

# STUDY GUIDE FOR INCOMING EXCHANGE STUDENTS

Summer semester 2024

English



# Welcome to Hochschule Esslingen!



Dear exchange students,

every semester exchange students come from all over the world to Esslingen University (Hochschule Esslingen) in order to study here. It is a big challenge to get used to a new country, a new city and a different culture. Therefore we are here to help you with all problems and questions you may have.

In this booklet you will find useful information, instructions and addresses that will help you during your stay here and guide you throughout the semester at Esslingen University.

We hope that your stay here is a positive experience, and that you enjoy your time in Esslingen and Göppingen.

Your International Office

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# HOCHSCHULE ESSLINGEN

## Facts and figures

3 campuses

6 faculties

31 bachelors degree programs

14 master s degree programs

approx. 6300 students

219 professors

466 lecturers

438 staff

approx. 90 partner universities

67 laboratories

- > The International Office
- > Important Contacts at HS Esslingen
- > Contact Persons in the Faculties
- > The Three Campuses
- > Maps of Campuses
- > How do I find a room at HS Esslingen?
- > Important Abbreviations





#### Contact

Hochschule Esslingen  
International Office  
Kanalstraße 12/1  
D - 73728 Esslingen

Building 17  
(opposite the Cafeteria  
Esslingen City Centre)

## THE INTERNATIONAL OFFICE

#### Main tasks

The International Office is the place to contact for international students (incomings) who wish to spend a semester studying at Hochschule Esslingen, and for students from Hochschule Esslingen who want to spend a semester abroad. The International Office organizes orientation weeks for incoming students, courses in German language and culture, excursions and also housing arrangements.

#### Contact for Exchange Students

Esther Ndomé  
Telephone: 0711- 397 3080  
incoming@hs-esslingen.de  
Webex: <https://hs-esslingen.webex.com/meet/esther.ndome-edimo-ekoute>

#### Contact for KEEP & INTAP Students

Kremena Daneva  
Telephone: 0711- 397 3910  
incoming@hs-esslingen.de  
Webex: <https://hs-esslingen.webex.com/meet/kremena.daneva>

[You can reach us by email or on Webex](#)

## IMPORTANT CONTACTS AT HS ESSLINGEN

### Accommodation – Studierendenwerk Stuttgart

Xuemei Ladewig	S 1.317	<a href="mailto:x.ladewig@sw-stuttgart.de">x.ladewig@sw-stuttgart.de</a>
	<u>Office hours:</u> Mon, Wed, Thu 9 - 11 am	Tel.: 0711- 203731 101
Andrea Hilebrand-Schmidt	S 1.317	<a href="mailto:a.h-schmidt@sw-stuttgart.de">a.h-schmidt@sw-stuttgart.de</a>
	<u>Office hours:</u> Mon, Tue, Thu 9 - 11 am	Tel.: 0711- 203731 102

### International Office – Göppingen

G 1.308	<a href="mailto:incoming@hs-esslingen.de">incoming@hs-esslingen.de</a>
<u>Office hours:</u> Wed 10 am - 1.00 pm	Tel.: 07161-679 1200

### Examination Office – Esslingen City Campus

S 1.127	<a href="mailto:Pruefungsamt@hs-esslingen.de">Pruefungsamt@hs-esslingen.de</a>
<u>Office hours:</u> Mon, Wed, Fri 9 - 11:30 am Tue 9 am - 3 pm	Tel.: 0711-397 3070

### Student Affairs Office – Esslingen City Campus

S 1.125	<a href="mailto:Studierendensekretariat@hs-esslingen.de">Studierendensekretariat@hs-esslingen.de</a>
<u>Office hours:</u> Mon, Wed, Fri 9 - 11:30 am Tue 9 am - 3 pm	Tel.: 0711-397 3050

### Student Affairs Office – Esslingen Hilltop Campus

F 1.010	<a href="mailto:Pruefungsamt_FL@hs-esslingen.de">Pruefungsamt_FL@hs-esslingen.de</a>
<u>Office hours:</u> Mon, Wed, Fri 9 - 11:30 am Tue 9 am - 3 pm, 13:30 - 15:00 pm	Tel.: 0711-397 4515

### Student Affairs Office – Göppingen

Paulina Kirschner	G 4.105	<a href="mailto:Paulina.Kirschner@hs-esslingen.de">Paulina.Kirschner@hs-esslingen.de</a>
	<u>Office hours:</u> Mon, Wed, Thu 9 - 11:30 am	Tel.: 07161-679 1176
Sonja Schurr	Tue, Fri 9 - 11:30 am	<a href="mailto:Sonja.Schurr@hs-esslingen.de">Sonja.Schurr@hs-esslingen.de</a>
		Tel.: 07161-679 1176

## CONTACT PERSONS IN THE FACULTIES

Name	Program	Room	Contact details
<b>Angewandte Naturwissenschaften, Energie- und Gebäudetechnik/ <i>Science, Energy and Building Services</i></b>			
Prof. Carla Cimatoribus	ERASMUS/ Global	S 5.201	Carla.Cimatoribus@hs-esslingen.de Tel.: 0711 - 379 3490
Prof. Thomas Rohrbach	CDHAW	S 5.203	Thomas.Rohrbach@hs-esslingen.de Tel.: 0711-379 3494
Prof. Bettina Weiß	ERASMUS/ Global	S 4.109	Bettina.Weiss@hs-esslingen.de Tel.: 0711-397 3553
<b>Informatik und Informationstechnik / <i>Computer Science and Engineering</i></b>			
Prof. Dominik Schoop	ERASMUS/ Global	F 1.354	Dominik.Schoop@hs-esslingen.de Tel.: 0711-379 4467
Prof. Kai Warendorf	ERASMUS/ Global & DD Gannon	F 1.317	Kai.Warendorf@hs-esslingen.de Tel.: 0711-379 4169
<b>Maschinen und Systeme/ <i>Mechanical and Systems Engineering</i></b>			
Prof. Stefani Maier	DD ITESM	S 2.102	Stefani.Maier@hs-esslingen.de Tel.: 07161-676 2177
Prof. Wolf-Dieter Lehner	DD JAMK	G4.109	Wolf-Dieter.Lehner@hs-esslingen.de
<b>Mobilität und Technik/ <i>Mobility and Technology</i></b>			
Prof. Joachim Berkemer	KEEP/INTAP	S 4.005	Joachim.Berkemer@hs-esslingen.de Tel.: 0711-379 3376
Prof. Peter Häfele Prof. Hermann Lücken	ERASMUS/ Global	S 10.104 S 10.102	Peter.Haefele@hs-esslingen.de Hermann.Luecken@hs-esslingen.de
Prof. Georg Schmidt	ERASMUS/ Global	G 4.209	Georg.Schmidt@hs-esslingen.de Tel.: 07161-679 1203
Prof. Norbert Schreier	CDHAW	S 2.102	Norbert.Schreier@hs-esslingen.de Tel.: 0711-379 3231
<b>Soziale Arbeit, Bildung und Pflege / <i>Social Work, Education and Nursing Sciences</i></b>			
Prof. Marion Möhle	ERASMUS/ Global	F 1.064	Marion.Moehle@hs-esslingen.de Tel.: 0711-397 4503
<b>Wirtschaft und Technik / <i>Management and Technology</i></b>			
Prof. Rainer Elste	ERASMUS/ Global	G 4.257	Rainer.Elste@hs-esslingen.de Tel.: 07161-679 1266
Prof. Jürgen Minuth	CDHAW		Juergen.Minuth@hs-esslingen.de Tel.: 07161-679 1143
<b>International Assistants</b>			
Monika Buchinger	Wirtschaft und Technik		Monika.Buchinger@hs-esslingen.de
Christiane Höger-Riedel	Wirtschaft und Technik		Christiane.Hoeger-Riedel@hs-esslingen.de
Teodora Ginova-Navarro	Maschinen und Systeme		Teodora.Ginova-Navarro@hs-esslingen.de
Min Li	CDHAW- Mobility and Technology		Min-Li@hs-esslingen.de

## THE THREE CAMPUSES



### Faculties :

- \* Science, Energy and Building Services
- \* Mechanical and Systems Engineering
- \* Mobility and Technology

### Esslingen City Campus

Kanalstr. 33  
73728 Esslingen

#### Opening hours

All buildings Mon - Fri 6:30 am - 7:00 pm

Building 7 Mon - Fri 7:00 am - 10:00 pm

Building 7 Sat 8:00 am - 6:00 pm

Closed on Sundays and public holidays!

### Esslingen Hilltop Campus

Flandernstr. 101  
73732 Esslingen

#### Opening hours

Building 1 Mon - Fri 6:30 am - 7:00 pm

Building 2 Mon - Fri 7:00 am - 10:00 pm

Building 2 Sat 8:00 am - 6:00 pm

Closed on Sundays and public holidays!



