Information for International Exchange Students
Information for international exchange students

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Valid as of: October 2016

(subject to alteration)
This brochure was funded by the European Commission
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INTRODUCTION

This brochure is intended mainly for international students interested in studying at Hildesheim University for one or two semesters within an exchange programme. This brochure contains general information on the University of Hildesheim. The information presented here can also be found on our website:

https://www.uni-hildesheim.de/en/io/incomings/
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European Language Label 2011

EQuality label 2006 and 2011
ERASMUS Success Story 2010
I. THE UNIVERSITY OF HILDESHEIM

1. Profile

The University of Hildesheim has four main faculties:
   - Faculty I Educational and Social Studies
   - Faculty II Cultural Studies and Aesthetic Communication
   - Faculty III Information and Communication Studies
   - Faculty IV Mathematics, Natural Sciences, Economics and Informatics

These four faculties make up the unmistakable profile of the University of Hildesheim among the German universities. Hildesheim with its about 8,000 students is one of the smallest of the total of eight universities in Lower Saxony. In contrast to the large ones, the University of Hildesheim allows students to complete a qualified degree program in an environment on a human scale. It is flexible with regard to the demands made on up-to-date university training and has made a name for itself by introducing new degree programmes such as Scenic Arts, International Communication and Translating as well as Information Management and Information Technology.

The University of Hildesheim is young, dynamic and innovative. It uses international marking systems and offers international qualifications as well as courses held in English. It allows students to acquire key qualifications and attend courses from neighbouring disciplines.

The study program of the University of Hildesheim from A to Z can be found under:
https://www.uni-hildesheim.de/en/studium/studienangebot/

Of all German universities, the University of Hildesheim has mainly made a name for itself with cultural studies. The bachelor programme “Cultural Studies, Aesthetics and Applied Arts” is unique in Germany, bringing students here from all over the country. “Creative Writing and Cultural Journalism” is also a unique degree programme. Students from this field have already successfully published their first work and been nominated for literary awards.
2. International contacts

The University believes that one of its main tasks is to develop international cooperation projects: its cooperation network links it to approx. 270 universities, especially in Europe. Exchanges of students and lecturers with about 160 partner universities in 28 different countries are currently possible in the context of the Erasmus+ programme. The network with universities in non-European countries is growing fast. Double degree programmes in Information Studies (with Daejeon, South Corea), Intercultural Communication (with Novgorod) and in Cultural Mediation (with Marseille and Aix-en-Provence) as well as a Bachelor+ study course round off the international relations of the university.

3. The academic year

Each academic year consists of two semesters, a winter semester and a summer semester. The lecture period, i.e. the time in which seminars and lectures etc. are held, is rather shorter: in the winter semester, the lecture period usually begins and mid-October and ends in mid-February. There is a Christmas break of about two weeks at the end of December and the beginning of January. The lecture period in the summer semester usually starts beginning of April and ends in mid-July. In the week after Whitsun, there is an excursion week in which there are no lectures.

For exchange students staying in Hildesheim for two semesters (winter semester and summer semester), this means that they have no lectures between mid-February and beginning of April.

The academic year

<table>
<thead>
<tr>
<th>Winter semester:</th>
<th>1 October - 31 March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer semester:</td>
<td>1 April - 30 September</td>
</tr>
</tbody>
</table>

Introductory Week: The introductory week for new exchange students precedes the beginning of the lecture period.

The academic calendar you can find on the Homepage of the International Office under:

http://tinyurl.com/zyp3oz2
4. Hildesheim

Hildesheim with its about 100,000 inhabitants is a charming "small city" which you can easily find your way around in a short time. You will find it reassuring to know that cafes, the theatre, cinemas, supermarkets and of course the university are usually not far away by bike or even on foot. For those who want to go out in the evening, the town offers a rich cultural life. There is something for everyone here – the "Stadttheater" with plays, musicals, ballets, operettas and operas, the "Kulturfabrik" with theatrical events and cabaret, "Vier Linden" and the "Bischhofsmühle" with many concerts. And then there are museums, exhibitions and much more besides...

Those who enjoy the older and more traditional art forms will not get bored in Hildesheim either, for two churches protected by UNESCO are located here: the ancient St. Michael’s Church and the cathedral, in the cloister of which you will find the 1000-year-old rosebush, the symbol of Hildesheim. A tour of these two buildings is definitely worthwhile. Other historical treasures, particularly from Egyptian culture, can be admired in the world-famous Roemer and Pelizaeus Museum.

Another of the advantages of Hildesheim is its convenient location: Hannover, the capital of Lower Saxony, is just half an hour away. Other big cities such as Braunschweig or Hamburg and even the German capital Berlin are easy to get to by train in less than two hours.

