



# FH Bielefeld

## Guide for Incoming Staff

Information for Visiting Staff,  
Researchers and Lecturers



## WELCOME!

Dear Staff Members, Researchers and Lecturers,

We are delighted that you have chosen “Bielefeld University of Applied Sciences”<sup>1</sup> in the region of Eastern Westphalia for your staff week, visit as guest lecturer or research stay and are looking forward to welcoming you here.

We are certain that the time you spend here at our university and in this region of Germany will be filled with many new and exciting experiences. This brochure is designed to provide some guidance and to help you plan your stay at FH Bielefeld. It contains information you might find useful before and during your stay such as general organisational tips, formalities and contact details. Please note that this guide focuses on information specifically related to your staff week, visit as guest lecturer or research stay at FH Bielefeld, no matter how long you stay.

Further general information on lecturing and researching in Germany is provided on the website of Research in Germany at [www.research-in-germany.org/en](http://www.research-in-germany.org/en).

Further useful weblinks are provided at the end of this brochure.

The International Office Team will support and help you with all of your questions. Please do not hesitate to contact us! It is our goal to make your stay at FH Bielefeld as wonderful, productive and enlightening as possible.

We wish you a great start and a successful stay at FH Bielefeld!

Your International Office Team

<sup>1</sup>Subsequently called FH Bielefeld, short for Fachhochschule Bielefeld

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**Welcome!**  
To FH Bielefeld  
University of  
Applied Sciences

## International Office

The International Office is the “international hub” of the FH Bielefeld. Our responsibilities include supporting the international exchange of staff members, researchers and lecturers as well as managing international student exchange. In addition to coordinating and running international programmes, we also attract third party funding and promote the process of internationalisation at the university with innovative ideas and concepts. Our work focuses on encouraging international mobility for all members of the university.

If you have any questions, please contact us:  
We are happy to help!

### Bielefeld University of Applied Sciences

International Office  
Rooms A 227/229/231  
Interaktion 1  
33619 Bielefeld  
Germany  
international.office@fh-bielefeld.de

➤ [www.fh-bielefeld.de/en/international-office](http://www.fh-bielefeld.de/en/international-office)

### MAIN CONTACTS

#### Head of International Office

Judith Peltz  
Room A 231  
Phone +49.521.106-7710  
judith.peltz@fh-bielefeld.de

#### Erasmus+ Coordinator and Staff Mobility

Barbara Lawatzki  
Room A 229  
Phone +49.521.106-7709  
barbara.lawatzki@fh-bielefeld.de

## Fachhochschule Bielefeld

As a university of applied sciences, FH Bielefeld<sup>2</sup> offers a wide range of practice-oriented courses and subjects. Founded in 1971, FH Bielefeld was one of the first universities of applied sciences in the first wave of FHs to open in Germany. We are a welcoming university with strong ties in the region that values hands-on teaching and research in a global network.

- **3** campuses: Bielefeld, Minden and Gütersloh
- **5** faculties: Design, Minden Campus, Engineering and Mathematics, Social Sciences, Business and Health
- **10.228** students (11/2018),  
**858** international students (11/2018)
- **221** professors (11/2018)
- **258** academic staff members
- **248** administrative staff members
- **37** Bachelor programmes
- **25** Master programmes
- **5** certificates
- **5** research institutes
- **3** research groups

Due to FH's close cooperation with regional and trans-regional businesses, students have the opportunity to participate actively in professional life. From the earliest stages of their studies, students apply the theoretical knowledge acquired in lectures, seminars and tutorials in projects and periods of practical training. Most degree courses' curricula at FH Bielefeld include an internship. Therefore, students usually establish beneficial contacts with potential employers. This is a huge advantage on the job market once they have completed their studies.

<sup>2</sup> Not to be confused with Bielefeld University as both are independent institutions.

### One university, three campuses

FH Bielefeld is located in the beautiful region of East Westphalia-Lippe (Ostwestfalen-Lippe, OWL for short). Located in the northeast of North Rhine-Westphalia, the region consists of medium-sized cities and rural areas. It is well-known for its furniture, as well as machine and automation engineering industries.

FH Bielefeld is divided into three venues in the cities of Bielefeld, Minden and Gütersloh. Students study in one of the venues depending on their course of study.





**Before your Visit**  
at FH Bielefeld

## Invitation Letter and/or Mobility Agreement

### Invitation Letter

With the Letter of Invitation you can be formally invited to stay at the FH Bielefeld for your staff week, visit as guest lecturer or research period. The Letter of Invitation contains information about your planned stay at the FH Bielefeld, visits to courses, research areas or projects and if possible, potential contact persons.

### Mobility Agreement (Erasmus+)

The Mobility Agreement includes information on the duration of your stay at the FH Bielefeld, your home university and the proposed Mobility Programme and has to be signed by the International Office of FH Bielefeld before you arrive in Germany. Should you receive Erasmus+ funding when visiting FH Bielefeld, you will receive a Mobility Agreement.

**If you need an Invitation Letter or support with your Mobility Agreement, please contact**

#### Erasmus+ Coordinator and Staff Mobility

Barbara Lawatzki  
Room A 229  
Phone +49.521.106-7709  
barbara.lawatzki@fh-bielefeld.de

#### International Office

international.office@fh-bielefeld.de

## Visa or no Visa?

Whether you need a visa for your entry into Germany and for living, lecturing or researching here depends on which country you originate from and for how long you plan to stay in Germany.

### Your home country is

- an **EU member country**, Iceland, Liechtenstein, Norway or Switzerland?  
You are exempt from visa requirements and only need a valid personal identification card to enter Germany. For more detailed information, please visit the website of the Federal Foreign Office, which is linked below.
- a **non-European/non-EEA country**?  
In most cases, you will require a visa for your staff week, to lecture or research at FH Bielefeld. However, there are special regulations for certain states. For more detailed information, please visit the website of the Federal Foreign Office, which is linked below.

Please see the following websites for further information on visa requirements/exemptions for entry into the Federal Republic of Germany and types of visas:

- **Visa and residence permit:**  
[www.bit.ly/2HeuvBh](http://www.bit.ly/2HeuvBh)
- **Overview of visa requirements/exemptions:**  
[www.bit.ly/2Mwiup0](http://www.bit.ly/2Mwiup0)
- **Visa regulations:**  
[www.bit.ly/2OWTFnx](http://www.bit.ly/2OWTFnx)

*Visa and entry requirements are very complex! Please check the official website of the German Embassy or a German Consulate in your home country to see if a visa is required and for further information on application requirements and procedures.*

You can also check the website of the Federal Foreign Office at:  
[www.bit.ly/32of9k0](http://www.bit.ly/32of9k0)

## Health Insurance

Having a health insurance is compulsory in Germany. In order to stay for your staff week, visit as guest lecturer or research stay at FH Bielefeld, you must possess health insurance that is valid for Germany. Please check with your insurance provider at home whether they cover you during your stay at FH Bielefeld. Your health insurance is valid for your stay in Germany if you have a European Health Insurance Card (EHIC).