### Faculties:

- \* Management and Technology
- \* Computer Science and Engineering
- \* Social Work, Education and Nursing Sciences



### Faculties:

- \* Management and Technology
- \* Mechanical and Systems Engineering
- \* Mobility and Technology

### Göppingen Campus

Robert-Bosch-Str. 1  
73037 Göppingen

#### Opening hours

All buildings Mon - Fri 6:30 am - 7:00 pm

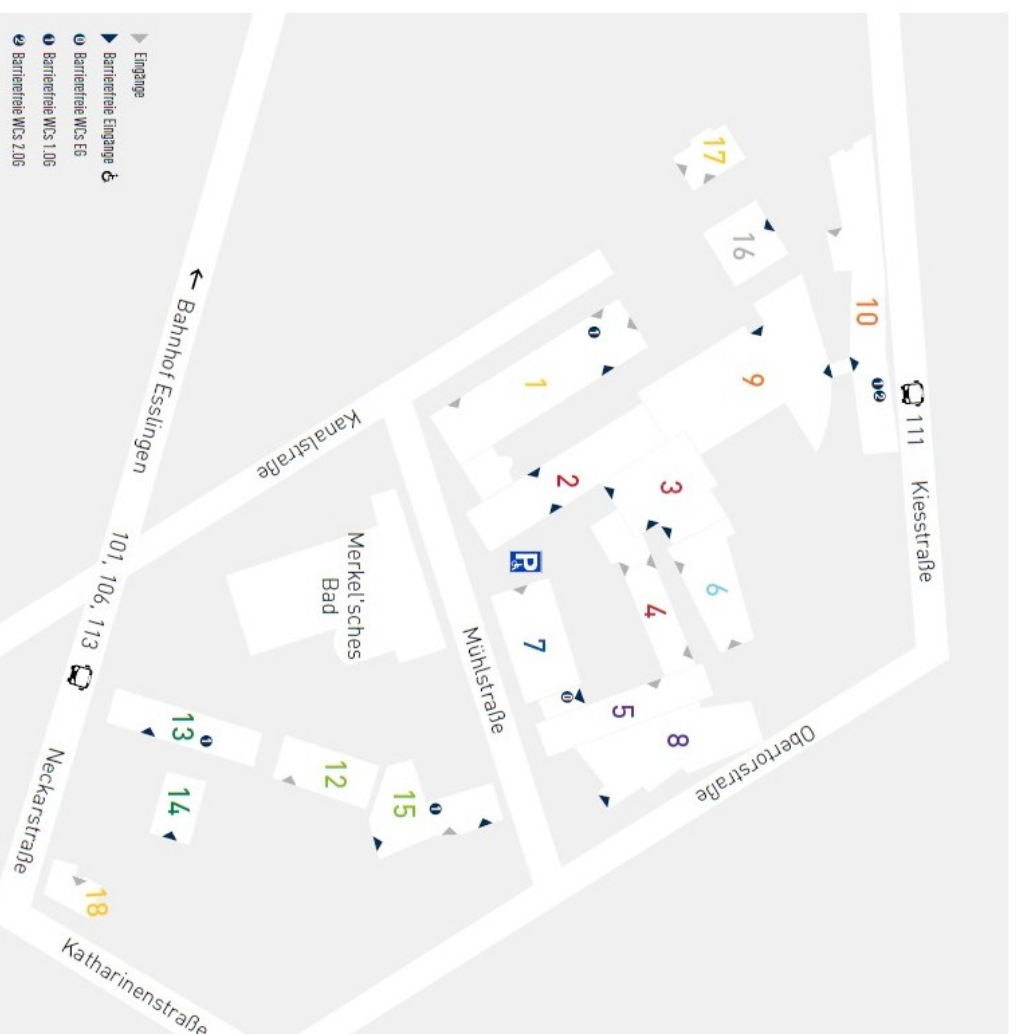
Building 4 Mon - Fri 7:00 am - 10:00 pm

Building 4 Sat 8:00 am - 6:00 pm

Closed on Sundays and public holidays!

## LAGEPLAN

Campus Esslingen Stadtmitte



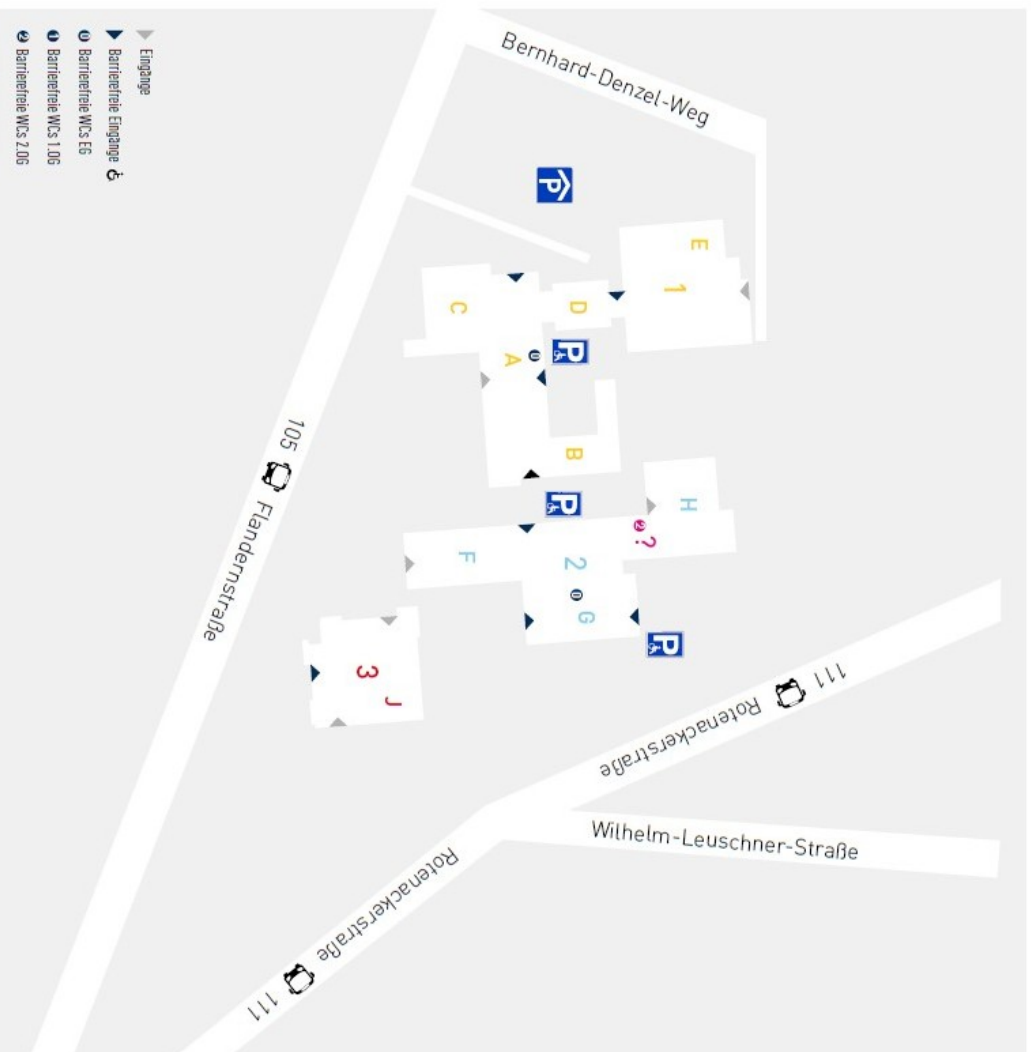
- 1 Kanalstraße 33**  
Rektorat, Verwaltung, Referat Kommunikation, Fundraising, Hörsäle, Seminarräume
- 2 Mühlstraße 1**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Mobilität und Technik
- 3 Mühlstraße 5**  
Mobilität und Technik
- 4 Mühlstraße 5**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Mobilität und Technik
- 5 Mühlstraße 7**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Maschinen und Systeme, Studentische Arbeitsplätze
- 6 Obertorstraße 16**  
Maschinen und Systeme, Mobilität und Technik
- 7 Mühlstraße 3**  
IZ-Rechenzentrum, Seminarräume
- 8 Mühlstraße 9**  
Hörsaal, ASIA
- 9 Kanalstraße 31**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Maschinen und Systeme, Referat Prototypenbau und Fertigung
- 10 Kanalstraße 29**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Maschinen und Systeme, Mobilität und Technik
- 11 Kanalstraße 12/1**  
International Centre and Graduate School, Referat Zentrale Studienberatung
- 12 Kanalstraße 67**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik
- 13 Neckarstraße 63**  
Mobilität und Technik
- 14 Neckarstraße 65/1**  
Mobilität und Technik, Grundesi (Zentrum für Entrepreneurship)
- 15 Mühlstraße 16**  
Angewandte Naturwissenschaften, Energie- und Gebäudetechnik
- 16 Kanalstraße 27**  
Mensa
- 17 Kanalstraße 12/1**  
International Centre and Graduate School, Grundesi (Zentrum für Entrepreneurship)
- 18 Neckarstraße 71**  
International Centre and Graduate School, Grundesi (Zentrum für Entrepreneurship)



- Campus Esslingen Flandernstraße 101**  
Fakultäten: Wirtschaft und Technik, International Centre and Graduate School, Informatik und Informationstechnik, Soziale Arbeit, Bildung und Pflege, IZ-Bibliothek, Aula
- Campus Göppingen Robert-Bosch-Straße 1**  
Fakultäten: Maschinen und Systeme, Mobilität und Technik, Wirtschaft und Technik, Aula

## LAGEPLAN

Campus Esslingen Flandernstraße



**1 Flandernstraße 101**  
Mobilität und Technik, Informatik und Informationstechnik, International Centre and Graduate School, Soziale Arbeit, Bildung und Pflege, Hörsäle, Seminarräume, Besprechungsräume, IZ-Bibliothek, IZ-Rechenzentrum, Studierenden Infocenter, Aula, Sportstätten, ASGA

