

**HOCHSCHULE OSNABRÜCK**  
UNIVERSITY OF APPLIED SCIENCES



# **HANDBOOK FOR INTERNATIONAL STUDENTS**

International Faculty Office (IFO)

FACULTY OF BUSINESS MANAGEMENT AND SOCIAL SCIENCES

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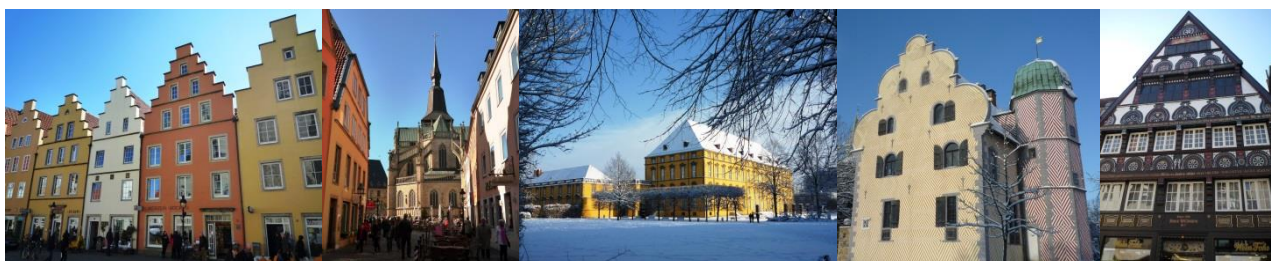
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This handbook shall be a guideline for international students who intend to study at Osnabrück University of Applied Sciences (OS UAS), Faculty of Business Management and Social Sciences (BMSS). The contents of this handbook are for information purposes only and should not be viewed as the basis of a contract between the student and the university. All details given here are correct at time of going to press. No guarantee can be given that the information may not be altered later on.

Latest version of this handbook on our website for incoming students:  
<https://www.hs-osnabrueck.de/wiso-incoming-en>

Should you realize that any information is missing or wrong, or if you have any suggestion, we would appreciate to hear from you. Contact: [m.buchholz@hs-osnabrueck.de](mailto:m.buchholz@hs-osnabrueck.de)

As of: 26 October 2020





# 1. Key data of Osnabrück University of Applied Sciences



University Details	
Full legal name of the institution	Hochschule Osnabrück (HS OS) English: Osnabrück University of Applied Sciences (OS UAS)
ERASMUS code OID, PIC, EUC	D OSNABRU 02 OID: E10208677, PIC: 999846416, EUC: 29857-LA-1-2014-1-DE-E4AKA1-ECHE
President	Professor Dr. Andreas Bertram
Website of OS UAS	<a href="http://www.hs-osnabrueck.de">www.hs-osnabrueck.de</a>
Postal address Courier address	Postfach 19 40, 49009 Osnabrück, Germany Albrechtstrasse 30, 49076 Osnabrück, Germany
Center for International Mobility (CIM)	
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Faculty of Business Management and Social Sciences (BMSS)	
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Website of the faculty	<a href="http://www.hs-osnabrueck.de/en/wiso/">www.hs-osnabrueck.de/en/wiso/</a>
International Faculty Office (IFO)	
Head of International Faculty Office, Coordinator Block Week, International Guests, Bilateral Agreements	Fides Kammann-Lippelt, phone +49/541/969-3816 Email: <a href="mailto:f.kammann-lippelt@hs-osnabrueck.de">f.kammann-lippelt@hs-osnabrueck.de</a> <a href="http://www.hs-osnabrueck.de/en/wiso/international/">www.hs-osnabrueck.de/en/wiso/international/</a>
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Coordinator Buddy Program, Orientation Days, Social Events, Academic Writing Seminar, Registration at Citizen Center Osnabrück	<b>Susanne Blenk</b> , phone: +49/541/969-3085 Email: <a href="mailto:s.blenk@hs-osnabrueck.de">s.blenk@hs-osnabrueck.de</a>  <b>IFO Incoming Student Tutor</b> Phone: +49/541/969-2208 Email: <a href="mailto:incoming-wiso@hs-osnabrueck.de">incoming-wiso@hs-osnabrueck.de</a>
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## 2. International Faculty Office (IFO)

A warm welcome from the staff of the International Faculty Office (IFO). We are organising and coordinating all the international activities and the incoming and outgoing mobility at the Faculty of Business Management and Social Sciences. The IFO should not be mistaken for the Center for International Mobility (CIM) or the Center for International Students (CIS) which are responsible for all international issues and programs on university level. More details on their areas of activity are given in this handbook.

**Our service for you as an international student** is to give you all the **information, support and advice** you require **for studying and living in Osnabrück**. Just contact us or drop by our offices if you need help. Don't be shy and really come early so that we have a good chance to solve especially difficult situations that you cannot clear yourself. For our contact details and areas of responsibility, please go to: <https://www.hs-osnabrueck.de/en/wiso/international/>. On the next page, you can find the IFO contact persons who are responsible for the incoming students at our faculty.

This handbook shall aid to well prepare your study stay in Germany so that you can settle in quickly after your arrival. Besides the IFO staff, a team of tutors and buddies as well as various service centers will be there to assist you. We wish you to have a rewarding and pleasant time in Osnabrück and are looking forward to meeting you soon in person!



## 2.1 Contact persons for incoming students



### **Michaela Buchholz**

*Incoming Student Advisor (visiting students) – Europe, Latin America:*  
Counseling, application and admission, learning agreements,  
certificates of arrival and attendance

Room CB 0011B

Phone: +49 (0) 5 41/9 69-20 76

Email: [m.buchholz@hs-osnabrueck.de](mailto:m.buchholz@hs-osnabrueck.de)

Office hours:

Mon + Tue 13.30 - 15.00, Thu 10.00 - 12.00 or by appointment



### **Guiyin Fang**

*Incoming Student Advisor (visiting students) – North America, Africa, Asia, Australia:* Counseling, application and admission, learning agreements,  
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Office hours:

by appointment



### **Susanne Blenk**

*Coordinator for Buddy Program, Orientation Days, Social Events, Academic Writing Seminar, Registration at Citizen Center Osnabrück*

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Email: [s.blenk@hs-osnabrueck.de](mailto:s.blenk@hs-osnabrueck.de)

Office hours: by appointment

### **IFO Incoming Student Tutor**

*Contact for Buddy Program, Orientation Days, Social Events, Academic Writing Seminar*

Room CB 0009

Phone: +49 (0) 5 41/9 69-22 08

Email: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

Office hours: posted on office door or by appointment

### **IFO postal address**

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International Faculty Office (IFO)  
Faculty of Business Management  
and Social Sciences  
Albrechtstrasse 30, 49076 Osnabrück  
P. O. Box 19 40, 49009 Osnabrück  
Germany

### **IFO visitors' address**

Hochschule Osnabrück  
International Faculty Office (IFO)  
Faculty of Business Management  
and Social Sciences  
Caprivistrasse 30 A, building CB  
49076 Osnabrück  
Germany

### 3. Germany – a short introduction

#### 3.1 About Germany

The Federal Republic of Germany is located in the heart of Europe, linking the West with the East, the North with the South. As the most densely populated country in Europe, Germany has been flanked by nine neighbouring states since the unification of the two German states in 1990. As an integral part of the EU (European Union) and NATO (North Atlantic Treaty Organization), Germany is a partner for the central and Eastern European states that are en route to becoming part of a united Europe.

The Federal Republic of Germany covers an area of ca. 357,000 km<sup>2</sup>. The longest distance from the North to the South as the crow flies is 876 km, and from the West to the East 640 kilometres. There are about 82 million people living in Germany, incl. more than 7 million people of other nationalities. The country boasts a great cultural diversity and particular region-specific qualities, charming towns and attractive landscapes. The Federal Republic of Germany is a democratic, socially responsible federal country with a liberal, free-market economy, religious freedom and freedom of the press.



#### 3.2 Some facts at a glance

- **Capital:** Berlin, seat of the federal government.
- **Administrative divisions:** 16 federal states with their own regional constitutions
- **Population:** ca. 82 million people, incl. more than 7 million with nationalities other than German
- **Member of international organizations:** European Union, United Nations, NATO, OSZE, G8
- **Size:** 357,000 km<sup>2</sup>
- **Coastline:** 2,389 km
- **Terrain:** lowlands in the North, uplands in the center, Bavarian Alps in the South
- **Climate:** temperate, average temperatures in summer: 20 to 30°C, in winter: 0°C to -10°C
- **Time zone:** Central European Time (CET). Clocks are put forward one hour between the end of March and the end of October (summer time).
- **National holiday:** Unity Day, 3 October (1990)
- **International telephone code:** 0049
- **Currency:** euro (abbreviation: EUR or €), introduced by Germany and 11 other EU countries in 2002. Money in circulation: bank notes: 5, 10, 20, 50, 100, 200 euros; coins: 1, 2, 5, 10, 20, 50 cents, 1 and 2 euros
- **Voltage:** 230 AC, 50 Hz
- **Weights/measures (metric system):** 1 kg = 1,000 g, 1 km = 1,000 m, 1 m = 100 cm = 1000 mm
- **Further details about Germany:** <https://www.auswaertiges-amt.de>, <https://en.wikipedia.org/wiki/Germany>

### 4. Osnabrück

#### 4.1 A city for young people

Osnabrück, with its 162,400 inhabitants from 140 nations, is the third-largest city in the federal state of Lower Saxony. Around 28,000 students enrolled at the Osnabrück universities live in the ancient cathedral town and bishopric with its 1,200-year-old history. The medieval town center with its carefully restored half-timbered houses offers a distinctive atmosphere for the catering and art trade. Only a short walk away modern arcades and pedestrian precincts are ideal for walks and shopping trips.



Osnabrück is situated at the junction of important North-South and East-West connections. Cities like Hanover, Hamburg, Amsterdam or Berlin can be reached within a few hours by train or car. It takes only 30 minutes by car to reach the Airport FMO Münster-Osnabrück. The most popular means of transport in Osnabrück is the bicycle. The town, however, also offers an excellent bus network that students can use with their public transportation ticket (= campus card). At weekends the night buses ensure a safe journey home even late in the evening.

Osnabrück offers everything that makes a student's life enjoyable: More than 400 pubs, bars and restaurants cater for all tastes and serve a variety of meals which range from traditional to exotic and from fast food to vegetarian. Cultural events play an important role in this city on the river "Hase": Several theaters stage dramas, operas and ballets, various museums offer changing art exhibitions and a variety of festivals range from modern (European Media Art Festival) to traditional ("Mai-Woche"). Very popular among students is the "Lagerhalle", an old warehouse which now serves as a meeting place with cafeteria, bar and a stage for live music and theater. The zoo and the planetarium, cinemas and sports facilities offer the students opportunities to take well-earned breaks from their studies.

Further details on Osnabrück: <https://www.osnabrueck.de>

## 4.2 How to get to Osnabrück

### By air



The nearest airport is FMO Flughafen Münster/Osnabrück (<https://www.fmo.de>) which is situated about 30 km to the South of Osnabrück. From there it is easy to reach Osnabrück on the motorway A1 or by public transport, e. g. bus line X15: <https://www.fmo.de/en/service/arrival-departure/>, <https://www.rvm-online.de/fahrt-planen/linienfahrplaene.php> – search for X15. The second nearest airports are Bremen (<https://www.bremen-airport.com/>) and Hanover Airport (<https://www.hannover-airport.de>) which are each about 130 km away from Osnabrueck.

### By train

Deutsche Bahn provides excellent connections from Hamburg/Bremen, the Ruhr- and the Rhine-Main region, Berlin/Hanover and from Amsterdam to Osnabrück – the central train station is „Osnabrück Hauptbahnhof“. For train connections please check: <https://reiseauskunft.bahn.de>, or the English page: <https://reiseauskunft.bahn.de/bin/query.exe/en>

### By car

The A1, A30 and A33 motorways (Autobahn) lead to the Osnabrück region. Further important routes include the A roads 51, 68, 214 und 218.

## 5. Osnabrück University of Applied Sciences (OS UAS)

### 5.1 Our profile at a glance

Founded in 1971, Osnabrück University of Applied Sciences (OS UAS) became a foundation in 2003. At present, 14,263 students are studying and doing research at our university, 5,277 at the Faculty of Business Management and Social Sciences. Around 300 international visiting and degree-seeking students enrich our campuses every semester, coming from all over the world: Europe, Asia, Africa, Australia, North, Central and South America. For a more detailed portrait and figures, go to: <https://www.hs-osnabrueck.de/en/university/introducing-ourselves/wir-portrait>.

The university is divided into the following four faculties and one institute:

#### Faculty of Engineering and Computer Science

- Electrical Engineering and Computer Science
- Mechanical Engineering
- Dental Technology, Materials Science and Process Engineering



#### Faculty of Agricultural Sciences and Landscape Architecture

- Agriculture
- Landscape Architecture

#### Faculty of Business Management and Social Sciences

- Business and Management
- International Programs
- Health and Social Sciences (incl. Institute of Applied Physiotherapy and Osteopathy – INAP/O)
- Public Management
- Business Law



#### Faculty of Management, Culture and Technology (Campus Lingen)

- Institute of Cooperative Degree Programs
- Institute of Communication Management
- Institute of Management and Technology
- Institute of Theater Pedagogy



#### Institute of Music

- Music Education

### Rankings, awards and memberships

Students rate OS UAS as one of the most popular universities – we achieved **rank 5 of 500 universities in Germany** evaluated by the online portal StudyCHECK: <https://www.studycheck.de/hochschulranking>. We are also perpetually receiving **excellent ranking results** by renowned institutions, like the German Center for University Development (CHE), for the syllabi, internationality and employability of the Bachelor's and Master's programs in International Business and Management, Business Law, Nursing Science, Social Work – just to name a few. Moreover, the library is one of the five best in Germany (no. 1 in the Lower Saxony) and has been ranked top in a national comparison in three categories: service offers, usability/customer orientation and cost effectiveness/efficiency.

These top rankings confirm our strategy of offering a high-quality, balanced, practice-oriented academic education which students require for their professional career after graduation. Unless you want to return home after your studies, be aware that international graduates have good chances to find a qualified job on the German labour market. Regional companies are also constantly cooperating with OS UAS and offer attractive employment opportunities during your studies and after your graduation.



**European Quality Label „E-Quality“** awarded by the German Academic Exchange Service (DAAD) to OS UAS as best university in terms of international mobility, especially within the ERASMUS student and teaching staff exchange.



OS UAS is an individual full member of the **European University Association**  
EUA: <http://www.eua.be>



OS UAS is a member of the consortium **UAS 7**, an alliance for excellence. Together with six other leading German universities of Applied Sciences, we strive to enhance the quality of our teaching and research: <http://www.uas7.de>

## 5.2 Three campus locations

### Westerberg campus

Osnabrück University of Applied Sciences (OS UAS) has several bigger or smaller campuses in the city of Osnabrück, and a branch campus in the city of Lingen. The main campus, called „Westerberg“, is situated in one of the most beautiful parts of Osnabrück: Though in walking distance to the inner city, the university grounds are located right next to the Botanical Gardens, and a recreational area with woods and lakes lies in the immediate vicinity. The Westerberg campus is home both to the Faculty of Business Management and Social Sciences and the Faculty of Engineering and Computer Science. Other faculties are for example located in a former gambling casino or in former military barracks.