If you need to take out German health insurance, you will have a choice between public (or statutory) and private health insurance. There is no cap on expenses, i.e. necessary health treatments will be covered no matter what the cost. Public German health insurance will be accepted for your stay, no matter which provider you choose.

The Research in Germany website offers more information on health insurance:  
[www.bit.ly/2LcRmyh](http://www.bit.ly/2LcRmyh)

### Other types of insurance

It is advisable to take out liability insurance covering damages you might cause while living in Germany. If you drive your own car during your stay, car insurance is mandatory.

## Accommodation

Finding accommodation is often difficult in Germany, especially if you only want to rent an apartment for a short period of time.

### Hotels

Many hotels in and near Bielefeld, Minden and Gütersloh are well connected to the various campuses via public transportation.

### Private Rental Offers

There are many possibilities to advertise and find private rental offers for flats, rooms and apartments. It is a good idea to look for apartments not only in the city in which your campus is located, but also in the surrounding areas (e.g. Herford, Bad Salzuflen, Borgholzhausen).

The following list will give you a short overview of selected websites to look for accommodation:

Media	Link
Boardinghaus Campus Bielefeld ( <i>guest apartments at Campus Bielefeld</i> )	<a href="http://www.boardinghouse-campus-bielefeld.de">www.boardinghouse-campus-bielefeld.de</a>
Kolpinghaus Bielefeld ( <i>single- and two-bed- rooms</i> )	<a href="http://www.bit.ly/2Lhw7vg">www.bit.ly/2Lhw7vg</a>
Übernachten in Gütersloh ( <i>accommodation in Gütersloh</i> )	<a href="http://www.bit.ly/2xyG0AO">www.bit.ly/2xyG0AO</a>
Übernachten in Minden ( <i>accommodation in Minden</i> )	<a href="http://www.bit.ly/2YOAT66">www.bit.ly/2YOAT66</a>
eBay-Kleinanzeigen ( <i>ebay classified ads</i> )	<a href="http://www.ebay-kleinanzeigen.de">www.ebay-kleinanzeigen.de</a>
Möblierte Wohnungen ( <i>furnished flats</i> ), fee-based service	<a href="http://www.flatmix.de/en/">www.flatmix.de/en/</a> <a href="http://www.airbnb.com">www.airbnb.com</a>
Neue Westfälische Online ( <i>regional newspaper ads</i> )	<a href="http://www.nw-immo.de">www.nw-immo.de</a>

**German rental ads** will contain abbreviations that you may not know, even if you have learned some German already. The following list will help you to understand the most common abbreviations:

## Bank Account

If you plan a longer visit as guest lecturer or researcher at the FH Bielefeld, it makes sense to open a German bank account. If your home bank cooperates with a particular bank in Germany, you can open an account with them. There is a number of banks in Bielefeld and online banks with different conditions and rates. Take a look at a few of them before deciding.

Abbreviation	Stands for
<b>1 ZKB</b>	1 Zimmer Küche Bad: 1-room-apartment with kitchen and bathroom
<b>1 ZKD</b>	1 Zimmer Küche Dusche: 1-room-apartment with kitchen and shower
<b>2 ZKB</b>	2 Zimmer Küche Bad: 2-room-flat with kitchen and bathroom
<b>KM</b>	Kaltmiete: rent excluding utility bills – monthly rent without electricity, heating and warm water. If the additional costs are not stated in the advertisement, please ask the property owner how much they are approximately going to be.
<b>NK</b>	Nebenkosten: Additional costs for gas, water, heating, garbage collection, etc. (important: electricity is often an additional charge that needs to be paid for directly with the electricity supplier)
<b>WM</b>	Warmmiete: “warm” rent – monthly rent including utility bills
<b>KT</b>	Kaution: deposit – a security of up to three monthly rent payments without utility bills that has to be transferred to the landlord/landlady before moving in. When moving out, the amount will be returned to you, minus any possible costs for repairs.
<b>NR</b>	Nichtraucher: non-smokers

## Family and Schools

If you plan to bring your family to Germany, they may also need a visa and a residence permit, depending on their citizenship and length of stay. They also need to make sure that they have some form of healthcare coverage in Germany.

### Daycare for Children

Your children will be taken care of from the age of one in a daycare (kindergarten). Many daycare centres are run by local municipalities and towns.

You can find more information about child care in Germany on the Research in Germany website:  
[www.bit.ly/2XCPkhC](http://www.bit.ly/2XCPkhC)

### Schools

School is compulsory in Germany only for children aged six and older, which is especially relevant if you stay for a longer time in Germany. The state schools are free of charge, but the costs for school books differ from state to state.

Some schools have a long waiting list, so if you prefer a special one it is recommended to apply for a place before you arrive in Germany.

In Bielefeld, Gütersloh and Minden some schools offer additional international classes in which students expand their German language skills with their native speaker classmates.

You can find information on the education system in Germany on the website of Research in Germany:  
[www.bit.ly/2Jft7z](http://www.bit.ly/2Jft7z)

Schools in Bielefeld:  
[www.bielefeld.de/de/biju/schulen](http://www.bielefeld.de/de/biju/schulen)

Schools in Gütersloh:  
[www.bit.ly/2YRp9jA](http://www.bit.ly/2YRp9jA)

Schools in Minden:  
[www.bit.ly/2RQXYCN](http://www.bit.ly/2RQXYCN)

## Travelling to Campus

No matter at which campus you spend your staff week, your visit as a guest lecturer or research stay, you can easily reach the FH Bielefeld and cities nearby by plane, train and public transport.

### By Plane

All airports in Germany generally have a good connection to public transport. Closest to Bielefeld, Minden or Gütersloh are the international airports listed below (approximate distance in km):

Airport	Bielefeld	Minden	Gütersloh
Paderborn/ Lippstadt	60 km	100 km	50 km
Münster/ Osnabrück	80 km	104 km	65 km
Dortmund	100 km	140 km	80 km
Hannover	127 km	77 km	130 km
Düsseldorf	180 km	216 km	160 km

### By train

In Germany we have a well-developed train network. Inform yourself about train connections and consider regional day tickets and Quer-durchs-Land Tickets (train tickets for the whole country, valid for one day). If necessary, you can buy a train ticket immediately before boarding, but booking in advance may be cheaper.

Your exit stop is either Bielefeld or Gütersloh Hauptbahnhof (Central Station) or Minden (Westfalen).

For further information on travelling by train see:  
[www.bit.ly/2ASNLuD](http://www.bit.ly/2ASNLuD)

### By long-distance bus

You can also travel Germany by long-distance bus. This is an inexpensive option and you do not have to switch transportation so often. However, only certain cities are covered by long-distance bus routes. This option is not suitable for travelling to smaller towns as long-distance bus companies generally target bigger cities. Please note: Trips with long-distance buses need to be booked in advance at least a day before you travel.