**2 Flandernstraße 103**  
Wirtschaft und Technik, Soziale Arbeit, Bildung und Pflege, Hörsäle, Seminarräume, Seminar für Ausbildung und Fortbildung der Lehrkräfte Esslingen (Gymnasium)

**3 Flandernstraße 107**  
Studierendenwerk Stuttgart, Hochschuldienstleister, Amt für Ausbildungsförderung, Mensa, Soziale Arbeit, Bildung und Pflege, Hörsäle, Seminarräume

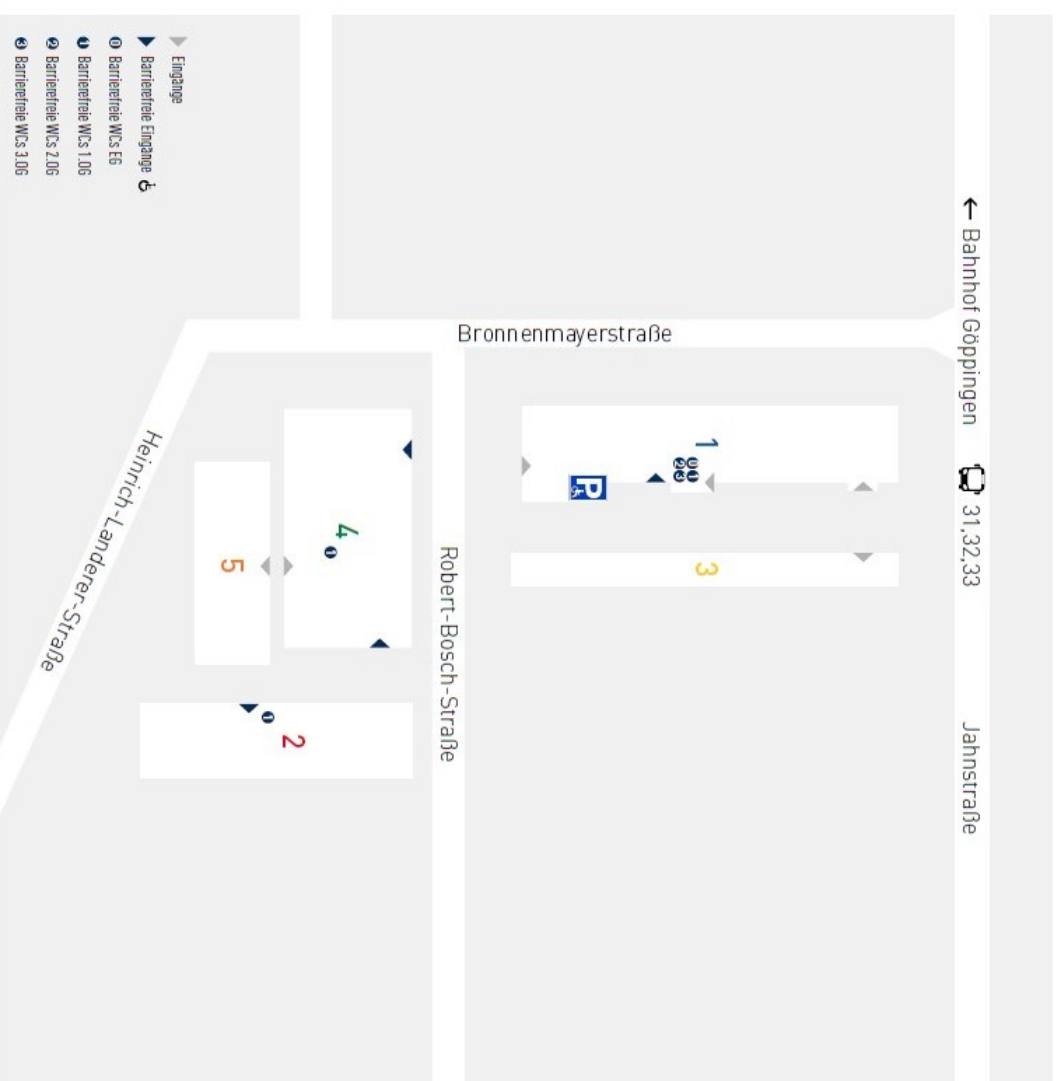
**Campus Esslingen**  
Stadtmitte  
**Kanalstraße 33**

Rektorat, Verwaltung  
Fakultäten: Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Mobilität und Technik, Maschinen und Systeme, Studiengang und Grundstudium

**Campus Göppingen**  
**Robert-Bosch-Straße 1**  
Fakultäten: Wirtschaft und Technik, Mobilität und Technik, Maschinen und Systeme, Aula



## LAGEPLAN



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|--|--|
| <p><b>1 Robert-Bosch-Straße 1</b><br/>Mobilität und Technik, Maschinen und Systeme, IAF, Aula, Mensa, Seminarräume</p> <p><b>2 Robert-Bosch-Straße 4</b><br/>Mobilität und Technik, Wirtschaft und Technik, Referat Prototypenbau u. Fertigung, Abteilung Finanzen und Controlling, Seminarräume</p> <p><b>3 Robert-Bosch-Straße 3</b><br/>Allgemeiner Studierendenausschuss (ASStA), Café Campus, E:Stall</p> | <p><b>4 Robert-Bosch-Straße 2</b><br/>Mobilität und Technik, Wirtschaft und Technik, Fakultätssekretariate/Dekanate, Abt. Studierendenservice und Studiengangmanagement, IZ-Rechenzentrum, IZ-Bibliothek</p> <p><b>5 Heinrich-Landender-Straße 53</b><br/>Wirtschaft und Technik, Seminarräume, INEM</p> |
|--|--|

**Campus Esslingen**  
**Stadtmitte**  
**Kanalstraße 33**  
Rektorat, Verwaltung, Angewandte Naturwissenschaften, Energie- und Gebäudetechnik, Mobilität und Technik, Maschinen und Systeme

**Campus Esslingen**  
**Flandernstraße 101**  
Wirtschaft und Technik, International Centre and Graduate School, Informatik und Informationstechnik, Soziale Arbeit, Bildung und Pflege, Aula

## How to find a room at HS Esslingen?

Room numbers for lecture halls, course rooms and offices of staff at HS Esslingen follow a certain logical system. Differentiated in location, buildings and floors and the room numbers, you can easily find all rooms. Here is a quick explanation how to find a room at HS Esslingen:

Location	Floor
F = Esslingen Flandernstraße <i>Esslingen Hilltop Campus</i>	EG = Erdgeschoss <i>Ground floor (US = "first floor")</i>
S = Esslingen Stadtmitte <i>Esslingen City Campus</i>	2.OG = 2. Obergeschoss <i>Second floor up (US = "third floor")</i>
G = Göppingen <i>Campus Göppingen</i>	1.UG = 1. Untergeschoss <i>First floor down (US = "basement")</i>

### Example:

You are looking for room **S 1.107** = **Esslingen City Campus**, **Building 1**, **2nd floor**, room 107

## Important abbreviations at HS Esslingen

Abbreviation	Description
HS	Hochschule / <i>University of Applied Sciences</i>
HE	Hochschule Esslingen / <i>Esslingen University of Applied Sciences</i>
ES	Esslingen
GP	Göppingen
IO	<i>International Office</i>
WS/WiSe	Winter semester ( <i>September - February</i> )
SS/SoSe	Summer semester ( <i>March - August</i> )
Hiwi	Studentische Hilfskraft / <i>Student tutor</i>
AStA	Allgemeiner Studierenden Ausschuss / <i>Student union</i>
LMR	Lernmittelreferat, Büro für Schreibmaterialien /

For abbreviations of faculties and study programs please see  
page 20 „studying at the university“.

## ORIENTATION PROGRAM

- > Orientation Program
- > Important Dates during the Semester

## THE ORIENTATION PROGRAM

During the first weeks the International Office will support you with all formalities that need to be done. Moreover, intensive German classes will take place within the first weeks. So it is very important for you to be present in the Orientation Program from the first day onwards!

### Things to be done before and during the Orientation Program:

- > **Paying the semester fee:** for student services contributing to the funding of dormitories, the cafeterias, the use of public transport (before the orientation program)
- > **Opening a German bank account:** to pay your rent and health insurance
- > **Health insurance:** In order to enroll at HS Esslingen you must have an insurance policy (if you are not covered through the health insurance waiver or the EHIC)
- > **Residence permit issued by the Immigration Office:** All students need to register their new address in Germany.



