



FH Bielefeld

Guide for International Students



FH Bielefeld
University of
Applied Sciences



*“Willkommen! Bienvenue! Tervetuloa! Välkommen! Verwelkomd!
Vitany! Bienvenido! Velkommen! Benvenuto! Hoş Geldiniz! Witamy!
Ni Hao! Benvenuto! Bem Vindo.”*

Your International Office Team
FH Bielefeld

WELCOME!

Dear Student,

We are delighted that you have chosen the region of Eastern Westphalia for your studies or your stay abroad and are looking forward to welcoming you here at Bielefeld University of Applied Sciences¹ (subsequently called FH Bielefeld, short for Fachhochschule Bielefeld).

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 studies such as general organisational tips, a checklist and contact details. Please note that this guide focuses on information specifically related to studying at FH Bielefeld.

Further general information on studying in Germany is provided on the official Study in Germany website at www.study-in.de.

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

The International Office and Buddy 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, unique and enlightening as possible.

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

Your International Office Team

¹ Not to be confused with Bielefeld University as both are independent institutions.

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of Applied Sciences**

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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 international exchange and degree seeking students as well as managing the Buddy Programme for incoming students. 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, but above all, students.

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

Bielefeld University of Applied Sciences

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Fachhochschule Bielefeld

As a university of applied sciences, FH Bielefeld 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)
- **270** professors (11/2018)
- **258** academic staff members
- **248** administrative staff members
- **37** Bachelor programmes
- **21** Master programmes
- **2** certificates
- **4** research institutes
- **4** research groups
- **2** graduate schools

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.

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.





Preparations for your stay at FH Bielefeld

This chapter helps you to prepare for your stay at FH Bielefeld. You will also find a checklist at the end of this guide.

Visa or no visa?

Whether you need a visa for your entry into Germany and for living and studying 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.
- a **non-European/non-EEA country?**
In most cases, you will require a visa to study at FH Bielefeld. However, there are special regulations for certain states. Citizens from Australia, Canada, Israel, Japan, New Zealand, South Korea and the United States, for example, may obtain a visa after arriving.

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/2AVKP6H
- **Overview of visa requirements/exemptions:**
www.bit.ly/2Mwiup0
- **Visa regulations:**
www.bit.ly/2QWTFnx

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.auswaertiges-amt.de/en

Health insurance

Having a health insurance is compulsory in Germany. In order to enrol 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 studies at FH Bielefeld. Your health insurance is valid for your studies in Germany if you have a European Health Insurance Card (EHIC). However, if you are planning on working in Germany while studying, you will need to apply for German health insurance. If you are from Turkey and you have the form AT/11, this document is also accepted for your studies in Germany.

If you need to take out German health insurance, you will have a choice between public (or statutory) and private health insurance. Public health insurance is usually the better choice: It offers low rates for students and pays doctors and pharmacies directly for any services you need to use. 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 enrolment, no matter which provider you choose.

Private health insurances will only be accepted for enrolment if their policy is comparable to a public health insurance. This is often not the case: A private health insurance may not pay for necessary treatments in every case, or they may refuse payment past a certain sum (so that you would have to pay the rest yourself). You should also know that private health insurance companies do not settle bills with the doctor or hospital directly, but with you. This means that you need to pay for any doctor's visits first and then apply to the insurance company for reimbursement. Also, please note: Once you take out private health insurance you cannot revert to public health insurance!

It is possible to purchase a German health insurance policy online. If you need it to obtain your visa, for instance, you may want to consider buying German health insurance before coming here. You can also apply for German health insurance once you are at FH Bielefeld. If you are not sure whether your home health insurance will be sufficient, it may be advisable to wait until arrival; this way, you can avoid purchasing expensive additional insurance policies that may not be accepted. There will be a meeting with a German health insurance provider for international exchange students during the Freshers' Weeks. Kindly bear in mind that travel health insurance is generally not sufficient and will not be accepted.

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.

The DAAD (German Academic Exchange Service) website offers more information on health insurance:
www.bit.ly/2vqPF6T

Semester contribution and semester ticket

The semester contribution is a mandatory sum that you have to pay in order to be able to study at FH Bielefeld. It currently amounts to approx. €290 per semester at our institution. Please note that this is not a tuition fee! It is a contribution covering administration and other student services. It helps to finance all of the facilities of the student service organisation Studierendenwerk (e.g. cafeteria, student residences, day care centres) as well as the Student Union (AStA). It also includes the cost of the semester ticket (travel card).

Three to five working days after you have paid the semester contribution, you will be able to download your semester ticket. It is valid for the period of your study term (01.09.–28.02. or 01.03.–31.08.) and enables you to use public transportation in the greater area of Bielefeld/Minden. In order for your semester ticket to be valid, you need to carry your ID card/passport and a (electronic) copy of your semester ticket. If you do not have the semester ticket with you and cannot identify yourself during a ticket inspection, you might be obligated to pay a fine.

The semester ticket allows you to use all local public transportation (Nahverkehr) in the state of North Rhine-Westphalia (NRW), including buses, trams, city railways and local trains (e.g. the Regionalbahn [RB], the S-Bahn and the Regionalexpress [RE]). The faster long-distance trains, e.g. the InterCity (IC), EuroCity (EC) or InterCityExpress (ICE), need to be paid for separately. There are also some specific regulations concerning night buses, airport buses and dial-a-ride transits which may be subject to an additional charge.

The public transportation group of Bielefeld University has all important information on the semester ticket's area of validity on their website:
www.bit.ly/2M8a8aP

Arriving at campus

Take care to plan your arrival so that you arrive either

- in the beginning of March (summer semester)
- or in the beginning of September (winter semester).

You will also receive a letter/email with the dates of your expected arrival and/or the date of the orientation period. As an international exchange student, please arrive according to the dates specified because the Freshers' Weeks will help you in sorting out formalities and other requirements for your stay. If that is too early for you, try to arrive by the middle of March/September since the lecture periods will be starting then. As an international degree seeking student, you will

participate in the orientation week specifically organised for your respective degree course taking place in the first week of the lecture period.