On the following website you will find any information you need for travelling by bus:  
[www.busradar.com](http://www.busradar.com)



## After Arrival First Steps in Germany and at FH Bielefeld

## Erasmus+ Formalities

At the end of your stay, make sure that you visit the International Office to get your Certificate of Stay or Certificate of Attendance (for Erasmus+) signed up. This document proves that you visited the FH Bielefeld for an Erasmus+ teaching or training period.

To get your Certificate of Stay or Certificate of Attendance signed up, please contact

### Erasmus+ Coordinator and Staff Mobility

Barbara Lawatzki  
Room A 229  
Phone +49.521.106-7709  
barbara.lawatzki@fh-bielefeld.de

Here you may clarify also further questions in regards of funding and formalities, e.g. Erasmus ICM.

## Applying for a Residence Permit

### Who needs a residence permit?

This does not apply to citizens of an EU country, Iceland, Liechtenstein, Norway or Switzerland. If your stay extends a time period of 90 days, you need to apply for a residence permit during the first three months at the Foreigner's Office at your place of research or lecture. You only need a residence permit, if your visa does not cover the full period of your stay in Germany.

You can find further information on entry and residence in Germany on the [Research in Germany website](http://www.research-in-germany.de):  
[www.bit.ly/2HeuvBh](http://www.bit.ly/2HeuvBh)

### Which documents do you need to bring?

- Valid passport and (if necessary) visa
- Registration confirmation from the Residents' Registration Office/Town Hall
- Proof of public or private health insurance
- Perhaps Mobility Agreement, Invitation Letter, FH Card
- If necessary, your rental agreement
- (Biometrical) passport photograph

### AUSLÄNDERBEHÖRDE FOREIGNERS' OFFICE

#### Bielefeld

Niederwall 23  
33602 Bielefeld  
Phone +49.21.51-0  
auslaenderbehoerde@bielefeld.de  
[www.bit.ly/2M4etMr](http://www.bit.ly/2M4etMr)

#### Minden

Großer Domhof 17  
32423 Minden  
Phone +49.571.89-700  
abh@minden.de  
[www.bit.ly/2LJccFS](http://www.bit.ly/2LJccFS)

#### Gütersloh

Berliner Straße 70  
33330 Gütersloh  
Phone +49.5241.82-1  
auslaenderstelle@guetersloh.de  
[www.bit.ly/2Ncy2yy](http://www.bit.ly/2Ncy2yy)

The costs for issuance of a residence permit range – depending on residence status – from €65 to €135.



**On Campus  
of FH Bielefeld**  
Bielefeld,  
Gütersloh, Minden

## General Academic Information

### Faculties

FH Bielefeld consists of five faculties (Fachbereiche, FB for short) that are situated on the campuses in Bielefeld, Minden and Gütersloh.

- Faculty of Design (Bielefeld)
- Faculty Minden Campus (Architecture, Civil Engineering and Technology)
- Faculty of Engineering and Mathematics (Bielefeld and Gütersloh)
- Faculty of Social Sciences (Bielefeld)
- Faculty of Business and Health (Bielefeld and Minden)

### Academic calendar

The academic year is divided into a winter semester (01.09.–28.02.) and a summer semester (01.03.–31.08.). Each semester consists of a lecture period and a lecture-free period or semester break.

**WiSe 2019/20:** 23.09.2019 – 07.02.2020

**SoSe 2020:** 23.03.2020 – 19.07.2020

**WiSe 2020/21:** 28.09.2020 – 12.02.2021

**SoSe 2021:** 29.03.2021 – 23.07.2021

During the last three weeks of the lecture period there are usually no classes. This period of time is used for examinations.

You can find the exact semester dates for upcoming years on our website:  
[www.bit.ly/2Nxhshy](http://www.bit.ly/2Nxhshy)

### Public holidays

The federal state of North Rhine-Westphalia (NRW) has the following public holidays:

Holiday	2020	2021
New Year ( <i>Neujahr</i> )	01.01.	01.01.
Good Friday ( <i>Karfreitag</i> )	10.04	02.04
Easter Monday ( <i>Ostermontag</i> )	13.04.	04.04.
Labour Day ( <i>Tag der Arbeit</i> )	01.05.	01.05.
Ascension Day ( <i>Christi Himmelfahrt</i> )	21.05.	13.05.
Whit Monday ( <i>Pfingstmontag</i> )	01.06.	24.05.
Corpus Christi ( <i>Fronleichnam</i> )	11.06.	03.06.
German Unity Day ( <i>Tag der Einheit</i> )	03.10.	03.10.
All Saints Day ( <i>Allerheiligen</i> )	01.11.	01.11.
Christmas ( <i>Weihnachten</i> )	25.–26.12	25.–26.12

## Service Facilities and Sports

### Libraries

The FH Bielefeld library consists of three individual libraries in the following locations: Bielefeld main campus, Bielefeld Lampingstraße, and Minden Campus. You can use the freely accessible computers to research literature or search the internet, but also to search the library's catalogues and databases. Visiting researchers, lecturers and students in Gütersloh can order literature from the FH Bielefeld library to be delivered to the public library in Gütersloh.

For further information about the library see the link below:  
[www.fh-bielefeld.de/bib](http://www.fh-bielefeld.de/bib)

Furthermore, all visiting researchers, lecturers and students may also use the greater library of Bielefeld University which contains over 2 million pieces of media and is one of the most important libraries in the region.

Further information:  
[www.ub.uni-bielefeld.de/english](http://www.ub.uni-bielefeld.de/english)

### FH Computing Centre

#### (Datenverarbeitungszentrale, short DVZ)

FH Bielefeld Computing Centre offers a number of IT services that you may use. These include the entire MS Office package, an image editing programme, browsers, WiFi and an email client as well as specific software offered by the faculties. The programmes are available on all of the computers in the FH buildings. Here you can locally save data and, after registration with the university computing centre, receive your own email address in the form of firstname.surname@fh-bielefeld.de.

To use a computer, you need your own personal log-in data which you will receive shortly after you arrived at campus. This is especially important if you stay for a longer period of time at the FH Bielefeld, but e.g. not for staff week. FH Bielefeld also offers WiFi for members of the FH (eduroam) as well as guests (BI-free).

On the following website you will find further information on how to install WiFi:  
[www.bit.ly/2nnDjba](http://www.bit.ly/2nnDjba)

### University Sports Programme (*Hochschulsport*)

In cooperation with Bielefeld University, FH Bielefeld offers a wide range of sports courses. All of these courses take place in the Bielefeld University building – here you will find various gymnasiums, a swimming pool and outdoor sports facilities. The programme ranges from more common sports such as athletics, self-defense and martial art courses, diverse ball games, different kinds of dance and aqua sports to extraordinary sports, e.g. archery, canoeing, ice-skating, parcour and horse-riding. There is also the possibility of using the university's fitness and health centre UniFit where you can train with gym equipment or exercise by participating in some of the various courses offered.