### Haste campus

The campus of the Faculty of Agriculture and Landscape Architecture, called „Haste“, is located on the Northern edge of Osnabrück (in the suburb of „Haste“), and is just as beautiful: The lecture venues and seminar rooms, the laboratories and green houses are situated in a large park of approx. 5 ha. The campus is completed by two experimental farms. A 10 minute bus ride will take you from the city center to the main campus and you will need 20 minutes to get from downtown Osnabrück to our campus in Haste.

### Lingen campus

The city of Lingen is approx. 70 km West of Osnabrück and very close to the Dutch border. In 2012, most institutes moved into the new campus building which is architecturally unique: Several houses were built into an old industrial hall that had once been used to repair trains. In each house, there are classrooms, offices, and learning facilities – all under one roof and in the center of this city with approx. 56,000 inhabitants.

## 6. Incoming students' categories

Incoming students at Osnabrück University of Applied Sciences (OS UAS) are classified into international degree-seeking Bachelor or Master students, visiting students and visiting scientists. Visiting students are additionally divided into exchange students from partner universities – incl. dual degree students who aim to attain a Bachelor's or Master's degree of OS UAS – and freemover students. The following chart shows the differences between these groups:

International Bachelor/ Master students	Exchange students (study and/or internship stay or dual degree as visiting students)	Freemover students (study and internship stay as visiting students)	Visiting scientists (doctoral studies, research projects)
<b>Degree:</b> <ul style="list-style-type: none"> <li>• Bachelor (BA, BSc or LL.B.)</li> <li>• Master (MA, MBA or LL.M.)</li> </ul>	<b>Degree:</b> <ul style="list-style-type: none"> <li>• no degree<sup>1</sup></li> <li>exception: dual degree students</li> </ul>	<b>Degree:</b> <ul style="list-style-type: none"> <li>• no degree<sup>1</sup></li> </ul>	<b>Degree:</b> <ul style="list-style-type: none"> <li>• no degree<sup>1</sup></li> </ul>
<b>Duration:</b> <ul style="list-style-type: none"> <li>• Bachelor: 3 years (6 semesters)</li> <li>• Master: 2 years (4 semesters)</li> </ul>	<b>Duration:</b> <ul style="list-style-type: none"> <li>• min. 6 months (1 semester)</li> <li>max.: 1 year (1 to 2 semesters)</li> <li>exception: dual degree students</li> <li>• Erasmus study: min.: 3 months max.: 1 year (1 to 2 semesters)</li> <li>• Erasmus internship: min.: 2 months, enrollment only possible for min. 3 months</li> </ul>	<b>Duration:</b> <ul style="list-style-type: none"> <li>• minimum: 6 months</li> <li>maximum: 1 year (1 to 2 semesters)</li> </ul>	<b>Duration:</b> <ul style="list-style-type: none"> <li>• individual periods, no enrollment possible</li> </ul>
<b>Costs:</b> <ul style="list-style-type: none"> <li>• full semester fees<sup>3</sup></li> </ul>	<b>Costs:</b> <ul style="list-style-type: none"> <li>• no semester fees<sup>4</sup></li> </ul>	<b>Costs:</b> <ul style="list-style-type: none"> <li>• full semester fees</li> </ul>	<b>Costs:</b> <ul style="list-style-type: none"> <li>• no fees</li> </ul>

- <sup>1</sup> Students must ask for recognition of the modules attended at OS UAS from their home universities (exception: dual degree students).
- <sup>2</sup> A third semester in Osnabrück for visiting students is only possible in exceptional cases, e. g. for the retake of examinations. This must be clarified afore with the IFO. Some dual degree students may also study longer than 2 semesters in Osnabrück. This depends on the agreement made with the partner university. In all other cases, the study stay can only be extended within one of the regular full-time programs of OS UAS for which you must apply separately.
- <sup>3</sup> Some M.A. or M.B.A. programs can additionally charge tuition fees.
- <sup>4</sup> Only for exchange students from partner universities coming within a cooperation agreement (like ERASMUS or dual degree) and within the agreed student mobility numbers

### International Bachelor/Master students

International students of this group can attain a degree at OS UAS by completing a full Bachelor or Master program. They can choose from a wide course offer at the Faculty of Business Management and Social Sciences (BMSS). An overview of our Bachelor and Master programs is given at:

Bachelor: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/bachelor/>  
Master: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/master/>

Details on the admission requirements, the application procedures and periods as well as the contact persons can be found on the homepages of the degree programs or at: <https://www.hs-osnabrueck.de/en/study/all-about-studying/application/#c239>. The requirements may differ from program to program in some respects. Moreover, the study period of some programs can vary from the duration stated in the above chart.

### Exchange students (study and/or internship stay or dual degree as visiting students)



Exchange students come from partner universities to study or to do an internship or a combination of both in Osnabrück. In general, they stay for up to two semesters (one year), but cannot attain a degree of OS UAS. Students, who come to us within a dual degree agreement and who aim to achieve a Bachelor's or Master's degree at our university, are the exception. They partly stay longer than two terms.

An enrollment at our university is possible for a minimum of 3 months only. Students, who stay for a shorter term, cannot get a student ID card incl. a public transportation ticket from us, but we offer the following services instead (in Osnabrück only, not in other towns): accommodation, access to student canteens, library and university computers, authorization card for buying reduced student bus tickets.

#### No semester fees

Exchange students from partner universities, who come within a cooperation agreement (like ERASMUS or dual degree) and within the agreed student mobility numbers, do not have to pay the semester fees.

You can submit your application online. More details on the website:  
<https://www.hs-osnabrueck.de/wiso-incoming-registration>

### Freemover students (study and internship stay as visiting students)

These are students who are enrolled at a university outside Germany which has not concluded any cooperation agreement with OS UAS. They can study up to two semesters (one year) at our university and cannot attain a degree. If they are interested in doing an internship in Germany, they can do so in the second term.



Students coming from a partner university, however outside the agreed student mobility numbers, can also be considered as freemover students. The IFO will be free to decide whether this regulation is applied for the next intake or if further students from a partner university can be accepted as non-fee-paying exchange students.

The number of freemover students, that can be admitted in every term, will be fixed by the IFO shortly after the application deadline.

In contrast to exchange students, freemover students have to pay the full semester fees and they must prove their language skills by means of internationally recognized language certificates. Further details on the admission requirements and the online application procedure are given at:

<https://www.hs-osnabrueck.de/wiso-incoming-registration>

## Visiting scientists

In exceptional cases, OS UAS accepts students who want to pursue doctoral studies or research projects. The IFO cannot organize any academic guidance, this must be arranged by yourself. Even though we may not enroll you as a visiting student and provide you with a free public transportation ticket, we can still offer you a few services: an accommodation, a buddy, a guest login for using our infrastructure (computers, library, etc.), access to our student canteens, a card authorizing you to buy reduced student bus tickets. You can also save money when you get yourself an international student ID card: <https://www.isic.de/home-en/>. This will allow you to eat in our canteens not at guest but at reduced student prices, and you can profit from further student discounts in Germany during your leisure time.



## Stay as visiting student at other faculties of OS UAS

If you want to be admitted as a visiting student at other faculties and institutes of OS UAS, please do not submit your application as visiting student to the faculty BMSS. The admission requirements and the application procedure might differ. We would advise you to get in touch with the contact persons there or with the Center for International Mobility (CIM) of OS UAS: <https://www.hs-osnabrueck.de/en/international/>

## Partner and cooperation universities

The following website provides an overview of OS UAS partnerships: <https://www.hs-osnabrueck.de/en/partners/international-partners/partner-universities/>

## 7. Studying with disabilities

You have any kind of disability – a restricted mobility or a chronic disease or other health deficiencies? OS UAS is ready to help you to well manage your study period in Osnabrück. Often special arrangements need to be taken at an early stage.

Visiting and dual degree students shall therefore **inform their IFO coordinator as early as possible about their health issues and if e. g. technical support is necessary**, best already **after they have been nominated**. Degree-seeking students should decide to address to the coordinator of their degree program. Make sure that you **bring along a medical certification in English or German specifying your disability** and what kind of technical aids you might require for the lectures and examinations. Especially our Housing Service needs to know about your type of disability at least six months in advance, i. e. if you require a wheelchair-accessible accommodation or an extra refrigerator in your room for your medicine or the like.

Most of the buildings on our campuses are barrier-free and have elevators, see map at: <https://www.hs-osnabrueck.de/de/wir/wir-stellen-uns-vor/wir-in-osnabrueck-und-lingen-standort-und-gebaeudeplaene/#c748542>

## Academic contact and support for disabled students

### Professor Dr. Andrea Riecken

Phone: +49 (0) 541/9 69-35 41

Email: [a.riecken@hs-osnabrueck.de](mailto:a.riecken@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/prof-dr-andrea-riecken/>

The student bodies “AStA” and “Fachschaft WiSo” can also give you advice and assistance in many ways: <https://hochschulfreun.de>. Learn more on their services below in this handbook.

## Contacts in the Student Affairs Office – disability compensation for examinations

### Angela Schubert

Building AF, ground floor, room AF 0022

Albrechtstr. 30

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-36 08

Email: [a.schubert@hs-osnabrueck.de](mailto:a.schubert@hs-osnabrueck.de)



She will check if your disability requires a compensation for your examinations. What does that mean? If you need additional help to meet the exam requirements, special arrangements can be made, such as:

- extra time for written examinations
- extensions to essay and thesis deadlines
- changing the type of examination
- use of technical aids, e. g. a computer as a writing aid
- examination assistance, e. g. writing assistance

The Student Affairs Office will assist you in filling in a **special application form** and afterwards they will notice the faculty management and your teachers about the granted compensation. In addition, you should inform the faculty’s examination planners on the type of compensation and all the exams you plan to take, **latest by the end of the exam registration period**: [pruefungsplanung-wiso@hs-osnabrueck.de](mailto:pruefungsplanung-wiso@hs-osnabrueck.de). For semester exams (e. g. assignments, presentations), the application must be sent in **latest one month before** this performance is to be held. So sort this out even before the lecture period begins.

## Student Services Osnabrück – housing, financing, counseling, student restaurants

Internet: <https://www.studentenwerk-osnabrueck.de/en/counselling/studying-with-disabilities.html>

## Bathroom key in public buildings

Many bathrooms for disabled persons at our university and in Germany in general require a special Euro WC key (“Euro-Toilettenschlüssel”) which needs to be ordered at a club for disabled people in Darmstadt:

CBF Darmstadt e.V.

Euro-Toilettenschlüssel

Pallaswiesenstr. 123a

64293 Darmstadt

Internet: <https://cbf-da.de/de/shop/euro-wc-schluessel/>

The key currently costs 23 euros and is available after having submitted a written proof of your handicap.

## Sports

Students with disabilities may join the regular university sports offers and fitness center. They do not run special courses for you. More information is given below in this handbook under "Leisure time – University sports". Further sports activities for disabled persons are offered by the following clubs:

Behinderten-Sport-Verein BSV Osnabrück

Magdalenenstr. 49

49082 Osnabrück

Phone: +49 (0) 5 41/33 88 00

Internet: <https://www.elisabethpflege-os.de/behindertensportverein-bsv/>

Rollstuhlportclub Osnabrück e.V. (wheelchair sports club)

Internet: <http://www.rsc-osnabrueck.de>



## 8. Application for admission and enrollment

### VISITING STUDENTS

#### Application periods

- Winter semester (September to February): **March 1 to May 15**  
*Deadline for nomination by home university: April 30*
- Summer semester (March to August): **September 1 to November 1**  
*Deadline for nomination by home university: October 15*

**Students from countries not belonging to the European Union** should keep these deadlines by all means to have enough time to clear their visas. The International Faculty Office (IFO) can admit students and send an admission letter for the visa application only if all documents are complete and contain all required signatures and stamps.

This is of special importance for **students from China**, whose visa applications will have to be checked by the Academic Testing Service (Akademische Prüfstelle - APS) and for whom the IFO might have to apply for a group number if several students from one university want to study with us.

### Admission and language requirements

- **ERASMUS and exchange students from partner universities: prior nomination e-mail by home university** containing full name of student, sex, e-mail address, exchange period (winter and/or summer semester or period of planned internship), exchange purpose (study/internship semester or dual degree Bachelor/Master), study level (Bachelor/Master or other) and area
- **Registration as a full-time student at a university outside Germany** during the whole period of the planned study stay in Osnabrück
- **Good command of English and/or German**, depending on your choice of modules or internship. When applying at OS UAS, you must have completed the minimum level B1 in English and/or German of the Common European Framework of Reference (CEFR). The minimum level for Master modules is B2. For some internships, you must have previous knowledge of German, in some study areas minimally a B2 level. Freemover students have to prove their ability to study by means of internationally recognized language certificates. See also: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/international/incoming/#c209973>

- **Freemover students: Payment of semester fees**

If you come from a university with which we have not concluded a cooperation agreement, you will be considered as a freemover student and have to pay the full semester fees: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c15968>. You may deduct the administrative charge from this amount in case you receive a financial grant which is mainly financed by the German state, e. g. a scholarship of the German Academic Exchange Service (DAAD) or of the German Association for International Cooperation (GIZ).



The campus card (= student ID card) of OS UAS will be handed out to freemover students only once they have transferred the full semester fees AFTER they have been enrolled at OS UAS and AFTER they have obtained the request for payment from our Student Affairs Office.

For transfers from abroad it is absolutely necessary to indicate the IBAN and BIC codes. Possibly occurring bank charges have to be borne by you! You can save these if you transfer the money upon your arrival in Osnabrück, after you have opened up a bank account here. You should only be aware that, in this case, it will take a few days until the money will have been credited to the account of our Student Affairs Office and until you will receive the campus card.

Please bring a proof of the transfer or inform the IFO by e-mail once you have paid. Cash payment is not possible. Here now the account details:

Recipient:	Hochschule Osnabrück Osnabrück University of Applied Sciences
Name/address of bank:	Sparkasse Osnabrück, Wittekindstr. 17 - 19, 49074 Osnabrück
Account no.:	78790
Bank code (BLZ):	265 501 05
IBAN (International Bank Account Number):	DE90 265 501 05 00 000 78790
BIC (Bank Identifier Code)/SWIFT:	NOLADE 22XXX
Purpose:	<u>line 1:</u> your registration number of OS UAS, will be communicated by the Student Affairs Office with the request for payment or is the same for your second term as for your first term in Osnabrück <u>line 2:</u> your full name

For the full admission requirements for study and internship stays in Osnabrück, please go to: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209972>

## Online registration and learning agreement

Visiting students must **apply online** and submit the application documents as scanned files: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209975>. Mere e-mail applications cannot be accepted. Hardcopies of the documents are not required. Further details on the application procedure, also regarding the registration for housing and for the International Winter/Summer Language Schools German, are given on that page and the following ones, too.



After the confirmation of acceptance from OS UAS is received, a **learning agreement** has to be composed during the activation periods. More at:

<https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209985>

Queries can be answered by:



**Michaela Buchholz** – Europe, Latin America  
**Guiyin Fang** – North America, Africa, Asia, Australia  
*Incoming Student Advisors*  
International Faculty Office (IFO)  
Faculty of Business Management and Social Sciences  
Phone: +49 (0) 5 41/9 69-20 76 (Buchholz), -35 71 (Fang)  
Email: [m.buchholz@hs-osnabrueck.de](mailto:m.buchholz@hs-osnabrueck.de)  
[g.fang@hs-osnabrueck.de](mailto:g.fang@hs-osnabrueck.de)

On completion of the registration procedure, the applications of all visiting and dual degree students will be forwarded altogether to our Student Affairs Office to prepare your enrollment.