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

Enquire about special offers for students and about connections via bus or train from the airport to Bielefeld, Gütersloh or Minden. If you have already paid the semester contribution for your study term you can print out your semester ticket and use public transportation within NRW to get to Bielefeld free of charge.

By train

In Germany we have a well-developed train network. Inform yourself about train connections and consider the saver fares for students as well as 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). Here you will be welcomed by your Buddy, given that you got in touch with the International Office and/or your Buddy in time and told us about the date and time of your arrival.

For further information on travelling by train see:
www.bit.ly/2ASNuD

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

Accommodation

Finding accommodation is often difficult, especially in Germany where there are more students than available dormitories. We do our best to offer students a room or an apartment in one of our student residences, but that is not always possible.

If you are at FH Bielefeld for a short stay, approximately one or two semesters, you will receive an offer from us, provided either by the Studierendenwerk or by a private property owner. If you turn it down, you will need to look for a place to stay on your own.

As an international degree-seeking student, you can browse the homepage of the Studierendenwerk for information on accommodation. Please bear in mind, however, that these rooms are highly sought after. There usually is a long waiting list for student dorms, depending on the type of housing you are looking for. In order to find adequate accommodation according to your needs, you should ask yourself the following questions beforehand: How much money am I able to pay for accommodation? Do I want to live in a dormitory or in a shared flat (Wohngemeinschaft, WG for short)?

Student residences

The Studierendenwerk Bielefeld administers student dormitories in the area. The buildings are located in close proximity to the university and FH, the monthly rent is roughly €300.

More information on student residences:
www.bit.ly/20kIXpZ

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 Salzufflen, Borgholzhausen).

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

Media	Link
Private rental offers of the Studierendenwerk Bielefeld	www.studierendenwerk-bielefeld.de/wohnen
Platform for flats and rooms in shared flats (WGs)	www.wg-gesucht.de
facebook (Look for various groups on finding accommodation in Bielefeld, Minden, Gütersloh)	www.facebook.com
eBay Kleinanzeigen (ebay classified ads)	www.ebay-kleinanzeigen.de
Furnished flats (möblierte Wohnungen), fee-based service	www.flatmix.de www.airbnb.com
Neue Westfälische Online (regional newspaper ads)	www.nw-immo.de

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:

Abbreviation	Stands for
1 ZKB	1 Zimmer Küche Bad: 1-room-apartment with kitchen and bathroom
1 ZKD	1 Zimmer Küche Dusche: 1-room-apartment with kitchen and shower
2 ZKB	2 Zimmer Küche Bad: 2-room-flat with kitchen and bathroom
KM	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.
NK	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)
WM	Warmmiete: “warm” rent – monthly rent including utility bills
KT	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.
NR	Nichtraucher: non-smokers
WG	Wohngemeinschaft: shared flat

Youth hostel

If you have not found accommodation by the day of your arrival, if you want to come earlier but cannot move into your room yet, or if a friend or relative comes to visit, there is the possibility of staying at a youth hostel for a couple of days. Bed and breakfast is available for approximately €30 a day. A precondition, however, is the registration with the German or an international Youth Hostel Association.

Jugendherberge Bielefeld

Hermann-Kleinewächter-Straße 1
33602 Bielefeld
Phone +49.521.52205-0
jgh-bielefeld@djh-wl.de
www.bit.ly/2KE82tR

Kolpinghaus Bielefeld

August-Bebel-Straße 7a
33602 Bielefeld
Phone +49.521.60363
info@kolpinghaus-bielefeld.de
www.bit.ly/2MzXPAb

The BUDDY Programme

What is the BUDDY Programme?

Coming to live in another country and a different culture can be frightening. The first few weeks especially may be confusing and it is good to have someone to show you your way around. The Buddy Programme offered by the International Office is designed to help you settle in more comfortably and smoothly. Since 1999, our Buddies, experienced German students who are familiar with student life, have aimed to help international students by:

- contacting you before your arrival in Germany (via email)
- picking you up from the train or bus station on your first day
- providing help with important formalities (registration office, student union, bank account)
- giving a first introduction to FH Bielefeld and the faculty at which you are studying
- offering support in everyday life (shopping facilities, sports and free time activities, etc.)

When will I hear from my Buddy?

Your Buddy will contact you approx. four weeks before your arrival to help you solve any problems you may have and to answer your queries along the way. Your Buddy will be the first person you can go to if you have any questions regarding life and your studies at FH Bielefeld.



After Arrival
Freshers' weeks
and the first steps

Freshers' Weeks for international exchange students

During the first days after your arrival, your Buddy and the International Office Team will help you get settled into your life in Bielefeld. Within our orientation period, called Freshers' Weeks, you will not only have plenty of time to get to know your fellow students, but we will also assist you in getting the most important formalities out of the way, such as accessing your accommodation, signing the rental contract, opening a bank account and getting registered at Town Hall.

Before your arrival, you will receive an email with the programme of the Freshers' Weeks and the activities that await you. Please plan your arrival accordingly. If it is not possible for you to attend the Freshers' Weeks, you will still have to take care of the following organisational matters. Your Buddy will assist you with these:

Signing the rental agreement

If you are staying at a student dorm during your time in Bielefeld, you will be able to sign your rental contract on the first day of the Freshers' Weeks. If you cannot participate in the orientation period, please ask your Buddy or a fellow student to assist you with making an appointment at the Studierendenwerk to sign your rental agreement.

Taking care of insurance matters

As part of the Freshers' Weeks, you will have the opportunity to speak to a representative from a German public health insurance provider. If you like, he or she can help you check your existing

health insurance policy to see whether it fully covers your stay in Germany or not. If not, you will also be able to apply for German public health insurance with the representative.