The participation fee for the sports programme is €15 per semester for employees of FH Bielefeld. With over 100 courses and more than 60 kinds of sports to choose from, the university sports programme offers diversified and interesting possibilities to stay fit.

Here you can register for the courses:  
[www.bit.ly/2KG6mQr](http://www.bit.ly/2KG6mQr)

## FH Card

The FH Card is the main device for accessing university services. The FH Card serves as

- Transitional employee card
- Mensa card (paying for your food and drinks)
- Library card (borrowing books and media)
- Access authorisation for the university sports facilities

*Don't worry about your personal data: All this data (except for the validation dates) will not be saved electronically on the card. Only the numbers on the back of the FH Card, library ID and the card serial number are saved electronically. There is no data saved on the card that can be connected to your person by a third party.*

## Eating and Drinking

The service of the Studierendenwerk Bielefeld includes the canteens and cafeterias you can find in the various locations of the FH and Bielefeld University. Here you find an alternating assortment of inexpensive and tasty meals, snacks and drinks. The assortment offered by the Studierendenwerk Bielefeld offers a great variety of vegetarian, vegan and lactose-free dishes. You can pay for meals in cash or via FH Card. The FH Card can be charged with credit at the blue machines located in the respective buildings and at designated cash desks.

The main canteen, Mensa in German, of FH Bielefeld is located right next to the Bielefeld University building. It is called Gebäude X (X Building) and shared by FH Bielefeld and Bielefeld University. There is also a number of other canteens and cafeterias.

For an overview of the canteens, cafeterias and their respective menus, check out the Studierendenwerk's website:  
[www.bit.ly/2Y4gogg](http://www.bit.ly/2Y4gogg)

## Support

### Gender and Diversity Office (Gleichstellungsbüro)

The Gender and Diversity Office offers various services:

- Counselling and support for students and staff in equal opportunity matters
- Seminars on gender
- Measures to promote girls and women in STEM fields (Science, Technology, Engineering and Mathematics. The German equivalent MINT stands for Mathematik, Informatik, Naturwissenschaft und Technik)
- Workshops for female staff at FH Bielefeld

Contacts (organised by faculties):  
[www.bit.ly/2Mcbi4o](http://www.bit.ly/2Mcbi4o)



**Life in Germany**  
Bielefeld,  
Gütersloh, Minden

## Medical Care

The German health system is one of the best in the world. Should you fall ill during your stay, you are in capable hands. You should generally see a GP first; only in emergencies should you go to the hospital directly.

### There are a few points you should know beforehand:

- If you go to see a doctor, take care to show your European Health Insurance Card or a certificate of sufficient insurance at the reception. Many practices request patients to give them a phone call first before going to the practice.
- Most medical practices are closed all day on Wednesday and on Friday afternoons. To ensure that you receive medical care during these times, medical practices and pharmacies have established emergency services that will help you if you are hurt or sick.
- Medication is available only in pharmacies. There may be a prescription fee of up to €10 for prescribed drugs and medication you can buy without a prescription may cost more, depending on the medication.
- If you have public health insurance, a visit to the doctor does not cause additional costs. With private health insurance, you need to pay the bills for treatment and medication in advance. Afterwards you hand in the bills to your insurance provider and should then be reimbursed.

Information on where to find the next emergency services is available at:  
[🔗 www.bit.ly/2KALbj](http://www.bit.ly/2KALbj)

### In Case of Emergency

Depending on the emergency, either call the police or the fire department/emergency doctor!

<b>Police</b>	110
<b>Fire department and emergency doctor</b>	112

These emergency numbers are cost-free and you can call them even if you may not have sufficient credit on your mobile phone. It might be a good idea to memorise the above numbers or save them in your phone. You should also set up an ICE (in case of emergency) contact on your phone – by adding ICE to your mobile phone it allows paramedics on the scene to identify you, treat you and be able to contact your next of kin immediately.

### German Etiquette: Du or Sie?

A tricky question! As a rule, you can use the polite form of address “Sie” if you speak to unknown, older people or to a person of higher status. This also applies to officials and at work. Here you only switch to “Du” when the older person or higher status offers it. If you are not really sure how to address someone, better opt for “Sie”. That way you are on the safe side and no one feels offended.

## Living Expenses

In comparison to other countries, the cost of living in Germany is moderate. The actual costs depend, of course, on your personal style of living and your accommodation, since rent is usually the largest item on the bill. In the city, certainly, you have to pay more rent than in the countryside. You can expect spending roughly a third of your income on a flat or an apartment.

You can find a table with average costs of living on the website of Research in Germany:  
[🔗 www.bit.ly/2XnoWmJ](http://www.bit.ly/2XnoWmJ)

## Learning German

While you are in Germany, you will have many opportunities to either improve your language skills or to start learning German – whether with your colleagues, while doing sports or at the supermarket. However, it is generally a good idea to also attend a language course so that you return home with the feeling of having improved your German on all levels.

The following institutions offer different kinds of language courses (in addition you will find a number of private language schools when searching the internet).

### At FH Bielefeld

FH Bielefeld offers a rather new approach to learning German and other languages: with the help of the e-learning programme “ILIAS” you can improve your language skills on your own.

This way of learning requires a certain amount of self-discipline, but it is free and you have the advantage of not having to attend a course; you can learn at home whenever and wherever you like (as long as you have a computer and internet access) and the programme picks things up where you left them.

Just visit the website below and start improving your language skills:  
[🔗 www.bit.ly/2KFA2gK](http://www.bit.ly/2KFA2gK)

### Community College (Volkshochschule)

The Volkshochschule (VHS) offers a broad scope of low-cost classes and workshops, among them courses on languages, recreation, career training, etc. The VHS also offers German language courses for all levels. Those courses usually take place once a week. The VHS offers their courses by semester, too; here, the summer semester starts in February and ends in June and the winter semester lasts from September to January.

For information and registration go here:  
[🔗 www.bit.ly/20Vzoig](http://www.bit.ly/20Vzoig)

### bibis (Bildungswerk des Bielefelder Schulvereins e.V.)

Bibis is a committed, government-approved and examination-oriented institute of education offering German language courses.

