**Admission to the Exchange Programme of Hamburg University of Technology**

**FAQ: General Pre-Arrival Information**

Academic Calendar and Admission:

**Summer semester starts on 1st April 2019 and ends on September 30th 2019: First lecture day is April 1st 2019 and the last lecture day is July 16th 2019.**

Your admission to the exchange programme is intended for a maximum period of two semesters. It is possible under certain exceptions to extend the length of your studies after the 2nd Semester.
The **enrolment process** takes place immediately upon your arrival at the **International Office** of TUHH. Please take along photocopies of the following documents:

* Valid passport (the page with your personal details
* Proof of health insurance :European Health insurance Card or other certificates confirming health insurance cover in Germany

The **semester contribution** which currently amounts to 276, 50 € should be transferred to university account after your arrival. The sum includes a semester ticket, which entitles you to use the local public transport throughout the whole semester without additional fee.

Health Insurance:

**All students at TUHH need a certificate confirming health insurance cover in Germany:**

* **Erasmus students** need to prove the European Health insurance card.
* **Overseas students** will probably have to apply for health insurance card at a regular German public health insurance company in Hamburg**.**

**The travel insurances of any kind will not be accepted, as they do not cover the real costs occurred in case of accident or illness!**

Accommodation:

The accommodation in Hamburg, both rooms in dormitories and private rooms are extremely limited!

In cooperation with the Studierendenwerk Hamburg ACCO-TUHH can arrange a limited number of Freshmenrooms in one of the three halls of residence in Hamburg-Harburg. You get to TUHH easily and fast from there.

**Prospective exchange students from partner universities can apply for the service of the Accommodation Office/Freshmen rooms online through the Mobility-Online portal.**

For further information, please check our webpage: https://www.tuhh.de/alt/tuhh/international/incoming-international-students/accommodation-office.html

For further questions, please contact the TUHH accommodation office **as soon as possible**, directly at: accommodation@tuhh.de

Orientation Activities and Networks:

The International Office runs a special **Welcome-Orientation-Program** for international exchange students, in the **first week of April for each summer semester and first weeks of October for each winter semester**. The Program offers orientation session, special tutorials about study organisation, campus rally and other events. The **Welcome Tutors** will support you in dealing with initial paperwork and will give you practical tips concerning life on TUHH campus and in Hamburg. Details will be sent to you via Email. Should you have questions, you can contact the Welcome Tutors directly at: welcome@tuhh.de

Another possibility, if you need support, is to contact the voluntary student organisation: **ESN-Buddies**. They will assign you a personal mentor who will help you to get local and may even pick you up at the airport or train station. For more information, please contact: hamburg@esn-germany.de

Intensiv German Language Courses:

The TUHH offers special intensive German language courses for exchange students at the beginning of each winter semester. The course usually starts in the last days of September/ first days of October and lasts for 2 weeks. It is free of charge for exchange students from partner institutions. The course can already be a part of your TUHH study program/learning agreement and counts for 2 or 4 ECT (depending on the level). **The online registration (available from August/September) is necessary to get a place in the course!** In the summer semester, no intensive language course will be offered!

Current TUHH Courses Catalogue/Semester Language Courses:

The TUHH **Course catalogue** [http://intranet.tuhh.de/stud/vvz\_eingabe.php3?Lang=en](http://intranet.tuhh.de/stud/vvz_eingabe.php3?Lang=en%20) is published at TUHH three weeks before the start of the lectures, which means that you probably have to update your learning agreement upon your arrival in Hamburg.
All offered courses from the domain of non-technical complementary electives can be found at:
<https://intranet.tuhh.de/stud/vvz_ausgabe.php?sg_s=ALLE&Lang=en&period=A>

The list of **language courses being offered during the semester** can be found at: https://www.tuhh.de/tuhh/studium/studieren/sprachen-lernen-an-der-tuhh.html**Thesis/ Project work**
If you have an intention to carry out on a thesis-/project work at TUHH, it is required to make all arrangements with your TUHH supervisor before your arrival in Hamburg. You can find an appropriate supervisor in one of the TUHH institutes. The list of research institutes can be found at: <https://www.tuhh.de/alt/tuhh/research/institutes/institutes-alphabetically.html>

TUHH Examination Periods and Transcript of Records:

The TUHH examinations are carried out in the non-lecture period: **In summer semester: mid- July until the end of September and in winter semester: mid-January until the end of March**. The examination registration for exchange students is carried out within two weeks in May and in December.

If you have to leave the TUHH earlier, you should contact the professor in time to find an individual regulation for the examination you want to take.

Transcript of records will be issued by the examination office when all examinations results have been collected. Sometimes this procedure cannot be closed upon your departure back to your home country but you can print your transcript of records later on by using the Self- Service function at the TUHH web page!

Additional Important Notes:

TUHH schools cannot assure you a place in a certain class due to fulfilment of certain preconditions, timetable factors and other limitations. For courses with a limited number of participants, candidates should contact the organising institute well in advance and check availability. However TUHH will try to provide students with other courses relevant to their field of study. In general incoming exchange students are advised to choose mainly courses of one school, as mixing different programs might result in timetable problems. Preferentially these courses should be offered by the school responsible for the bilateral agreement.

Your International Office Team