Internet: www.hildesheim.de
II. Preparing for your semester abroad

1. The application

Hand in your application for one of the exchange places to the International Office of your university. Then your university nominates you online in Hildesheim. Afterwards you will receive automatically an email with the link of your online registration for the University of Hildesheim.

Please note the following deadlines for applications:

**Online nomination of the university:**
- Winter semester and winter + summer semester: May 15
- Summer semester: November 15

**Online application of the student:**
- Winter semester and winter + summer semester: May 30
- Summer semester: November 30

After you complete the online application, please send us your printed and signed application + 2 passport photos. Your documents need to arrive in Hildesheim until the following deadlines:
- Winter semester and winter + summer semester: July 1
- Summer semester: January 1

Before applying, please consider carefully whether you really want this stay abroad and whether it is feasible in view of your study results. Each later cancellation means a lot of trouble for the International Office of the University of Hildesheim, so please notify us as quickly as possible (by phone or e-mail) if you can’t come to Hildesheim for any reason.

If you have queries or problems, you are welcome to get in touch with us (see contacts on page 6)
2. Where to stay in Hildesheim

You will be asked within your application for your preferences with regard to accommodation in Hildesheim. If you do not accept the arranged room, you have to pay the costs occurred. All rooms that we can arrange for you cost about € 290 per month, are furnished and are not far away from the University (at the most 20 minutes by bus).

There are two different options to choose from:

1. Halls of residence

These are buildings where only students live. The halls are run by organizations to which you pay your rent. Depending on the hall of residence you choose, you will be sharing a kitchen and a bathroom with between 3 and 12 other students.

2. Private communal flats

Like at the halls of residence, you will live with other students (usually between 2 and 5) and share a kitchen and bathroom with them. These flats are privately run and the rent is paid to the landlord. The rooms are usually offered by German students who are attending a university abroad themselves. This arrangement is known as “Zwischenmiete” or subletting.

Deposits:

It is usual in Germany to ask for a deposit when renting out a room or flat. This is usually equivalent to about one monthly rent and it is returned to you if you leave the room in perfect condition when you move out.
II. Preparing for your semester abroad

3. The info package

In August (if you are coming for the winter semester) or in February (if you are coming for the summer semester), you will receive an email from the International Office giving you all the important information you will be needing for your stay in Hildesheim. Besides appointments and events taking place in the introductory week, this info mail includes two addresses which are very important for you:

The address of your accommodation in Hildesheim
This will show you where and with whom you will be staying in Hildesheim. If you have any questions or problems (or your landlord does), please feel free to ask the International Office for help.

Personal help from Hildesheim students ("buddy system")
To help you to get off to a good start, the International Office will do all it can to find a Hildesheim student willing to help you in your first few weeks in Hildesheim. Along with the International Office, this student will be your contact in Hildesheim, especially for everyday problems. In addition, he or she will help you to get in touch with your landlord, get the keys for your room and collect you from the station on arrival.
Please get in touch with your "buddy" and let him or her know when you will be arriving in Hildesheim.
II. Preparing for your semester abroad

4. Before leaving home

Before leaving home, you should make sure you have the following papers and bring them with you:

- A valid passport or ID card
- The European Health Insurance Card. It must be valid for the entire duration of your stay in Germany.
- Two passport photographs

5. Living costs in Germany

At this point we would like to give you some advice on about how much money you will be needing in Germany. As a general rule, you will require about € 700 per month to live on. From this you can pay your rent, food and other everyday items. **In your first month in Hildesheim in particular, you will definitely be needing more than this (approx. € 1000),** for you will have to pay for several things as quickly as possible after your arrival:

- The first month’s rent (about € 290)
- A deposit for the room if necessary (usually approx. one month’s rent)
- Enrolment fees (approx. € 300)
- Various personal items such as a bicycle, a television set, money for days out, books etc.
- Approx. € 50 -60 for the intensive course in German held at the beginning of the semester.

Please bear these costs in mind when planning your finances at home and think about the best way to transfer your money to Germany.
6. Living in Germany

A new country means strange people and unfamiliar rules and customs. What is life in Germany like? For general information on living and studying Germany, please go to the following websites:

**www.deutschland.de**
The Germany portal is the central non-commercial way to access Germany in the Internet. It provides annotated lists of links in six languages, concentrates the entire range of high-quality German Internet portals and is Germany’s virtual international calling card.

**https://www.daad.de/deutschland/en/**
The homepage of the German Academic Exchange Service (DAAD) provides information for students and lecturers coming to Germany from all over world.

**www.handbuch-deutschland.de**
This „manual“ is maintained by the German government and is intended for people who want to settle in Germany. The information provided is comprehensive and detailed. Of particular interest for you is the „Alltag“ section on everyday life in Germany.

