


**Fact Sheet on Student Exchange Program  
 Winter semester 2012/13**

Contact information	
Name of university	Karlsruhe University of Applied Sciences (HsKA) (Hochschule Karlsruhe – Technik und Wirtschaft)
Coordinating office	International Office
Mailing address	Moltkestraße 30, 76133 Karlsruhe, Germany
Contact information	Incoming Student Advisor Ms. Angelika Günter-Warth Email: <a href="mailto:angelika.guenter-warth@hs-karlsruhe.de">angelika.guenter-warth@hs-karlsruhe.de</a> Tel.: +49 (0)721 – 925 1086 Fax: +49 (0)721 – 925 1089
	Outgoing Student Advisor Mr. Hannes Schwarz E-Mail: <a href="mailto:hannes.schwarz@hs-karlsruhe.de">hannes.schwarz@hs-karlsruhe.de</a> Tel.: +49 (0)721 – 925 1085 Fax: +49 (0)721 – 925 1089
	Director International Office Dr. Joachim Lembach Email: <a href="mailto:joachim.lembach@hs-karlsruhe.de">joachim.lembach@hs-karlsruhe.de</a> Tel.: +49 (0)721 – 925 1090 Fax: +49 (0)721 – 925 1089
Website	<a href="http://www.hs-karlsruhe.de/io">www.hs-karlsruhe.de/io</a>

General information		
Academic calendar	Winter semester 2012/13 Sep. 1 – Feb. 28	Summer semester 2013 Mar. 1 – Aug. 31
Preparatory intensive German language course	Planned: Sep. 17 – 28 (exact dates to be confirmed)	Planned: Feb. 25 – Mar. 8 (exact dates to be confirmed)
Teaching period	Oct. 1 – end of January (exact dates to be confirmed)	Mar. 11 - end of June (exact dates to be confirmed)
Examinations	Planned: Jan. 28 – Feb. 15 (exact dates to be confirmed)	Planned: Jul. 3 – 19 (exact dates to be confirmed)
Semester Break	Dec. 21 – Jan. 7 (exact dates to be confirmed)	May 17 – 24 (exact dates to be confirmed)
Link to academic calendar	<a href="http://www.hs-karlsruhe.de/calendar">www.hs-karlsruhe.de/calendar</a>	
Student workload	The normal workload for full-time students is 30 ECTS credits per semester.	
Application deadline	Summer semester: Dec. 31	Winter semester: May 31
Website for exchange-related information	<a href="http://www.hs-karlsruhe.de/en/international/exchange-students.html">www.hs-karlsruhe.de/en/international/exchange-students.html</a>	
Online application	<a href="https://hs-karlsruhe.moveonnet.eu/moveonline/incoming/welcome.php">https://hs-karlsruhe.moveonnet.eu/moveonline/incoming/welcome.php</a>	
Application check list	Having submitted their online application, exchange students must send the following documents by e-mail to <a href="mailto:angelika.guenter-warth@hs-karlsruhe.de">angelika.guenter-warth@hs-karlsruhe.de</a> : <ul style="list-style-type: none"> <li>Printed online application</li> </ul>	

	<ul style="list-style-type: none"> <li>• Learning agreement listing the course units which they wish to take</li> <li>• Transcripts of Records obtained in previous years of study</li> <li>• Copy of passport</li> </ul> <p>If a student intends to do a thesis project at HsKA or an internship in industry, a short description of the intended subject area of the thesis / the internship is required.</p>
Language requirement	For courses taught in German, a minimum language competency at CEFR B level is required. Likewise, for the International Program a minimum English language competency at CEFR B level is expected.
Can students extend their exchange period?	Yes, but this would be subject to the approval of the home and host universities. Students may extend their stay for another study semester or for an internship in industry, provided they have been successful in finding a placement for themselves. HsKA will assist exchange students in finding a place, but cannot provide internships itself.
Activities or services available to exchange students	<ul style="list-style-type: none"> <li>• Access to campus facilities including library, student canteen, etc.</li> <li>• Each student will be assigned a buddy who will help in administrative matters in the first weeks after arrival</li> <li>• For finding friends students can use the <a href="http://www.study-buddies.eu">www.study-buddies.eu</a> platform</li> <li>• Events and excursions for international students are offered at modest prices</li> </ul>