## INTERNATIONAL DEGREE-SEEKING STUDENTS

An overview of our degree programs is given at:

Bachelor: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/>

Master: <https://www.hs-osnabrueck.de/en/study/study-offerings/master/>

Details on the admission requirements, the application procedures and periods as well as the contact persons can be found on the homepages of the degree programs or at: <https://www.hs-osnabrueck.de/en/study/all-about-studying/application/#c239>

Once you have been granted a study place at OS UAS, you will be informed either by letter or e-mail.



**EU residents** or those of you who have indicated a correspondence address in Germany will receive a letter from the responsible person at the Student Affairs Office („Studierendensekretariat“) with a list of the documents required for your enrollment and a deadline until which these papers have to be returned. Please make sure that you keep the deadline by all means.



**Non-EU residents** will be informed by e-mail about the further procedure through the respective course coordinator of their degree program. The enrollment itself takes place after your arrival in Osnabrück. Please make sure that you have all necessary documents with you when you come to Germany.

The documents required may vary depending on the country of origin and on the degree program, however the following items are always required:

- Proof of sufficient **health insurance cover**
- Written proof (receipt) that the **semester fees** have been paid, the exact payable amount can be gathered from the website: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c15968>
- Copy of your **passport or personal identity card**

If you are unable to enrol due to missing documents, please make sure that you get a certificate of enrollment from the Student Affairs Office as you might need this for the initial formalities after your arrival in Osnabrück.

## 9. Coordinators of international degree programs at our faculty

Information and advice on the international Bachelor and Master programs are given by the following course coordinators:

### **Coordinator of the Bachelor Programs B.A. International Management (English program), B.A. International Business and Management (bilingual program), and for the Dual Bachelor Degree Students**

#### **Anne-Christin Stockmeyer**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0225

Phone: +49 (0) 5 41/9 69-20 20

Email: [a.stockmeyer@hs-osnabrueck.de](mailto:a.stockmeyer@hs-osnabrueck.de) or [ibm@hs-osnabrueck.de](mailto:ibm@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-management-ba/>  
<https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-business-and-management-ba/>

### **Coordinator of the Master Program M.A. International Business and Management (English program) and for the Dual Master Degree Students**

#### **Gita Lestari-Kötting**

Caprivistr. 30 A, 49076 Osnabrück

Room: CN 0204

Phone: +49 (0) 5 41/9 69-35 69

Email: [g.lestari-koetting@hs-osnabrueck.de](mailto:g.lestari-koetting@hs-osnabrueck.de) or [ibm-ma@hs-osnabrueck.de](mailto:ibm-ma@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/master/international-business-and-management-ma/>

### **Coordinator of the Bachelor Program B.A. International Logistics Management (LOGinCHINA)**

#### **Olga Tautfest**

Caprivistr. 30 A, 49076 Osnabrück

Room: CB 0008

Phone: +49 (0) 5 41/9 69-20 89

Email: [o.tautfest@hs-osnabrueck.de](mailto:o.tautfest@hs-osnabrueck.de) or [loginchina@hs-osnabrueck.de](mailto:loginchina@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-logistics-management-china-loginchina-ba/>

### **Coordinator of the Bachelor Program B.A. International Event Management Shanghai (IEMS)**

#### **Clare Gray**

Caprivistr. 30 A, 49076 Osnabrück

Room: CB 0008

Phone: +49 (0) 5 41/9 69-32 12

Email: [c.gray@hs-osnabrueck.de](mailto:c.gray@hs-osnabrueck.de) or [iems@hs-osnabrueck.de](mailto:iems@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-event-management-shanghai-ba/>

These coordinators can be contacted when special counseling is needed as to their degree programs (modules/specializations, curricula, examination regulations, study stays abroad, etc.).

Some of them are also responsible for **dual degree-seeking students** and will clarify their timetables with them. Visiting students are requested to get in touch with the IFO first.

## 10. Campus card



The student ID card, the so-called campus card, will be available after your enrollment at the Faculty of Business Management and Social Sciences (BMSS) has been completed and after you have submitted an evidence of a valid health insurance. **Exchange, dual degree and freemover students** can pick up their campus card from the ServiceDesk of OS UAS ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)) in building AB, but ONLY AFTER they were notified by e-mail.

**Degree-seeking Bachelor and Master students** will receive these documents directly from the Student Affairs Office and their campus cards by post to the address stated in the portal OSCA (<https://osca.hs-osnabrueck.de>) after they have uploaded a photograph there. Access to OSCA is only given to registered students. The log-in data will be e-mailed by the ServiceDesk.

You should always carry the campus card with you as it documents your student status. Only then you can profit from any price reductions connected with this card. The campus card is non-transferable, i. e. it may not be given to other persons and may only be used by you! In case of a ticket check in the busses or trains, you must show your card to identify yourself. **Please, do not alter the card yourself in any way as it becomes invalid then!**

If your campus card contains any wrong information and you want to have a replacement, please contact:

### ServiceDesk

AB building, room AB 0101A

Westerberg campus, Albrechtstrasse 30

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Phone: (05 41) 9 69-71 00

Internet: <https://www.hs-osnabrueck.de/en/itsc/servicedesk/>

### Office hours:

Mon - Thu 8.00 - 17.00

Fri 8.00 - 15.00

### Period of validity

The campus card is only valid from the first until the last day of the semester in which you are enrolled at the faculty BMSS, even if it might bear a longer period. The semester dates are as follows:

**Winter semester: September 1 to February 28/29**

**Summer semester: March 1 to August 31**

**Outside these periods, you may NOT use it for any of its functions, e. g. as a meal card for eating at student prices in the canteens or as public transportation ticket, i. e. you will have to pay for bus or train tickets then.**

We would advise you to get yourself an **International Student Identity Card (ISIC)** before your departure which you can use before you have received your campus card or during the times when it is not valid: <https://www.isic.de/home-en/>. The ISIC is also recommended if you come to us as a **visiting scientist** who may not be enrolled at our university and thus cannot obtain a campus card from us.

Do not forget to update your card at the beginning of the semester. One validation station can be found on the Westerberg campus in building AB, left next to the ServiceDesk.

### Functions

The campus card offers you the following options:

- **Visual student ID card**

As the campus card bears your photograph, you can use it as your student ID card. You do not need another personal ID document anymore to identify yourself and to prove your student status (for the use of public transport, for examinations, or on other occasions).

- **Meal card for student canteens ("Mensa") and cafeterias of OS UAS and University of Osnabrück\***

You can use your campus card to pay your meals and drinks, cashless. You can recharge the card at the locations stated at: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836133>. At the end of your stay, remaining credit balances can be paid out by the cafeterias.

- **Printing and copy card\***

When you have charged your campus card with money at one of the terminals in the buildings of the student restaurants or library, you can also use it as a printing and copy card at the copy machines of our university. Further information is available below in the handbook.

- **Library card**

The reverse side of your campus card comprises your library bar code. After registration of the code in the library, you can borrow books and reserve these online, pay fees or purchase library articles with your campus card.

- **Public transportation ticket**

This function is described below in more detail.

\* You can recharge your card with money in cash or with your EC card. The maximum amount for one recharge is 50 Euro. The recharger accepts bank notes with 5, 10, 20 and 50 euros, but cannot change or pay out money. The limit of your card is 75 Euro. If you do not need your card any longer, e. g. because you will be leaving home, and if you want to get back the balance of your card, go to one of the cafeterias where it can be paid out to you (best not during the peak times though).



### **Public transportation ticket**

The campus card also has the function of a public transportation ticket. Please always consider by all means the above-mentioned card's period of validity as well as which types of buses and trains in which areas may be taken – otherwise you will be a fare dodger.

In general, you may use the VOS buses in Osnabrück and most of the regional trains in the North of Germany without buying an extra ticket. For the exact bus and railway lines that you may take in the current semester, please check the websites of the General Students' Committee „AStA“: <https://hochschulfreun.de/semesterticket/>, <https://www.dein-semesterticket.de/>, <https://hochschulfreun.de/english/>

On Saturdays, Sundays and public holidays (00.00 a.m. to 11.59 p.m.), you can take one further person, e. g. a friend or relative who is visiting you, as a guest on the VOS buses, also free of charge. Just show your campus card to the bus drivers or train conductors.

**For the time of the International Winter/Summer Language Schools German**, you can get information on temporary bus tickets from the Center for International Mobility (CIM) of OS UAS:

### **Shelby Long-Gräuler**

Building AB, ground floor, room AB 0002C

Email: [intensive-german@hs-osnabrueck.de](mailto:intensive-german@hs-osnabrueck.de)

**Bus line network Osnabrück:** click „Liniennetz“:

<https://www.stadtwerke-osnabrueck.de/privatkunden/mobilitaet/fahrplaene-liniennetze.html>

**Bus schedules:**

<https://www.stadtwerke-osnabrueck.de/privatkunden/mobilitaet/fahrplaene-liniennetze/fahrplanauskunft.html>



**Train network map:** <https://hochschulfreun.de/semesterticket>, <https://hochschulfreun.de/english/>  
**Train schedules:** <https://reiseauskunft.bahn.de/bin/query.exe/en>

Any question? Contact: [semesterticket@hochschulfreun.de](mailto:semesterticket@hochschulfreun.de) or [international@hochschulfreun.de](mailto:international@hochschulfreun.de)

## Loss of campus card

Should you need a **replacement of your campus card**, please contact or go to the ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)) in building AB and state your OS UAS registration number („Matrikelnummer“). Their full contact details and office hours are given above.

In case of abuse, damage, loss or theft, you will have to pay a fee for the issue of a new card though, currently 15 euros. Also be aware that a new campus card cannot be handed out to you immediately. It will surely take a certain time until the new one will be available. It is similar to a credit or insurance card, so please keep an eye on your card and try to avoid losing it by all means. Lost or stolen cards can also be blocked by the ServiceDesk, but please make sure that you really do not have your card anymore as the blocking is laborious and expensive.

Should you have **lost further important documents or other belongings**, you should not forget the following:

- personal ID card, passport: Apply for a provisional or new one with the responsible authority/embassy of your home country.
- bank/credit cards: Inform your bank or call them so that your cards get blocked and nobody else can misuse them.

Ask the staff in the following offices if your lost documents or objects have already been found, or check OSCA for any relating notes. Should you need help, ask your buddy to assist you.

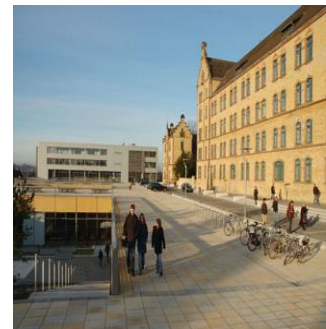
- Dean's Office of the faculty BMSS: CB building, room CB 0214
- Caretakers of Caprivi campus: CB building, room CB -0102
- General Students' Committee AStA: AE building, Barbarastr. 7 A
- Osnabrück Lost and Found Office: Stadthaus 2, Natruper-Tor-Wall 5, 49076 Osnabrück

### Opening times:

Mon to Tue: 8.00 to 12.30 and 13.30 to 16.00  
Wed and Fri: 8.00 bis 12.00  
Thu: 8.00 to 12.30 and 13.30 to 19.00

Online search: <https://fundsuche02.kivbf.de/MyApp.asp?wci=Suche1&MDT=Osnabrueck>

- OSCA (<https://osca.hs-osnabrueck.de>): Bulletin board > Lost property



## 11. Application for re-enrollment

### VISITING STUDENTS

If you want to extend your study stay in Osnabrück by a further semester, you have to re-enrol at OS UAS. You can however only be admitted for another term if your home university and OS UAS agree. Visiting students can stay for maximal two semesters.

To be re-enrolled, you must apply by submitting a new certificate of enrollment of your home university: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209976>.

And a new learning agreement has to be composed at the start of the new semester, too: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209985>

## Application periods

- Winter semester (September to February): **March 1 to May 15**
- Summer semester (March to August): **September 1 to November 1**

## INTERNATIONAL DEGREE-SEEKING STUDENTS



At the end of each semester you have to re-enrol at OS UAS for the next semester. You will automatically be re-enrolled if you transfer the semester fees. Information about the exact payable amount can always be found at: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836107>

### Deadlines

- Winter semester: July 15
- Summer semester: January 15

## 12. Internships

For many students an internship in a company or in an organization is the first step into the labour market. They can establish first contacts and will get the opportunity to apply in practice what they have learned during their studies. The internship in most cases has to be arranged by the students themselves. Since it may take some time until you can find an internship place meeting your demands, we would advise you to start your search and preparations not less than six months in advance.

Keep in mind that a basic or more likely a very good command of German is requested by the employers in Germany. For this reason, we would recommend you to learn German already before coming to our country. But there are also various German language courses for students which you can attend during your stay in Germany (more information on German courses in the handbook below).

Students can here find an overview of the most important places to inquire about internship opportunities in Germany:

### Internships via Osnabrück University of Applied Sciences



#### Erasmus internships in the study areas Nursing, Physiotherapy, Occupational Therapy, Speech Therapy, Midwifery, Social Work

Exchange students from our partner universities, with which we have concluded corresponding Erasmus agreements, can do an internship in the above-mentioned study areas in Osnabrück. The internship places are arranged by the Faculty of Business Management and Social Sciences (BMSS) with the collaborating practice institutions. With the confirmation of your acceptance, the International Faculty Office will give you the contact details of the responsible coordinators to clarify the details and the further procedure of the internship. Besides the practical work, you can or in some cases must study one additional module at our faculty, e. g. a language course in German or English or a study-related subject.

Be aware that you can be enrolled as a visiting student and get a student ID card, which includes a free public transportation ticket, only if you stay in Germany for minimally three months. For this purpose, you must apply for the admission as a visiting student (see below). Please also have a look at the language requirements for an internship: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209973>

The minimum period for an Erasmus internship is two months. Under the heading „Short-term internships without enrollment“, you can read which services we offer to students who want to stay with us for less than three months.

## Internships in other study areas



All visiting students can plan a study and internship stay over two semesters in Germany: In the first semester of your one-year stay, you can study at our faculty, and in the second term, you can do an internship in a company, institution or organization. The enrollment for the first and second semester will be realized by the International Faculty Office after you have applied for a study place as a visiting student (see below).

A mere internship stay without a previous study semester at our university is not possible, only within a few stipulated exchange programs. Since we currently do not have any cooperation partners for e. g. business-related internships, these must be fully arranged by yourself without our support. That means you must find a company or institution that is willing to take you as an intern and clear all the required formalities for the internship on your own. OS UAS cannot give ECTS credits or issue certifications for these internships as they are not part of our syllabi and cannot be guided academically. We can only offer to enroll you. The internship does not necessarily have to be in our town, but definitely in Germany.