Further information at:  
[🔗 www.bibisnet.de/en/](http://www.bibisnet.de/en/)



## Facts and Figures Bielefeld, Gütersloh, Minden

### The City of Bielefeld

- Geographically located roughly midway between Dortmund and Hanover
- About 330,000 inhabitants
- One of the 20 largest cities in Germany
- Student city with a university, FH and some smaller colleges
- Interesting cultural landscape, numerous opportunities for sports and leisure time activities

### The City of Gütersloh

- Geographically located 20 km to the southwest of Bielefeld
- About 95,000 inhabitants
- Location for medium-sized and globally interacting businesses such as Miele, Bertelsmann and Mestemacher
- Modern city with historical centre (e.g. Apostelkirche)
- Various sports and leisure time opportunities as well as a broad cultural life; especially the new theatre and the prize-winning city park are noteworthy

### The City of Minden

- Geographically located approximately 40 km to the north of Bielefeld
- About 80,000 inhabitants
- Centre point as well as the administrative and economical centre of the district Minden-Lübbecke
- Lovely old city with many historical buildings (e.g. the more than thousand years old cathedral)
- Many sports and leisure time opportunities

## Bielefeld

In Bielefeld, there are many different ways to spend your free time. In the following, you will find a selection of events and activities that you can rely on when looking for a way to spend your free time.

### Theatre

The main theatrical institution in Bielefeld is the Stadttheater. Its main building is located next to Town Hall. The repertoire offered covers song, dance, drama and concerts. At the TaM (Theater am alten Markt/Theatre at the old market), the other building of the Stadttheater, mostly drama is performed. One focus of Stadttheater Bielefeld lies on staging minor productions by young and recently debuted playwrights. These productions are less expensive than the main, “classical” productions but do not lack in quality.

For those of you who favour classical music, the Bielefelder Philharmonie is the place to be. Here you can spend your evenings listening to Brahms, Bach, Ravel, etc., indulge in various operas and operettas and enjoy musical dramas produced in cooperation with the Stadttheater.

Other theatrical companies that might be worth taking notice of are the Komödie Bielefeld, the Alarmtheater, the Theaterlabor and the Niekamp Theater Company, the latter being – interestingly enough – a puppet theatre with performances for young and old.

### Movie Theatres

There are a number of movie theatres in Bielefeld, some of them multiplexes, others

small art house cinemas. In Germany, most foreign films are dubbed and only rarely shown in the original version. But some of the cinemas offer regular screenings of films in their original version so that you should be able to watch some films in English, Spanish, French or Turkish (check out their websites for more information).

### Bars and Restaurants

Bielefeld has a great number of bars and restaurants. What you will not find here is a wide selection of international food takeaways, but the restaurant scene fills this slot to a great extent. Apart from the usual places offering Italian, German, Spanish and Greek cuisine, there are restaurants where you can get Asian, African, but also Mexican and Argentine food.

### Discotheques

You like dancing or just listening to music, tapping your toes? Then you will find a club to your liking. Whether electro, house, alternative, rock, funk, pop, folk, Bielefeld has clubs for nearly all musical genres.

### LOOM

LOOM is a big shopping and leisure centre, which opened in October 2017. Around 110 national and international brand shops with retail space of more than 26,000 square metres await the visitor in the city centre of Bielefeld.

For more information on the big department store visit:  
[www.loom-bielefeld.de](http://www.loom-bielefeld.de)

## Museums

Visiting a museum is always a good idea, especially on grey and rainy afternoons. Besides the regular facilities such as the Historisches Museum (Museum of History), the Kunsthalle (Museum of (Modern) Art) and the namu (Museum of Natural History), you can visit the Sparrenburg for an insight into Bielefeld's medieval time, go see the Bauernhausmuseum and get a feeling of rural life around 1850, or explore the Dr. Oetker Welt to get a taste of how this family business turned into one of the leading food companies in the world.

Other museums you might find interesting are: Museum Hülsmann – art and design from different epochs, especially the Renaissance, Baroque and Classicism.

Museum Wäschefabrik – an old linen factory that was preserved in its original state Museum/Archiv/Forum Arminia – museum and archive on Bielefeld's football club Arminia Bielefeld.

## Long nights of the museums (*Nachtansichten*)

On the last Saturday in April of each year Bielefeld's museums, galleries and churches open their doors for a unique cultural event. A rich programme with interesting exhibitions, fascinating installations and performances of all kinds will bring you an unforgettable experience.

Further information at:  
[www.bielefeld.jetzt/nachtansichten](http://www.bielefeld.jetzt/nachtansichten)

## Hermannslauf

Interesting for all those into sporting activities is the Hermannslauf, a fun run covering a distance of 31.1 km. The tour starts at the impressive site Hermannsdenkmal in Detmold and ends at the Sparrenburg in Bielefeld. If you are here during that time and fit enough to participate, you are in for a memorable experience and a unique way of exploring the OWL (East Westphalia-Lippe) region. Watching and cheering the runners go along the route, however, is great fun as well. The event takes place on the last Sunday of April; registration is possible at the beginning of the year.

For further information see:  
[www.hermannslauf.de/](http://www.hermannslauf.de/)

## Leineweber-Markt

The Leineweber-Markt takes place usually in May in the "Altstadt", Bielefeld's old town centre. A mix of open-air performances, street theatre, cabaret, musical shows and street food attract people from the whole region and are always worth a visit.

You will find more details on the following website:  
[www.bielefeld.jetzt/leinewebermarkt](http://www.bielefeld.jetzt/leinewebermarkt)

## Wine Fair (*Weinmarkt*)

For a few days in September the Alter Markt transforms into a wine market where various vintners and wine merchants present the finest wines from Germany's wine growing regions. And the best news is – you are welcome to taste these finest wines!

[www.bielefeld.jetzt/weinmarkt](http://www.bielefeld.jetzt/weinmarkt)

## Carnival of Cultures (*Carnival der Kulturen*)

Once a year in June, Bielefeld celebrates its colourful and diverse self at the international festival Carnival der Kulturen. Over 2,000 participants and 70 groups parade through the streets and present their rich cultural heritage (e.g. fascinating masks, costumes and amazing installations). The final show with live music and performances takes place on the Kesselbrink.

If you are interested in visiting Carnival of Cultures go here for more information:  
[www.carnival-bielefeld.de](http://www.carnival-bielefeld.de)

## Sparrenburgfest

For one weekend in July, the Sparrenburg moves back in time and shows itself in its most lively and fantastical medieval fashion. Young and old are invited to enjoy the historical festival with its charming performances and food and drink from medieval times.

For more information about the Sparrenburgfest go to:  
[www.bielefeld.jetzt/sparrenburgfest](http://www.bielefeld.jetzt/sparrenburgfest)

## Christmas Market (*Weihnachtsmarkt*)

An absolute must in December are the Christmas markets that pop up all over Germany. Besides Bielefeld, where the Christmas market centres on the Alter Markt, visits to Münster and Osnabrück and further to Cologne, Hanover, Dresden and Nuremberg are definitely worth a visit. A special hint for you: before going to the Christmas market in Bielefeld, watch the German film "Feuerzangenbowle" (the title translates to "brandy punch") and then go and have yourself a Feuerzangenbowle at the Christmas market. It is quite a tradition in Germany and the university's movie theatre (Campusfilm) usually shows this film sometime in December, too.