Registration at Town Hall

Like any regular citizen in Germany you have to get registered at Town Hall within two weeks of your arrival. Your Buddy will help you to do so, but please note that you need to bring the following documents:

- Your passport or ID
- Your visa (if required)
- Your German address
- German Landlord Confirmation.

At Town Hall, you will receive registration confirmation needed for your residence permit and for the extension of your visa (if applicable). One week before you leave Germany and return home, you need to give notice of your departure at Town Hall.

BÜRGERAMT/BÜRGERBÜRO

TOWN HALL
CITIZENS' REGISTRATION OFFICE

Bielefeld

Neues Rathaus
Niederwall 23
33602 Bielefeld
Phone +49.521.51-0
buergerberatung@bielefeld.de
www.bit.ly/2M8B3U4

Minden

Großer Domhof 1
32423 Minden
Phone +49.571.89-888
buergerbuero@minden.de
www.bit.ly/2MtOzU1

Gütersloh

Berliner Straße 70
33330 Gütersloh
Phone +49.5241.82-2282
buergerbuero@guetersloh.de
www.bit.ly/2MuUdUg

Opening a bank account

During the Freshers' Weeks you will get assistance in opening a bank account. This is relevant especially for students from countries outside the EU, who need to pay charges for every money transfer. The bank will be chosen for you unless you specifically wish to open an account with another bank. In that case, please do this on your own or with the help of your Buddy. There is a number of banks in Bielefeld with different conditions and rates. Check them out before deciding.

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 you are a citizen from a Non-EU country who is registered for a full degree at a university in the EU and would like to come to Germany for a short stay (exchange), the REST guideline applies to you.

In all other cases, the following regulation applies: 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 study.

Which documents do you need to bring?

Please prepare and bring the following documents:

- Valid passport and (if necessary) visa
- Registration confirmation from the Residents' Registration Office/Town Hall
- Proof of public or private health insurance
- Student ID (Certificate of Enrolment)
- If necessary, proof of finance (this may have already been checked during your visa application)
- If necessary, your rental agreement
- (Biometrical) passport photograph
- A sufficient amount of money in cash (see REST regulation on the following page).

AUSLÄNDERBEHÖRDE
FOREIGNERS' OFFICE

Bielefeld

Niederwall 23
33602 Bielefeld
Phone +49.21.51-0
auslaenderbehoerde@bielefeld.de
www.bit.ly/2M4etMr

Minden

Großer Domhof 1
32423 Minden
Phone +49.571.89700
abh@minden.de
www.bit.ly/2BFHrgQ

Gütersloh

Berliner Straße 70
33330 Gütersloh
Phone +49.5241.82-1
buergerbuero@guetersloh.de
www.bit.ly/2Ncy2yy

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

Please find a checklist of what to do after arrival at the end of this brochure.

The REST regulation

The REST regulation is relevant to you if you are a citizen of a NON-EU country who already possesses a residence permit for study purposes in an EU state. If you are registered for a full degree (BA or MA) at a university in the EU, for example in France, and would like to study for one or two exchange semesters at the FH in Bielefeld, you do not have to turn to the German Embassy for an additional visa for your stay in Germany. The FH's International Office Team will sort things out for you. To do this, we need the following documents from you as soon as your stay has been approved:

- Existing residence permit for the state of your home university
- Proof of subsistence: Accepted as proof is either a.) a scholarship of at least €750 a month or b.) a blocked account with a minimum balance of €4.000 (for one semester) or €8.000 (for two semesters).



“FH Bielefeld has an incredibly nice learning programme for Erasmus students in German and in English. In Bielefeld I feel at home.”

Rostyslav Khodarouskyi, International Student,
Rzeszów University of Technology



On Campus Studying at FH Bielefeld

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)

The Faculty Minden Campus provides information on studying and finding accommodation in Minden: *(in German only)*
www.fh-bielefeld.de/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 2018/19: 24.09.2018–08.02.2019

SoSe 2019: 25.03.2019–19.07.2019

WiSe 2019/20: 23.09.2019–07.02.2020

SoSe 2020: 23.03.2020–17.07.2020

During the last three weeks of the lecture period there are usually no classes. This period of time is used for examinations. Please note that the dates for practice-integrated and part-time degree courses vary.

You can find the exact semester dates for upcoming years on our website:
www.bit.ly/2npobkt

Public holidays

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

Holiday	2019	2020
New Year (<i>Neujahr</i>)	01.01.	01.01.
Good Friday (<i>Karfreitag</i>)	19.04.	10.04.
Easter Monday (<i>Ostermontag</i>)	22.04.	13.04.
Labour Day (<i>Tag der Arbeit</i>)	01.05.	01.05.
Ascension Day (<i>Christi Himmelfahrt</i>)	30.05.	21.05.
Whit Monday (<i>Pfingstmontag</i>)	10.06.	01.06.
Corpus Christi (<i>Fronleichnam</i>)	20.06.	11.06.
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

FH Card

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

- Student ID and student travel card (in combination with your semester ticket)
- 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.

Courses, credits and transcripts

Modules and credit points

One study cycle (Bachelor or Master) is made up of modules containing a certain number of lectures and/or academic courses relating to the module's topic that need to be completed successfully in order to finish the module. Normally, one module is designed to cover one or two semester's worth of work. Only when all study modules are completed successfully will students be awarded with a degree. For the completion of an individual lecture or course, students obtain a certain number of credit points. One credit point equals about 30 hours of work. After completing your stay at FH Bielefeld, you will receive a transcript of records in which all

your achievements are listed with the respective grades. The original transcript of records will be sent by post to the coordinator at your home university. You will also receive an electronic copy by email.

Lectures and course organisation

There are different lecture and course formats offered at FH Bielefeld:

- Lectures (Vorlesungen)
- Seminars (Seminare)
- Courses (Kurse)
- Tutorials (Tutorien)
- Exercises (Übungen)
- Colloquiums (Kolloquien)

In Germany, students like to set up study groups for revising together or for working on a presentation or group project.