**www.justlanded.com**
This is offered in the Internet by the institution „Just Landed“ which sets out to provide a pan-European platform for exchanging information on stays in other countries. It is addressed to students and to people who travel for their profession. It answers questions such as „What is the most reasonable way to make telephone calls?“, „How does the German banking system function?“ and „What do I have to do if I need to consult a doctor?“ etc.

**www.tatsachen-ueber-deutschland.de**
The website of the Department for Foreign Affairs provides information on the country and the people living there, history, the state, law and the citizens, the economy and a lot more.
III. The Journey to Hildesheim and Your First Few Days There

1. How to get to Hildesheim

Ask a travel agency at home how to get to Hildesheim. If you can’t find a direct connection, try Hannover. This is the next largest city and there are good bus and railway connections to Hildesheim from there. There are various ways of getting to Hildesheim:

**By bus**

If you come by bus, you will probably arrive at the Central Bus Station (Zentraler Omnibus Bahnhof or “ZOB”), close to the Central Station (Hauptbahnhof) in Hannover. The best way to get to Hildesheim from there is by rail (Deutsche Bahn). There is an hourly rail service to Hildesheim. Ask at the information office or at the ticket office for the platform from which the train for Hildesheim leaves. This information can also be found on the timetables posted in the railway station (Abfahrt = Departures) and in the Internet under www.bahn.de.

**By rail**

Coming by rail is similar to coming by bus. If you can’t get a through train to Hildesheim, Hannover Central Station (Hannover Hauptbahnhof) is the best place to come to, and you can get a connection to Hildesheim from there as described above.

**By plane**

The nearest airport is Hannover (in the Langenhagen district). The best way to get from the airport to Hildesheim is to go to Hannover Central Station by S-Bahn and travel on to Hildesheim from there (see above).

**By car**

Hildesheim is on the A7 motorway (Hamburg – Hannover - Würzburg) about 30 km south of Hannover: leave at the Hildesheim exit and follow the signs to the University.
III. The journey to Hildesheim
2. How to get to the University

You will probably be arriving at Hildesheim Central Station, so here is a short description of how to get to the university and the halls of residence from there.

**Taxis**

Taxis are waiting right in front of the station. Go to the first taxi and tell the driver where you want to go. It costs about € 20 from the station to the university and the halls of residence.

**Buses**

The buses leave from the station forecourt. To get to the university and the halls of residence, you have to take a no. 1 bus in the direction of Südfriedhof/Itzum or a no. 4 bus in the direction of Itzum. An individual ticket costs about € 2.50.

For a summary of where to get off the bus and how to get to the university and the halls of residence from the bus stop, please see the following page.

After enrolment, you will be given a "Semesterticket" allowing you to use certain buses and trains in Lower-Saxony free of charge.

More information as to how to get to the University:

https://www.uni-hildesheim.de/en/anfahrt/
# III. The journey to Hildesheim

<table>
<thead>
<tr>
<th>Destination</th>
<th>bus stop</th>
<th>Directions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universität</td>
<td>Universität</td>
<td>Cross Marienburger Straße and walk through the shopping centre to the University entrance</td>
</tr>
<tr>
<td>Universität Universitätsplatz 1 31141 Hildesheim</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studierendenwohnheim „Blauer Kamp“ Bromberger Str. 44 31141 Hildesheim</td>
<td>Silberfund-str.</td>
<td>Cross Marienburger Straße and go up to the end of Bromberger Straße (next to the NP supermarket). The hall of residence is on the right at the end of the road.</td>
</tr>
<tr>
<td>Studierendenwohnheim Ortelsburger Str. 74 31141 Hildesheim</td>
<td>Marienburger Höhe</td>
<td>Go up Allensteiner Straße and take the second road on the left (Ortelsburger Straße). The hall of residence is on the right at the end of the road.</td>
</tr>
<tr>
<td>Katholisches Studierendenwohnheim Braunsberger Straße 52 31141 Hildesheim</td>
<td>Marienburger Höhe</td>
<td>Go into Allensteiner Straße and take the first road on the right (Braunsberger Straße). The road curves round to the left. The hall of residence is on the right at the end of the road.</td>
</tr>
<tr>
<td>Wohnheim Hansering Hansering 1b 31141 Hildesheim</td>
<td>Hansering</td>
<td>The hall of residence is directly opposite the bus stop</td>
</tr>
</tbody>
</table>
3. The introductory week

At the beginning of the semester, we offer our exchange students a variety of events designed to make their first days in Hildesheim easier.

The introductory week kicks off with a welcome breakfast. In the days which follow, there are various informative events in the course of which we help you to sort out the necessary red tape. These include the following:

**Enrolment**

To become a student at the University of Hildesheim, you have to enrol. For this purpose you will receive in Hildesheim an enrolment application which you have to fill in and sign. You are also expected to provide proof of health insurance, passport copy and pay the enrolment fee.