- > **Computer Center:** Introduction to the computer center and Internet access
- > **Campus Tour**
- > **German courses (mandatory)**

## IMPORTANT DATES during SoSe 24

Arrival at student dormitories	1 March 2024
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Orientation week	4 - 8 March 2024
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Intensive German language course	7 - 8 March 2024
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First regular lecture	11 March 2024
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Registration for exams	29 April . 13 May 2024
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Examination Period	1- 26 July 2024
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Semester holidays	Starting 27 July 2024
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## STUDYING AT THE UNIVERSITY

- > Lectures & Schedules
- > Abbreviations of Faculties & Study Programs
- > Student ID Card
- > Copying & Printing
- > Certificate of Enrollment
- > Registration for Exams
- > Re-registration
- > Second semester at the HS Esslingen
- > End of your Exchange Semester
- > Service Facilities of HS Esslingen



## LECTURES AND SCHEDULE -> ERASMUS/Global

- > Participants of the ERASMUS/Global program can arrange their own individual timetables from all the courses of the undergraduate study programs which are offered. You will have a meeting with your supervising professor, who will help you to create your schedule.
- > All students of the ERASMUS/Global program take part in an additional German language and, if desired, in a German History & Culture course. German History & Culture takes place Monday or Tuesday evening, German courses will take place Wednesday evening. Both courses are offered at Esslingen City Campus.
- > If you want to gather some information about your schedule earlier, you can find information on the website:  
[www.hs-esslingen.de](http://www.hs-esslingen.de) > Studierende > Vorlesungsverzeichnis/Stundenplan  
You DO NOT have to register for lectures!
- > You will find information about the content of the lectures and the schedules on the International Office website:



## LECTURES AND SCHEDULE -> INTAP/KEEP

- > Participants of the INTAP/KEEP Program can choose 3 up to 5 of the following lessons:
  - > Propulsion Systems
  - > Basic Elements of Feedback Control Technology
  - > Computer Simulation in Automotive Engineering
  - > Finite Element Analysis (FEA)
  - > Fluid Mechanics



- > All the students of the INTAP/KEEP Program take an extra German language and Germany at a glance course.
- > Your personal schedule will be explained to you during the orientation week. You do not have to register for lectures.

## ABBREVIATIONS OF FACULTIES AND STUDY PROGRAMS

For the creation of your study schedule and for a better understanding it is important that you know the abbreviations of faculties and study programs at HS Esslingen. Here you can find all faculties and their programs:

Esslingen City Campus	NG	Angewandte Naturwissenschaften, Energie-und Gebäudetechnik/ <i>Science, Energy and Building Services</i>
	BTB	Bachelor Biotechnologie / <i>Biotechnology</i>
	CIB	Bachelor Chemieingenieurwesen / Farbe und Lack / <i>Chemical Engineering / Colour and Coatings</i>
	GUB	Bachelor Versorgungstechnik und Umwelttechnik / <i>Building Services, Energy and Environmental</i>
	MS	Maschinen und Systeme / <i>Mechanical and Systems Engineering</i>
	MBB	Bachelor Maschinenbau / <i>Mechanical Engineering</i>
	MT	Mobilität und Technik / <i>Mobility and Technology</i>
	FZB	Bachelor Fahrzeugtechnik / <i>Automotive Engineering</i>
Esslingen Hiltop Campus	FSB	Fahrzeugsysteme / <i>Automotive Systems B.Eng.</i>
	WT	Wirtschaft und Technik/ <i>Management and Technology</i>
	TBB	Internationale Technische Betriebswirtschaft / <i>International Industrial Management</i>
	TAB	Bachelor Technische Betriebswirtschaft/ <i>Bachelor Industrial Management</i>
	IT	Informatik und Informationstechnik / <i>Computer Science and Engineering</i>
	IT/WKB	Bachelor Wirtschaftsinformatik / <i>Bachelor Management and Information Systems</i>
	SWB	Bachelor Softwaretechnik und Medieninformatik / <i>Software Engineering and Media Informatics</i>
	TIB	Bachelor Technische Informatik / <i>Bachelor Computer Science</i>
	SABP	Soziale Arbeit, Bildung und Pflege / <i>Social Work, Education and Nursing Sciences</i>
	BKI	Bachelor Kindheitspädagogik / <i>Bachelor Childhood Education</i>
Göppingen	BPM	Bachelor Pflegemanagement / <i>Bachelor Nursing Management</i>
	BPP	Bachelor Pflegepädagogik / <i>Bachelor Nursing Teacher Education</i>
	BSA	Bachelor Soziale Arbeit / <i>Bachelor Social Work</i>
	MS	Maschinen und Systeme / <i>Mechanical and Systems Engineering</i>
	APB	Bachelor Automatisierungstechnik/ <i>Automation Systems and Production Informatics</i>
	MT	Mobilität und Technik / <i>Mobility and Technology</i>
	ELB	Bachelor Elektrotechnik / <i>Electrical Engineering</i>
Göppingen	WT	Wirtschaft und Technik / <i>Management and Technology</i>
	WNB	Bachelor Wirtschaftsingenieurwesen / <i>Engineering Management</i>
	MTB	Bachelor Mechatronik/ <i>Bachelor Mechatronics</i>

## STUDENT ID CARD

During Orientation Program you will receive a student ID card with the following functions:

- > Confirmation that you are a student:  
Reduced admission to museums, swimming pools, Studi-Ticket etc.
- > Access to computer rooms and buildings.
- > ID card for the university library.
- > Rechargeable chip card: money can be credited to pay for copies, prints and at the cafeterias.
- > Tickets valid for public transport in the VVS network (Mon-Fri after 6 pm and all day on weekends and public holidays)



### IMPORTANT!

#### **What to do if you have lost your student ID card:**

- > Pay 10€ on the payment machine or
- > Go to the Finance Office (downtown campus, Building 1, S 1.117)
- > Go to the Student Affairs Office with the payment receipt
- > A new student ID card can be applied for here

It takes about one week to get your new ID card. A new photo is not required.

## COPYING AND PRINTING

After crediting money to your student ID card, you can pay for copies and prints.

**You can only load money onto your student card via a debit account (Girokonto)**

## Studying at the University

### Copying

- > Hold the student ID card over the card reader.
- > Put in your PIN (choose your personal PIN when using the card for the first time)
- > Press OK
- > Copy

### Printing

- > Choose “colour” or “black-and-white” on printer
- > Hold the student ID card over the card reader
- > Put in your PIN (choose your personal PIN when using the card for the first time)
- > Press OK
- > Print

## CERTIFICATE OF ENROLLMENT

You will receive your Student ID card and download your certificate of enrollment together at the beginning of your stay. Additional certificates of enrollment can be created and printed using the online functions on the website of HS Esslingen.

## REGISTRATION FOR EXAMS

You need to register for all the subjects for which you wish to get a grade or credits. This registration takes place during the examination registration period at the examination office (Prüfungsamt). KEEP/INTAP participants do not have to register for courses. You will receive further information for exam registrations from the International Office by e-mail.

## RE-REGISTRATION

You have the option to stay at HS Esslingen for a second semester to attend more lectures or to complete an internship. You will receive an e-mail from the International Office with a date to re-register and to pay the semester fee.

## SECOND SEMESTER AT HS ESSLINGEN

### How to find an internship:

Finding an internship place is your responsibility. You may get support from the Internship office of your faculty. Find information on the homepage of your faculty or ask your fellow students about their experiences. You will receive further information from the IO by e-mail.

### Opportunities to find an internship:

- > Adverts on your faculty's black board
- > Job recruitment portals as <http://www.contact-as.de> => Job Center
- > Job Exhibitions
- > Homepage of companies

### When should you start your search?

Three to six months before the starting date. If you are not an EU-citizen, you should sign a contract of employment two months **before** starting (see work permit).

### Do I earn money during the internship?

Most internships in Germany are paid. The amount of salary is determined by the company.

### Work permit:

EU-citizens do not need a work permit (Exceptions: Bulgaria and Romania). Students from non-EU countries who do an internship for up to twelve months related to a specific field of study may be exempt from a work permit. Please ask the IO for more information (at least two months before the start of the internship). Information will be sent to you via e-mail.



## END OF THE EXCHANGE SEMESTER

### TRANSCRIPT OF RECORDS

After the end of your stay at HS Esslingen your “Transcript of records”, which includes your grades, will be sent by the International Office directly to the coordinator at your home university. It may take some time until this document is complete. So please be patient. Transcript of records from KEEP/ INTAP students will be sent directly to your home university by the faculty of Automotive Engineering. Every student will also get a copy of his/her Transcript of records via Mail.

- > Stay at HE only during WS -> mailing of transcript ca. at the end of March
- > Stay at HE only during SS -> mailing of transcript ca. at the end of September
- > Stay at HE during WS and SS -> mailing of transcript ca. at the end of September

### CREDITS AND GRADING SYSTEM

At [www.hs-esslingen.de/incoming](http://www.hs-esslingen.de/incoming) > Course descriptions you can find detailed course descriptions and information about credits for each course.

German grading scale		Translation	
1,0 / 1,3	Very good	1,0 / 1,3	A
1,7 / 2,0 / 2,3	Good	1,7 / 2,0 / 2,3	B
2,7 / 3,0 / 3,3	Satisfactory	2,7 / 3,0 / 3,3	C
3,7 / 4,0	Adequate	3,3	D
4,7 / 5,0	Insufficient (failed)	3,7 / 4,0	E
		4,7 / 5,0	F

- > This grading system is only for your orientation, actual grading translations may vary.

## BEFORE YOUR DEPARTURE

### Checklist

- ↳ Make an appointment with the janitor of your residence three weeks before your departure for a room inspection (Only if the room is properly cleaned, and maybe painted, will you get the full deposit back)
- ↳ Return all keys and library books
- ↳ Notify your German health insurance company. Give your health insurance card and a copy of the green form "Abmeldung" back to AOK
- ↳ Notify your bank that your account should be closed as soon as your deposit money has been transferred back
- ↳ Notify the Immigration Office and/or the Address Registration Office that you are leaving Esslingen/Göppingen.
- ↳ For questions regarding grades, credit points, academic records and certificates please ask your professors in the faculties. (Note: The International Office will send your transcript of records only to your home university. If you have some content related problems, please ask your supervising professor.)