Accessing the course catalogue

At FH Bielefeld, the learning platform LSF is used as an online service for all matters related to exams, the course catalogue and setting up a timetable. Without log-in data you can only access some of its functions, e.g. the current course catalogue. After receiving your FH log-in data, you can also set up your schedule or view your grades.

The following link leads you directly to the course catalogue:
www.bit.ly/2MeOSBn

Examinations

Lectures and courses can be divided into those that can be completed without an exam of some kind (attendance only) and those for which you need to sit an oral or written examination, do a presentation or write a paper. For some examinations, you need to sign up in advance within a specific time frame. Please pay close attention if this is the case with your exams. The results of your exams will either be sent to you via email or you will find them on LSF.

Here is the link for accessing LSF log-in page:
www.fh-bielefeld.de/lsf

Grading

The German grading system may be different from the one you are used to. Please see the comparison table below. Please note: *The table is for orientation only and not legally binding.*

Numerical Grade	ECTS Grade	Definition
1.0/1.3	A	Excellent
1.7/2.0	B	Very good
2.3/2.7/3.0	C	Good
3.3/3.7	D	Satisfactory
4.0/4.3	E	Adequate (=pass)
5.0	F	Unsatisfactory (=fail)

Service Facilities

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. 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

Furthermore, all 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

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 have been properly enrolled. International exchange students receive their log-in data in the Freshers' Weeks. 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

Studierendenwerk

The Studierendenwerk Bielefeld is the social service provider for the four institutions of higher education in the region of East-Westphalia. They offer low-cost accommodation, affordable daily meals, day care facilities for students' children, and much more! The Studierendenwerk Bielefeld is one of 12 student services in the state of NRW that offer diverse services for students.

For further information go to:
www.bit.ly/2M2COND

Leisure-time activities and university groups

The International Office's semester programme

Helping you to feel at home and to get to know other (international) students and your surroundings is as important to us as helping you with organisational matters. Therefore, we offer events and activities where you can get to know your fellow students and life, culture and language in Germany. Your success is our success and we hope you will enjoy the excursions and activities we plan for you.

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 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, parcouer 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.

With your FH Card, the sports programme is mostly free of charge. 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 and make new friends!

Here you can register for the courses:
www.bit.ly/2KG6mQr

Campusfilm/FH Cinema (*university film screenings*)

Students in Bielefeld have a choice between two Campusfilm screening programmes per semester. One is located at Bielefeld University in lecture hall H13. The other Campusfilm screening is organised by the FH Bielefeld students' committee (AStA) and takes place every Thursday at 7:00 p.m. in the Audimax at FH Bielefeld. Nearly all of the films are dubbed in German (except for one evening per semester when a film is shown in the original (English) version), so this might be a good opportunity to practice your language skills. Especially since the entrance fee is very low.

You can check the current cinema programme on the following website:
www.bit.ly/2vRXhyA

ViSiB (*Association to support international students in Bielefeld*)

ViSiB is a non-profit association working for international students since 1985.

Their projects and offers include:

- A bicycle rental service for up to two semesters, free of charge but you have to pay a deposit (€50)
- Contact with host families to further cultural exchange
- Support regarding all questions, concerns and problems of everyday life
- Various leisure-time activities and excursions in North Rhine-Westphalia – their programme cooperates with the semester programme of the FH's International Office and will be made available at the beginning of each semester
- Financial aid in cases of emergency

ViSiB

Dana Jarczyk
 Phone +49 521 106 4078
visib@uni-bielefeld.de
www.bit.ly/2KHxBtX

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/20IWgXa

Support – Advice – Counselling

There might be times and situations during your stay in which you need advice and counselling. Below you will learn about the various contact points that can provide support and that can help you to overcome smaller and greater problems and crises. There are also workshops on various topics offered throughout the semester, such as academic writing – keep an eye on the event calendar on FH Bielefeld's website!

Student Advising and Counselling (*Zentrale Studienberatung*)

If you encounter any study-related problems during your time here, the Student Advising and Counselling Service (Zentrale Studienberatung in German) is the place to go. You can contact them by phone or by email or visit them for a one-on-one talk (without appointment during visiting hours in Bielefeld and Minden, by appointment only in Gütersloh). Please rest assured that anything you might discuss there remains confidential.

FH Bielefeld

Interaktion 1
 33619 Bielefeld
 Phone +49 521 106-7758
zsb@fh-bielefeld.de
www.fh-bielefeld.de/studienberatung/zsb

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

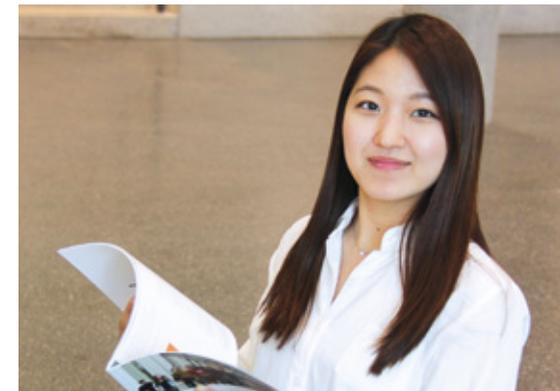
- Trainings in key skills for staff and students
- Measures to promote girls and women in STEM fields (Science, Technology, Engineering and Mathematics). The German equivalent MINT stands for Mathematik, Informatik, Naturwissenschaft und Technik)
- Day care facilities for children of students and staff
- Workshops for female staff at FH Bielefeld

Contacts (organised by faculties):

www.bit.ly/2Mcbi4o

Current services and events:

www.bit.ly/20lBkj



»Bielefeld is a great place for students to study, to work and to enjoy. I met wonderful friends at the FH Bielefeld.«

Sooyoung, International Student,
 Hallym University, South Korea

Counselling (*Psychosoziale Beratung*)

The psycho-social counselling service helps students manage and overcome problems and crises that might emerge during their studies at FH Bielefeld. Students with depression, phobias or anxieties regarding their daily study routine are offered an opportunity to discuss their problems confidentially and, together with the counsellor, come up with solutions to find a way out of their crisis.