Schedule at least six months for your search and preparations and take into account that most firms want interns to have at least a basic or more likely a very good command of German. Students who are already in Osnabrück can get advices for searching an internship place and for preparing the application documents from the Career Services within the Learning Center of OS UAS: <https://www.hs-osnabrueck.de/de/career-services/>. They also run the Internship and Job Portal „Praxiko“: <https://www.hs-osnabrueck.de/de/praxiko/>. Best first see over the portal together with your buddy (as it is in German) before you arrange an appointment via [learningcenter@hs-osnabrueck.de](mailto:learningcenter@hs-osnabrueck.de) to clear any queries. Another good option to get in touch with regional companies is the business contract trade fair Chance, held at our university every autumn: <https://www.hs-osnabrueck.de/de/studium/studienangebot/weiterbildung/firmenkontaktmesse-chance/>

Alternatively, you can inquire with the following international companies in our town/region if they take international interns for a business internship:

LM IT Services AG:	<a href="https://www.lm-ag.de/en/career/">https://www.lm-ag.de/en/career/</a>
Hellmann Worldwide Logistics:	<a href="https://www.hellmann.net/en/germany/jobs-careers/">https://www.hellmann.net/en/germany/jobs-careers/</a>
Koch International:	<a href="https://www.koch-karriere.de/">https://www.koch-karriere.de/</a>
KME:	<a href="https://www.kme.com/en/career/">https://www.kme.com/en/career/</a>
FRIMO, Lotte:	<a href="https://www.frimo.com/en/career.html">https://www.frimo.com/en/career.html</a>
Kämmerer GmbH:	<a href="https://www.kaemmerer-paper.com/en/careers/training/">https://www.kaemmerer-paper.com/en/careers/training/</a>
Coppenrath & Wiese:	<a href="https://www.coppenrath-wiese.de/karriere.aspx">https://www.coppenrath-wiese.de/karriere.aspx</a>
Felix Schoeller Group:	<a href="https://www.felix-schoeller.com/de_de/home.html">https://www.felix-schoeller.com/de_de/home.html</a>
Leysieffer GmbH & Co. KG:	<a href="https://www.leysieffer.com/">https://www.leysieffer.com/</a>
Meyer & Meyer Holding SE & Co. KG:	<a href="https://www.meyermeyer.com/de/careers/">https://www.meyermeyer.com/de/careers/</a>
Froneri Ice Cream Deutschland GmbH:	<a href="https://froneri.de/karriere/">https://froneri.de/karriere/</a>
AMAZONEN-WERKE:	<a href="http://amazone.shop/jobs.asp">http://amazone.shop/jobs.asp</a>
CLAAS E-Systems KGaA mbH & Co KG:	<a href="http://www.claas.de/unternehmen/karriere">http://www.claas.de/unternehmen/karriere</a>

## Short-term internships without enrollment

Exchange students from partner universities can also come to Germany to do an internship for less than three months. An internship place, academic guidance and a final certificate can be arranged by our university only with our cooperating practice institutions and within the stipulated exchange programs (e. g. Erasmus).

Even though you can neither be enrolled at our university nor obtain a student ID card, we can offer you the following services instead (in Osnabrück only, not in other towns): accommodation (subject to free rooms), access to student canteens, library and university computers, authorization card for buying reduced student bus tickets from Stadtwerke Osnabrück.

For this purpose, our International Faculty Office will need your full name, e-mail address and date of birth. Get in touch with our housing service ([housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)) not later than two months before your internship starts. You can also find yourself a private accommodation if you prefer that.

Maybe our short-term summer and winter programs (<https://www.hs-osnabrueck.de/en/study/study-offerings/international/summer-and-winter-programs/#c245826>) could be of interest to you, too?

### **Combined study and internship semester for students from University of Florida (Warrington College of Business Administration) and University of Southern Indiana, U.S.A.**



As a student from the above partner universities, you may do a combined study and internship semester in Osnabrück. That means you can gain practical experiences in a local company and study a few modules at our faculty, all in one semester. You must have a good command of German and will be selected and nominated for this special program by your home university. Afterwards you must apply at our faculty to become a visiting student (see last item of this page). The internship will be arranged and guided by the responsible academic coordinator of OS UAS. Further details on this exchange program can be given by your home university.

### **Study and internship programs for students from Canada and the U.S.A.**

US-American and Canadian students can apply for one of the UAS7 Study and Internship Programs (<https://www.uas7.org/en/students/study-and-internship-program>) which are partly sponsored by a scholarship of the German Academic Exchange Service (DAAD) or by a travel grant. After you have received the confirmation for this exchange program, you must additionally apply for a study place as a visiting student at our faculty (see next item).

### **Registration as a visiting student and legal conditions for internships in Germany**

For nearly all of the above internship options, you must be enrolled at a university outside Germany during the whole period you want to stay here. And you must apply online for admission with our International Faculty Office: <https://www.hs-osnabrueck.de/wiso-incoming-registration>

We cannot offer academic guidance or a written confirmation for any internship performances beyond the stated exchange programs. You are advised to ask your internship company for a final certification instead.

A minimum wage for your internship must be paid to you and you require a work permit from the Citizen Center Osnabrück when your **internship shall last more than three months** and if it is **not an obligatory part of your degree program** at your home university. Ask your university if they can confirm a compulsory internship as this will increase your chances to find a place. On the central pages for visiting students, you will find further information on the legal conditions for an internship in Germany: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c824905>. And on the website of the German Academic Exchange Service (DAAD): <https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/work-placements/>

### **Career Services of Osnabrück University of Applied Sciences**

The Career Services can advise students who are enrolled at OS UAS and alumni on how to prepare their application portfolios. And they can give tips on how to find a suitable internship place in a German company or organization, e. g. by means of their job portal „PRAXIKO“: <https://www.hs-osnabrueck.de/de/career-services/>

### **DAAD – German Academic Exchange Service**

The DAAD provides many useful tips and information concerning internships on their website: <https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/work-placements/>



## CHANCE – Job fair at Osnabrück University of Applied Sciences

Once a year in autumn, OS UAS organizes, together with the Professional School, the job fair „CHANCE“ with a large number of regional and transregional companies where the students and young professionals can find jobs and internship places. Please feel invited to seize this unique occasion to meet and talk to the representatives of these firms in person and to find out about your career perspectives or internship options in Germany: <https://www.hs-osnabrueck.de/de/studium/studienangebot/weiterbildung/firmenkontaktmesse-chance/>



## sneep – Student Network for Ethics and Economics in Practice



sneep is an interdisciplinary student network for ethics and economics in practice in Germany. They organize related events and help finding internships and jobs. Current internship offers of various companies and organizations can be found in their internship exchange webpage: <https://www.sneep.info/stellenboerse/>

## 13. German courses

Though many people in Germany can communicate in English, it would not be amiss to know some German when living here for several months or years in order to study or to complete an internship. Thus it would be most advisable to start learning German or to improve your previous knowledge already before your departure.

Many universities around the world are teaching German, but also private or public institutions offer German courses at different levels. Contact the language centers or the German embassies and consulates in your home country to get further information. Students, who want to optimize their command of German, can here find a choice of various institutions offering German courses:

### German courses at Osnabrück University of Applied Sciences

#### International Language Schools German

The Center for International Mobility (CIM) offers intensive German language courses which are a good preparation for studies – especially for freshmen from abroad:

Winter Language School: <https://www.hs-osnabrueck.de/international-winter-language-school>

Summer Language School: <https://www.hs-osnabrueck.de/international-summer-language-school>

These can, however, also be attended if a subsequent study or internship semester at OS UAS is not intended. The 4-week intensive language courses are held every year in February and August/September during the semester breaks.

**Tip:** International degree-seeking Bachelor and Master students of OS UAS and exchange students from our partner universities can benefit from a reduced course fee.

The courses comprise German language training on different levels: from beginners' to top level. Your current proficiency will be tested at the beginning so that you can be allocated to the appropriate study group. All participants will exercise the ability to communicate and will get an insight into the cultural lifestyle habits in Germany. An attractive supporting program is an integral part, too.



After a final examination at the end, you will receive your test result stating the level which you may study in a follow-up course, either at the Faculty of Business Management and Social Sciences (BMSS) or at the Center for International Students (CIS). Both offer a number of German language courses at different levels during the semesters.

**Please note:** Provided that you attend the classes regularly, you can attain 5 ECTS credits. Exception: If you study a German semester course with the same level afterwards, only one German course will be documented in your final transcript.

### German language modules and tutorials during the semester

Being enrolled as a student at our university, you can also take language modules and tutorials in German (beginner or advanced level) at the faculty BMSS or at the Center for International Students (CIS) during the semester. More details are available at:

<https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209981>

### Volkshochschule Osnabrück

Volkshochschule Osnabrück offers a multifaceted system of German language courses at different times of a day: <https://www.vhs-os.de/programm/sprachen.html>. The courses are attended by people from many countries, like Brazil, China, Thailand, U.S.A., or Russia. All participants can only communicate with each other in German.

Furthermore, there are a couple of private language schools in Osnabrück. Search in the local yellow pages for „Sprachenunterricht“.

### Goethe Institute

The Goethe Institute offers German courses all over the world. Moreover, there is the option to participate in distance learning courses if personal attendance on location is not possible. German courses can be booked by beginners and advanced learners. Further details at: <https://www.goethe.de/lrn/wwt/nindex.htm>

### DAAD – German Academic Exchange Service

The DAAD has more than 300 language courses on offer. Plenty of these courses are held in summer time during the semester break, but some are also offered in the winter months. You can search for language courses on offer through the DAAD website:

<https://www.daad.de/deutschland/studienangebote/sommerkurse/en/>

### Deutsche Welle

Deutsche Welle offers German courses for free which can be done by e-learning at the computer with the aid of video clips, audio courses, and podcasts on different levels: <https://www.dw.com/de/deutsch-lernen/deutschkurse/s-2068>

## Further tips for improving the language skills

Many students who plan a stay in Germany are asking themselves: Do my language skills in German, or English, suffice for studying or doing an internship in Osnabrück?



The main languages of instruction at OS UAS and in the practice institutions are German and English. You should therefore not only be very comfortable in writing and speaking as well as in comprehending in the language of instruction of the modules that you want to study. Students at OS UAS are expected to contribute actively to the classes. You should be able to discuss with the teachers and your fellow students on the lecture topics and to partake in project and group work.

Interns, e. g. in Health and Social Sciences, must be able to communicate with patients and therefore need to have basic or advanced knowledge of German.

If you still feel insecure about your language proficiency, we would advise you to do everything to improve your language skills:

### Before coming to Osnabrück:

- Use all kind of media (Internet, TV, radio, journals etc.) in the foreign language.
- Talk in German or English with your friends and family or join conversation classes at your home university.
- Try to find friends of other nationalities so that you can practice speaking and understand other accents. There will be students of different nationalities in the classroom in and you should be able to understand them all!
- Practice as much as you can already at home!

### After your arrival in Osnabrück:

- If possible, attend the International Winter/Summer Language School German.
- Study a semester language course at our faculty. These are offered on different levels for beginners and advanced learners free of charge.
- Ask for a language tutor at the faculty BMSS so that you can practice communication and grammar in conversation classes.
- Join the social events of the International Faculty Office (IFO) or of the Explore Germany Program (<https://www.hs-osnabrueck.de/en/explore-germany/>) of the Center for International Mobility (CIM) to establish contact to other international and German students. If you stay with your fellow students from your own country only, your language skills will not improve!
- Meet your fellow students and your buddy as often as you can. Talk to local people in the supermarkets, shops, cafés, during sports ... The more you have the chance to practice German or English in a pleasant atmosphere, the more secure you will become. And don't be afraid making mistakes, try to ignore that. An occasional mistake bothers nobody, for sure.

## 14. Costs and financing

In order to be able to estimate the financial expenditure for a stay in Germany in advance, the following chart provides an overview of the incurring costs – the single amounts are subject to change.

## One-time costs before start of studies

<b>Visa for non-EU students</b>
60 euros for all types of visas
<b>Residence permit for non-EU students</b>
100 euros for one year (110 euros for more than one year)
65 euros for an extension of 3 months (80 euros for an extension of more than 3 months)
<b>International Language School German (during semester break)<sup>1</sup></b>
International Winter Language School: 480 euros (incl. a registration fee of 100 euros)
International Summer Language School: 580 euros (incl. a registration fee of 100 euros)
<b>Housing</b>
Deposit: 400 euros for a rental period of more than 3 months, 250 euros for less than 3 months, will be returned at end of stay if room is left in good condition
First equipment (bedding, towels, dishes): 150 euros

## Costs per semester

<b>Tuition fee</b>
Degree-seeking Bachelor/Master students: 0 euro <sup>2</sup>
Freemover students: 0 euro
Exchange students from partner universities: 0 euro
<b>Semester fees (incl. public transportation ticket)<sup>3</sup></b>
Degree-seeking Bachelor/Master students: ca. 345 euros
Freemover students: ca. 345 euros
Exchange students from partner universities: 0 euro

## Costs per month

<b>Cost of living</b>
Overall costs: ca. 853 euros, depending on your personal needs and habits further expenses should be figured in (e. g. for clothes)
Rental for accommodation: 210 to 400 euros
Broadcasting fee for radio/tv <sup>4</sup> : ca. 18 euros, must be paid for the whole rental period by all students living in one apartment
Meals: 50 to 90 euros in university canteens, plus 80 to 130 euros at home
Health insurance with a German public insurer: ca. 110 euros, compulsory for non-EU students, EU students must bring a European Health Insurance Card from home instead
Leisure activities (cinema, theater, museum, etc.): 60 to 70 euros
<b>Study material</b>
Study material (scripts, copy card, etc.): 30 to 50 euros

<sup>1</sup> Current language course fee: <https://www.hs-osnabrueck.de/international-winter-language-school>

<sup>2</sup> Some M.A. or M.B.A. programs can additionally charge tuition fees.

<sup>3</sup> Current semester fees: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836107>

<sup>4</sup> The broadcasting fee in Germany is for the use of public radio and TV (ARD, ZDF, Deutschland-radio) which are still financed mostly by the German state, not by commercials. The fee is due for every apartment, no matter how many people are living in it or how many appliances are used (also via the Internet, a cell phone, or a laptop) or if these services are used at all. It has to be paid by students as well. Only in very few exceptional cases, a reduced fee is granted. Ask your fellow lodgers in your residence if your apartment has already been registered. You do not have to pay the fee on your own for your apartment and can share it with the other students, but one of you must register with the „Beitragsservice“ – the institution which is collecting the fees. For more details please go to: <https://www.rundfunkbeitrag.de> (website in German).

**Detailed cost of living on DAAD homepage:**

[https://www.study-in-germany.de/en/plan-your-stay/money-and-costs/cost-of-living\\_28220.php](https://www.study-in-germany.de/en/plan-your-stay/money-and-costs/cost-of-living_28220.php)

**Currency converter:** <https://www.oanda.com/currency/converter/>



### **Saarah Joubert, South Africa**

The quaint city of Osnabrück can be described as a student town, at almost every corner you will find university facilities. The town itself is beautifully historical and peaceful. The people are very friendly and welcoming. Strangers will greet with a smile or if I found myself needing help, there is always someone willing to assist. My biggest concern was the language barrier. I was pleasantly surprised to find that almost all the people of Osnabrück spoke either fluent or the basic dialog of English.

Being my first time away from home and living on my own, I loved the independence and growth that came with my stay in Osnabrück. It was easy to stay healthy and fit as I found German living to be very organic and health-conscious. Being in Europe also allowed me the privilege of travelling to surrounding countries and cities.