## SERVICE FACILITIES AT HS ESSLINGEN

### UNIVERSITY LIBRARY

The library can be found in building 1 at Esslingen Hilltop Campus (5th floor) and in building 4 at Göppingen Campus (G 4.332). Information is available on:

[www.hs-esslingen.de/bibliothek](http://www.hs-esslingen.de/bibliothek)

Book search:

Click the link in menu on „Bestandskatalog WebPAC“, then choose language.



### COMPUTER CENTER



The computer centre is responsible for the computer network of HS Esslingen. During your orientation program you will get an introduction to the computer network and your own account.

More information:

[www.hs-esslingen.de/rechenzentrum](http://www.hs-esslingen.de/rechenzentrum)

### PRINTING SHOP

If you need many copies or special prints, it might be better to let the prints/copies be done at the printing shop:

Esslingen City Campus:	S 01.-104
Esslingen Hilltop Campus:	F 01. 001
Göppingen Campus:	G 01.130

Prices, opening times and location of the printing machines: [www.hs-esslingen.de/hausdruckerei](http://www.hs-esslingen.de/hausdruckerei)



## WHAT ASTA OFFERS

ASTa is a student organization that represents students' rights at the University. You can have a look of what ASTa offers you (bike rental, washing machines, etc). Information is available here:

[www.hs-esslingen.de/asta](http://www.hs-esslingen.de/asta)



## OFFICE SUPPLIES



Low priced office supplies such as writing pads, folders and pencils can be bought at the LMR (Lehrmittelreferat).

Esslingen City Campus:	S 5.007
Esslingen Uphill Campus:	F 1.030
Göppingen Campus:	G 3.001

Opening hours see notice on rooms.

## UNIVERSITY SPORTS

HS Esslingen offers a wide range of sporting activities as well as a fitness area/ Kraftraum. In addition to the offered courses there are also tournaments in team sports (volleyball, soccer, basketball). We are always looking for talents to support our teams.

More information available on: [www.hs-esslingen.de](http://www.hs-esslingen.de) > Hochschule > Organisation > Serviceeinrichtungen > Hochschulsport



You will find the sport facilities at the Hilltop Campus, Flandernstr. 101. There is also a fitness room/Kraftraum in Göppingen, which you may use, and you can also join a climbing group in Göppingen. Information on opening hours in GP are available at the notice board (building 2, ground floor, next to the cafeteria).

## BICYCLE WORKSHOP



If you do not own a bike here, you can rent one at the City Campus for a small deposit.

If your bike needs some repairing, you can go and see the guys from the bicycle workshop at **S 5.-102** in Esslingen or behind building 1 (next to Campus Café) in Göppingen. They will be happy to help you with your bike!

They are open **Mondays and Thursdays 12:45 am to 1:30 pm** or on special agreement. Opening hours for Göppingen are announced at the workshop door.

Contact: [fahrradwerkstatt@hs-esslingen.de](mailto:fahrradwerkstatt@hs-esslingen.de)

## CAFETERIA

There are three cafeterias at HS Esslingen, one at each campus. They have different opening hours, so please check out the right schedules on [www.studentenwerk-stuttgart.de/mensen-cafeterien](http://www.studentenwerk-stuttgart.de/mensen-cafeterien)

All cafeterias offer different meals on a daily basis. You can also have vegetarian meals.



## MUSIC AT THE UNIVERSITY



HS Esslingen offers a range of activities for musicians. Students, professors and staff are invited to make music together. Everybody is warmly welcome.

More information on:  
[www.hs-esslingen.de/de/hochschule/service/musik-an-der-hochschule.html](http://www.hs-esslingen.de/de/hochschule/service/musik-an-der-hochschule.html)

]

## LIVING IN GERMANY FROM A-Z

### Germany: Facts and Figures

Federal state in central Europe

16 German states

Capital: Berlin

Ca. 83 Mio. inhabitants

Ca. 357 000 km<sup>2</sup> surface

National holiday: 3rd of October  
(German Unification Day)

Currency: Euro (€)

Official language: German

- > Bus & Train transportation
- > Do's & Don'ts in Germany
- > Electricity
- > Food
- > Health & Medical Care
- > Going out & Parties
- > Freetime & Travelling
- > Mobile phone, Internet & Accessibility
- > Security
- > Theft & Loss
- > Weather & Clothes



## BUS & TRAIN TRANSPORTATION

Besides bicycling, you can use the public transportation system to move from one place to another. That is easy and safe. The transportation system is well organised in Germany. You have to distinguish between the **local transportation services**, which connect nearby cities (e.g. Stuttgart - Esslingen) and operate within the cities, as well as the **intercity transportation services**, which connect bigger distances (e.g. Stuttgart - Frankfurt).



**Public local traffic transportation:** In Esslingen and its surrounding areas you will use the VVS network, the Verkehrsbund Stuttgart. The network includes buses, S-Bahn (interurban train) and U-Bahn (urban train) within the Stuttgart region. You can find more information on: [www.vvs.de](http://www.vvs.de)

- Buses, S-Bahn and U-Bahn operate from 5:30 am to 12 pm
- On Fridays, Saturdays and before public holidays there is a night bus (Line N10) from Stuttgart Schlossplatz to Esslingen Station (Bahnhof Esslingen). S-Bahn trains operate all through the night on weekends and on Holidays.

More information on: [www.vvs.de/en](http://www.vvs.de/en)

### Student ID as a valid ticket

Your HS Esslingen student ID card gives you free travel on all buses and trains **within the VVS network**. It is valid after 6 pm on weekdays and all day on weekends and public holidays.

## Studiticket

There are various tickets for students in the summer semester. The two cheapest are listed below:

### DeutschlandTicket JugendBW:

Students up to and including the age of 26 can purchase a discounted DeutschlandTicket for young people. With the DeutschlandTicket JugendBW, you can use all local transport throughout Germany around the clock for one euro per day. You receive the ticket as an annual subscription with a monthly instalment of 30.42 euros.

**Caution: The subscription runs for at least one year and cannot be cancelled before then!**

### Deutschlandticket:

The nationwide DeutschlandTicket is available without an age limit. For 49 euros a month, you can use all local transport throughout Germany. **The ticket is offered as an annual subscription but can be cancelled monthly.**

You can buy the tickets by following this link: <https://www.ssb-ag.de/tickets/abo/bestellung/#bestellung/abonnement>

Hint: BahnCard - a discount subscription program offered by the German national railway company - is not valid within the VVS mobility network (Verkehrsverbund Stuttgart). See below.

## Public intercity transportation:

If you want to travel greater distances, you can use the public intercity transportation system. The biggest provider here is Deutsche Bahn. If you book your trips in advance, you often get discounts. If you want to use the train more often to travel within Germany, it may be worth buying the **Bahn Card**. This card gives you 25% or 50% discount on your trips. You find more information and time tables on the internet: [www.bahn.de](http://www.bahn.de).

**Deutschlandticket or Deutschlandticket JugendBW is not valid for this Intercity transportation system!**

Additionally there is the opportunity to take **special buses** that connect bigger German cities as well as some European cities. Tickets are available for a low budget (e.g. 9 €). More information on: [www.touring.de](http://www.touring.de)

### **IMPORTANT!!!**

**You should always have a valid ticket when you use the public transportation system. Using them without valid ticket („Schwarzfahren“) costs at least 60 € and may result in a legal proceeding!**

## DO'S & DON'TS IN GERMANY

If you are new in Germany you do not always know how people act here. If you are feeling a bit uncertain about how to behave properly in certain situations, we have some useful hints for you:

**Addressing somebody:** If you meet somebody outside the circle of your friends, you address people with „Sie“ and the last name, e.g. „Hello Mrs. Meyer“. This applies especially when you talk to people who are older than you or whom you do not know. If you meet people of the same age or friends, you address them with „Du“.

**Welcoming:** In Germany you welcome each other by shaking hands. Kisses on cheeks and hugs are not very common, only in situations when you know the person very well, e.g. amongst your friends or family.

**Eating out:** In a Restaurant you can normally choose the table on your own. Bills are paid at the table with the waitress/ the waiter. Often you pay in separated bills, that means every single person pays his/her own food and drinks. It is common practice to give a tip. In most cases „odd amounts“ (e.g. 7,40 €) are rounded up to make it even (e.g. 8,00 €). But you can also give more tip.

**Talks:** If you talk to somebody in Germany, you look him/her directly in the eyes. To look somewhere else may be seen as rude and uninterested. In Germany there are generally few taboos that you are not allowed to talk about. Germans do not like to talk about financial matters, especially their salary. So „how much is your salary?“ is not a good question when talking to people that you do not know.

**Dates and appointments:** Germans are very keen on punctuality. If you have an appointment (with professors, with German friends, with a doctor ...) you should be on time. If you made an appointment at 4 pm, you should be there at 4 pm sharp. If you cannot keep an appointment, you should cancel it in time. Also, if you are late for an appointment, you give a short notice about your delay.