It is best to pay this money directly into the branch of the Stadtsparkasse next to the university in cash or transfer the money from your home account. The enrolment fee is not a tuition fee but a charge covering student services and the cost of the „Semesterticket“ allowing you to use buses and trains free of charge. Make sure you get a receipt from the bank as you will have to hand it in along with the enrolment form.

Please hand in all your documents (enrolment application with your signature, a copy of your health insurance certificate and the receipt of payment of the enrolment fee) to the International Office.

After a few days, you can collect your UniCard (student ID and semester ticket) from the International Office.
The „UniCard“ serves as
- Student ID
- Semesterticket for the SVHi city busses in Hildesheim, busses, RVHi busses and the regional trains within Lower Saxon
- Culture ticket
- Card for the University Library
- Payment in the Cafeteria
- Use of the copy machines
- Key Card for doors, e.g. Computer Center
- Key Card for the lockers in front of the Library

Please note: Money can be charged on the UniCard in the Cafeteria, Library and at the Bühler Campus. If you want to use the copy machines you have to transfer extra money from the Cafeteria account on your card to a copy account. Machines for the transfer are situated in the Cafeteria, Library, Bühler Campus and in front of the Computer Center. Please transfer only 1 Euro at first to your copy account, as it is not possible to transfer the money back! After this transactions you will have 2 different accounts (Cafeteria + Copy) on your UniCard.

The UniCard is restricted to your personal use, never give it away!
If you lose the Card, it will cost 15,- Euro to get a new one. If you are using the city busses, please take the door nearby the driver and show him your Semesterticket.
Hannover: The UniCard is not valid in busses and the Straßenbahn in Hannover!

Health insurance
To study at a German university, it is absolutely necessary for you to present valid proof that you have statutory health insurance. If you are covered under EU regulations, please make sure you bring your international health insurance card with you. If you can provide proof of this kind, you have sufficient health insurance in Germany. Students from Turkey are sufficiently insured with the A/T11 document.

If you come from a country which is not part of the EU social insurance agreement, you should take out statutory health insurance for your study visit in Germany. If you are older than 30 years, there is a special provision.
However, it is also possible to take out insurance at a local health insurance company.

Opening an account
To make payments (such as rent etc.) you should open a current account. Please inform yourself in time before the start of the journey with which bank you want to open an account.
Further information about this you can find on the website www.bankenvergleich.net

**Paying your rent**

Rental payments vary according to student residence and private residential communities. In Germany it is customary to pay a deposit as security for the landlord. The deposit is 1-2 months rent. All students staying at the halls of residence have to pay this deposit. If you leave the room in good condition when you move out, the deposit will be returned to you in full.

**Registering with the authorities**

You will be registered with the Hildesheim authorities during the introductory week along with the enrolment formalities.

**Other events taking place during the introductory week**

- Welcome breakfast
- University rally
- Guided tour of the library
- Introduction to the Computer Centre (computer access)
- Guided tour of Hildesheim
- Intensive course in German (only in the winter semester)
- Planning your timetable with the responsible departmental coordinator

**Erasmus Student Network ESN**

Since the summer semester 2001, there has been a Erasmus student initiative running at the University of Hildesheim. It is organized by Hildesheim students with the aim of offering Erasmus students various different events. The programme is very varied and covers everything from cultural programmes (trips to the theatre or opera) and tours to cities nearby and further afield (such as Cologne or Hamburg) to tours of Hildesheim pubs.

The introductory week usually includes a „pub crawl“ and a trip to Hannover.

For information on the activities of ESN, please also go to:

http://hildesheim.esn-germany.de/de.
4. German courses

To help you to make a start in the German language, intensive courses on three different levels (beginners, intermediate and advanced) are held before the winter semester begins.

We offer three to four hours of German courses during the semester too.

There is a fee for the intensive course whereas the normal course held during the semester is free of charge.

Language Tandems

Also, the International Office gives German and foreign students assistance in getting together to help each other to learn their respective languages (Tandem programme). Registration forms for this are available in the introductory week or from the International Office (N 248).

Another option are the „Schreibtandems“, awarded with the European Language Label 2011, where language learners are supported by teacher training students. More information under http://tinyurl.com/hhojkdt

5. Planning your timetable

Counselling on how to plan your timetable is offered in the second week. On this occasion you will meet your Erasmus+ coordinator, who will give you advice and assistance on how to draw up your timetable.

Please do not miss this meeting as it will help you to select the appropriate courses.
IV Studying

1. University buildings

On the main campus, you will find all the important facilities in the main as the library (building B), the computer center (D/E), the refectory (A), the sports building (Sp) and the International Office (Forum, N).
Domäne Marienburg: This houses the institutes of Faculty 2.