## **14.1 Scholarships and funding programs**

Should your home university or the government of your home country not offer any programs to finance the stay abroad or if you do not have any private financial sources, there are several institutions that can grant scholarships or provide funding programs for students:



### **Finding scholarships via the DAAD**

In Germany, there are many scholarship programs that support international students. The German Academic Exchange Service (DAAD) offers tips and advice as well as a scholarship database for international students on their websites:

<https://www.daad.de/en/study-and-research-in-germany/scholarships/> and <https://www2.daad.de/deutschland/stipendium/datenbank/en/21148-scholarship-database/>

### **UAS7 Study and Internship Programs (SIP, SP, IP)**

Within the Study and Internship Programs, students from Canada and the U.S.A. can spend 6 months or a full year in Germany to study at one of the UAS7 universities and/or to do an internship. The stay abroad will partly be sponsored by a scholarship of the German Academic Exchange Service (DAAD) or by a travel grant: <https://www.uas7.org/en/students/study-and-internship-program>

### **Scholarship options at Osnabrück University of Applied Sciences**

International students can learn more about further funding opportunities:

<https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/degree-seeking-students/financing-of-studies/>



## 14.2 Financial aid programs for non-EU students

Osnabrück University of Applied Sciences (OS UAS) supports international students from non-EU countries who do not have sufficient financial funds anymore to pay their outstandings. International students can hear from the university staff and the following websites what type of financial support is appropriate and can be realized for them, and which requirements they must meet.

### SOS – Social fund for Osnabrück students e.V.



International students who get into financial distress while studying in Germany, who e. g. cannot bear their cost of living or the fees for their health insurance any longer, can apply for a financial support through the SOS – Social fund for Osnabrück students: <https://www.sos.uni-osnabrueck.de>. Contact Kerstin Frodl of the Center for International Students (CIS) to get more information: [k.frodl@hs-osnabrueck.de](mailto:k.frodl@hs-osnabrueck.de), phone: (05 41) 9 69-31 85.

## 14.3 Jobs

Student jobs are a good opportunity to earn some extra money besides studying. In contrast to German students, there are particular regulations for students from abroad, especially from non-EU countries.

During lecture periods, students are only allowed to work up to 20 hours a week. Students from non-EU countries and Croatia may work 120 full days or 240 half-days a year (and usually have a corresponding remark in their residence permit).

If you want to complete a voluntary internship which is not an obligatory part of your degree program at your home university and which shall last more than 3 months, a minimum wage must be paid to you, you require a work permit and the 120-day rule applies. Please check if your university can confirm to you that your internship is compulsory for your studies. More details on internships at: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c239544>

**Before you start working, you should well inform yourself about the current regulations on the below websites and clear all formalities.**

**Central pages for visiting students of our university:**

<https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c824905>

**German National Association for Student Affairs (Deutsches Studentenwerk – DSW):**

[http://www.internationale-studierende.de/en/during\\_your\\_studies/jobbing](http://www.internationale-studierende.de/en/during_your_studies/jobbing)

**German Academic Exchange Service (DAAD):**

<https://www.daad.de/deutschland/in-deutschland/arbeit/en/9148-side-jobs/>



### Where to find jobs

#### Agentur für Arbeit (Job Agency)

Johannistorwall 56

49080 Osnabrück

Phone: (05 41) 98 00 oder (0 18 01) 55 51 11

Email: [osnabrueck@arbeitsagentur.de](mailto:osnabrueck@arbeitsagentur.de)

**Job agency/job board:** <https://www.arbeitsagentur.de/en/welcome>  
<https://www.arbeitsagentur.de/en/job-board>

For further job options, please check or contact:

- Job offers at university notice boards or the bulletin board on OSCA: <https://osca.hs-osnabrueck.de>
- Internship and Job Portal „Praxiko“ of our university: <https://www.hs-osnabrueck.de/de/praxiko/>
- Professors or coordinators, especially of the international degree programs, are constantly in need of students who can support them in their work: copying, writing, preparing presentations etc.:  
<https://www.hs-osnabrueck.de/de/studium/studienangebot/bachelor/international-management-ba/>  
<https://www.hs-osnabrueck.de/de/studium/studienangebot/master/international-business-and-management-ma/>
- Center for International Mobility (CIM) or Center for International Students (CIS) of OS UAS: <https://www.hs-osnabrueck.de/en/international/>
- International companies in our region: listed under “Internships” above in this handbook
- Supermarkets and drugstores are always looking for people to refill shelves.
- Logistics industry: Since many people order online now, many logistics companies and parcel services are looking for additional employees.
- Harvest helpers: Agricultural companies are often in need of extra manpower.
- Nursing services and homes for the elderly

### Language tutor at the Faculty of Business Management and Social Sciences

Every semester, the faculty BMSS is looking for native speakers who can give language lessons in conversation classes for German and international students in Osnabrück. If a tutor is found, the tutor and the students, who want to improve the language skills, will meet on a regular basis and practice the language together.

For which languages tutors are needed and where you can apply, can be gathered from the item „Important contacts – contact persons for language tutorials“ at the end of this handbook.

**Tip: Best apply right at the start of the semester.** If you are searching for a tutor yourself to optimize your own language proficiency, you can get in touch with the given contact persons as well.

### Job perspectives after graduation

Unless you want to return home after your studies, be aware that international graduates of OS UAS have good chances to find a qualified job in Germany due to the distinctive practical orientation of our degree programs. German trade, industry and service institutions are desperately searching for well-trained specialists.

EU graduates have free access to the German job market. Non-EU graduates may extend their residence permit and look for a job up to 18 months after having finished their studies and are allowed to work without any time restriction during that time to finance their living. More details are given on the DAAD homepage: <https://www.daad.de/en/study-and-research-in-germany/first-steps-germany/career-planning/>

International graduates can find additional information and advice at:  
<https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/degree-seeking-students/living-in-osnabrueck-and-lingen/#c7373704>



## 15. Insurances

International students must clear their insurance cover early on, best already before they travel to Germany to avoid any delays in further processes after their arrival in Osnabrück. The health insurance in particular, which is mandatory for students in Germany, can decide if a student from abroad is permitted to study at OS UAS and to receive the student ID card, a visa and a residence permit.

We recommend to effect the insurances listed below.

### 15.1 Health insurance (compulsory)

**All international students must prove to have a valid health insurance!**

#### Why?

The insurance provides the certainty that the costs of medical care and medications do not have to be paid privately in the event of an accident or acute illness. Otherwise, international students can rapidly get into financial distress. And: **No student ID card without the proof of a recognized insurance policy!**

#### Who needs the evidence?

##### Non-EU students:

- Embassy/Federal Foreign Office: for granting the visa
- Aliens Office Osnabrück: for granting the residence permit

##### EU- and non-EU students:

- Student Affairs Office of OS UAS: for the enrollment and for handing over the student ID card (= campus card) through the ServiceDesk

#### What is a valid/acceptable health insurance?

- The policy must provide unlimited insurance cover for the costs of medical and dental treatment.
- The duration of the contract must cover the whole period of your stay in Germany.

#### EU students



Germany has concluded **social insurance agreements with the member states of the European Union, the European Economic Area and other states** (Bosnia-Herzegovina, Iceland, Israel, Liechtenstein, Macedonia, Montenegro, Morocco, Norway, Serbia, Switzerland, Tunisia, Turkey). **Students having a statutory health insurance in these countries can obtain medical services throughout Europe with a European Health Insurance Card (EHIC).** Make sure that the period of validity covers the whole duration of your stay abroad.

**After your arrival, your EHIC must be checked by an Osnabrück insurer and they must release you from the insurance duty in Germany before you can obtain the student ID card from our ServiceDesk.**



#### Students from non-EU countries

##### German health insurance

**We strongly advise non-EU students to buy a German statutory health insurance policy from an insurer in Osnabrück, best already before they depart to Germany!** Read also: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c9716626>



### Foreign or private insurance

Theoretically, also foreign and private insurances can be accepted. **But the experience has shown that these are rarely recognized! You would risk to**

- **be forced to buy a German policy in addition**
- **pay double insurance rates as a consequence**
- **cause a delay in getting your student ID card** which you need for the public transportation, the washing machines in the dormitories, the canteens etc.

Do you already have a foreign or private insurance? **It is an absolute requirement then to ask an Osnabrück insurer to check it, i. e. if it can be accepted as an equivalent to the German health insurance coverage! But as mentioned before, this rarely ever happens!**

**Also keep in mind before buying a private insurance:** It can become very expensive if you have an accident or acute disease and need any kind of medical service – what we do not hope to happen, of course. Private insurances seem to be cheaper at first sight, but they do not always offer as many services and cover all costs and you must first pay the bills by yourself which many international students cannot afford. That can easily be several hundreds or thousands of euros. And you cannot switch from a private insurance to a statutory one at a later date!

**Students above 30:** You are not eligible for a public health insurance. For you, a private policy actually is an option. The German Student Services provide information and recommend a private insurance at: [http://www.internationale-studierende.de/en/during\\_your\\_studies/health\\_insurance/what\\_if\\_im\\_over\\_30/](http://www.internationale-studierende.de/en/during_your_studies/health_insurance/what_if_im_over_30/). You can of course also insure yourself with any other private insurer. Have e. g. a look at the yellow pages: <https://www.gelbeseiten.de> – search for “Private Krankenversicherungen”.

### Who can check your insurance policy?

As mentioned above, **only the Osnabrück insurance companies are entitled to verify any policies and to certify that they are sufficient for Germany** – neither the IFO, nor the Student Affairs Office, nor the ServiceDesk, nor anybody else. You are free to have your policy checked by several insurers – ideally sort this out before your departure.

### Travel health insurance

**For the transitional period, until your German insurance comes into effect – usually on the first day of the semester (winter: September 1, summer: March 1) –, you are advised to insure yourself via the German insurers for that time, too, or to effect an additional travel health insurance.** It can also be used for the visa application and if you plan to travel in Europe during your leisure time. The normal German statutory health insurances do not always cover all costs occurring outside Germany, e. g. the return transport of patients.

The travel health insurance should cover a minimal insurance sum of 30,000 euros.

For more details on the health insurances, please check out the section „Initial formalities upon your arrival” below in this handbook.

## 15.2 Accident insurance

### University accident insurance

Students who are enrolled at OS UAS are insured against accidents through the land Lower Saxony. This accident insurance refers to personal damages occurring in connection with any study- or internship-related event. That means

- when the accident happens on the direct way to the university or practice institution and back home to the accommodation
- when it happens on the university grounds or when using the university sports offer

**Please note:** Some sport offers require an additional accident insurance, so please read the description of your course very carefully. On the premises of the practice institutions, their public accident insurance takes effect.

Since OS UAS is obliged to **report on the accident within three days** after it becomes known, **students – only those who have concluded a German health insurance –** are requested to inform the following person immediately:



**Karin Hülsmann**  
 Student Affairs Office  
 Hochschule Osnabrück  
 Albrechtstr. 30  
 49076 Osnabrück  
 Room AF 0023  
 Phone: (05 41) 9 69-31 39  
 Email: [k.huelsmann@hs-osnabrueck.de](mailto:k.huelsmann@hs-osnabrueck.de)

Alternatively, contact the International Faculty Office (IFO).

### Private accident insurance

Personal damages in the private environment, e. g. during leisure activities or in the student residence, are not insured by the public accident insurance. In this case, students must decide themselves if they want to effect an additional private accident insurance.

We would advise you to solicit quotations and to check and compare the insurance rates and services carefully before making a decision. A choice of insurance companies can be found on the Yellow Pages: <https://www.gelbeseiten.de> (enter „Versicherungen“ in the search section).



### 15.3 Third-party liability insurance

Very useful and inexpensive at the same time, the private liability insurance pays for all damages to persons or property caused by one's own fault. And it can happen quickly: You break something in your friend's apartment, you drop a glass of red wine onto a white carpet, or cause an accident while riding your bike. The costs incurred can be considerable, especially if people get injured.

Students should check if they have third-party liability insurance cover in their home country or if they are insured through their parents. It is however most advisable to clarify with the insurance company in advance if the insurance cover abroad has a time or regional limit. If you do not have any equivalent policy, we would strongly advise you to conclude a private liability insurance with a German insurer. Check the Yellow Pages again: <https://www.gelbeseiten.de>.

**Tip:** In most cases, students can reduce the insurance rates if they agree on a deductible for a small part of the damage with the insurance company.

## 16. Visa, residence permit, registration

The section on visa, residence permit and registration is meant to give you an overview only. Since regulations can change, students who would like to study at OS UAS are obligated to find out for themselves what regulations are valid in their individual cases.

In order to study and live in Osnabrück legally, the following three steps need to be taken:



## 1. Visa

Depending on the bilateral agreement your country has with Germany, you may or may not need a visa to enter. Students with a European citizenship do not require a visa. For all **non-EU-students**, the safest way to determine whether you need a visa is by means of the German Federal Foreign Office's website: <https://www.auswaertiges-amt.de/en/einreiseundaufenthalt>

Some students will first get a permission to stay for 90 days and may apply for a residence permit for 6 or 12 months at the Citizen Center Osnabrück after their arrival. It can however also happen that your embassy grants you already a visa for 6 months so that you do not have to apply for a residence permit in Osnabrück anymore if you want to stay for maximally one semester.



Be aware that there are **different kinds of visa for different purposes**. If you are participating in a short program of less than 90 days (e. g. a summer university or a German language course), you can apply for a „Schengen Visa“ which allows you to travel in all the „Schengen countries“. However, after 90 days you must leave the country. Therefore, if you are going to spend a semester or an entire degree program with us, please make sure that you apply for a „National Visa“ which is valid for more than 90 days. And take into account that a „tourist visa“ cannot be converted into a „student visa“. As a tourist, you are not eligible to study in Germany.

For more information, also on the documents required for the visa application, please have a look at the website of the German Academic Exchange Service (DAAD): [https://www.study-in-germany.de/en/plan-your-studies/requirements/visa\\_26604.php](https://www.study-in-germany.de/en/plan-your-studies/requirements/visa_26604.php)

The visa applications of **students from China** will have to be checked by the Academic Testing Service („Akademische Prüfstelle“ – APS: <https://www.aps.org.cn/verfahren-und-services-deutschland>). For the visiting students, the International Faculty Office (IFO) must send a copy of the cooperation agreement and of the selection protocols to the APS for the application of a visa within the partnership procedure (P procedure) or the exchange procedure (A procedure). It might also be necessary to apply for a group number if several students from one university want to study in Osnabrück. If there is no academic selection by Osnabrück University of Applied Sciences (OS UAS), the Chinese students must take part in the C procedure of the APS.

**Students are obliged to inform themselves about the latest visa regulations in the German embassy or consulate of their home country, IMMEDIATELY after they have received the confirmation of their admission from OS UAS.**

**Visiting students from non-EU countries** will obtain a PDF admission letter with their acceptance e-mail from the IFO which is needed for the visa application. Most of the embassies meanwhile accept this PDF. Moreover, the embassy can request us at any time to confirm the authenticity of your admission. If your embassy still insists on getting an original certification, contact us. We will then promptly send an original hardcopy by DHL express to your university.