Services offered

- One-on-one counselling
- Workshops on study methods and the reduction of anxiety
- Advice by phone

Further information in German:

www.bit.ly/2OkWRse

Bielefeld Campus

Dr. phil. Marita Ripke
Phone +49.521.106-70510
marita.ripke@fh-bielefeld.de

Minden Campus

Dipl.-Soz.päd. (FH) Sophia Lehmann
Phone +49.571.8385-213
sophia.lehmann@fh-bielefeld.de

General Students' Committee (AStA)

The students' committee (abbr.: AStA = Allgemeiner Studierendenausschuss) is a council consisting of students from across all faculties which deals with the concerns of all students. Elected by their fellow students, their purpose is to represent the students and stand up for the

social, financial and university-political needs of the student body. Representatives of the AStA are part of all councils of FH Bielefeld and in most are entitled to vote so that they are able to actively participate in important developments and decision-making regarding university policies. The AStA offers advice in social matters, arrange contacts to legal advisors and support students with all problems and questions concerning student life.

Here you will find further information about the Students' Committee and its advisory services:
www.fh-asta.de

Especially interesting for international students is the Migrationsreferat of the AStA. It is the group dealing with migration and internationalisation. If you have language problems, questions regarding your studies or your life in Germany, or need any other advice, this is the right place for you.

Migrationsreferat (AStA)

Interaktion 1
33619 Bielefeld
Phone +49 521 106 7723
migration@fh-asta.de

General legal advice

A very special service of the students' committee is legal advice for students. In case of any legal issues such as law of tenancy or inheritance law you have the opportunity to get legal advice from a lawyer.

Contact: Room A 237

Interaktion 1
33619 Bielefeld
Phone +49.521.106 7724
asta@fh-bielefeld.de
Office hours: Wednesday 16–17

Academic writing advice

From the challenge of finding a topic to write about through to text editing – all faculties offer writing advice and organise workshops and seminars on academic writing.

Please visit the following link for further information:
www.bit.ly/2vVda7k

Students with children

FH Bielefeld puts great emphasis on being a family-friendly institution and there is various support available for staff and students with children. The Studierendenwerk runs three day nurseries for children of students in near proximity to Bielefeld campus. The FH nursery »EffHa« is mainly designed for children of staff, but will also take in students' children if free places are available. Furthermore, FH Bielefeld provides child care for early mornings and late afternoons/evenings (before and after nursery opening hours) and school holiday clubs/play-schemes are organised and financed by the Gender and Diversity Office.

There are also baby changing rooms, nursing rooms and a general family room available.

For further information please visit:
www.bit.ly/2vy0La1

Students with disabilities and chronic illnesses

Most buildings at FH Bielefeld and Bielefeld University as well as most bus stops and tram stations should be accessible comfortably. Nevertheless, we ask you to inform us as soon as possible about any issue you might have so that we can make preparations, especially regarding your accommodation.

If you wish to receive advice concerning your situation as a student with a disability and/or a chronic illness, you may either contact the "Commissioner for students with disabilities and chronic illnesses" (more official) or the "AStA group for students with chronic illnesses and disabilities" (less official, General Students' Committee).

Commissioner for students with disabilities and chronic illnesses

Phone +49 521 106 70236
handicap@fh-bielefeld.de
Personal advice by appointment only.

Support and counselling by the AStA group for students with chronic illnesses and disabilities (*Beratung durch das Referat für Beeinträchtigte Studierende des AStA*) Room A 237

Interaktion 1
33619 Bielefeld
Phone +49.521.106-7724
best@fh-bielefeld.de
Office hours: Thursday 16–18



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

In Case of Emergency

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

Police	110
Fire department and emergency doctor	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. However, students, adolescents and children say “Du” to each other in Germany, so here you do not need to worry. 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. A student’s monthly living costs statistically amount to approximately €670. 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. Your student ID grants you numerous benefits and savings opportunities, e.g. at restaurants, clubs, public transportation and in the domain of cultural and leisure time activities.

You can find a table with average costs of living on the website of the Studierendenservice:
www.bit.ly/2vRzM8L

Work permit

Many students have a part-time job to earn extra money. If money is tight or if you are looking for some work experience, you too might consider looking for a job. Before you start the job hunt, however, you need to be sure that you are legally allowed to work in Germany.

Please visit the following websites for further information:

- Part-time job:
www.bit.ly/2nqyzBE
- Jobbing:
www.bit.ly/20kA3Zw

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 fellow students, with your professors, 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

For international exchange students there will also be an intensive language course during the Freshers’ Weeks.

At Bielefeld University

PunktUm is a project at Bielefeld University that offers intensive courses for students in cooperation programmes (ERASMUS+) before and during the semester.

You will find further information on the following website:
www.bit.ly/2vwWIRO

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/2QVzoig

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/

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 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

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

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.

The University of Bielefeld also features a great range of theatrical groups. Take particular notice of the English Drama Group since their performances are entirely in English. If the duration of your stay allows for it, you may even consider taking part in one of their productions! Plays staged by the university’s theatrical groups usually take place at the end of the semester.

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.

Bars and pubs are available to everyone’s gusto; next to stylish bars there is quite a number of Studentenkneipen (student bars) where the atmosphere is cosy and the drinks are affordable.

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. Ask your fellow students where they like to go or just go with the flow.

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.

For those of you interested in art and design there is a number of galleries in Bielefeld, among these the Gallery Artists Unlimited where young artists may find a place to live and exhibit their work.

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)

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)

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)

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)

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.

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!