## ELECTRICITY

230 V, 50 Herz Wechselstrom

These plugs work:

CEE 7/17, CEE 7/7, CEE 7/16, CEE 7/4

## FOOD

In Germany you have different opportunities to go shopping for groceries. We have a wide range to offer: weekly farmer's markets, discount supermarkets and also wholefood shops. Here you will find an overview about the different shops and opportunities and their price ranges:

LIDL, ALDI, Penny, Netto: €	Cheap, discount supermarkets
REWE / EDEKA: €€	Medium, bigger assortment
REAL / MARKTKAUF: €€	medium, big supermarkets with food and many other products, e.g. electronic articles
Organic shops (e.g. Alnatura):	expensive, organic products
Feinkost-Läden: €€€	expensive, selected products

### Bakeries (Bäckerei)

Germans usually like to buy fresh bread in bakeries. You will find the town full of them. In addition to many types of bread, you will also find the "Süßes Stück- le" (sweet piece) and cakes, mostly intended for breakfast time or for the after- noons' "coffee and cake".

### Butcher's shops (Metzgerei)

If you want to buy meat and sausages in a specialised shop, you can do so in the butcher's shops. Often those shops also offer lunch on a small budget. Most of the middlesize and bigger supermarkets have their own butcher's section. You can also buy fresh meat and sausage there.

### Wholefood Shops

Within the last few years more and more wholefood shops entered the German food market. Here you can buy organic products without any additives. These products often come from regional farms. Because of their special mode of production these products are more expensive.

### Farmer´s market

On Wednesdays and Saturdays a farmer´s market takes place from 7 am to 12:30 am at the Market Place in front of Sankt Dionys church in Esslingen and from 7 am to 1 pm at the Schillerplatz in Göppingen.



### Restaurants

If you do not want to eat at the universities´ cafeterias every day you can also have lunch outside for a small budget. You can find American fastfood companies like McDonalds, Burger King or Subway in Esslingen and Göppingen. You will also see many Asian restaurants that offer meals for fair prices.

Additionally you can find many traditional restaurants in Esslingen and Göppingen, where very tasty regional food is offered and where you can get to know the Swabian kitchen.

### Food delivery

There are plenty of restaurants and pizza services in Esslingen and Göppingen where you can choose from to get food directly delivered to your apartment. You can have a look at the following websites.

Esslingen:

<https://www.lieferando.de/essen-bestellen-esslingen-am-neckar>

<https://esslinger-lieferdienste.de/>

Göppingen:

<https://www.lieferando.de/lieferservice-stuttgart-goeppingen-73033>

### **IMPORTANT! Shopping hours:**

Most shops close at 8 pm. Some supermarkets are open until 10 pm or even 12 pm. On Sundays and public holidays all shops are closed. Some petrol stations offer an assortment of food, drinks and everyday commodities. Some of them are open 24 hours. But products are much more expensive there.

## HEALTH & MEDICAL CARE

Health insurance coverage is mandatory for all students in Germany. The German health care system is one of the best in the world. So, if you need to see a doctor, you can get help from different contact points. Here you can find a small guidance how medical consultations take place, an overview about the most important types of doctors and a contact list with doctor's offices in Esslingen and Göppingen:

### IMPORTANT!

Normally you will see the general practitioner first. Call the office first and make an appointment with the doctor. In case of emergencies, e.g. a broken arm, you can go directly to the hospital. (See emergency telephone numbers on page 38 of the brochure)

### Overview of doctors

#### General Practitioner

If you have a statutory German health insurance, e.g. AOK, the following procedure takes place when you need a medical consultation:

- > Call the doctor and make an appointment
- > Show your health insurance card at the doctor's reception desk
- > Costs for treatments will be paid directly by the insurance company (you do not have to pay the treatment)
- > You may get a referral from the general practitioner to a medical specialist

It is important that you know which treatments are covered by your insurance and which are not. All insurances may have different conditions. Please read up on the conditions of your insurance and ask at the doctors for deviating payment methods and treatments.

### **Gynecologist**

Make an appointment in advance as soon as possible. You're able to see a gynecologist directly without going to the General Practitioner before.

### **Dentist**

You should also make an appointment in advance. You can go there without having seen the General Practitioner. If you have urgent (severe) toothache you will get a quick appointment. In that case it will be the best to contact the emergency dentist (see page 39).

### **Hospital**

Only emergencies, operations and special analysis are treated in hospitals.

### **Medication & Drugs:**

Drugs are available in pharmacies only. It is not possible to buy drugs at the supermarkets. Most drugs require a prescription from the doctor, as those are only allowed to be sold with prescription. Some drugs do not require a prescription, they count as over-the counter (OTC) medicine. Those are e.g. pain killers with a low concentration of active pharmaceutical ingredients. You can buy them directly at the pharmacies. In some cases (often in a hospital) you will get some drugs directly from the doctor.

- > **Important:** In most cases an own financial contribution for your drugs is required. This contribution depends on the price of the drug. Your insurance pays the rest. Insured person at AOK normally pays for instance a fixed rate of 5 €.

### **Payment for medical consultations:**

Students who are insured at AOK or who own the European Health Insurance Card (EHIC), show their insurance card / EHIC when being received at the doctor's. Cost for the consultation will be directly charged at the insurance.

The EHIC card might not be accepted as a method of payment at some doctor's offices, please enquire in advance.

Students who are insured at a private insurance company, have to check out the requirements of payment before the consultation. Normally they have to pay the bill at their own expenses.

## LIST OF DOCTORS

Here you can find a list of doctors, who you can contact in Esslingen and Göppingen. This list is not meant to be a recommendation, but to give you an overview of contacts! You can find other doctors in the local telephone book or in the internet., e.g. <http://www.arztsuche-bw.de/>

General Practitioner	Telephone	Languages spoken
Dr. med. Sabine Furian Pliensaustraße 8, 73728 Esslingen (near „Maille Park“, the park next to City Campus Esslingen)	0049 711 - 5502474	German, English
Dr. med. Lochmann Obertürkheimer Str. 9, 73733 Esslingen-Mettingen	0049 711 - 322223	German, Spanish
Dr. Ligia Ciornea Stettener Straße 24, 73732 Esslingen (near the dorm Geschwister-Scholl-Straße 15)	0049 711 3700356	German, English, French
Dr. Gerd Schütze Wäldenbronner Str. 24, 73732 Esslingen (near the dorm Geschwister-Scholl-Straße 15)	0049 711 3701823	German, English
Dr. Julia Galmbacher Wäldenbronner Str. 42, 73732 Esslingen (near the dorm Geschwister-Scholl-Straße 15)	0049 711 374106	German, English, Spanish
Dr. med. Heinz Kohl Bahnhofstr. 7, 73033 Göppingen	07161 - 979766	German, English

Dentist	Telephone	Languages spoken
Tobias Günkinger Neckarstr. 55, 73728 Esslingen	0711 - 88242110	German, English, Portuguese
Ute Kiener Martinstr. 11, 73728 Esslingen	0711 - 34559593	German
Dr. med. dent. Wurster Poststr. 41, 73033 Göppingen	07161 - 73135	German, English
Dr. Johannes Kast Vordere Karlstr. 23, 73033 Göppingen	07161 - 979447	German



## Living in Germany from A - Z

Gynecologist	Telephone	Languages spoken
Dr. med. Claudia Birkel Neckarstr. 86, <b>73728 Esslingen</b>	0711 - 352630	German, English, French
Dr. med. Esther Scherrenbacher Poststr. 14 a, <b>73033 Göppingen</b>	07161 - 69097	German, English
Dr. med. Tahmineh Hanifi-Afshar Marktstraße 16, <b>73033 Göppingen</b>	07161–71313	German, Turkish

Eye Specialist	Telephone	Languages spoken
Dr. med. Oskar Gareis Adlerstr. 6, <b>73728 Esslingen</b>	0711 - 548970	German, English
Dr. med. Christian Schäferhoff Fabrikstr. 10/1, <b>73728 Esslingen</b>	0711 - 57741970	German, English
Dr. med. Christian Frey Marktstr. 14, <b>73033 Göppingen</b>	07161 - 961210	German

## EMERGENCY TELEPHONE NUMBERS

In case of emergency call the following numbers or go directly to the listed addresses. These three emergency telephone numbers are free of charge, always available and work in most European countries!



**Ambulance 112**

**Fire department 112**

**Police 110**

## Student Advice Center

The Student Advice Center offers psychological counselling. The counselling is confidential, unbiased and free of charge.