## Gütersloh

The first thing you associate with Gütersloh is likely to be its lively landscape of medium-sized businesses. But this is not all Gütersloh has to offer, and as you will see, the events taking place in the city tend to be one-of-a-kind.

In Gütersloh, transportation vehicles are a big theme. Not only old bicycles but also motorcars draw the attention of its inhabitants. The annual ADAC Rallye Ostwestfalen Historic “Mense Trophy” is an oldtimer (and youngtimer) rally for all who enjoy their own four wheels and care for a special outing.

Next to the more familiar Weinmarkt (Wine Fair) around Pentecost, the people of Gütersloh also enjoy the freshly spawned tradition of the Tweed Run. Clothed in British-style tweed, ladies and gentlemen gather for a ride through the city. Their costumes and the historical, retro and vintage bicycles create the feeling of travelling back in time.

In spring time the city blooms during the Gütersloher Frühling (Gütersloh Spring). Dressed in colourful flowers and bedecked with a programme rich in variety, Gütersloh shakes off its sleepiness and embraces the newly blossoming year.

Last but not least Gütersloh – as the city of the book club (due to the Bertelsmann Group) – hosts an event that draws all bibliophiles and lovers of the written (and the spoken) word into the city: the so called Lesestadt Gütersloh. During the ten festival days the city centre turns into one great

stage for its honorary citizen, the book. Readings, performances and discussions on, with and for the book make Lesestadt Gütersloh an important part of the city’s cultural landscape.

You will find more details about events in Gütersloh on the website:  
[www.bit.ly/2OrlS5Z](http://www.bit.ly/2OrlS5Z)

## Minden

Although not very large, the city of Minden knows how to celebrate itself. Situated near the river Weser, every two years the aquatic sports event Blaues Band der Weser (“Blue band of the River Weser”) attracts Mindeners and their surrounding communities to crowd the riverside and follow the contests between canoeists, rowers and swimmers, and enjoy the sight of the mellow river stream.

More serious by contrast is the historical festival Mindener Freischießen. In the 17th century the city of Minden selected the best shooter in a contest and granted him tax exemption for a year. This tradition is celebrated with a festival every two years and continues to shape the city’s self-image and perception all year round.

Always popular is the annual Jazz Summer Night, an open-air jazz festival organised by the Jazz Club Minden featuring Jazz musicians like Al Jarreau, Dave Brubeck and Klaus Doldinger. Another music festival is the Weserlieder, an open-air rock festival. Established in 2003, it is becoming more and more popular. The festival is located at the Amphitheater near the River Weser, which is said to be one of the most beautiful places in Minden in summer time.

In May and November the working and student life is brightened by the Mindener Messe, a fun-fair situated directly at the Weser riverside. With more than 130 performers, fairground rides and stalls, you are set for a fun day out!

You will find more details about events in Minden on the website:  
[www.bit.ly/2lDupAX](http://www.bit.ly/2lDupAX)



**Before Departure**  
Leaving FH Bielefeld  
and Germany



Before you leave the FH Bielefeld and Germany, you should check your documents, e.g. if necessary your Letter of Confirmation, for completeness, all signatures and stamps and terminate your various contracts, if applicable.

### Letter of Confirmation

The Letter of Confirmation or Certificate of Attendance contains information about your stay at the FH Bielefeld, possible lessons in courses, research areas and your participation in the Erasmus+ programme for Staff Mobility.

If you need a Letter of Confirmation or a Certificate of Attendance, please contact

#### Head of International Office

Judith Peltz  
Room A 231  
Phone +49.521.106-7710  
judith.peltz@fh-bielefeld.de

#### Erasmus+ Coordinator and Staff Mobility

Barbara Lawatzki  
Room A 229  
Phone +49.521.106-7709  
barbara.lawatzki@fh-bielefeld.de

### Deregistration

Before you leave Germany, you have to deregister from the Citizens' Registration Office, if you have previously registered. If you are from a Non-EU country, you also need to deregister from the Foreigners' Registration Office, if you have previously registered.

### Terminate your Contracts

#### Before leaving Germany, you need to:

- Close your German bank account, if you have one
- Terminate your German health insurance membership, if necessary
- Terminate your rental contract (unless it was a temporary contract)
- Terminate any other contracts you may have (e.g. gym membership, subscriptions; you may need your certificate of deregistration for this)
- Pay any library fees and return any overdue books that you may have

### Return FH Card

Before leaving the FH Bielefeld, please return your FH Card. Possible balance on the card will be reimbursed.

## Dictionary of German Higher Education Terms

During your staff week, visit as guest lecturer or research stay in Germany you may encounter various terms that you may not understand, even if you know some German already. The following list will help you to understand the most common terms:

<b>German</b>	<b>English</b>
Dekan /Dekanin	<i>dean</i>
Dozent /Dozentin, die	<i>lecturer</i>
Experimentierhalle	<i>experimental hall/teaching laboratory</i>
Experimentierhōrsaal	<i>lecture theatre</i>
Fachbereich	<i>faculty</i>
Forschungsbereich	<i>field of study</i>
Forschungsprojekte	<i>research projects</i>
Gastprofessor/in	<i>visiting professor</i>
Hōrsaal	<i>lecture room/lecture theatre</i>
ILIAS	<i>open source web-based learning management system used at FH Bielefeld</i>
Mensa	<i>canteen/dining hall</i>
Seminarraum	<i>seminar room</i>
Vorlesungsfreie Zeit/ Semesterferien	<i>lecture-free period/semester break</i>
Vorlesungsverzeichnis	<i>course catalogue</i>
Wissenschaftliche Einrichtungen und Institute	<i>academic institutes</i>

## Important Local Addresses

### BIELEFELD UNIVERSITY OF APPLIED SCIENCES

**International Office**  
Rooms A 227/229/231  
Interaktion 1  
33619 Bielefeld, Germany  
international.office@fh-bielefeld.de  
[www.fh-bielefeld.de/en/international-office](http://www.fh-bielefeld.de/en/international-office)

### BIELEFELD UNIVERSITY

**Hochschulsport**  
(University sports programme)  
Universitätsstraße 25  
Room EO-146  
33615 Bielefeld, Germany  
Phone +49.521.106-6113  
hochschulsport@uni-bielefeld.de  
[www.bit.ly/2MZa5xo](http://www.bit.ly/2MZa5xo)

### PUBLIC AUTHORITIES IN BIELEFELD

**Bürgerberatung (Town Hall)**  
Neues Rathaus  
Niederwall 23  
33602 Bielefeld, Germany  
Phone +49.521.51-0  
buergerberatung@bielefeld.de