Course-related information for exchange students	
Online course information	<a href="http://www.hs-karlsruhe.de/en/io/exchange-students/courses-for-exchange-students.html">www.hs-karlsruhe.de/en/io/exchange-students/courses-for-exchange-students.html</a>
Course schedule/timetable	Will be provided upon arrival
Medium of instruction and assessment	The medium of instruction and assessment for courses offered within the <a href="#">HsKA International Program</a> is English. For other courses it is German, unless specified otherwise.
Minimum and maximum number of credits to be taken per semester	Maximum number of ECTS credit points per semester: 30. Depending on approval by the sending institution, exchange students can take fewer credits, but not more.
Are students allowed to take cross-faculty modules?	Yes, subject to approval by the faculties involved. It is the student's responsibility to make sure that this does not result in timetable clashes.
Level of courses	Exchange students normally take courses according to their academic level at their home institution. Advanced bachelor students may be eligible to take master's courses, provided they meet the respective academic requirements.
Language classes	<p>German Language Intensive Course starting approx. two weeks before lectures start (levels A 1 – B1). German language classes are also offered during the semester (level A 1 – B 1). All German language classes are free of charge for exchange students. For higher levels, students will be assisted in finding courses at other institutions.</p> <p>Other language courses including English, French and Spanish are offered to interested students free of charge at the HsKA's Foreign Language Institute.</p>

Accommodation	
Is university accommodation available for exchange students?	Students can apply for university accommodation directly at the Student Services (Studentenwerk). However, there is usually a 1-semester waiting list. Therefore, the International Office has a quota of rooms in student hostels. Because the number of these rooms is limited, students can have a room for one semester only. They will receive information on how to apply for such a room with their invitation letter.

Is university accommodation guaranteed?	No
Is accommodation available over semester breaks?	University accommodation can be rented for the complete semester only
Website for information on accommodation	For more information about university and private accommodation go to <a href="http://www.hs-karlsruhe.de/en/prospective-students/student-life/accommodation.html">www.hs-karlsruhe.de/en/prospective-students/student-life/accommodation.html</a> .

### Visa requirements

Are exchange students required to obtain a student visa?	Depends on nationality; information at <a href="http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html">www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/Visabestimmungen_node.html</a>
Are exchange students allowed to work?	Exchange students are expected to have a full study workload. In order for students to get the most out of their exchange academically, we cannot recommend them to work.

### Arrival / Orientation program

Recommended arrival dates	<div>Winter semester</div> <ul style="list-style-type: none"> <li>For students taking the preparatory intensive German language course: mid-September</li> <li>For other students: end of September at the latest</li> </ul>	<div>Summer semester</div> <ul style="list-style-type: none"> <li>For students taking the preparatory intensive German language course: end of February</li> <li>For other students: beginning of March at the latest</li> </ul>
Is an airport pick-up service available?	No. The train connections between Frankfurt airport and Karlsruhe are excellent, with trains running hourly during the day time.	
Orientation period	Introductory meetings of faculties, student's union and International Office in the first week of lectures	

### Insurance

Are exchange students required to purchase insurance?	<p>Yes. It is mandatory for registration. There are two options:</p> <ol style="list-style-type: none"> <li>Students can take out health insurance in their home country, in which case they must provide proof of insurance.</li> <li>Students can take out health insurance after arrival. Information will be given in the International Office. The cost is approx. € 80 per month.</li> </ol>
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### Estimated expenses in local currency

*(The estimated costs are for reference only. Actual expenses may vary from person to person.)*

- € 62,70 contribution fee for student service (Studentenwerk) per semester
- € 5 one-off fee for the campus card
- Approx. € 250-300 for accommodation per month
- Approx. € 80 for health insurance per month
- Approx. € 100 per semester for public transport
- Approx. € 80 per month for meals in the student canteen

It is not possible to transfer payments in advance. Students must make sure they have sufficient financial means for meeting the costs above and living expenses once they are in Karlsruhe (details will be given by the International Office).