

INFORMATION SHEET FOR THE ACADEMIC YEAR 2015 / 16

DETAILS OF THE UNIVERSITY			
Full legal name	Fachhochschule Düsseldorf – University of Applied Sciences		
Street	Universitätsstraße, Gebäude 23.31/32		
Postal Code	40225	City	Düsseldorf
Country	Germany		
Homepage	http://www.fh-duesseldorf.de		
ECHE	29653-LA-1-2014-1-DE-EPPKA3-ECHE	Code	D DUSSELD03
Head of the University	Prof. Dr. Brigitte Grass		
Number of students	~ 9000		

IMPORTANT ANNOUNCEMENT
On 1st May 2015 Fachhochschule Düsseldorf – University of Applied Sciences (FH D) will become Hochschule Düsseldorf – University of Applied Sciences (HSD). The construction of our new campus is nearly finished and the administration will move to the new premises at the end of May 2015. All departments except the Department of Design will follow afterwards and start the new academic year 2015/16 at our new campus in Düsseldorf Derendorf. As of 1st May 2015 mail shall be sent to our new address: Hochschule Düsseldorf International Office Studierenden Support Center (SSC) Gebäude 2 (1.OG) Münsterstraße 156 D-40476 Düsseldorf We will send further information on our new campus and our new contact details at a later date.

THE INTERNATIONAL OFFICE			
Head of the International Office	Dr. Monika Katz (ERASMUS Institutional Coordinator)		
Street	Hans-Böckler-Str. 33 (3.OG)		
Postal Code	40476	City	Düsseldorf
Tel	+49 (0)211/4351-9313	Fax	+49 (0)211/81 12376
Email	monika.katz@fh-duesseldorf.de international-office@fh-duesseldorf.de		
Homepage	http://www.fh-duesseldorf.de/internationaloffice		
Student Exchange Coordinator	Jörg Bukowski	Dept	1 to 5 on Campus North
Email	joerg.bukowski@fh-duesseldorf.de	Tel	+49 (0)211/4351-9314
Student Exchange Coordinator	Michaela Petri	Dept	6 and 7 on Campus South
Email	michaela.petri@fh-duesseldorf.de	Tel	+49 (0)211/81-11908

MAIN INTERNATIONAL DEPARTMENTAL COORDINATORS

1: Architecture	Prof. Tanja Kullack	tanja.kullack@fh-duesseldorf.de
2: Design	Prof. Herman Hermesen	herman.hermesen@fh-duesseldorf.de
3: Electrical Engineering	Prof. Dr. Roger Frese	roger.frese@fh-duesseldorf.de
4: Mechanical & Process Engineering	Prof. Dr. Alicemal Benim	alicemal.benim@fh-duesseldorf.de
5: Media	Prof. Dr. Jens Herder	jens.herder@fh-duesseldorf.de
6: Social & Cultural Studies	Prof. Dr. Angelika Gregor	angelika.gregor@fh-duesseldorf.de
7: Business Studies	Prof. Dr. Lothar Funk	lothar.funk@fh-duesseldorf.de

IMPORTANT DATES

	Winter term	Summer term
Official academic year	01.09.2015 - 28.02.2016	01.03.2016 – 31.08.2016
Orientation weeks (incl. free German course)	07.09.2015 – 18.09.2015 <i>Dates subject to modifications</i>	07.03.2016 - 18.03.2016 <i>Dates subject to modifications</i>
Official lecture period	21.09.2015 – 07.02.2016	21.03.2016 - 15.07.2016
Examination period Depends on Department	Mid January to mid February <i>Official dates published midterm!!!</i>	End of June to Mid July <i>Official dates published midterm!!!</i>
Semester breaks FH is closed	Christmas: 24.12.2015 - 03.01.2016	Easter: 25.03.2016 – 28.03.2016

