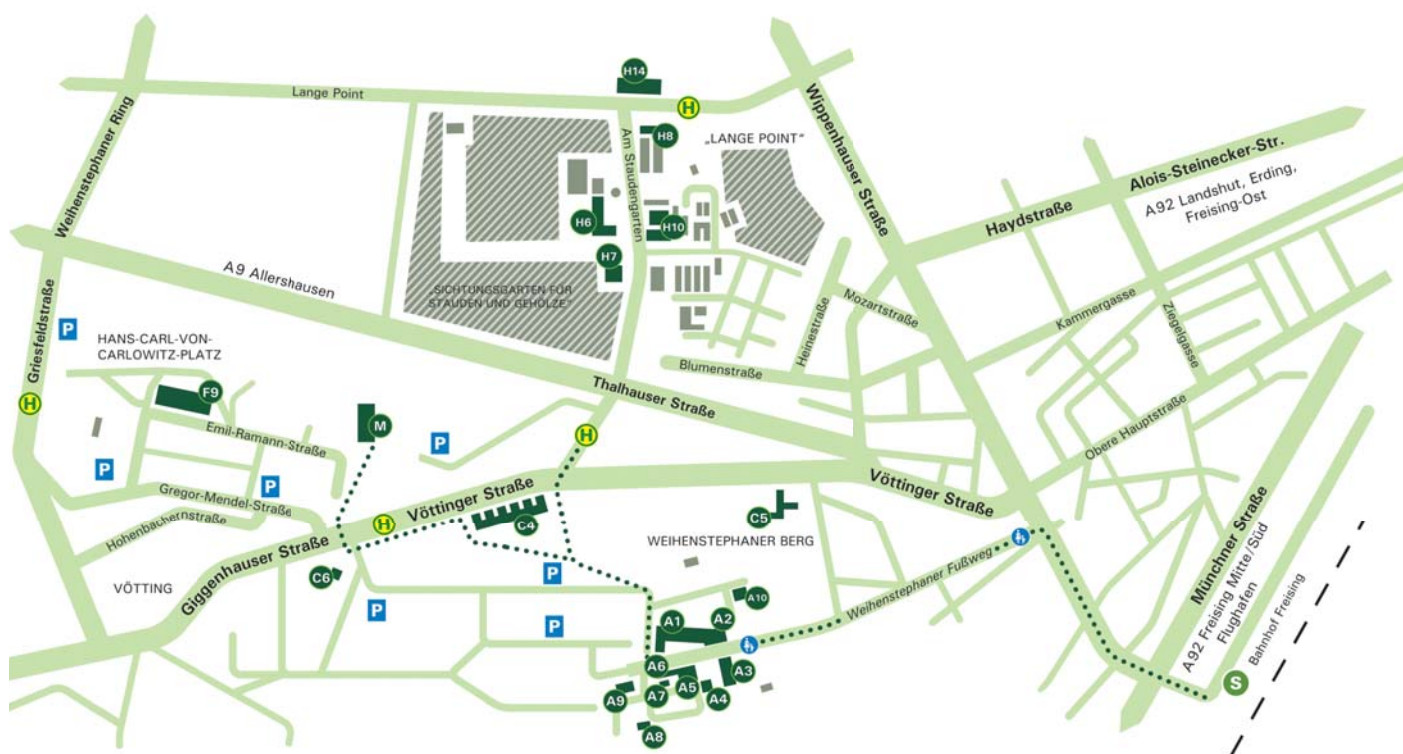
The detailed provisions are specified in your residence permit. For further information, contact the District Immigration Office.

Landratsamt Freising Ausländeramt

Landshuter Straße 31
85356 Freising
T +49 8161 6000
auslaenderamt@kreis-fs.de

By appointment only.
Contact the office by phone or email to arrange an appointment.

