

INFORMATION SHEET FOR THE ACADEMIC YEAR 2018/19

DETAILS OF THE UNIVERSITY			
Full Legal Name	Hochschule Düsseldorf – University of Applied Sciences		
Street	Münsterstraße 156		
Postal Code	40476	City	Düsseldorf
Country	Germany		
Homepage	http://www.hs-duesseldorf.de		
Website for Exchange Students	https://www.hs-duesseldorf.de/prospectivestudents/exchangestudents		
ECHE	29653-LA-1-2014-1-DE-EPPKA3-ECHE	Code	D DUSSELD03
Head of the University	Prof. Dr. Brigitte Grass		
Number of Students	~ 10000		

LOCATION	
Campus Derendorf Münsterstraße 156 40476 Düsseldorf Germany	<ul style="list-style-type: none"> • Electrical Engineering & Information Technology • Mechanical & Process Engineering • Media • Social Sciences & Cultural Studies • Business Studies • Architecture* • Design*
* The relocation from Campus Golzheim to Campus Derendorf is scheduled for the autumn 2018.	

INTERNATIONAL OFFICE			
Head of the International Office	Dr. Monika Katz (ERASMUS Institutional Coordinator)		
Street	Münsterstraße 156		
Postal Code	40476	City	Düsseldorf
Tel	+49 (0)211/4351-8123		
E-mail	monika.katz@hs-duesseldorf.de international-office@hs-duesseldorf.de		
Homepage	http://www.hs-duesseldorf.de/studium/internationales		
Student Exchange Coordinator for Incoming Students	Ms Lea Pöter		
E-mail	incoming@hs-duesseldorf.de	Tel	+49 (0)211/4351-8126
Student Exchange Coordinator for Outgoing Students	Ms Sandra Winter		
E-mail	outgoing@hs-duesseldorf.de	Tel	+49 (0)211/4351-8127

INTERNATIONAL DEPARTMENTAL COORDINATORS

Faculty of Architecture	Prof. Robert Niess	robert.niess@hs-duesseldorf.de
Faculty of Design	Prof. Herman Hermsen Florian Boddin	herman.hermsen@hs-duesseldorf.de florian.boddin@hs-duesseldorf.de
Faculty of Electrical Engineering & Information Technology	Prof. Dr. Roger Frese	roger.frese@hs-duesseldorf.de
Faculty of Mechanical & Process Engineering	Prof. Dr. Alicemal Benim	alicemal.benim@hs-duesseldorf.de
Faculty of Media	Prof. Dr. Jens Herder	jens.herder@hs-duesseldorf.de
Faculty of Social Sciences & Cultural Studies	Prof. Dr. Fernand Hörner	fernand.hoerner@hs-duesseldorf.de
Faculty of Business Studies	Prof. Dr. Lothar Funk	lothar.funk@hs-duesseldorf.de

SEMESTER DATES

	Winter Semester	Summer Semester
Official Academic Year	1 September 2018 – 28 February 2019	1 March – 31 August 2019
Orientation Weeks	10 – 22 September 2018 <i>Dates subject to modifications</i>	11 – 23 March 2019 <i>Dates subject to modifications</i>
Official Lecture Period	24 September 2018 – 8 February 2019 <i>Dates subject to modifications</i>	25 March – 19 July 2019 <i>Dates subject to modifications</i>
Examination period Depends on the Faculty	End of January to mid/end February <i>Official dates published midterm</i>	End of July to mid/end August <i>Official dates published midterm</i>
Semester Breaks	Christmas: 24 December 2018 – 4 January 2019	Eastern: 23 – 26 April 2019

APPLICATION DEADLINES

	Winter Semester	Summer Semester
Admission Exchange Students	15 July 2018	15 January 2019
Only if a room in the student residency shall be reserved	15 May 2018	31 October 2018

APPLICATION REQUIREMENTS

Application Form	Please download from website after being nominated for an exchange by your university	
Language Proficiency	Faculty of Architecture	B1 German or English
	Faculty of Design	B1 German or English
	Faculty of Electrical Engineering & Information Technology	B2 German
	Faculty of Mechanical and Process Engineering	B1 German for general lectures or B1 English for semester projects
	Faculty of Media	B1 German for general lectures or B1 English for semester projects
	Faculty of Social Sciences and Cultural Studies	B1 German or English
	Faculty of Business Studies	B1 German or English

APPLICATION REQUIREMENTS	
Faculty of Architecture	Additionally, please hand in <ul style="list-style-type: none"> • a letter of motivation • a portfolio (one pdf-file, max. 10 MB)
Faculty of Design	Additionally, please hand in a portfolio together with your application.
Faculties of Mechanical & Process Engineering and Media	If students cannot follow the regular course programme, please hand in a detailed description of a semester project for the time of the exchange. Please hand this in by the application deadline. Projects will be assessed and approved according to supervisory capacity.

FURTHER INFORMATION	
Semester Contribution	<ul style="list-style-type: none"> • All students (local and exchange) have to pay a semester contribution ("Semesterbeitrag") • It covers free regional public transport in North-Rhine Westphalia, free use of sports facilities and subsidised meals at the student cafeterias. • ~ EUR 290 per semester
Health Insurance	<ul style="list-style-type: none"> • 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 90/month), as not all private non-EU insurance policies are accepted in Germany!
Housing	<ul style="list-style-type: none"> • Limited housing possibilities in student residencies (<i>Studierendenwerk Düsseldorf</i>), no guarantee of a room! • <u>Application for student dormitories ONLY via International Office (do NOT contact Studierendenwerk yourself)</u> • Rent: between EUR 295 and 350 per month • Private accommodation has to be searched independently. Please consult our guide <i>Finding Accommodation</i> : https://www.hs-duesseldorf.de/prospectivestudents/exchangestudents/getting-started
German Courses	<ul style="list-style-type: none"> • Free German classes during the Orientation Weeks • Free German courses (beginners and intermediate) are offered during the semester (2-4 ECTS) • Learn German online: https://www.deutsch-uni.com/gast/duo/info/duo-kurse.do?do=index&lang=en
Tutors and Cultural Programme	<ul style="list-style-type: none"> • German students from HSD ("tutors") can pick you up from the airport/train station and are there to help you with general questions during your stay in Düsseldorf • The International Office and the tutors organise a cultural programme for exchange students during their stay. • Events in Düsseldorf: https://www.duesseldorf.de/international.html http://www.biograph.de/ http://duesseldorf.prinz.de/
Center for Training and Competence Development (ZWEK)	The <i>Center for Training and Competence Development</i> (ZWEK) offers various workshops: https://www.hs-duesseldorf.de/currentstudents/supportadvice/zwek
Special Needs	HSD 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: https://www.hs-duesseldorf.de/currentstudents/supportadvice/Seiten/fam.aspx https://www.hs-duesseldorf.de/currentstudents/supportadvice/Seiten/abs.aspx https://www.hs-duesseldorf.de/currentstudents/supportadvice/psb
Career Service	The Career Service offers support for exchange students applying for internships: https://www.hs-duesseldorf.de/currentstudents/supportadvice/careerservice