**Students without an EU citizenship coming from EU partner universities**, who already have a residence permit for an EU member state (e. g. your current country of study) according to the REST guideline 2016/801 of the European Union, may enter and study in Germany for up to 360 days without an additional German residence permit. But we have to notify the National Contact Point at the German Federal Office for Migration and Refugees about you latest 30 days before you arrive. You will obtain more information from our Center for International Mobility after your admission.

**Do not loose any time – the visa application procedure in general takes about 8 weeks at least** – counted from the day of submitting the visa application! Students are personally responsible for obtaining the appropriate documentation for their stay in Germany and must follow the embassy's instructions. OS UAS can neither influence nor accelerate the visa process. The embassy will ask **non-EU students** to prove how they plan to finance their study stay in Germany. Usually a **financial declaration** from your parents, other relatives or sponsors will be required, alternatively a scholarship, bank guarantee or the like.

Nowadays, the embassies often expect the applicants to open up a so-called **blocked or restricted account** where a certain amount of money must be deposited and blocked until your arrival in Germany before a visa will be granted. The amount will be defined by the embassy. It usually is a sum of several thousand euros, covering the cost of living for six or twelve months or a longer period (depending on your planned study period – ca. 10,000 euros for one year), and cannot be paid on a monthly basis but must be provided at once as one amount. You will have access again to the money after your arrival in Germany.

More details at:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten/sperrkonto-seite>  
[https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources\\_27533.php](https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources_27533.php)



## 2. Residence permit

All students from non-EU-countries, whether they needed a visa or not to enter, have to apply for a residence permit at the Osnabrück Aliens Office after their arrival. Exception: You have obtained a visa from your embassy which is already valid for the full period of your stay in Germany.

## 3. Registration at the Citizen Center Osnabrück

All students, international and domestic students alike, have to register at the Citizen Center in Osnabrück when moving to Germany. International students from the EU must register at the Residents' Registration Office („Bürgeramt“), non-EU students at the Aliens Office („Ausländerbehörde“). More details on this procedure can be gathered from the item „Register at the Citizen Center Osnabrück“ below in this handbook.

The regulations can vary every now and then, but the IFO is always aiming to provide you with the information you require to manage this registration process. Should there be a sudden change of the regulations or procedure, you will be informed by the IFO staff in due time and you should follow the given instructions.

# 17. Housing

## 17.1 Accommodation via the OS UAS Housing Service

The Housing Service helps students in finding an affordable accommodation in Osnabrück. They have a quota of furnished rooms, primarily made available by the Student Services, called „Studentenwerk Osnabrück“, which manages most of the student residences in town.

These rooms are primarily destined for international students to ease their start in Germany as the housing situation in Osnabrück is difficult, and inexpensive, private lodging for students in Osnabrück is hard to find. Every semester, thousands of study beginners of both universities in Osnabrück are searching an accommodation. For this reason, we would highly advise you to consider booking a room via our Housing Service. Best decide and apply quickly once you have received the confirmation of your admission from OS UAS. **By no means come to Osnabrück without having booked any accommodation at all!**

Any question regarding the registration procedure, the housing conditions, the location of the single residences, etc. can be answered by the housing website or by the housing coordinators:



### Kathrin Heukamp

Housing Service

Room AB 0013

Phone +49 (0) 5 41/9 69-32 28

Email [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/housing-service/>

#### Postal address:

Hochschule Osnabrück

Center for International Mobility (CIM)

Housing Service

Albrechtstrasse 30, 49076 Osnabrück

P. O. Box 1940, 49009 Osnabrück

## How to apply for an accommodation

You must **apply online**: <https://www.hs-osnabrueck.de/en/housing-service/>. Follow the instructions given by the Housing Service.

Inform yourself in detail on the housing conditions. If you apply after the given deadline or if the rooms have all been booked already, you will first be put on a waiting list. The staff of the Housing Service will do their best to find a room for you, can however not guarantee this as a matter of principle. A room will be reserved only if your application is complete, the advance payment has been made and the signed rent agreement has been returned. The Housing Service will only make one offer. If you do not accept that room, you must look for an accommodation on your own. The IFO cannot provide any rooms.

The Housing Service will check your application and confirm your housing reservation as quickly as possible after the application deadline. You will be notified in any case on your acceptance or rejection. Information on your accommodation and on the move in as well as the rent agreement will be sent to you only after all rooms have been allocated. Should you have any question in the meantime, please feel free to contact the housing staff.

## Application periods

- Winter semester (September to February): **March 1 to May 15**
- Summer semester (March to August): **September 1 to November 1**

**Visiting students** of our faculty shall **FIRST** apply for admission, and after they have received their confirmation of acceptance by e-mail from the IFO, they shall apply for housing.

## 17.2 Accommodation alternatives

International students should **FIRST** try to get a furnished room through the Housing Service of OS UAS. Only if they do not have any vacancy anymore, you should check out the other options mentioned below.

Studentenwerk Osnabrück can offer further inexpensive lodging beyond the OS UAS contingent, but these are mostly unfurnished rooms. If you are interested in one of these or if you would like to get information about private accommodation in Osnabrück, you should contact:



### Wohnraumzentrale des Studentenwerks

Ritterstrasse 10

49074 Osnabrück

Phone: +49 (0) 5 41/33 10 70

Email: [wohnen@sw-os.de](mailto:wohnen@sw-os.de)

Internet: <https://www.studentenwerk-osnabrueck.de/en/housing.html>

#### Tutors for international students:

<https://www.studentenwerk-osnabrueck.de/en/housing/tutors-for-internationals.html>

Or inquire with the private residence hall:

### **prime Studentenwohnen**

Hermann-Ehlers-Haus Osnabrück

Martinsburg 29

49078 Osnabrück

Phone: +49 (0) 15 73/1 09 64 43

Email: [osnabrueck@primestudentenwohnen.de](mailto:osnabrueck@primestudentenwohnen.de)

Internet: <http://www.primestudentenwohnen.de/> and <http://www.primestudentenwohnen.de/contact>

Due to a high demand at the beginning of the semester, the places in the residence halls are booked quite quickly. New students must take into account that they might have to wait before being offered a room in one of the halls of residence.

**Therefore you should start your search for accommodation in good time and be ready for compromises, i. e. to accept unattractive lodgings for your first period of stay in Osnabrück. By no means come to Osnabrück without having booked any accommodation at all!**

### **Online housing offers**

You can also check the Internet for accommodation offers, e. g. for flat shares at:

<https://www.wg-gesucht.de/en/> or <https://www.studenten-wg.de>

Or read the advertisements of the Osnabrück universities at:

[http://www-old.uni-osnabrueck.de/SchwarzesBrett/standard\\_en/schwarzesbrett.php](http://www-old.uni-osnabrueck.de/SchwarzesBrett/standard_en/schwarzesbrett.php) > „Wohnungsmarkt“

If you are in Osnabrück already, you can check their notice boards next to student restaurant or library, too.

### **Newspapers and Internet**

You can also check the housing advertisements in the local press on Wednesdays and Saturdays or put an advert into the newspaper yourself:



#### **Neue Osnabrücker Zeitung**

Große Strasse 17 - 19, Breiter Gang 10 - 16

49074 Osnabrück

Phone: +49 (0) 5 41/31 00

+49 (0) 5 41/31 03 10 (advertisements)

Email: [anzeigen@neue-oz.de](mailto:anzeigen@neue-oz.de) or [info@neue-oz.de](mailto:info@neue-oz.de)

Internet: <https://immobilien.noz.de>

### **Housing agencies**

Housing agencies („Mitwohnzentralen“) help finding apartments and rooms as well. A commission is charged, depending on the size of the apartment and the period of tenancy. Special wishes (non-smoking, pets, etc.) can be fulfilled. Housing for limited periods is e. g. offered via:



#### **Mitwohnbüro Osnabrück**

Am Pappelgraben 9

49080 Osnabrück

Phone: +49 (0) 5 41/2 24 66

Email: [info@zweitraum-osnabrueck.de](mailto:info@zweitraum-osnabrueck.de)

Internet: <https://www.zweitraum-osnabrueck.de>

## Housing societies

The following companies offer housing facilities for a membership fee.

### Vonovia

Phone: +49 (0) 2 34/4 14 70 00 00

Internet: <https://www.vonovia.de/>

### Service telephone hours:

Mon - Fri: 7.00 - 20.00

Sat: 8.00 - 16.00

### Wohnungsbaugenossenschaft Osnabrück eG

Katharinenstrasse 10

49074 Osnabrück

Phone: +49 (0) 5 41/3 35 34-0

Email: [info@wgo24.de](mailto:info@wgo24.de)

Internet: <http://www.wgo24.de>

### Stephanswerk Wohnungsbaugesellschaft mbH

Klusstr. 3

49074 Osnabrück

Phone: +49 (0) 5 41/3 57 98-0

Email: [info@stephanswerk.de](mailto:info@stephanswerk.de)

Internet: <https://www.stephanswerk.de>

### GARANT (Property Management for Student Accommodation)

Wiesenstrasse 5

49074 Osnabrück

Phone: +49 (0) 54 05/6 10 01 54 or 01 76/24 22 84 98

Email: [garant-verwaltung@web.de](mailto:garant-verwaltung@web.de)

Internet: <http://www.garant-private-vermoegensverwaltung.de/page11>

## Transitional Accommodation

For the **transitional period**, i. e. until you find a long-term accommodation in Osnabrück, you can live at a cheap rate at:

### Jugendgästehaus (youth hostel)

Iburger Strasse 183 A

49082 Osnabrück

Phone: +49 (0) 5 41/5 42 84

Email: [osnabrueck@jugendherberge.de](mailto:osnabrueck@jugendherberge.de)

Internet: <https://www.jugendherberge.de/jh/osnabrueck>

Bed & breakfast: 21.00 to 26.70 euros per night

### Penthouse Backpackers

Möserstrasse 19

49074 Osnabrück

Phone: +49 (0) 5 41/6 00 96 06

Email: [info@penthousebp.com](mailto:info@penthousebp.com)

Internet: <https://www.penthousebp.com>

Bed: 14.00 to 32.00 euros per night

A youth hostel membership card (valid in 60 countries) is required for the Jugendgästehaus. It is recommended to make a reservation by phone.

## 18. Buddy program



International students have to face many extra challenges when going abroad for a study or internship stay. After having arrived in the foreign country, they must cope in particular with initial language hurdles and different mentalities and customs. The buddy program at the Faculty of Business Management and Social Sciences (BMSS) helps you to have an easier start and a smooth transition to the German student life. Moreover, it shall connect international and local students during various social events.

Please be aware that the buddy program is not synonymous with the mentoring program of our faculty. The main difference is that the contact and the support through your buddy already begin before the semester starts in Osnabrück and ideally last during the whole period of your stay in Germany.



## Who are the buddies?

Buddies are experienced local students of mostly higher semesters who shall help you to clear the initial formalities and to settle in quickly. They participate on a voluntary basis and provide you with insider information about the student life in Osnabrück and the German culture in general.

We see to allocate in a ratio of 1:1, i. e. that one buddy is in charge of one new international student. In exceptional cases, buddies can, however, be asked to take care of several international students, e. g. if there are not enough buddy candidates or if small study groups from partner universities shall be looked after together.

## How can you get your personal buddy?

At our faculty, **a buddy will be allocated automatically to every new international student**, no matter if you are a visiting student or a degree-seeking Bachelor or Master student. You do not have to apply for a buddy yourself. If you do not want us to assign a buddy to you, just let us know via [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de).

## How can you get in touch with your buddy?

The IFO will send out the contact details of your buddy by e-mail as soon as the buddies have been allocated.



### Periods for the allocation of buddies:

- Winter semester: beginning/mid of June
- Summer semester: beginning/mid of December

Please do not forget to check your e-mails also over the summer and Christmas holidays since the buddy details and other important information (placement tests, course registration, etc.) might be sent to you. If the contact cannot be established by either side, the IFO tutor should be informed immediately.

## How can your buddy assist you?

### Before arrival:

- Get in contact by e-mail: give tips for the travel arrangements, answer questions about the university, city or country.
- Arrange an appointment for a first meeting after your arrival in Osnabrück.
- Call the caretaker of the students' residence to announce your arrival and fix a date for moving in. Arrange an alternative appointment in case you do not arrive on the fixed dates or late in the evening or at the weekend.
- Help finding a room in a youth hostel or hotel if it might become necessary to bridge the time until you can actually move into the residence room.

Be aware though that you, not your buddy, bear the full responsibility for organising yourself an accommodation, either for the whole semester via the Housing Service or by searching a private room on your own, or for the transit period in a hostel/hotel until you can move into the student residence. Your buddy is only supposed to give you a helping hand. **By no means come to Osnabrück without having booked any accommodation at all!**

### After arrival:

- Pick you up from the Osnabrück main station or, if possible, even from the nearest airport in Münster, but this only on a voluntary basis. Therefore, the buddy and the IFO tutor should be informed about day, time and place of your arrival (incl. flight/train no.) before your departure, otherwise there will be no one to pick you up and you will have to find your accommodation on your own.
- Assist you in moving in, e. g. translate and explain important rules that have to be observed in the residence.
- Support you in clearing your insurance cover and opening up an account.
- Unless organized by OS UAS, accompany you to the Citizen Center Osnabrück to assist you in registering there and in applying for a residence permit (non-EU students).
- Jointly participate in the orientation days of the faculty, e. g. to connect already to other buddy teams.
- Assist you in working with the campus management system OSCA
- Introduce you to the Osnabrück student community and even to the personal family and friends, if you both have a chemistry.
- Be a tour guide, show shopping facilities and sights in Osnabrück, give advice for leisure activities.
- Show the campus and important places at the university: student restaurants, internet café, library, etc.
- Point to and explain the service centers if further information, advice, or support is needed: Learning Center with Career Services, Student Representative Committee, General Students' Committee, University Sports Center, Psychological/Women's Advice Centers, etc.
- Be a contact person and helper throughout the whole semester giving advice and guidance on the everyday student life and the life in Osnabrück in general.
- Help learning German or improving the language skills („tandem learning“).
- Support with departure formalities: fixing an appointment with the caretaker for the move out, deregistering at the Citizen Center, closing down the German bank account, cancelling the insurances or other contracts concluded in Germany, returning books on loan to the library, etc.



### Who can answer questions about the program?

The IFO is responsible for the buddy program and works closely with the buddies. In case of any question or need for further information, please contact the IFO incoming tutor:

Room CB 0009  
Caprivistr. 30 A  
49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-22 08  
Email: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)



#### Katharina Hohnec, Slovakia

I would really love to stay here. Professors are great and lectures are so interesting, and for the first time in my life I enjoy studying!

## 19. Checklist for preparations prior to your departure

Several preparations can or must already be done and organized before you leave your home country. As far as available and necessary, please bring along:

- **Flight/train/bus tickets**
- **Passport (incl. visa)/personal ID card**, valid for the whole period of your stay abroad (keep a copy of your ID documents in case they get lost or stolen!)
- **Some extra, best biometric passport photos**
- **Emergency health cards** (blood group, allergies, etc.)
- **Vaccination card**
- **Personal medicine**
- **Youth hostel card**
- **International student ID card**
- **International driver's licence** (or a German translation)
- **Some cash (euros) or credit card** (don't forget the cancellation code if it gets lost or stolen!) for incurring fees, public transport tickets (you must pay before you get your campus card and before it becomes valid) and for small purchases (residence permit, overnight stays in a hotel/youth hostel, food, equipment for your accommodation, etc. – see also the item „Costs and financing“ in this handbook)
- **Degree-seeking students: documents needed for your enrollment** (school/degree/language/birth/financial grant certificates, if necessary: translated and authenticated, admission letter, financial declaration, health insurance policy, etc.)