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/2OrlS57



“The International Office at the FH Bielefeld is always supportive and so nice. Thank you for this amazing adventure I will never forget.”

Songul, International Student
Université Paris-Est Créteil Val de Marne

Dictionary of German higher education terms

While studying 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:

German	English
Dekan /Dekanin	<i>dean</i>
Dozent /Dozentin, die	<i>lecturer</i>
Exmatrikulation	<i>de-registration</i>
Fachbereich	<i>faculty</i>
Fachschaftsrat	<i>student representatives</i>
Hörsaal	<i>lecture room / lecture theatre</i>
ILIAS	<i>open source web-based learning management system used at FH Bielefeld</i>
Immatrikulation	<i>enrolment</i>
Kommilitone/Kommilitonin	<i>class mate/fellow student</i>
Lerngruppe	<i>study group</i>
Magistrale	<i>entrance hall</i>
Matrikelnummer	<i>student ID number, matriculation number</i>
Mensa	<i>canteen/dining hall</i>
Prüfungsamt	<i>examination office</i>
Prüfungsausschuss	<i>examination board</i>
Prüfungsordnung	<i>examination regulations</i>
Rückmeldung	<i>re-registration, re-enrolment</i>
Semesterbeitrag	<i>semester contribution</i>
Semesterticket	<i>semester ticket (travelcard)</i>
Studierendenausweis	<i>student identity card</i>
Studierendenparlament	<i>student parliament</i>
Studierendenwerk	<i>student services organisation</i>
Vorlesungsfreie Zeit/Semesterferien	<i>lecture-free period/semester break</i>
Vorlesungsverzeichnis	<i>course catalogue</i>

Checklist: Planning your stay in Germany

1. About 1 year prior to departure

- Get information about studying in Germany ↗ www.study-in.de, ↗ www.daad.de/en
- Get Information about visa requirements and application procedures
- Get information about university admission and language requirements
- Get information about the cost of living and financing your studies
- Choose a study programme

2. About 12 to 4 months before the start of your study programme

- Apply to the university; please note the respective application deadlines

3. After acceptance

- Apply for a visa at the German embassy or consulate in your country (if necessary)
- Ask your insurance provider for an EHIC (European Health Insurance Card) or other evidence of health insurance
- Transfer the semester contribution to the FH's bank account
- Prepare the documents and other items you need to bring with you:
 - Valid ID/passport
 - Your visa, if required
 - Your European Health Insurance Card (EU/EEA citizens) or other evidence of health insurance (and prescription medicine, if necessary)
 - Your Zulassungsbescheid (Letter of Acceptance)
 - Passport photos for various IDs and applications
 - Proof of financial resources (if necessary)
 - Vaccination card (if necessary)
 - International driver's license (if necessary)
 - Contact information of your Buddy, the International Office and your accommodation
 - Certified copies and translations of your school-leaving certificate, language test certificates and university diploma (if necessary)
 - Credit card/cash
 - Travel documents (plane ticket, etc.)
 - Electrical adapter (if necessary – line voltage in Germany is 220 V)

Checklist: Planning your stay in Germany

4. After arrival in Germany

- Enrol at FH Bielefeld; please bring your passport/ID card and proof of health insurance from your home country
- Register at the Town Hall (Bürgeramt)
- Register at the Foreigners' Registration Office (Ausländerbehörde) – only if your visa does not cover the full period of your stay in Germany
- Apply for a residence permit (if/when necessary)
- Sign your rental contract
- Open a bank account

5. Before leaving Germany

- Go to the university's registrar's office for de-registration (Exmatrikulation)
- Terminate your German health insurance (if necessary)
- Cancel any other contracts you might have entered
- Close your German bank account (if necessary)
- Inform the Bürgeramt (town hall) that you are leaving Germany

Important Local Addresses

BIELEFELD UNIVERSITY OF APPLIED SCIENCES

International Office

Rooms A 227/229/231
Interaktion 1
33619 Bielefeld, Germany
Phone +49 521.106-70093, -70517, -7710
international.office@fh-bielefeld.de
www.fh-bielefeld.de/en/international-office

Zentrale Studienberatung

(ZSB, Student Advising and Counseling)
Interaktion 1
33619 Bielefeld, Germany
Phone +49 521.106-7758
zsb@fh-bielefeld.de
www.fh-bielefeld.de/zsb

Student Services

Please find a list of contact details for your respective degree course at:
www.fh-bielefeld.de/studierendenservice

AStA (Student Union)

Room A 239
Interaktion 1
33619 Bielefeld, Germany
Phone +49 521.106 7724
asta@fh-bielefeld.de
www.fh-asta.de

BIELEFELD UNIVERSITY

PunktUm (German courses)

Universitätsstraße 25
Room C3-210
33615 Bielefeld, Germany
Phone +49 521 106-3616
punktum@uni-bielefeld.de
www.uni-bielefeld.de/punktum

Hochschulsport

(University sports programme)
Universitätsstraße 25
Room EO-146
33615 Bielefeld, Germany
Phone +49 521 106-6113
hochschulsport@uni-bielefeld.de
www.hsp.sport.uni-bielefeld.de/angebote/

PUBLIC AUTHORITIES IN BIELEFELD

Bürgerberatung (Town Hall)

Neues Rathaus
Niederwall 23
33602 Bielefeld, Germany
Phone +49 521 51-0
buengerberatung@bielefeld.de

Ausländerbehörde

(Foreigners' Registration Office)
Neues Rathaus
Niederwall 23
33602 Bielefeld, Germany
Phone +49 521 51-0
buengerberatung@bielefeld.de

NATIONAL HEALTH INSURANCE PROVIDER*

Techniker Krankenkasse Campus Team (TK)

Bielefeld University
Universitätsstraße 25
Room D1 - 121
33615 Bielefeld, Germany
FH Bielefeld
Interaktion 1
Room A 233 (Thursdays 11–14)
33619 Bielefeld, Germany
Contact: Michael Kraut
Phone +49.40.460 65 11 15 03
michael.kraut@tk.de