Bühler Campus [L and LN]: Here you find Faculty 3
Samelsonplatz building (Spl): Here are located the institutes of informatics and business economics.

Forum (N): Here you can find the administration: International Office, Registration Office, Examination Office, Student Advisory Service) as well as some course rooms and Hörsaal 4. In addition, here is located the Campus Center.

All campus plans under https://www.uni-hildesheim.de/en/anfahrt/

2. Courses
The online information system for courses („Vorlesungsverzeichnis, LSF“) is your main source of information about the university throughout the semester. It contains a complete list of courses as well as the particulars of all lecturers, office hours, telephone numbers and information on university facilities. You find the online information system for courses without login under: https://www.uni-hildesheim.de/ecampus/.

Course times
In addition to details of the rooms in which courses are held, the list of courses („Vorlesungsverzeichnis“) gives all necessary information on when courses start and how long they last. The day of the week is given (Mon, Tue, Wed, Thu, Fri), followed by the time at which the course in question starts (for example 10.15) and how long it takes (for example 2st = 2 hours). A seminar which begins at 10.15 ends at 11.45, leaving a break of half an hour before the next seminar starts. Most seminars last for 2 x 45 minutes, but there are also seminars lasting between 1 and 8 hours or running for several days, but these usually only take place once a month or once only.

Seminar rooms
Information on a certain room starts with the building and then gives the room number, the first number of which indicates the storey.
Example: Room J 404 ist Room 04 on the 4th floor of building J. There are also four lecture theatres: H1, H2, H3 and Audimax.

Where is which building?

<p>| | |</p>
<table>
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<th></th>
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</thead>
<tbody>
<tr>
<td>D, E, F, G, H, I, J, N, V</td>
<td>Main Campus</td>
</tr>
<tr>
<td>W</td>
<td>Main Campus Tilsiter Straße</td>
</tr>
<tr>
<td>B, Sp</td>
<td>Library, Sports building</td>
</tr>
<tr>
<td>A, B, C, D, P (Spl)</td>
<td>Samelsonplatz</td>
</tr>
<tr>
<td>L, LN</td>
<td>Bühler Campus</td>
</tr>
<tr>
<td>TimKi/CWM</td>
<td>Timotheuskirche [Centre for World Music]</td>
</tr>
<tr>
<td>Haus ...</td>
<td>Kulturcampus Domäne Marienburg</td>
</tr>
</tbody>
</table>
Lectures
In a lecture, the lecturer talks about a subject to a large number of students and the students listen and make notes. There is no dialogue between lecturer and students. It is still possible to ask questions, however. Lectures are usually held in the large lecture theatres.

Seminars
Practice courses and seminars usually have a smaller number of participants than lectures do. The main difference is that there is a dialogue between lecturer and students. The students are expected to take an active part in the courses, preparing the lesson beforehand and revising their notes afterwards.

Practice courses
In the language programmes in particular and in Faculty II, there are practice courses such as language exercises or practical exercises in drama, writing or music.

Projects
Typically, the work in Cultural Studies and Aesthetic Communication as well as Creative Writing and the Scenic Arts is done in forms of projects which focus on artistic activity and reflection on it. All projects have a strong practical orientation and allow students to work independently. Every second summer semester is a project semester in which many of the usual courses are replaced by project work. The results of the projects are presented at the end of the semester.
3. Examinations and other evidence of academic achievement

You have the opportunity to acquire evidence of academic achievement and to get ECTS. You can for example acquire credits by passing an examination held at the end of the semester, holding a presentation, doing a written home assignment or through regular attendance and participation of the course during the semester. Topics for presentations are handed out at the beginning of the semester and the presentations are held in the course of the semester. If you want to do a written home assignment, please contact your lecturer. For exams you register online in the POS system of our university.

Information on acquiring evidence of academic achievement: The examinations take place at the end of the semester.

During the semester you have to find out when exactly the exams are and how you can participate. If you wish to hold a presentation or write a home assignment, you have to talk to the lecturer. Also check how many credits will be given. Please note that the lecturer may need some time to read and assess your assignment, so make sure he or she gets the assignment early enough.

4. The „Transcript of Records“
- a list of your academic achievements

Please register online in the POS system for the seminars and courses for which you need ECTS credits and grades. Once your teachers and lecturers have entered the grades and your Transcript of Records is complete, you can print it out. Either your departmental coordinator or the International Office can sign and stamp it. Please hand in a copy of the signed transcript at the International Office.

In case your transcript could only be completed after your departure, please send it to your departmental coordinator or the International Office via email [PDF file]. We will send the signed document via e-mail or to your home address.