Please inform the **IFO and your buddy** about **day, time and place of your arrival** (incl. flight/train no.). Only then you can expect someone to pick you up. And do not forget to make an **appointment with the caretaker of your dormitory** so that you can move into your room quickly (see also the items „Housing“ and „Buddy program“ of this handbook).

### General travel arrangements and packing



**If you travel by airplane**, please inform yourself about the latest packing and security regulations of the airline which you will be taking, e. g. check your luggage adheres (number of suitcases, weight and size). We would recommend to put your name inside each piece of luggage, in addition to the visible tags on the outside.

**Never pack the following items in your luggage:** liquids, money, medicines, important papers (e. g. your passport or original certificates), computer software/disks, memory sticks, name, address and phone numbers of your buddy, the address of your accommodation in Osnabrück, or anything else that is valuable, irreplaceable or of sentimental value. **Pack these things into your carry-on baggage.**

For living in Germany during the summer as well as the winter semester, you should **bring the whole spectrum of clothes**. Be prepared for rain and chilly wind in every season, so jumpers and rain coats are a must.

Moreover, bring heavy boots, scarves, gloves and warm clothes for the cold months (November until March) and light spring and summer clothes for the rest of the year.

**Further advisable things** you might also want to bring with you to Germany (if possible, of course):

- **Phone numbers and e-mail addresses** of your contact persons at your home university
- **Posters, pictures** or any other information material from your university and home town for the OS UAS students who plan to spend their semester abroad at your school. The IFO might ask you to tell about your university on the information evenings for outgoing students at our faculty.
- **Pocket calculator**

- **Travel alarm clock**
- **Electrical adapters** (for sockets, computers/notebooks, etc.)
- **Towels, bed linen** (pillow, duvet, pillowcase, bedcover, sheet), **crockery and cutlery** (not available in your student residence, but can also be bought at reasonable prices in some stores, e. g. IKEA, in Osnabrück)
- **Bicycle and/or biking equipment.** Cycling in Osnabrück is very popular and the quickest form of transportation. You can also hire or buy used bikes here (see also the item „Travelling by bike“).
- **Favourite or typical recipes** from your home country which you might share with your fellow lodgers or the other international students, e. g. on the occasion of the social events organized by the IFO.

## 20. Initial formalities upon your arrival

Unless you attend the International Winter/Summer Language School German, best arrive in Osnabrück latest one week before the orientation days are held so that you can quickly clear the following four steps:

### 1. Open up a bank account

As often monthly payments are directly debited from a bank account or standing orders must be arranged, all international students must have an account.

**EU students** are free to keep on using their home account in Osnabrück, if they have any and if this is possible.

**Non-EU students** must open up an account at a local bank, unless they had to open up a blocked account for their visa and want to keep on using it.

The choice of the bank is up to you. Some offer free giro accounts to students. Keep in mind that some banks tend to have less cashpoints than others. Best arrange a date with the main branch of a local bank as they are familiar with the situation of international students. Nonetheless it is advisable to go there together with your buddy.



Don't forget to take the following original documents:

- personal identity card or passport (incl. visa)
- rent agreement or lessor's/housing certificate of your accommodation in Osnabrück

If available already, but you can also go there without:

- OS UAS campus card and/or certificate of enrolment
- registration confirmation from the Residents' Registration Office („Bürgeramt“, EU students) or the Aliens Office („Ausländerbehörde“, non-EU students)

#### Opening hours of most banks:

Mon - Wed	9.00 - 13.00 and 14.00 - 16.30
Thu	9.00 - 13.00 and 14.00 - 17.30
Fri	9.00 - 13.00 and 14.00 - 16.00

If a bank refuses you – asking you to register first at the Citizen Center –, try the main branch of a bank or another one. Or tell them that the registration confirmation can only be handed in later as you, at least all non-EU students at the request of the Aliens Office, will have a joint appointment at the university on a fixed date which cannot be postponed. In that case, you should be able to open up an account with your ID card and rent agreement.

**Please do not forget to close down the account before you leave at the end of your stay!**

## Standing order for rental payments for Housing Service

Students who are accommodated in a students' residence of OS UAS have to arrange a standing order for the Housing Service so that the rent will automatically be paid every month from their account. In case of any query, please ask the Housing Service: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de).

**IMPORTANT:** For the standing order, enough money must always be on the account during the first days of the month. You risk dunning charges or the cancellation of your rent agreement if the payment is not effected every month!

## Payment of semester fees

**International degree-seeking students**, who want to attain a Bachelor's or Master's degree in a regular program at our faculty, have to pay semester fees (**exception:** dual degree students from partner universities). Students, who receive a **scholarship** which is mainly financed by the German state (e. g. a DAAD scholarship), must pay the semester fees minus the administrative charge only.

**Visiting students (ERASMUS and other exchange students)** from partner universities are exempt from the payment of the semester fees.

**Visiting students**, who come as a „freemover student“ from a university which has not signed a cooperation agreement with OS UAS, have to pay the full semester fees. In case these students receive a **scholarship** which is mainly financed by the German state, they can deduct the administrative charge („Verwaltungskostenbeitrag“). For the exact amount of the semester fees for the next term, please check: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c15968>

**As a freemover student, you should pay the amount due only AFTER you have obtained the request for payment from our Student Affairs Office!**

## 2. Get a health insurance

**For students in Germany a health insurance is mandatory! All students coming from abroad must therefore prove to have an accepted insurance covering the whole period of their stay in Germany to get their student ID card (= campus card)!**

**Degree-seeking students** must prove their insurance cover to the Student Affairs Office when submitting their documentation for enrollment. More details at: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/degree-seeking-students/#c803211>



**Visiting and dual degree students** must also hand in an evidence. To get more information on the insurance options, the costs and the procedure of concluding a contract, please go to: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c9716626>

**Please note:** Once you have signed an insurance contract, you will be liable for all incurring fees! Do not ignore any reminder letters from the insurance company. If necessary, ask the IFO for advice.

If you have not cleared your health insurance cover before coming to Germany or if you want to clear it before the appointments during the German Language School or orientation days, go to one of our local insurers together with your buddy – best first arrange an appointment. **Buy a German policy from them or let them check your existing insurance. If this cannot be recognized in the first attempt, you may try it with another insurer.**

**Students above 30:** Inform yourself at: [http://www.internationale-studierende.de/en/during\\_your\\_studies/health\\_insurance/what\\_if\\_im\\_over\\_30/](http://www.internationale-studierende.de/en/during_your_studies/health_insurance/what_if_im_over_30/).



These are the biggest companies in Osnabrück – please sign a contract with only one of them in the end:

### TK – Techniker Krankenkasse

#### Student Service

Roman Hamza  
Jürgensort 10  
49074 Osnabrück  
Phone: +49 (0) 40/46 06 51 11-2 52  
Cell phone: +49 (0) 1 51/14 53 49 83  
Email: [roman.hamza@tk.de](mailto:roman.hamza@tk.de) or [osnabrueck@tk.de](mailto:osnabrueck@tk.de)  
Internet: <https://en.tk.de/> (English pages)  
<https://www.tk.de/vt/Roman.Hamza>

Opening hours:  
Mon - Wed 9.00 - 16.00  
Thu 9.00 - 17.00  
Fri 9.00 - 15.30  
and by appointment

### DAK Gesundheit

Torsten Kassermann  
Kollegienwall 3 - 4  
49074 Osnabrück  
Phone: +49 (0) 5 41/77 08 99 19 10  
Cell phone: +49 (0) 1 62/2 53 52 20  
Email: [torsten.kassermann@dak.de](mailto:torsten.kassermann@dak.de); [service718300@dak.de](mailto:service718300@dak.de)  
Internet: [https://www.dak.de/dak/mitglied\\_werden/Vorteile\\_fuer\\_Studierende-1102492.html](https://www.dak.de/dak/mitglied_werden/Vorteile_fuer_Studierende-1102492.html)  
[https://www.youtube.com/watch?v=j\\_TkmylAafo](https://www.youtube.com/watch?v=j_TkmylAafo)

Opening hours:  
Mon - Wed 8.00 - 16.00  
Thu 8.00 - 17.00  
Fri 8.00 - 13.00

### BARMER Osnabrück

Deniz Kunz  
Große Str. 66  
49074 Osnabrück  
Phone: +49 (0) 800/33 30 04 60 52 04  
Cell phone: +49 (0) 1 60/90 45 62 81  
Email: [deniz.kunz@barmer.de](mailto:deniz.kunz@barmer.de) or [Osnabrueck@barmer-gek.de](mailto:Osnabrueck@barmer-gek.de) or [service@barmer.de](mailto:service@barmer.de)  
Internet: <https://www.barmer.de/en>, [https://www.youtube.com/watch?v=\\_Fdxli3roE0&feature=youtu.be](https://www.youtube.com/watch?v=_Fdxli3roE0&feature=youtu.be)

### AOK – Die Gesundheitskasse

#### AOK Student Service

Neuer Graben 25  
49074 Osnabrück  
Phone: +49 (0) 5 41/3 48-6 55 35  
Email: [studentenservice.os@nds.aok.de](mailto:studentenservice.os@nds.aok.de)  
Internet: <https://en.zuwanderer.aok.de/home/>  
<https://niedersachsen.aok.de/inhalt/aok-studenten-service-vor-ort/>

Opening hours:  
Mon - Thu 11.00 - 13.00  
and by appointment

We would advise you to conclude additionally a private accident and third-party liability insurance to make sure that you are insured against all possible risks.

**Please do not forget to cancel all insurance policies concluded before leaving Osnabrück!**

### 3. Pick up your campus card and housing documents

**Degree-seeking students** will get their campus card (= student ID card and public transportation ticket) from the Student Affairs Office once they have finished the enrollment process and submitted all documents required and paid the semester fees.



**Visiting and dual degree students will get their student ID card ONLY AFTER they have submitted a proof of a recognized health insurance and AFTER they have been notified by e-mail from the ServiceDesk to pick up the card!** The written proof must have been issued by a local insurer and will be collected during the German Language School or orientation days at the faculty or you can give it to the IFO.

**Freemover students** must also first transfer the semester fees once they have received the request for payment from our Student Affairs Office.

All students can download an **enrollment certificate** at any time by themselves from the OSCA portal: <https://osca.hs-osnabrueck.de> > click "My activities > Results > Herunterladen > Download, behind Immatrikulationsbescheinigung, under My documents". If you cannot find the certification there, contact your officer in the Student Affairs Office or the ServiceDesk.

The housing documents are handed out by the Housing Service.

#### ServiceDesk

Building AB, room AB 0101A  
Westerberg campus, Albrechtstrasse 30  
Phone: (05 41) 969-7100

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/itsc/servicedesk/>

#### Office hours:

Mon - Thu 8.00 - 17.00

Fri 8.00 - 15.00

#### Housing Service:

##### Kathrin Heukamp

Center for International Mobility (CIM)  
Room AB 0013  
Albrechtstrasse 30, Westerberg Campus  
Phone: +49 (0) 5 41/9 69-29 91, -32 28  
Email: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)

#### Student Affairs Office:

##### Ina Müller-Schlicht

Room AF 0011  
Albrechtstrasse 30, Westerberg-Campus  
Phone: +49 (0) 5 41/9 69-31 42  
Email: [i.mueller-schlicht@hs-osnabrueck.de](mailto:i.mueller-schlicht@hs-osnabrueck.de)

The contact details of the IFO coordinators are given at the beginning and bottom of this handbook.

We would advise you to get yourself an **International Student Identity Card (ISIC)** before your departure which you can use before you have received your campus card or during the times when it is not valid: <https://www.isic.de/home-en/>

## 4. Register at the Citizen Center Osnabrück



After arrival, every international student is obliged to register at the Citizen Center Osnabrück and to state an address in Osnabrück. If you have not found an accommodation by then, you will be requested to state an interim address and to communicate your final address later on. If you are living outside Osnabrück, you must contact the responsible office of that town.

**EU students** shall directly arrange an appointment with and go with their full documentation to the **Residents' Registration Office („Bürgeramt“)**, if needed with the help of the buddy.

**Non-EU students** must register with the **Aliens Office („Ausländerbehörde“)**. As an appointment cannot so easily be obtained there these days, **OS UAS will arrange a joint date on which staff members of the Aliens Office will come to our campus** to clear the first registration with all non-EU students of our university altogether. The venue and date will be communicated to you in due time. **Make sure that you attend this event and that you have prepared all required documents, otherwise you must settle your registration at the Citizen Center on your own.** You might however not get an appointment on short notice but several months later only. Nonetheless, your buddy can accompany and assist you with the registration.

### Stadt Osnabrück – Bürgeramt (EU)

Stadthaus 1

Natruper-Tor-Wall 2

49076 Osnabrück

Phone: +49 (0) 5 41/3 23-0

Email: [buergeramt@osnabrueck.de](mailto:buergeramt@osnabrueck.de)

Appointments by phone: +49 (0) 5 41/3 23-33 33

Online appointments: <https://www.osnabrueck.de/verwaltung/terminvergabe/buergeramt-termin-vereinbaren-stornieren.html>

#### Opening hours:

Mon + Tue 8.00 - 16.00

Wed + Fri 8.00 - 12.00

Thu 8.00 - 17.30

### Stadt Osnabrück – Ausländerbehörde (non-EU)

Stadthaus 2, ground floor

Natruper-Tor-Wall 5

49076 Osnabrück

Phone: +49 (0) 5 41/3 23-46 10

Email: [auslaenderbehoerde@osnabrueck.de](mailto:auslaenderbehoerde@osnabrueck.de)

Appointments by phone (Mon, Tue, Thu, Fri: 8.00 - 10.00): +49 (0) 5 41/3 23-45 00

Online appointments: <https://www.osnabrueck.de/verwaltung/terminvergabe/auslaenderbehoerde-termin-vereinbaren.html>

#### Opening hours:

Mon + Fri 8.00 - 12.00

Tue 8.00 - 16.00

Thu 8.00 - 17.30

Instructions on how to book an online appointment:

<https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209991>

### Papers required from EU residents

- copy of personal ID card or passport, **incl. all pages with your personal data, entry stamp and previous visas**
- OS UAS campus card and certificate of enrollment („Immatrikulationsbescheinigung“)
- lessor's/housing certificate („Wohnungsgeberbestätigung“), either from our Housing Service, if you have booked a room with them, or from your private lessor

### Papers required from non-EU residents

- copy of personal ID card or passport, **incl. all pages with your personal data, entry stamp and previous visas**
- OS UAS campus card and certificate of enrollment („Immatrikulationsbescheinigung“), maybe also our admission letter
- lessor's/housing certificate („Wohnungsgeberbestätigung“), either from our Housing Service, if you have booked a room with them, or from your private lessor



### Additional papers needed from students entering Germany without a visa or whose visa does not cover the whole period of stay in Germany:

- written proof of health insurance: If you could not get the health policy yet, first show your travel health insurance or the one you used for your visa application if these are still valid.
- financial declaration: proof of financial resources of ca. 853 euros per month. This can be a proof of your parents or other relatives' or sponsors' income and assets (e. g. bank statements of the last 3 months), a bank guarantee, a written confirmation of your scholarship or a security payment deposited into a blocked account. See also:

<https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/02-lernen-und-arbeiten/sperrkonto-seite>  
[https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources\\_27533.php](https://www.study-in-germany.de/en/plan-your-studies/requirements/proof-of-financial-resources_27533.php)

In individual cases, you might be asked for further documents.