Deutsche Angestellten Kasse (DAK)

Alfred-Bozi-Straße 15
33602 Bielefeld, Germany
Phone +49.521.98 91 11-0
service763600@dak.de

SHORT-TIME ACCOMMODATION

Jugendgästehaus (Youth Hostel)

Hermann-Kleinewächter-Straße 1
33602 Bielefeld, Germany
Phone +49 521 522 05-0
jgh-bielefeld@djh-wl.de
www.djh-wl.de/jh/bielefeld

Kolpinghaus Bielefeld

August-Bebel-Straße 7a
33602 Bielefeld, Germany
Phone +49.521.603 63
info@kolpinghaus-bielefeld.de
www.kolpinghaus-bielefeld.de

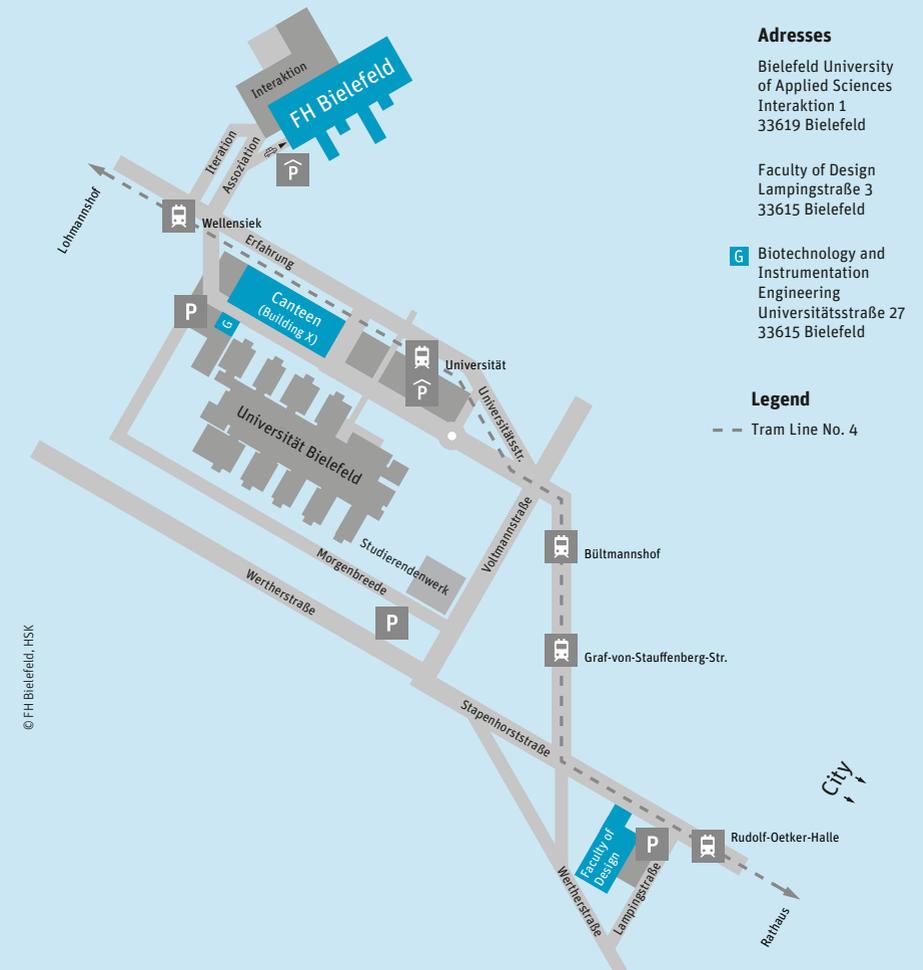
* Two selected providers; there are various other providers you can find on the internet.



Useful Weblinks

General information on studying in Germany	www.study-in.de
FH Bielefeld FAQs for incoming exchange students	www.daad.de/en
Interesting facts about Germany	www.bit.ly/2BdAblu
Student Associations	
• Protestant Students' Association (<i>Evangelische Studierendengemeinde, ESG</i>)	www.esg-bielefeld.ekvw.de
• Catholic Students' Association (<i>Katholische Hochschulgemeinde, KHG</i>)	www.khg-bielefeld.de
• Muslim Student Group (<i>Deutschsprachige Muslimische Studentenvereinigung, DMS</i>)	www.dmsbielefeld.de
Brochures with general information on living and studying in Germany	www.bit.ly/2vGOaBG
<p><i>The German Academic Exchange Service (DAAD) regularly publishes brochures and magazines on living, studying and conducting research in Germany which are available for download.</i></p> <p><i>We especially recommend the brochure: "Studying in Germany – A Practical Guide for International Students".</i></p>	
Brochure about Bielefeld University of Applied Sciences	www.fh-bielefeld.de/en/about