**Ausländerbehörde (Foreigners' Registration Office)**  
Neues Rathaus  
Niederwall 23  
33602 Bielefeld, Germany  
Phone +49.521.51-0  
auslaenderbehoerde@bielefeld.de

### PUBLIC AUTHORITIES IN GÜTERSLOH

**Bürgerbüro (Town Hall)**  
Berliner Straße 70  
33330 Gütersloh, Germany  
Phone +49.5241.82-2282 (or 2283)  
buergerbuero@guetersloh.de

**Ausländerstelle (Foreigners' Registration Office)**  
Rathaus Haus I, EG  
Berliner Straße 70  
33330 Gütersloh, Germany  
auslaenderstelle@guetersloh.de

### PUBLIC AUTHORITIES IN MINDEN

**Bürgerbüro (Town Hall)**  
Großer Domhof 2  
32423 Minden, Germany  
Phone +49.571.89-888  
buergerbuero@minden.de

**Ausländerbehörde (Foreigners' Registration Office)**  
Großer Domhof 17  
32423 Minden  
Phone +49.571.89-700  
abh@minden.de

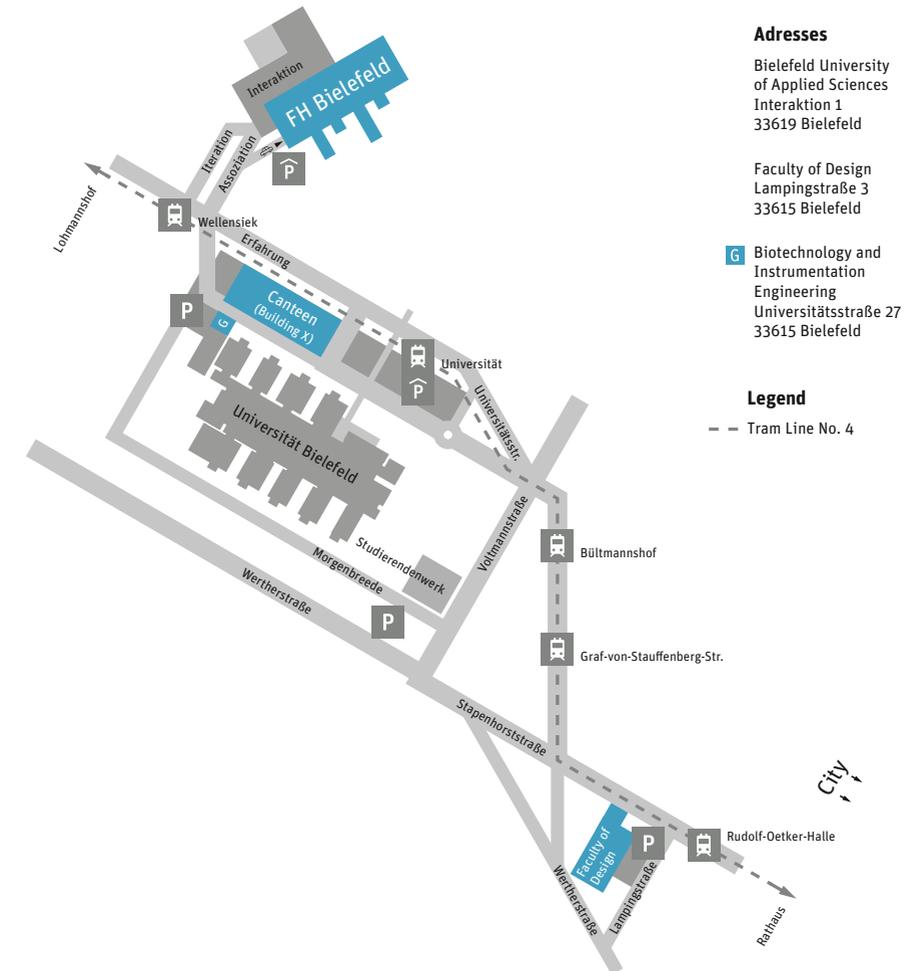


## Useful Weblinks

Brochure about Bielefeld University of Applied Sciences:	<a href="http://www.fh-bielefeld.de/en/about">www.fh-bielefeld.de/en/about</a>
General information on researching and teaching in Germany:	<a href="https://www.research-in-germany.org/en">https://www.research-in-germany.org/en</a>
Brochures with general information on living and researching in Germany:	<a href="http://www.bit.ly/2vGOaBG">www.bit.ly/2vGOaBG</a>
Information for incoming researchers and teachers:	<a href="https://www.daad.de/en/">https://www.daad.de/en/</a>

*The German Academic Exchange Service (DAAD) regularly publishes brochures and magazines on living, studying and conducting research in Germany which are available for download*

## Bielefeld University of Applied Sciences Bielefeld Campus



### Addresses

Bielefeld University of Applied Sciences  
Interaktion 1  
33619 Bielefeld

Faculty of Design  
Lampingstraße 3  
33615 Bielefeld

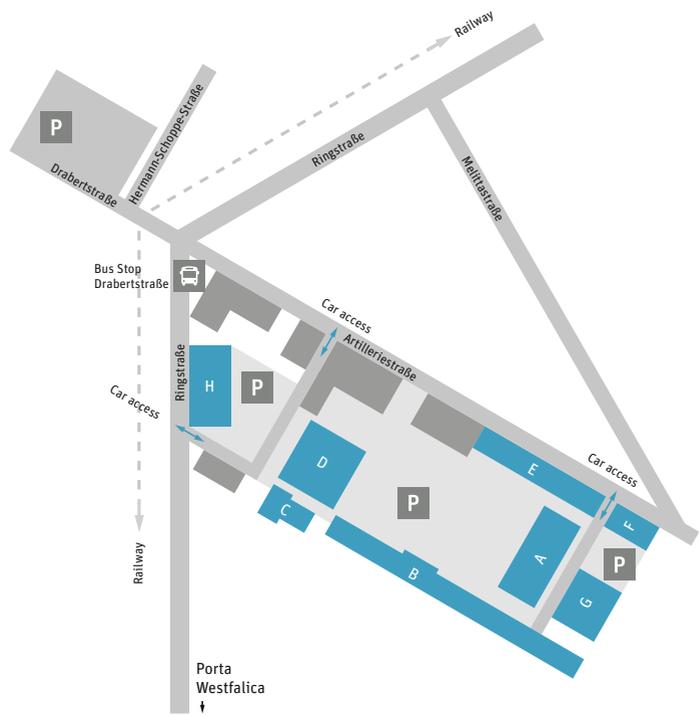
**G** Biotechnology and Instrumentation  
Engineering  
Universitätsstraße 27  
33615 Bielefeld

