

FAQs from INTERNATIONAL STUDENTS FROM PARTNER INSTITUTIONS

I. Institution description

1. ***Where is your institution located (i.e. nearest city, town, region)? If possible, please give URL address where more information about the area could be found.***

Our university is located in the city of Aalen in the state of Baden-Württemberg in Germany. More information can be found about the city under: <http://www.aalen.de>

2. ***Are you a split Campus institution, and where are the main campuses located?***

Yes, we are a split campus. In the future we will have another main building where our departments will be housed, which is currently under construction and will be open as of the Winter Semester 06/07. It is located approximately five minutes walking distance from our main campus building which is now in use.

II. Study and application process

3. ***What types of courses are available for the exchange students?***

- Bachelor
- Masters
- Summer courses
- Preparatory language courses

4. ***Please choose from the list of our programs those which might correspond with the subjects/courses you offer to exchange students:***

Bachelor level:

- ***Civil Engineering (Building Projects/Civil Engineering Projects and Building Projects with Architectural Technology)***
- Computer Engineering (Information Technology, Media Technology and Communication and Information Technology)***
- Electrical Engineering (Mobile Communications, Micro Computer Systems)***
- Industrial Engineering and Management (Logistics and Management)***
- Chemical Engineering (Environmental Chemistry with Biotechnology)***
- Mechanical Engineering (Product Development and Industrial Design and Industrial Management and Production)***

Masters level:

- ***Embedded Electronics and Computer Systems***
- ***Information Engineering***
- ***Product Development and Industrial Design***
- ***Manufacturing Systems***
- ***Project Management***
- ***Internet Technology***
- ***Building Technology and Architecture***

- ***Industrial Design and Engineering***

Currently, our university offers a Master's Degree for the following disciplines: Vision & Business, Polymer Technology and Photonics. You may find further planned degrees in the ppt-file "Aalen University".

5. *Is your institution particularly successful in any subject/research area that may be of interest to prospective students?*

Yes, our institution is renowned for its intense research activities in the fields of laser-based measuring and diagnostics, production engineering, organic technical synthesis and catalysis chemistry. (please do also refer to ppt-file "Aalen University")

6. *What is the average number of credits &/or classes taken by full-time students per semester?*

30 ECTS credits per semester is the average number that full-time students should take. Incoming students may take less, but should take, as an indication, around 20.

7. *Do immigration & visa regulations require international/exchange students to take certain number of credits per semester of study?*

No, the immigration office does not require international/exchange students to take a certain number of credits per semester.

8. *What are the semester dates? Please give also the deadline for the exchange application for each semester.*

Winter Semester: 01.09 – 28.02

Lectures: Beginning of October – End of January

Exams: Beginning of February

Application Deadline: June 1st

Summer Semester 01.03 – 31.08

Lectures: Mid-March – End of June

Exams: Beginning of July

Application Deadline: December 1st

9. *What are the possible and preferred ways of applying to subjects/courses for exchange students (paper/on-line)?*

Once the student is matriculated at the university, it is not necessary for them to sign up for individual courses. But during the semester you do need to register at a given date the courses in which you wish to take the examinations.

10. *Do exchange students need to meet any entry or language requirements to be eligible for the exchange program (TOEFL/IELTS scores, other certificates)?*

No, they are not required to submit to specific tests to participate in an exchange program, but German ability is recommended.

11. *What is the main language of instruction?*

The main language of instruction is German. However, please note that our master courses in Polymer Technology and Photonics are instructed solely in English. Furthermore there are a number of English taught lectures in the Bachelor "International Business Studies".

12. *If the main language is not English, please give details of any language courses available to exchange students before or during their stay?*

As part of their orientation program all new exchange/international students are expected to take part in an intensive German language course at the beginning of the semester. The same goes for free, additional languages courses through the university once semester classes commence.

III. Accommodation & Expenses

13. *Do exchange students need to pay fees for any particular courses/subjects?*

Exchange students are not required to pay fees for any courses. However, they should take into consideration that they be expected to buy necessary learning materials (i.e. books, script, copies, etc.)

14. *Are there any additional fees to be paid by international/exchange students (i.e. registration, student union fee, etc.)?*

Exchange students are required to pay an administrative fee of €39 at the beginning of the semester which is for the German "Studentenwerk", the national Student association..

15. *Are scholarships available?*

Usually the home university is providing grants for the students e.g. Erasmus. Should students get temporarily into financial problems because of any unexpected situation, there are some emergency funds for which international students may apply at a short notice.