CAMPUS MAP



- A1 Neues Lehrgebäude
- A2 Biotechnikum
- A3 Löwentorgebäude
- A4 Verwaltungsgebäude
- A5 Stammgebäude
- A6 Verwaltungsgebäude (Student.Service)
- A7 Salettl
- A8 Bibliothek (Library)
- A9 Kleine Kustermannhalle
- A10 Institut für Landschaftsarchitektur

- C4 Gebäude an der Pappelallee (International Office)
- C5 Bioinformatikzentrum
- C6 Deloitte-Gebäude
- F9 Forstgebäude
- H6 Institut für Lebensmitteltechnologie
- H7/H8 Institut für Gartenbau
- H10 Technik und Gartenbau
- H14 Technologiegebäude
- M Mensa (Main Cafeteria)

For an overview of all lecture halls, seminar rooms and labs, go to:
www.hswt.de/en/studies/campus/weihenstephan.html#c71173



FREISING

Freising is an old bishop's seat with a history going back more than 1300 years. The Freising Tourist Office provides a wealth of information on the city:

Touristinformation Freising
 Marienplatz 7
 T +49 8161 5444-111

Office hours:
 Monday - Friday 9:00AM – 6:00PM
 Saturday 9:00AM – 1:00PM

The following websites are also recommended:

www.freising.de (German website)
home.meinestadt.de/freising (German website)
www.freisinger-studentenleben.de/english.php

International Office Events

The International Office organises a varied programme of events for exchange students, from orientation courses to cookery nights to excursions. You can find out what we have to offer on our Facebook group "H SWT Incoming Students", for example.

Places to see in Freising

» Historic Old Town and Domberg (Cathedral Hill)

The historic old town, with main street, the town hall, Marienplatz, Marian column and St. George's Church, forms the centre of Freising. A farmer's market offering fresh produce is held every Wednesday and Saturday morning on the Marienplatz.

Two of Freising's most important tourist sites are the Cathedral – the town's landmark, visible from afar – and the adjacent diocesan museum.

» Weihenstephan Gardens

The training gardens at Weihenstephan, serving the Departments of Landscape Architecture, Horticulture and Food Technology, are inviting and informative places to spend some time. The Oberdieck garden, allotment gardens (*Kleingarten*) and renowned perennial garden (*Staudensichtungsgarten*) are open to visitors daily from April 1 to October 31, 9:00AM to 6:00PM. The box-tree garden (*Buchsgarten*) and courtyard garden (*Hofgarten*) on Weihenstephaner Berg are accessible all year round. Entrance is free of charge.

www.hswt.de/en/weihenstephan-gardens.html

Sports and Recreation

In addition to the University's sports facilities, Freising itself provides numerous opportunities for sports and recreation.

www.freising.de/leben-wohnen/sport-freizeit.html (German website)



These include not only fitness studios and a great variety of sports clubs and associations but also a public open air swimming pool, an indoor swimming pool and the many lakes in the surrounding area for swimming and relaxation, such as the *Kleiner Pullinger See*, *Vöttinger Weiher* and *Stoibermühle*.

In winter, you can go ice-skating on the public rink at *Luitpoldanlage*.

Hochschulgemeinde (University Parish)

The ecumenical *Hochschulgemeinde* welcomes students of all faiths and nationalities to join in its activities, including countryside walks, guided tours, theme nights, film nights, meditations and religious services. A gospel choir and band meet weekly for rehearsals. About once a month, the regulars' table, *Campus Treff International*, attracts students and academics from all around the world. The community house and adjacent garden offer ample space for social get-togethers open to everyone.

www.hsg-freising.de (German website)

Music

If you are interested in music, you can not only participate in the activities organised by the → *Hochschulgemeinde*, but also take up the invitation of the *Weihenstephaner Musikwerkstatt* ('music workshop') to join its big band, choir or orchestra. The *Weihenstephaner Blasmusik*, a brass band orchestra consisting of students from HSWT and TU München, is also open to new members.

www.weihenstephaner-musikwerkstatt.de (German website)

www.facebook.com/pages/Weihenstephaner-Blasmusik/223848164342808

Going Out

BEER GARDENS, BARS AND PUBS

Beer gardens are popular meeting places in summer and a vital part of Bavarian culture. There are a number of beer gardens in the Freising area, including:

- » Plantage located in the forest just north of Freising
- » Lindenkeller at the footpath from Weihenstephaner Berg to Freising old town
- » Bräustüberl adjacent to the Weihenstephan Brewery
- » Biergarten Schlossallee in Haag an der Amper

Freising also has many bars and pubs to complement the nightlife.