Contact: [Zentralestudienberatung@hs-esslingen.de](mailto:Zentralestudienberatung@hs-esslingen.de)

**EMERGENCY NUMBERS in ESSLINGEN and GÖPPINGEN**

Type of emergency	Telephone	Place
<b>Poisoning</b>	<b>0761 - 19240</b>	Esslingen and Göppingen
<b>Hospital Esslingen</b> Hirschlandstr. 97 73730 Esslingen	<b>0711 - 31032769</b> <b>(Emergency)</b>  <b>0711 - 1363400</b> <b>(Emergency Practice)</b>	Esslingen
<b>Hospital Göppingen</b> Eichertstr. 3 73035 Göppingen	<b>07161 - 643010</b> <b>(Emergency)</b>  <b>07161 - 640</b> <b>(General Office)</b>	Göppingen
<b>Medical Emergency Service</b> daily from 6 pm - 8 am, at weekends & public holidays 24 hours	<b>0711 - 1363400</b>	Esslingen
<b>Medical Emergency Service</b> daily from 6 pm - 8 am, at weekends & public holidays 24 hours	<b>07161 - 67390</b>	Göppingen
<b>Emergency Dentist</b> daily from 6 pm - 8 am, at weekends & public holidays	<b>0711 - 7877755</b>	Esslingen
<b>Emergency Dentist</b> daily from 6 pm - 8 am, at weekends & public holidays	<b>0711 - 7877766</b>	Göppingen
<b>Emergency Eye Specialist</b> daily from 6 pm - 8 am, at weekends & public holidays	<b>01806 071122</b>	Esslingen
<b>Emergency Eye Specialist</b> daily from 6 pm - 8 am, at weekends & public holidays	<b>01805 0112098</b>	Göppingen
<b>Emergency Gynecologist</b> Mo -Thu 6 pm - 8 am, Fri 2 pm - 8 am, at weekends & public holidays 24 hours	<b>0711 - 3511993</b>	Esslingen
<b>Emergency Gynecologist</b> daily from 6 pm - 8 am, at weekends & public holidays	<b>07161 - 67390</b>	Göppingen

## GOING OUT & PARTIES

### Esslingen and Göppingen

You can have a lot of fun in Esslingen and Göppingen! Especially on the weekends you will always find a place to do something nice: cinema, dancing, drinking cocktails and much more...

Information about locations and events around Esslingen are available on the internet [www.es-presso.de](http://www.es-presso.de)

### The Dick-Areal

Highly recommendable is the Dick-Areal! It is always worth going there, whether you want to play darts or billiards, go to the cinema or have something to drink or eat. You can find bars, restaurants, a cinema and much more in the former factory building. The Dick-Areal is located in Kollwitzstr.1 in Esslingen and on the internet: [www.das-dick.com](http://www.das-dick.com)

### Student parties

During the semester there are different student parties, which are organised by different faculties, dormitories and student associations. You will know about dates and places of the parties by current notices, from the homepages of faculties and university and by asking your fellow students.



### Party in Stuttgart

In about 12 minutes you can reach Stuttgart from Esslingen by train. On the weekend a night bus connects both cities every hour (departure at Neues Schloss, Bus N10). S-Bahn runs at different intervals all through the night on Weekends and the evenings before public holidays.

### Clubs and Bars

You can find a variety of clubs and bars in Stuttgart's city center, e.g. Theodor-Heuss-Straße. More information is available on the internet:

<http://www.stgt.com/stuttgart/stnachtd.htm> or <http://www.partys-in-stuttgart.de>

## FREE TIME & TRAVELLING

There are also many things to be done in Esslingen, Göppingen, Baden-Württemberg and Germany during the day. If you want to go even further you can reach many European cities in a very fast, easy and cheap way.

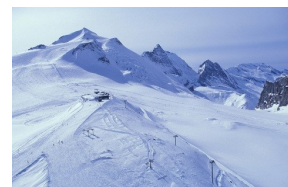
### Esslingen and Göppingen

You find everything that you can see and do in Esslingen and Göppingen on the cities' websites. Here you get an overview about museums, trips, and leisure time activities such as canoeing or hiking in the vineyards. Additionally, events are organised regularly, which you can visit. For example you should not miss the **Medieval Christmas Market** in Esslingen!

Just have a look on [www.esslingen-tourist.de](http://www.esslingen-tourist.de) and [www.goeppingen.de](http://www.goeppingen.de)

You can also find information in the official tourist information centers in the cities!

- > Highly recommendable is a visit at the swimming pool **Merkel'sches Schwimmbad** in Esslingen. Here you can swim and relax in the historical public bath in Art Nouveau. You find further information here: [www.swe-baeder.de](http://www.swe-baeder.de)



### Baden-Württemberg and Germany

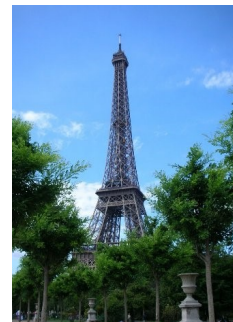
Esslingen and Göppingen are good starting points to get to know the state of Baden-Württemberg. Popular destinations for a trip on the weekend are e.g. Lake of Constance (Bodensee) or the Black Forest (Schwarzwald). A visit to the state capital Stuttgart is also worth it. How about going to the **Wilhelma** - one of the most beautiful zoos in Germany? Or a visit to the **Porsche museum**?

If Baden-Württemberg is not enough for you, you can reach all other German cities from Stuttgart! If you go by train or by bus, you will reach e.g. **Berlin** or **Hamburg** in about 6 - 7 hours and **Munich** in only 2 hours!

### Europe

A good alternative for traveling are „low cost airlines“. Those allow you to get to know whole Europe also with a small budget.

Early booking is recommended as you can often get much cheaper rates. German low cost airlines are e.g. Airberlin or Germanwings. Many international airlines also operate from Germany. For instance you can find information for routes and prices here: [www.fluege.de](http://www.fluege.de)



## FESTIVALS AND EVENTS

### Esslingen



- > Carnival (February)
- > Esslingen Spring and Gardening Days (April)
- > Esslinger Wine Hiking Day (May)
- > Strawberries Festival (June)
- > Folk Festival (July)
- > Kandelmarsch (July)
- > Open Air Cinema at the castle (July/August)
- > Onion's Festival (August)
- > Wine Festival (October)
- > Art- and Craftsman market (October)
- > Medieval Christmas Market (November/December)
- > Fackellauf on New Year's Eve

### Göppingen



- > **Göppingen City Festival** (September)
- > **Göppingen Wine Festival** (September/October)
- > **Martini Market** (November)
- > **Christmas Market** (November/December)
- > **May tree festival and May Market at the Schillerplatz** (May)
- > **Festival in the Park at the Oberhofen-Anlagen** (July)
- > **Festival of the Museums at "Storchen"** (August)

### Stuttgart

- > **Cannstatter Wasen**  
(September/October)
- > **Christmas Market** (November/December)
- > **Spring Festival** (April/May)
- > **Wine Festival „Weindorf“** (June/July)
- > **Hamburg Fishmarket** (July)
- > **Sommerfestival** (August)



## MOBILE PHONE, INTERNET & ACCESSIBILITY

While being in Germany it is no problem to stay in contact with your friends and family back home. Germany has a very good communication system. Almost everything is done via mobile phone or internet today. If you want to stay in contact with your home country but also to be available for friends in Germany, you have several possibilities:

### Internet

The internet access in your dormitory is included in your rental payments. You can also access the internet in the computer center of the university („Rechenzentrum“). There are several PC rooms at all locations. An overview is available on the website of the computer center: [www.hs-esslingen.de](http://www.hs-esslingen.de) > Links > Rechenzentrum

Another opportunity is to buy an **UMTS-Stick** to use wireless internet on your own laptop everywhere in Germany. This stick does not require a contract nor a fixed term of use. In most cases you pay on a daily basis via credit card.

### Telephone - Mobile phones

Most Germans make phone calls with their mobile phones. But there are still some **telephone booths** in the cities, which can be paid for with telephone cards or cash money. You can buy telephone cards e.g. at the Post office.

If you stay in Germany for a limited amount of time, it is recommended to buy a mobile phone with a **Prepaid card** as telephone contracts will often have a fixed term of use of two years.

#### Technology

Cell phones in Europe work today with the GSM- or UMTS-Standard.

#### Service Providers

e.g.: T-Mobile (D1), Vodafone (D2), E-Plus, O2;

In addition there are further service providers (check: [www.teltarif.de](http://www.teltarif.de))

### Landline phones („Festnetz“)

By using a landline phone (not a cell phone) you can make low-priced calls. Especially for calling other countries some special codes exist that make calls cheaper, e.g.: on [www.billiger-telefonieren.de](http://www.billiger-telefonieren.de)

## GERMAN POST AND DHL

There are several offices accross town but you will find the main Post office in Esslingen at the ES-Center on Berliner Straße. In Göppingen a Post office is located in Hohenstaufenstr. 3.

You can find all information about sending letters, packages etc. at [www.deutschepost.de](http://www.deutschepost.de) and [www.dhl.de](http://www.dhl.de)

## SECURITY

Germany is considered to be a very safe country. Normally you can walk and stay in the streets at night without any problems. But you should always be aware of your surrounding.

If there is any kind of problem, you should do the following:

- Keep calm!
- Ask actively and directly for help from people around you
- Dial **110** and call the police!

## LOSS & THEFT

### Loss of student ID card:

- > Pay 10€ on the payment machine or
- > Go to the Student Affairs Office with the payment receipt
- > A new student ID card can be applied for here

It takes about one week to get your new ID card. A new photo is not required.



**If you lose something at the university:**

Lost property will be brought to the following contacts at the university:

- > Esslingen City Campus: S 1.010a  
Tel. 0711 - 397-3056
- > Esslingen Uphill Campus: F 1.008  
Tel. 0711 - 397-4090
- > Göppingen Campus: G 4.009  
Tel. 07161 - 679-1187

Student identifications and similar objects will be handed to the Student Affairs Office.