If you have any questions concerning ECTS and grades, please contact your departmental coordinator or the lecturer!

German marking system - ECTS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mark</th>
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</thead>
<tbody>
<tr>
<td>1.0</td>
<td>A</td>
</tr>
<tr>
<td>1.3</td>
<td></td>
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<tr>
<td>1.7</td>
<td>B</td>
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<tr>
<td>2.0</td>
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<td>2.3</td>
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<td>3.0</td>
<td>D</td>
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V. UNIVERSITY FACILITIES

Library
You can borrow print and digital media from the University library or pursue your studies there. There are also rooms for team work and a reading room with a large selection of newspapers and periodicals. The library is divided into one area in which books are freely accessible (approx. 30% of all books) and a depot containing the remaining 70% of the books. Most of the accessible books can be borrowed as long as there is not a sticker reading “NICHT AUSLEIHBAR” (not on loan) on the spine. All books stored in the depot can be found in the library catalogue via online search. In addition, the library offers access to numerous online contents, e.g. epaper.

There is a brief introduction to using the library at the beginning of each semester. This will also be offered during the introductory week. You should take part as it will show you how to order books online or extend them.

To borrow books from the library, you will need your UniCard. You are allowed to keep the books you have borrowed for a period of 4 weeks. If you need them for longer, you will have to extend them online. If you exceed the maximum period, you will have to pay a fine.
https://www.uni-hildesheim.de/bibliothek/

Infotheque
Here you can borrow books on Germany as well as books to help you to learn German.

The International Office can give you a list of media which you can borrow from the Infotheque. Room N 248

Opening hours: see notice board.

Computer center - computer access
You have access to computers here 24 hours a day. You can send and receive emails, work online and type up and print texts too. An introduction to the Computer Centre will be offered during the introductory week for exchange students.

To use the Computer Centre, you will need your UniCard and a password to identify yourself with.

Your password and access card should not be given to others. In case of abuse, the card and the password will be deactivated!

If you have questions concerning your UniCard and the access to the computers, please refer to the staff of the Computer Center in the Service Office (Room E 114).
V Facilities

Refectory

During the week, you can get hot meals in the “Mensa” from 11.30 am to 2:20 pm and from 3.00 pm to 7 pm. A main course costs between € 1 and 2 for students; side dishes like salad, yoghurt etc cost about 40 cents. You can pay for your food with your UniCard. You can load your card at one of the automats in the refectory.

In addition to the refectory on the main campus, there are also the Bistro at the Bühler Campus and at the Kulturcampus. The Ca(r)feteria is a delivery vehicle with food offer, too. You may find all opening hours and menus on:

www.stw-on.de/hildesheim/essen

Restaurant „Am Campus“

„Am Campus“ is a restaurant situated on the main campus right next to the library. In addition to food and drink à la carte, there is a special lunch for a reasonable price.

Opening hours: Mon - Fri 9.00 am - 9.30 pm
Fri 9.00 am - 5.30 pm
StudCaf’

The „StudCaf” is a café run by students for students. It is to be found in building „I” outside lecture theatre 1 (Hörsaal 1). Here you can have coffee and tea at reasonable prices. You can bring your own cup with you or buy a chit for € 2.50 and exchange it for a cup.

If you like, you can help out here - they’re always looking for nice helpers. This work is voluntary and unpaid.

Opening hours (Lecture period only):
Mo - Thu approx. 10.00 am - 4.00 pm

University sports

In the sports building, you can take part in a large number of sports courses free of charge and without having to enrol beforehand. The swimming pool is free of charge too and can be used at certain times. The range of sports offered is large. Here is a summary of the courses available (these can vary from semester to semester):
https://www.uni-hildesheim.de/fb1/institute/institut-fuer-sportwissenschaft/hochschulsport/

Students´ representatives and associations

The AStA (Allgemeiner Studierendenausschuss) and the different associations of students represent the interests of students. You can find more information as contacts and opening hours under
https://www.uni-hildesheim.de/organe-und-gremien/studentische-vertretungen/

Office for equality

The Office for equality promotes the equality of women and supports students with children. More information under
https://www.uni-hildesheim.de/gleichstellungsbuero

For students with children

The „Studentenwerk” runs a nursery called „Die Rasselbande” for 1- to 6-year-olds. If you bring a child to Hildesheim with you, please contact the International Office. We will be glad to help you to organize your stay.
VI. Out and about in Hildesheim and surroundings

Semesterticket (UniCard)

The „Semesterticket“ is valid for all students enrolled at the University of Hildesheim. A large part of the enrolment fee is used to finance the ticket. You can use all of Hildesheim’s local and regional busses free of charge with the „Semesterticket“. You can also use the regional trains (RegionalExpress, RegionalBahn, InterRegioExpress and S-Bahn) on certain routes. For an exact list of routes which can be used, please go to: www.asta-hildesheim.de -> Semesterticket

Bicycles

The best, quickest and cheapest way to get around in Hildesheim is by bike. You can bring one with you or buy one here. To buy a second-hand-bike, see the notice boards the notices in the university, the Tuesday ‘flea market’ [Dienstagsflohmarkt] in the daily newspaper „Hildesheimer Allgemeine Zeitung“ – and the bicycle shops of course.