CINEMA

Apart from the on-campus film nights, for example at the → *Hochschulgemeinde*, you can also go to the Schafhof in Freising, which shows films about twice a month. For the latest films, there is the Cineplex in Neufahrn and Rosenhof Lichtspiele in Moosburg (both near Freising). Cineplex also shows films in their original English version.

cafe-im-schafhof.de/news.html (German website)

www.cineplex.de/neufahrn (German website)

www.rosenhof-lichtspiele.de (German website)

PARTIES

Most student parties are held in the halls of residence and WGs. Dates are usually announced on the noticeboards or spread by word of mouth. Also watch out for flyers in the university cafeterias.

EVENTS

Special events in Freising include the May Day celebration (*Maifest*) on Weihenstephaner Berg, the free-beer festival (*Freibierfest*), the week-long open-air film festival *Kino am Rang* and the *Altstadtfest*, a festival in the old town.

PLACES TO SEE AROUND FREISING AND BAVARIA

- » **Munich**
Capital of Bavaria and the third biggest city in Germany (pop. 1.4 million), providing a broad range of cultural and leisure activities
www.muenchen.de/int/en/
- » **Landshut**
Beautiful historic old town and Trausnitz castle
www.landshut.de
- » **Augsburg**
One of the three oldest cities in Germany and the third biggest city in Bavaria
www.augsburg.de
- » **Regensburg**
City on the Danube River; its large medieval centre is a UNESCO World Heritage Site
www.regensburg.de/tourismus/3854
- » **Nuremberg**
Second biggest city in Bavaria, with a medieval castle and world-renowned Christmas market
www.nuernberg.de/internet/portal_e/index.html
- » **Garmisch-Partenkirchen**
Alpine resort and terminus of the railway to the Zugspitze, Germany's highest mountain
www.gapa.de/Garmisch_Parttenkirchen_Home_en
- » **Lenggries**
Hiking and skiing resort
- » **Chiemsee**
Biggest lake in Bavaria; Herreninsel Island with Herrenchiemsee, the Palace of King Ludwig II of Bavaria, inspired by Versailles
- » **Tegernsee**
Spa town with a swimming lake, hiking and walking trails
- » **Neuschwanstein Castle**
King Ludwig's fairytale castle
www.neuschwanstein.de/englisch/tourist/index.htm
- » **Kloster Andechs**
Famous Benedictine monastery on Lake Ammersee that has brewed beer since 1455
- » **Schleißheim Palaces**
www.schloesser-schleissheim.de/englisch/schleissheim/index.htm

INFORMATION ON GERMANY

See the following websites for more information about Germany and its major tourist sites and attractions:

www.deutschland.de/en

www.tatsachen-ueber-deutschland.de/en/

www.germany.travel/en

TRAVEL OPTIONS

By Rail

German Railways (*Deutsche Bahn*) provides long- and medium-distance rail travel in Germany and cooperates with local commuter services and bus operators. There are many different types of ticket to choose from, allowing you to make considerable savings.

SEMESTERTICKET

You can travel for free on the entire *Münchner Verkehrs- und Tarifverbund* (MVV, the Munich local transport authority) transport network during the semester at the following times:

- » Monday to Friday from 6:00 a.m. to 6:00 a.m.
- » All day on Saturdays, Sundays, public holidays and on 24 and 31 December

You can also purchase an IsarCard Semester (€146.50 for the summer semester 2015) if you wish, which will give you unrestricted travel on the entire MVV network.

Alternatively, single or partner day travel tickets are available from MVV for individual journeys to Munich or around Freising.

BAYERN-TICKET AND BAYERN-TICKET NACHT

Both tickets allow for unlimited second-class travel on all regional trains (i.e. RB, IRE, RB and S-Bahn; excluding ICE, IC, EC and D trains), underground trains (*U-Bahn*), trams and buses throughout Bavaria for up to five people travelling together. Both tickets currently cost € 23 for one person and an additional € 5 (*Bayern-Ticket*) / € 2 (*Bayern-Ticket Nacht*) per travelling companion. The price is slightly higher if you purchase the ticket at a ticket counter (rather than online or at a ticket vending machine).