**If you lose something outside the university:**

Lost & found office Esslingen: <http://buergerservice.esslingen.de/fundbuero>

Lost & found office Göppingen: Kirchstraße 13, Tel. 07161 - 650 329

**If you lose personal documents (e.g. identifications, driver's license) or if something is stolen:**

Go to the police:

Esslingen: Agnespromenade 4; Tel. 0711 - 3990 0

Göppingen: Schillerstraße 17; Tel. 07161 - 63 0

- > Ask if somebody has found your documents
- > If you still do not find your documents within a week, contact your embassy
- > Apply for a substitution of the documents

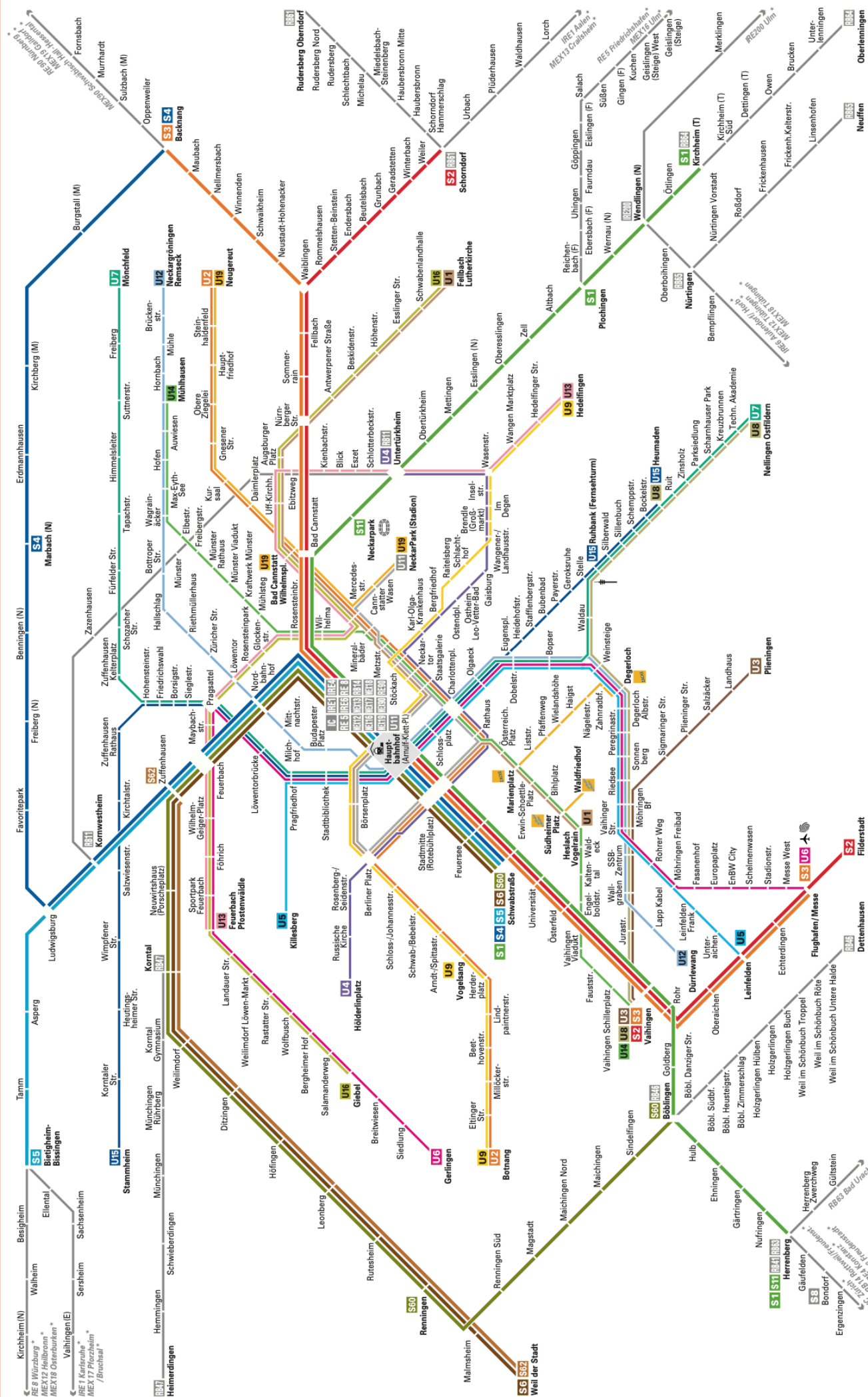
## WEATHER & CLOTHES

Temperatures in Baden-Württemberg can rise during the summer up to 35°C and drop in the winter down to -10°C.

During winter it can snow. During summer frequent rain showers are possible. Rooms and buildings are heated in winter time. In summer you can find air condition in some buildings.

Warm shoes in winter are as important as light clothing in summer, and a bathing suit for the swimming pool.







## BUS SCHEDULE ESSLINGEN CITY CENTER/MAIN STATION



Haltestelle Esslingen (N) ZOB  
Ausgabe 2010

VVS-Verkaufsstelle

105 Endhaltestelle

© NAVTEQ/PTV AG/MapGuide  
EFA-WWWC - MapServer (3.5.3.92) - 10.08.10 15:00:29



SMS-Abfahrten: 7801 an 0160 98942911

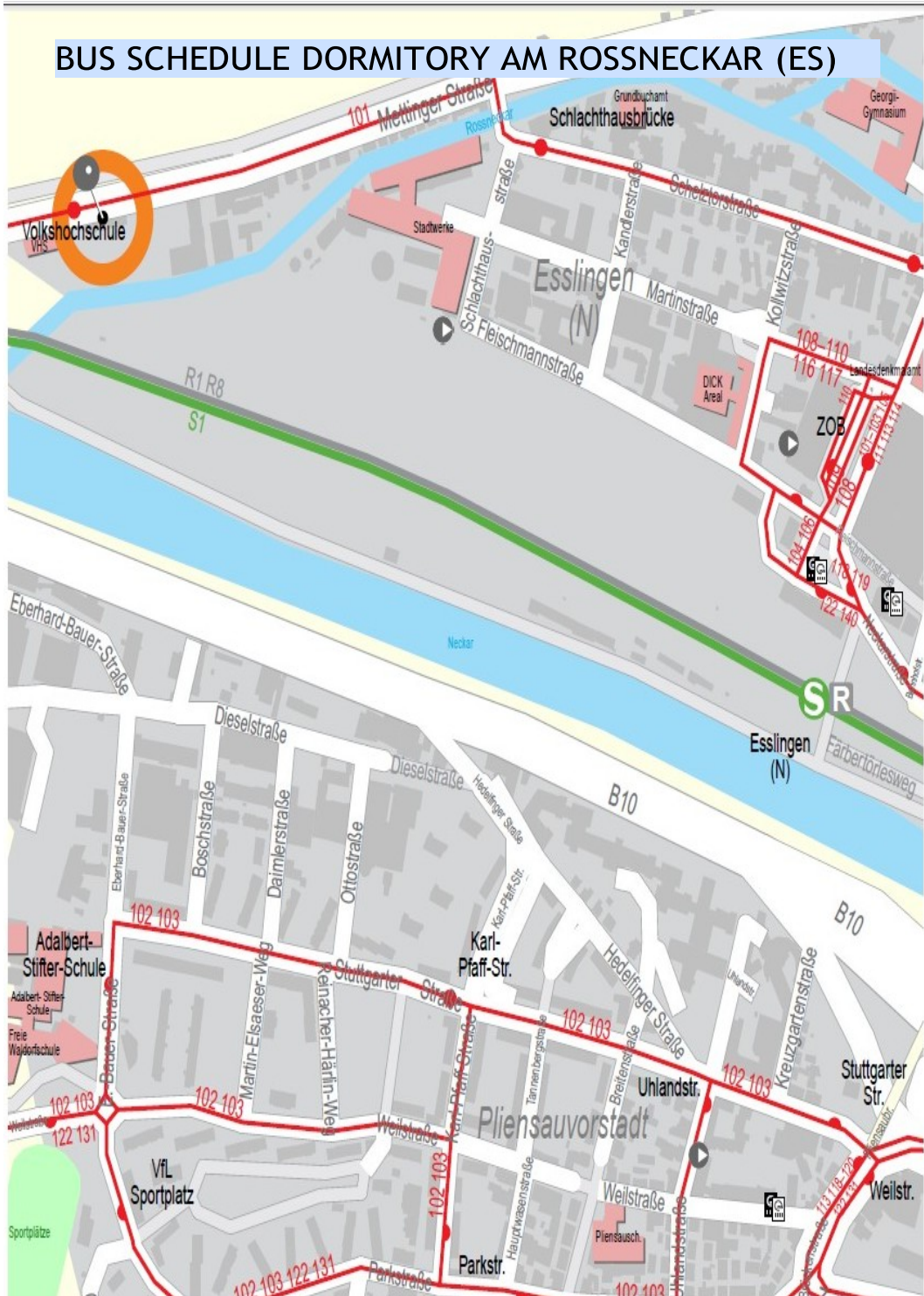


**BUS SCHEDULE DORMITORY GESCHWISTER-SCHOLL-STR.**

Map showing the area around St. Bernhard, including locations like Waldenbronn Kreuzung, Hohenkreuz, Sangerkranz, Kirchackerstr., St. Bernhard, Kennenbourg, and Esslingen (N). Bus routes 110, 112, 116, 117, 132, and 105 are indicated. A scale bar at the bottom shows distances up to 500 m.



## BUS SCHEDULE DORMITORY AM ROSSNECKAR (ES)



## BUS SCHEDULE DORMITORY STUDENTENDORF (GP)



## Emergency Telephone Numbers



**Ambulance 112**

**Fire department 112**

**Police 110**

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