You can also buy a bicycle from „Jugendwerkstatt Labora“ at a reasonable price. To do this you will require confirmation from the International Office that you are an Erasmus student:

Jugendwerkstatt Labora
Altes Dorf 6
31137 Hildesheim
Fon 05121-7062-17
f.wille@labora.de

Unfortunately, new and second-hand bicycles are popular with thieves. You are advised to lock your bike to a bicycle stand or similar object using a good strong lock.

German railways (Deutsche Bahn)

You can use certain trains free of charge within the area of validity of the „Semesterticket“ (see right-hand side). Otherwise railway travel is quite expensive in Germany. As a rule, the sooner you book the ticket, the cheaper it is. There are also some good-value special offers like the „Wochenendticket“ or the „Bahncard“.

For more details on good-value special offers and information on train timetables, please go to www.bahn.de or ask at the station.
Car sharing (Mitfahrgelegenheiten)
Sharing a car is cheaper than driving alone. For this reason, there is a notice board for car sharing among students in the corridor between lecture theatres H1 and H2. Other offers are to be found under
www.blablacar.de or
www.vergleich.org/mitfahrzentrale/
VII Addresses and tips for Hildesheim

Youth hostel

German youth hostels are a reasonable way of staying overnight in another town or putting up friends if you have no room for them yourself.

To stay at a youth hostel, you will need a Youth Hostel Association membership card. You can get this here or in your home country. The international membership card allows you to stay in youth hostels all over the world. Information is available from the youth hostel in Hildesheim:

Jugendherberge Hildesheim
Schirrmannweg 4
31139 Hildesheim
E-Mail: hildesheim@jugendherberge.de
www.jugendherberge.de-de/jugendherbergen/hildesheim304/portraet
or go to the website of the German Youth Hostel Association (Jugendherbergswerk)
www.jugendherberge.de.

Bed and breakfast costs approx. € 20 including bedclothes.

Municipal library

Apart from the university library, there is also a municipal library. Here you will find literature from all fields as well as language courses on CD, audiobooks, games etc.

To borrow books and other things, you will need a library ticket („Jahresausweis“). This costs € 30 and you can get it at the municipal library. You will need your passport and your registration document (Meldebестätigung) from the City of Hildesheim.

Stadtbibliothek
Judenstr. 1
Fon 05121-301-4142
www.stadtbibliothek-hildesheim.de

Opening hours:
Mon closed
Tue - Fri 10.30 am - 6.00 pm
Sat 10.00 am - 1.00 pm
Museum
The well-known „Roemer- und Pelizaeusmuseum“ in Hildesheim is really worth a visit.
In addition to the permanent exhibition “The Empire of the Ancient Egyptians”, there are many special exhibitions. For the subject of the current special exhibition, please see the posters outside the museum. Admission costs € 8 for students. Apart from this museum, Hildesheim has others focusing on history or local history.

Roemer- und Pelizaeusmuseum
Am Steine 1  Fon 05121-93 69-0
www.rpmuseum.de

Opening hours:
Tue - Sun   10.00 am - 6.00 pm

Theatres and cultural venues
Hildesheim offers a rich cultural programme. Among traditional institutions like city theatre, there are many further event centres. However, also free theatre groups, often constituted by students, who perform at extraordinary places in Hildesheim.

TfN - Theater für Niedersachsen
Theaterstraße 6   Fon 05121-1693-0
www.tfn-online.de

ServiceCenter Hildesheim
Ticket Service: Fon 05121-- 1693-1693
Mon - Fri   10.00 am - 6.00 pm
Sat   10.00 am - 1.00 pm

The repertoire of the theatre includes operas operettas, musicals, plays, ballets and concerts. Flyers showing the programme are to be found in the refectory and other places. Students are given 40 % discount on most productions. Since the beginning of the 2000/2001 season, actors, dancers and musicians from the theatre, the university and the free theatre scene have been running the a special evening programme (Nachtbar) in the foyer (F1) of the municipal theatre. The „Nachtbar“ now has cult status in Hildesheim night-life. Every second Friday there is a special evening programme with scenic readings, house music etc. in which musicians perform a programme that could not be played anywhere else. The bar usually opens at 10.30 pm. The entrance is pink and is in Teichstraße.
The other venues offer a rich cultural programme too. Besides theatre, cabaret, performances of all kinds, slide shows etc., you can often hear live music there too. For the programmes please see the notices in the university and the daily newspaper. You can often get a reduction if you show your student ID (http://asta-hildesheim.de/?p=ticket).