APPLICATION DEADLINES

	Winter term	Summer term
Admission Exchange	15.07.2015	15.01.2016
<u>Only</u> in case room in student residency to be reserved (Studentenwerk)	15.05.2015	31.10.2015

APPLICATION REQUIREMENTS

Application form	Please download from website after being nominated for an exchange by your university	
Language proficiency	Department of Architecture	B1 German or English
	Department of Design	B1 German or English
	Department of Electrical Engineering	B2 German for general lectures or B2 English for final projects
	Department of Mechanical and Process Engineering	B1 German for general lectures or B1 English for final projects
	Department of Media	B1 German for general lectures or B1 English for final projects
	Department of Social Sciences and Cultural Studies	B1 German or English
	Department of Business Studies	B1 German or English
For Architecture and Design	Please additionally hand in a portfolio together with your application. Projects in English can be organised upon request.	
For Electrical and Mechanical Engineering, Media Informatics /	If students cannot follow the regular course programme, please hand in a <u>detailed description</u> of a semester project for the time of the exchange. Please hand this in by the application deadline.	

Technology	Projects will be assessed and approved according to supervisory capacity!
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STUDENT LIFE IN DÜSSELDORF	
Tutors and cultural programme	▶ German students from the FH D ("tutors") can pick you up from the airport/train station and are there to help you with your general questions during your stay in Düsseldorf ▶ The International Office and the tutors organise a cultural programme for exchange students during their stay ▶ How to contact our tutors: http://www.fh-duesseldorf.de/a_fh/d_internationaloffice/info_2incomings/a/c3
German courses	▶ Free German courses (beginners and intermediate) are offered during the semester (2-6 ECTS)
Housing	▶ Limited housing possibilities in student residencies (Studentenwerk Düsseldorf), no guarantee of a room! ▶ Application for student dormitories ONLY via International Office ▶ Rent: between EUR 250 and 350 per month ▶ Alternatively, private accommodation has to be searched independently (tips from International Office!)
Student service fee	▶ All students (local and exchange) have to pay a student service fee each semester ("Semesterbeitrag") ▶ Fee covers free regional public transport in North-Rhine Westphalia, free use of sports facilities and subsidised meals at the student cafeterias ▶ Fee: ~ EUR 250
Health insurance	▶ All exchange students have to show proof of health insurance ▶ EU students need to bring their European Health Insurance Card ▶ Non-EU students are advised to take out public German health insurance once they are here (~ EUR 80/month), as not all private non-EU insurance policies are accepted in Germany!
Special Needs	▶ FH D offers various facilities for students and staff with special needs. The IO will help to get in touch with the representatives of the offices mentioned below and support your stay: http://www.fh-duesseldorf.de/d_org/f_intv/f_fambuero http://www.fh-duesseldorf.de/d_org/f_intv/e_abs http://www.fh-duesseldorf.de/a_fh/c_studium/d_beratung_und_kontakt/psychosoziale_studienberatung
Career Service	▶ The Career Service offers support for exchange students applying for internships: http://www.fh-duesseldorf.de/a_fh/c_studium/d_beratung_und_kontakt/career_service
Center for further education	▶ The Center for further education offers various trainings in order to improve social skills: http://www.fh-duesseldorf.de/n_zwek

INTERESTING LINKS	
Studying and living in Düsseldorf	http://www.studentenwerk-duesseldorf.de http://www.duesseldorf.de http://www.biograph.de/ http://duesseldorf.prinz.de/
Studying in Germany	http://www.daad.de/deutschland http://www.study-in.de/ http://www.internationale-studierende.de/ http://www.vocalproject.eu/ http://www.hochschulkompass.de/
Housing	http://www.wg-gesucht.de http://www.studenten-wg.de/ http://www.kath-gesellenhaus.de http://www.cvjm-duesseldorf.de/wohnheim.htm http://www.esq-duesseldorf.de/index.php?idcatside=186
Learning German Online	http://www.deutsch-uni.com/gast/duo/info/duo-kurse.do?do=index