The regular *Bayern-Ticket* is valid for one day, starting Monday through Friday from 9:00 a.m. and midnight on Saturdays, Sundays and public holidays, until 3:00 a.m. of the following day.

The *Bayern-Ticket Nacht* is valid any day from 6:00 p.m. until 6:00 a.m. of the following day (7:00 a.m. if it is a Saturday, Sunday or public holiday).

SCHÖNES-WOCHENENDE-TICKET

This ticket is valid on all regional trains (second-class), on services offered by many transport associations throughout Germany and on some connections to neighbouring countries for up to five people travelling together. *Schönes-Wochenende-Ticket* allows for unlimited travel on any Saturday or Sunday, from midnight to 3:00 a.m. of the following day, and currently costs € 40 for one person and an additional € 4 per travelling companion. The price is slightly higher if you purchase the ticket at a ticket counter.

QUER-DURCHS-LAND-TICKET

This ticket allows for unlimited second-class travel on regional trains for up to five people travelling together. The *Quer-Durchs-Land-Ticket* is valid for one day, starting Monday through Friday from 9:00 a.m. and midnight on Saturdays, Sundays and public holidays, until 3:00 a.m. of the following day. It currently costs € 44 for one person and an additional € 8 per travelling companion. The price is slightly higher if you purchase the ticket at a ticket counter.



LINKS TO DEUTSCHE BAHN AND LOCAL TRANSPORT

www.bahn.com/p_en/view/index.shtml

www.mvv-muenchen.de/en/homepage/index.html

www.kreis-freising.de/landkreis/bus-bahn/fahrplaene-im-landkreis → *Buslinien Landkreis Freising*

By Coach

Tickets for bus journeys are often significantly cheaper than for rail journeys. You can compare prices for bus journeys, both within Germany and for international travel, on this website:

en.busliniensuche.de

By Car

CAR SHARING

Car sharing is quite a popular and economical way to travel in Germany. A variety of internet sites provide platforms for matching up drivers with passengers. Some of them also include rail sharing (since group tickets are often cheaper).

www.carpooling.co.uk

www.mitfahrzentrale.de/en

CAR RENTAL

To rent a car you need a driver's license valid in Germany. Some rental companies require the driver to be above 18 years of age (the legal driving age in Germany). Note that in Germany we drive on the right side of the road.

By Plane

Airlines serving Munich Franz Josef Strauß Airport (MUC) include:

www.lufthansa.com/de/en/Homepage

www.airberlin.com/en-DE/site/start.php

www.germanwings.com/en/index.shtml

EMERGENCY CONTACTS

Emergency phone numbers:

Police: 110

Fire service: 112

Ambulance: 112

Freising Hospital:

Alois-Steinecker-Str. 18

85354 Freising

T +49 8161 24-3000



III. LEAVING WEIHENSTEPHAN

At some point you will have to leave Weihenstephan. We hope you will have enjoyed your stay at our University and take home many good memories, new friendships and valuable knowledge.

Before leaving, there are a few things you need to do:

- ☐ Return all books from the library
- ☐ Pick up confirmation of the time of your stay at the International Office
- ☐ De-register at the *Bürgerbüro* in Freising
- ☐ Close your bank account and inform your bank of your home address (if applicable)
- ☐ Return your room key and provide your home account details for the return of your deposit

Of course, you will receive the transcript of records officially confirming the courses completed and the credit points achieved at our University. Before the transcript is issued, you need to check online at Student.Online that all your courses and credit points have been correctly listed. The grades will be transferred to the online portal about two weeks after the end of the examination period.

student.online.hswt.de

We would be delighted if you could recommend HSWT to your fellow students at home. Feel free to contact us again for further questions or materials.

Thank you for coming to Weihenstephan. We hope your last days in Germany will be enjoyable and wish you a safe trip home!

The HSWT International Office