**Culture and leisure, theatre, live music, parties**

**KulturFabrik Löseke**
Langer Garten 1       Fon 05121-750 94 50
www.kufa.info

**Bischofsmühle**
Dammstr. 32       Fon 05121-999 43 55
www.bischofsmuehle.de
Live music (Blues, Jazz, Folk)

**Vier Linden**
Alfelder Str. 55b       Fon 05121-288 94 42
www.vierlinden-hi.de
All kinds of music, cabaret, slide shows etc.

**Cinemas**

The „Thega“ is Hildesheim’s cinema. On it’s homepate (http://www.thega-filmpalast.de/) you find the programme and can reserve tickets. Please go to www.hildesheimer-kinos.de or look in the newspapers. You can reserve tickets for all three cinemas under 34747. There are reductions on certain days, usually tuesdays and wednesdays.

Films are shown in the university too. The programmes of the „Hoki“ and the „Movie“ are posted in the university. The films are shown in the Audimax for a small charge.
Swimming facilities

**Wasserparadies** (indoor swimming pool)  
Bischof-Janssens-Str. 30 (close to central station)  
Open daily from 9 am to 10 pm  
www-wasserparadies-hildesheim.de

**Open-air pool „Johanniswiese“ at Hohnsen lake**  
Lucienvörder Allee - Open from mid-May to early September  
www.jowiese.de

**Hallenbad Himmelsthrür**  
Julianenaue 17  
www.swimmhalle.eintracht-hildesheim.de

There are other places to swim and bathe free of charge at Hohnsen lake and the „Tonkuhle“ (between the university and the „Blauer Kamp“ hall of residence).

Cafés and Pubs

There are lots of cafés and pubs in Hildesheim. Only the ones which are especially popular among students are listed here.

**Deseo**  
Hindenburgplatz 3  
Breakfast, Sunday brunch, baguettes, reasonable prices

**Thav**  
Güntherstr. 21  
Popular with students

**Café Übersee**  
Almsstraße 33  
Sunday brunch

**Goldmarie**  
Kläperhagen 6  
Vegetarian food and pizzas baked in a wood oven

**The Wild Geese, Irish Pub**  
Osterstr. 16  
Guinness, Kilkenny  
Irish breakfast  
Regular live music

**Der Spanier**  
Immengarten 5  
Oldest students’ pub in Hildesheim
VII Addresses and tips

Job agency

Basically students from the European Union and the EEA stand practically on equal terms with German students and have free access to the German job market.

Since Mai 2011 students from Estonia, Latvia, Lithuania, Poland, Slovakia, Slovenia, Czech Republic and Hungary can work in terms similar to the German students.

For students from Croatia the restrictions of 120/240 days still apply. If you come from this country you only have limited access to the job market and you need authorisation from the Federal Employment Agency. This authority checks whether or not a German citizen or any other EU-citizen is available to do the job.

As of August 2012 international students who do not come from the EU or EEA are allowed to work 120 full or 240 half days in a year. To do this they do not need authorisation from the Employment Agency, i.e. the German authorities.

Every employee in Germany has to pay taxes. The amount depends on your income.

If you have a so called „mini-job“ earning 450 Euro per month, you do not have to pay taxes.

If you earn less than 8,130 Euro a year you will get back the taxes you have paid at the end of the year if you submit an income tax return to the tax authorities.

You will receive more detailed information on the homepage of Deutsches Studentenwerkes:
http://www.internationale-studierende.de/en/prepare_your_studies/financing/jobbing/

If you work in Germany you usually need an income tax number. This can be obtained from the citizens’ administration office in Hildesheim.

The Job center in Hildesheim (Agentur für Arbeit Hildesheim) offers job advice and provides jobs and is to be found in the pedestrian zone:

Agentur für Arbeit Hildesheim
Am Marienfriedhof 3
31134 Hildesheim
www.arbeitsagentur.de
Fon 0800- 4555500
Opening hours:
Mon – Fri  8.00 - 13.00 h
+ Thu 15.00 - 18.00 h
University church organisations
www.khg-esg-hildesheim.de

Contacts:

Uta Nadira Giesel
University pastor & head of the ESG
Braunsberger Str. 74
giesel@esg-khg-hildesheim.de
Office hours by appointment

Fon 05121-69 53 800

Clemens Kilian
Lay pastor & head of the KHG
Braunsberger Str. 52
kilian@khg-esg-hildesheim.de
Office hours:
Thu 15.00 - 17.00 h
and by appointment

Fon 05121-28 16 44