16. *What is the average cost of living per month as estimated by your institution? Please include ancillary fees.*

We estimate that average living costs should amount to approximately €600 monthly. This figure includes the cost of accommodation, food and insurance.

17. *Does your institution arrange for the accommodation? How and when do students need to apply for accommodation?*

Yes, our institution helps to arrange for the accommodation of international students. The students are encouraged to apply for accommodation when they send in their application to study at the university to increase the chances of university housing procurement.

18. *Does your institution provide advice to find alternative accommodation?*

Yes, our International Relations Office provides students with information as to where they can find private accommodation. We also offer to call and inquire about housing listings if the student does not feel comfortable with their level of German ability.

IV. Insurance and visa policy

19. *Where can prospective students find information about visa requirements?*

Information about visas can be found on our English website under:

<http://www.international.fh-aalen.de/index2.html> (address subject to change within the next year). Or one can consult the information provided by the immigration office in Aalen by going through the city's website under <http://www.aalen.de>. Click on "Rathaus" at the top of the page, and then "Ämter A-Z" in the left-hand column, and then on "Ausländeramt".

20. *Does your institution require any special health insurance (other than CSN) for exchange students?*

Yes, all students seeking to study at a German university must have valid health insurance. There are four types of cases concerning health insurance:

Case #1: The student is insured in his or her native country, with which there is a social insurance agreement (includes all the countries of the EU, Bosnia-Herzegovina, Iceland, Croatia, Liechtenstein, Macedonia, Norway, Switzerland, Slovenia, Turkey and Tunisia). Students should bring the E111 resp. E128 form to Germany as proof of insurance. This form is then validated by a statutory health insurance company upon arrival in the country.

Case #2: The student is sufficiently insured in his or her native country, with which no social insurance agreement exists. Under these conditions the student can be exempted from obligatory student insurance by a health insurance firm. If believed that the type of insurance is insufficient, it is strongly encouraged that the student apply for additional health insurance.

Case #3: There is no social insurance agreement with the student's native country, and the student is not adequately insured there. The student is urgently recommended to apply for a health insurance policy in Germany. If given the student rate, the student can expect to pay approximately 50€ per month.

Case #4: If you are 30 years of age or older the student cannot be covered by statutory health insurance. In this case, we strongly recommend that they acquire private health insurance.

21. *Do exchange students need to have any vaccination or other medical certificates when entering your country/ arriving to your institution?*

When coming from a non-EU-country, international students should be aware of the fact that the local immigration office may require that the student submit to a medical exam. The student should be prepared to pay a fee of approximately €50 for the test.

22. *Are students allowed to work if they have been granted a student visa?*

Yes, non-EU students are allowed to work for up to three months a year (90 days) in addition to their studies without having to apply for a work permit. However, one should allow the employment agency and the local immigration office to verify your status before entering into

any job in order to avoid any confusion or conflict if their employer is questioned by the authorities.

23. *Please provide any details of any immigration advice that you think would be useful to our students?*

EU citizens and citizens from countries like Honduras, Iceland, Liechtenstein, Monaco, Norway, San Marino, Switzerland and the United States, do not need to obtain a visa. Those that do not fall into this category must apply for a visa for study purposes via the German diplomatic representation in their home country. Also, in order to procure a visa one must present the letter of admission from the university, and one must also prove that one has sufficient financial means to support themselves during their stay in the country.

V. Information

24. *When does your institution send official transcripts for our exchange students?*

Official transcripts are sent as soon as possible once the student's grades are submitted by their professors at the end of the academic semester, generally not before first half of March for students spending the winter semester in Aalen and not before August for students spending the summer semester in Aalen

25. *Please provide us with the address where we should send official transcripts for your exchange students.*

Hochschule Aalen
Akademisches Auslandsamt (AAA)
Beethovenstr. 1
73430 Aalen
Germany

26. *Is there information about exchange programs available on your web site? Please give URL address.*

The following link to our English website would be of use to all perspective incoming, international students: <http://www.international.fh-aalen.de/index2.html> (address subject to change within the next year). International students may find quite some information and documents for download under www.htw-aalen.de à international à downloads à documents for international students.

27. *Is there any information that you would like us to include in our promotional materials?*

Aalen University encourages and takes pride in our diverse student population. Our commitment to said diversity is illustrated by the fact that ten percent of our students are of foreign nationality coming from over sixty different countries.