Bielefeld University of Applied Sciences Bielefeld Campus



Addresses

Bielefeld University of Applied Sciences
Interaktion 1
33619 Bielefeld

Faculty of Design
Lampingstraße 3
33615 Bielefeld

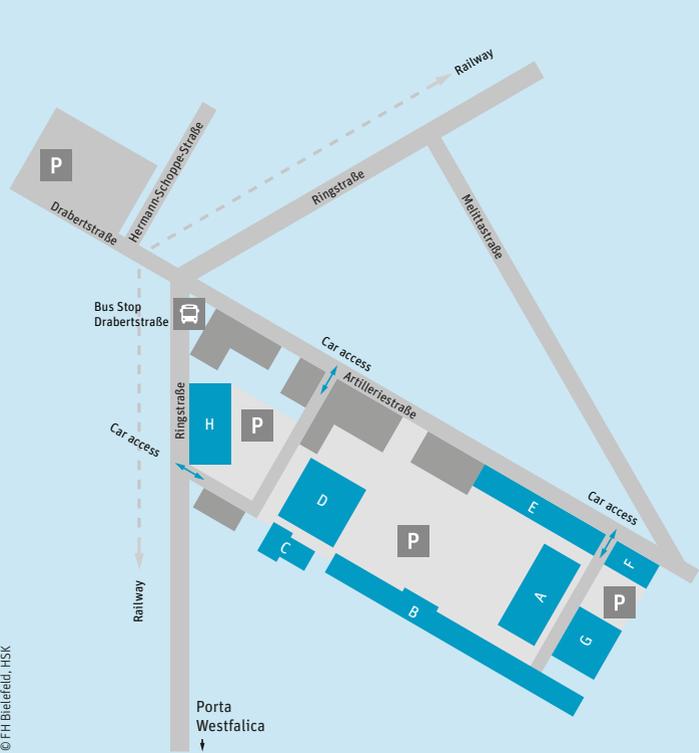
G Biotechnology and Instrumentation Engineering
Universitätsstraße 27
33615 Bielefeld

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)

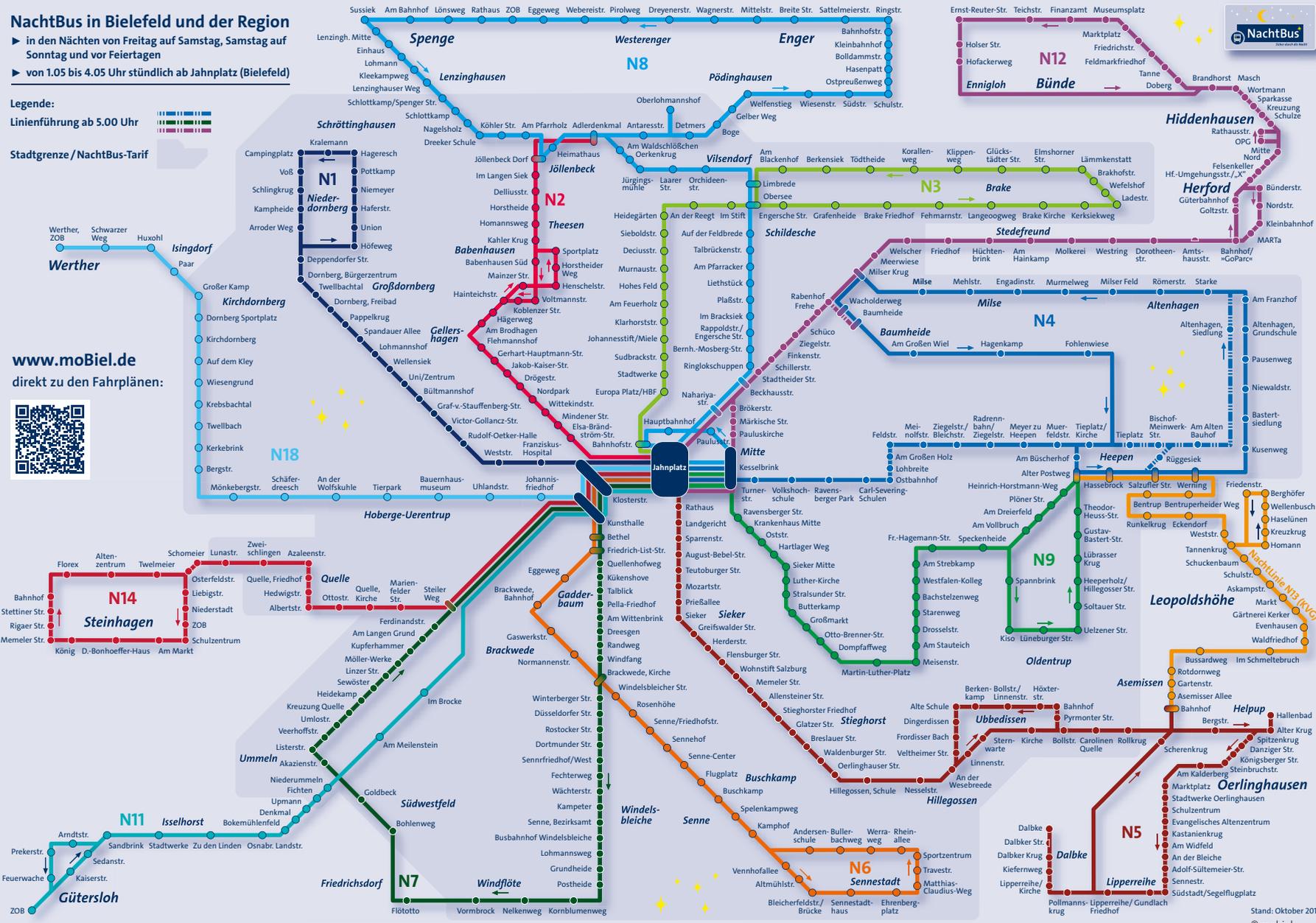
Legende:

Linienführung ab 5.00 Uhr

Stadtgrenze / NachtBus-Tarif



www.moBiel.de
direkt zu den Fahrplänen:



**Bielefeld University of Applied Sciences
International Office**

Rooms A 227/229/231

Interaktion 1

33619 Bielefeld, Germany

Phone +49.521.106-70093, -70517, -7764

international.office@fh-bielefeld.de

www.fh-bielefeld.de/en/international-office

Main contacts

**Contact Person for
International Exchange Students**

Hannah Möhring

Room A 227

Phone +49.521.106-70093

hannah.moehring@fh-bielefeld.de

**Contact Person for
International Degree Seeking Students**

Nora Naujoks

Room A 227

Phone +49.521.106-70517

nora.naujoks@fh-bielefeld.de

Programmes for Refugees

Dipl.-Kfr. (FH) Sandra Schoeß

Room C 012

Phone +49.521.106-7764

sandra.schoess@fh-bielefeld.de



FH Bielefeld
University of
Applied Sciences