### Legend

-- Tram Line No. 4



## Bielefeld University of Applied Sciences Minden Campus



### Address

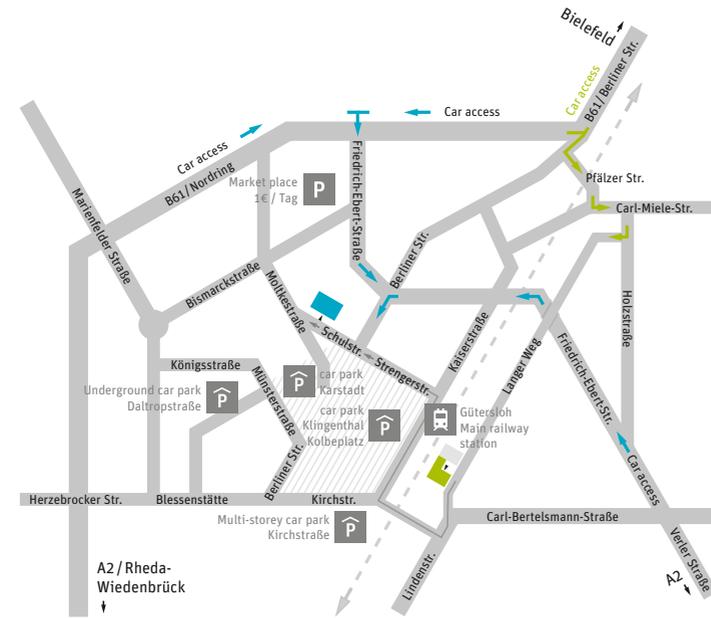
Bielefeld University of Applied Science  
Campus Minden  
Artilleriestraße 9  
32427 Minden

### Legend

- A** Main Building
- B** Lecture Halls  
Labs
- C** "Farries", Computer Rooms  
Labs
- D** Canteen, Library
- E** Labs
- F** "Officer House"  
Registrar's Office
- G** Faculty Students Body
- H** Seminar rooms  
Ringstraße



## Bielefeld University of Applied Sciences Gütersloh Campus



### Addresses

- FH Bielefeld  
Campus Gütersloh  
Schulstraße 10  
33330 Gütersloh
- FH Bielefeld  
Campus Gütersloh  
Gleis 13  
Langer Weg 9a  
33332 Gütersloh

### Legend

- Railway
- Einbahnstraße
- /// One Way
- Footpath

### NachtBus in Bielefeld und der Region

in den Nächten von Freitag auf Samstag, Samstag auf Sonntag und vor Feiertagen

von 1.05 bis 4.05 Uhr stündlich ab Jahnplatz (Bielefeld)

Legende:

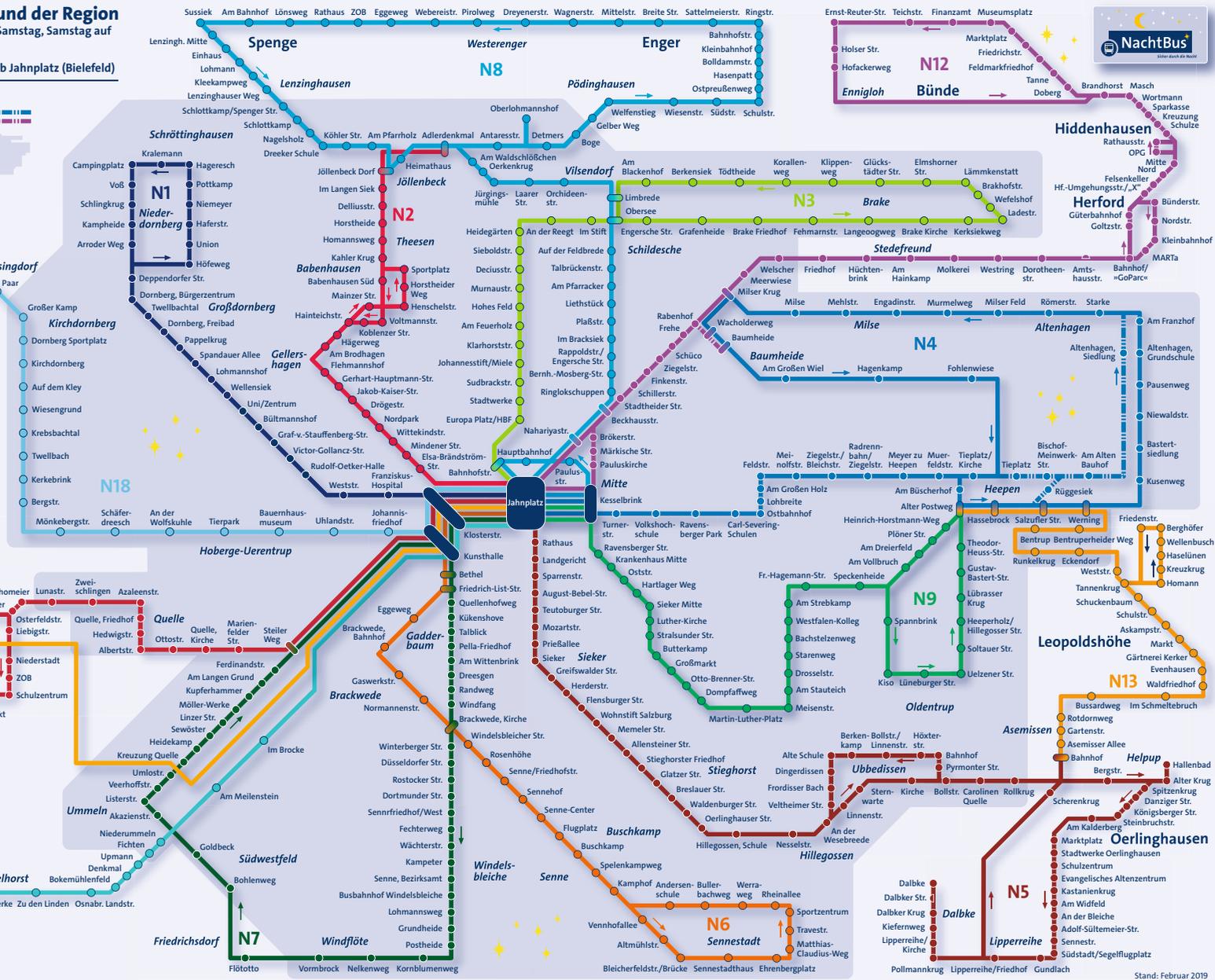
Linienführung ab 5.00 Uhr

Stadtgrenze/NachtBus-Tarif

#### Halle



www.moBiel.de  
direkt zu den Fahrplänen:





**Bielefeld University of Applied Sciences  
International Office**

Rooms A 227/229/231

Interaktion 1

33619 Bielefeld, Germany

[international.office@fh-bielefeld.de](mailto:international.office@fh-bielefeld.de)

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➤ [www.fh-bielefeld.de/en/international-office](http://www.fh-bielefeld.de/en/international-office)



**FH Bielefeld**  
University of  
Applied Sciences