**Please take the originals and copies of your documents to the Citizen Center or to the registration event organized by our university.** Once the Aliens Office has processed the registrations of the **non-EU students**, there will be a second group meeting in their office, ca. two weeks after registration to take your fingerprints and to give you the residence permits. This will be coordinated by OS UAS. You will have to bring along:

- your passport
- 1 biometric passport photograph
- the fee for the first residence permit: currently 100.00 euros

#### **Fees for the residence permit (non-EU students)**

For the first residence permit: up to 1 year: 100.00 euros / more than 1 year: 110.00 euros  
Extension of residence permit: up to 3 months: 65.00 euros / more than 3 months: 80.00 euros

**EU students and students obtaining a German grant do not have to pay fees.**

#### **Please keep in mind:**

- You must always have a valid passport/ID (obtainable from the authorities/embassy in your home country) and a valid visa or residence permit during your stay in Germany.
- If you need an extension of your visa or residence permit, please apply for these early before they expire. Otherwise your stay in Germany will become illegal and further costs will arise. Appointments are not available on short notice these days though. But you can keep the deadline for the renewal just by booking an appointment even if your visa or residence permit expire in the meantime.

To get an earlier date, try to call the Citizen Center or check their website for new dates every day (close the browser after every trial). They are constantly updating the available dates and add those that have been cancelled by other people.

- Should you change your degree program, your address in Osnabrück or move to another city, the Citizen Center must be informed. Otherwise you can lose your residence permit.
- After the fourth semester, a transcript of records must be submitted for another extension.

**Please do not forget to deregister at the Citizen Center BEFORE you depart from Osnabrück. Arrange an appointment. Non-EU students are advised to do this ca. 4 months before they leave.**

**If there are no more free dates available matching your departure time, give notice of your departure by e-mail. Attach a scanned, signed letter stating your full name, the date of your departure, your home address and your address in Osnabrück.**

**Students who had a blocked account must definitely go to the Aliens Office in person, fill in the deregistration form (will be sent by the IFO) and submit a copy of their bank card.**

#### **Tammy Beram, U.S.A.**

I was fascinated by a lot of aspects of German culture at OS UAS. I found it really refreshing how seriously most students seemed to take their studies. Students dressed well to class each day, actively participated in lectures, and stayed late at school, often for night-time coursework, all of which I found impressive. As for the school itself, it seemed like a really professional institution to learn at – aesthetically and organizationally – and I found the staff and teachers well-informed and friendly for the most part.



## 21. Orientation days



In the week before the classes begin, the International Faculty Office (IFO) wants to give all international study beginners a warm welcome at the Faculty of Business Management and Social Sciences (BMSS). During the orientation days, we will introduce you to our university and service centers, show you the campuses and clear some registration processes with you. Moreover, the „meet and greet“ event is a good opportunity to get to know the other international students and their buddies.

Unless you attend the International Language School German (<https://www.hs-osnabrueck.de/international-winter-language-school>) or the International Summer University (<https://www.hs-osnabrueck.de/en/international-summer-university/>), we strongly advise you to **arrive in Osnabrück latest one week before our orientation days are held**. Thus you will have enough time to clear the initial formalities (bank account, health insurance etc.), to make your accommodation your home and to take any required placement test. Visiting students will be specifically informed by the IFO by e-mail about the testing procedure.

**For visiting students the attendance of the orientation days is mandatory!** We tolerate your absence only if you can state a valid reason, e. g. examinations at your home university, delayed visa, medical treatments, etc. – private trips are no excuse! Please inform the IFO about your absence and late arrival.

The program of the orientation days can slightly vary every semester. The itinerary with the exact dates for the upcoming semester will be e-mailed by the IFO shortly before the semester begins. The dates of the future orientation days can already be gathered from the website:

<https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209991>

## 22. Academic studies

### 22.1 Academic calendar (semester dates)

The academic year starts on September 1 and ends on August 31. It is divided into a winter and a summer semester. Usually no classes are held during the weekend.



#### Winter semester

Start/end of semester: September 1 to February 28/29  
Orientation days: 2 to 3 days in the week before the classes begin  
Start/end of classes: mid-September until mid-January  
Examination period: mid-January until the beginning of February  
Semester break: February



#### Summer semester

Start/end of semester: March 1 to August 31  
Orientation days: 2 to 3 days in the week before the classes begin  
Start/end of classes: beginning of March until mid-June  
Examination period: mid-June until the beginning of July  
Semester break: beginning of July until mid-September

**Visiting students** are expected not to miss any of the classes during the lecture period and may leave OS UAS once they have taken their last examination. That means you do not have to stay at our university until the end of the semester breaks, but you are welcome to do so unless you have other plans. Return tickets shall not be booked though before the examination dates have been announced and securely confirmed.



For the **current semester schedules** please have a look on the Internet at:  
<https://www.hs-osnabrueck.de/wiso-incoming-academic-calendars>



### Sarfraz Mahomed, South Africa

The semester was well organized and the orientation program was very helpful. The courses I took were very interesting and the teachers were well prepared and acknowledged the diversity of their lectures when holding classes. The teaching methods encouraged critical thinking and participation. The facilities are excellent. I have benefitted from the courses I have taken, whereby the new knowledge I have gained illustrates a more European line of thinking which I can always refer back to when making decisions in the workplace or in my future studies.

## 22.2 Course catalog

### INTERNATIONAL DEGREE-SEEKING STUDENTS

International degree-seeking can find their course catalog and module descriptions on the homepage of their degree program. Further details will be given by their course coordinator. Dual degree students should also address to their international coordinators to clear the choice of modules they must take.



### VISITING STUDENTS

Visiting students may select from a large variety of lectures that are offered at the Faculty of Business Management and Social Sciences every semester. Even though you will be enrolled in a specific degree program, you may choose modules from different Bachelor and Master programs and combine these with language modules. You will compose your timetable individually, i. e. you will not get completed schedules from the IFO.

Details on the **course catalog for visiting students**, the module descriptions and requirements, the module registration and the examinations etc. can be found at:  
<https://www.hs-osnabrueck.de/wiso-incoming-course-catalog>.

## 22.3 Learning agreement

**All visiting students have to submit a learning agreement** which is a study contract between the student, the home university and OS UAS. The lectures to be taken and the details of the internship during the semester abroad shall be specified in the learning agreement and be approved by both universities. More details at: <https://www.hs-osnabrueck.de/en/wiso/international/incoming/#c209985>.

## 22.4 Workload

**Visiting students** must specify and agree with their academic coordinators at their home universities which modules they may/must take and how many ECTS credit points they must attain during the stay abroad. The instructions given by the home university have priority and must be followed. Here some recommendations and general information from us:

- Credit points in the European higher education area are awarded as ECTS. The European Credit Transfer and Accumulation System ([https://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system\\_en](https://ec.europa.eu/education/resources/european-credit-transfer-accumulation-system_en)) facilitates the recognition of study performances in the home country and abroad. ECTS credit points are not grades but they are given in addition to the grades.
- At OS UAS, 5 or a multiple of 5 ECTS credits can generally be attained for one module (exception: 2.5 ECTS credits for one block week event). 1 ECTS credit point equals an estimated 30 hours of work, i. e. we expect you to invest 900 hours of your time into each semester. Depending on your personal qualification, these 900 hours are
  - contact hours that you spend in class
  - self-study time spent at the library, or at home
  - reading time
  - time needed to prepare any homework, (group) presentations, or examinations
- As a rule, 3 contact hours per week per semester (CH) (= 150 minutes = 2.5 hours) are taught in the Bachelor modules, or 4 CH (= 180 minutes = 3 hours) in the Master modules. These are the usual weekly times of attendance for the lectures. Some classes are not held on a weekly basis though, but only on several single dates or in a blocked period or on Saturdays. Details will be given by your teachers or check the course details on OSCA.
- The academic year consists of one winter (September to February) and one summer term (March to August):
  - total duration of one semester: 6 months each, incl. semester break
  - lecture period: ca. 14/15 weeks per semester
  - examination period: 3 weeks per semester
- We recommend to study in one semester modules with **maximally 30 ECTS credits, or 32.5 ECTS if you choose a block week event**. We allow you to select another 4 subjects (plus 20 ECTS, i. e. 50 ECTS in total) as reserve in the **first learning agreement**, in case you might face schedule conflicts at the start of the lecture period. As far as possible, your final agreement shall not show more than 32.5 ECTS though. If you still decide – after having talked to your home coordinators – to take more than 32.5 ECTS in one term, please feel free to do so. You will, however, act at your own risk. OS UAS will assume no liability if you cannot pass all your modules under these conditions.



## 22.5 Placement tests

At our faculty, additional tests are required to get admission to a few modules, especially to the **advanced language courses**. They shall help to ascertain your exact proficiency and to find the suitable course level for you. Alternatively, adequate language certificates can be accepted, but only from **visiting and dual degree students**. No tests need to be done for the subject-specific modules – your eligibility for these is checked during your admission or first learning agreement.

**Please read the following information carefully to avoid being excluded from any class due to a missing test result or certificate.**

### Who does not have to take a placement test?

- Students who want to learn a new language and don't have any previous knowledge. Just register for a beginners' course or for a basic language course (level 1) in the portal OSCA, our Intranet and campus management system, at the start of the lecture period and directly go to the classes.
- Students who don't want to study an advanced language course.
- **Visiting and dual degree students** who have already submitted or later can provide appropriate certificates for the languages they want to study. Read also „Important notes“.

- Students who will attend the International Winter/Summer Language School German. You will be tested and then informed at the end which level in German you may continue to study in the upcoming semester. You don't have to do an extra placement test in German. The result of this course has top priority and replaces any previous language certificates for German, even if a lower level is confirmed by the school coordinators.
- Students who will stay for another semester at OS UAS and who passed a language course in the preceding term. Just register for the next higher level.
- **Visiting and dual degree students** who intend to study a module of the study areas Accounting/Controlling and Business Mathematics. A prior test is mandatory for regular degree-seeking Bachelor students only.

### Which modules require a placement test or language certificate?

- **Advanced language courses from level 2 to 5 for which you cannot provide an alternative language certificate:**  
English, German, French, Spanish and Russian: For these languages placement tests are held. Other languages: For finding the appropriate level, **visiting and dual degree students** should submit a corresponding **language certificate**, if available, to their IFO coordinator (visiting students) or to their Bachelor's/Master's degree coordinator (dual degree students). Alternatively, contact the responsible teachers immediately at the beginning of the lecture period or go to their first classes. The teachers' contact details are given at the end of this handbook.
- **Specialization „Advanced Business Conversation/Negotiation in English (CEFR C1/C2 – equivalent to English 5)“:** Unless English is your mother tongue, you must achieve the admission to English 5 through the online placement test or pass the preceding module English 4 of our faculty or present a certificate with a completed CEFR C1 level to your IFO or degree coordinator.
- **Modules of the study areas Business Mathematics and Accounting on Bachelor level: mandatory for regular degree-seeking Bachelor students only**, not for visiting and dual degree students and regular degree-seeking Master students.

### Important notes:

- **Without a valid test result or language certificate resp., you are not allowed to take any language module from level 2 to 5 and their final exams.** Even if you can technically sign up yourself for all these modules and exams on OSCA, you will risk not getting a grade or credits for them in your final transcript as our Student Affairs Office will be informed about your status. You may only study the exact level confirmed by a placement test or by the German Language School, or the next higher level according to your language certificate.
- **Submitted language certificates are binding, i. e. you may not do a placement test in addition**, e. g. to try to improve your language result. You would actually risk to be assigned to a lower level. Exception: You want to study „Advances Business Conversation/Negotiation in English“ but cannot provide the required C1 level yet.
- **The results of taken placement tests or of the German Language School will have top priority in the end, even if they confirm lower levels than the previously submitted language certificates.**
- If we have not received language certificates for the languages you want to take from you yet, please e-mail them now to your IFO or degree coordinator – definitely before you sign up for the respective course(s) on OSCA at the start of the lecture period.
- If you do not have written evidences or if you have not attended the German Language School, do the corresponding placement tests instead.

- Should you realize that the language level confirmed by the placement test or by your language certificate or by the German Language School is too difficult for you, you can of course choose a lower level if it makes you feel more comfortable. If need be, talk to your teachers about it, get the OK from your home university and consider this change when submitting your final learning agreement. Beware though that you can get 5 ECTS credits for one and the same level only once.
- The language teachers must not check your proficiency by a mere personal interview or in any other way. The only exception is made for the languages for which no placement test is offered.
- For organizational reasons, some tests (e. g. in Accounting and Business Mathematics) might take place already BEFORE the orientation days at the faculty BMSS will be held. That means you must make your travel arrangements accordingly and be in Osnabrück on the test days.



### Online registration for placement tests

**Visiting and dual degree students** will be informed by the IFO in due time about the registration procedure for the upcoming semester. The tests must be done before the lecture period begins, latest by the end of the first lecture week, and **prior online registration is required**. Further details, the registration form as well as the test dates and results can be found on these websites:

#### Placement tests:

<https://www.hs-osnabrueck.de/en/wiso/degree-programs/freshmen/placement-tests/>

#### Online registration for placement tests:

<https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/freshmen/placement-tests/#c874532>

#### Placement test results:

<https://www.hs-osnabrueck.de/de/wir/fakultaeten/wiso/studium/erstsemester/einstufungstests/#c9937>

**Please note:** The information about the placement tests on the webpages for the study beginners of our faculty are not valid for **visiting and dual degree students** in every respect.

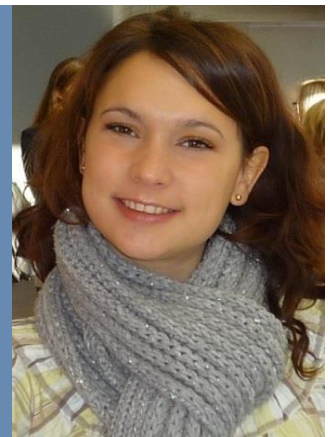
### Questions concerning the placement tests

Further questions can be answered by: [einstufungstest-wiso@hs-osnabrueck.de](mailto:einstufungstest-wiso@hs-osnabrueck.de). They can also provide you with the test dates and your test results if they are not available on the above webpages.

#### Raphaëlle Périé, France

I think that the international students here are warmly welcomed and well-informed. The education proposed is really rich: I wanted to have both, classes in English and German. The website for incoming students helped me to have a good overview of what could be my lectures.

Osnabrück is an absolutely nice city. It deserves its name „Town of Peace“; in so far I did not have any kind of trouble while walking through the city or by asking unknown persons for any information. People here are really helpful. The location is also an advantage (2 hours to Amsterdam, 4 hours to Berlin by car), because it offers a lot of destinations and places to visit during the free time.



## 22.6 Online registration for modules, semester timetables

### INTERNATIONAL DEGREE-SEEKING STUDENTS

**Degree-seeking students**, who are enrolled in a Bachelor's or Master's program to attain a degree, will get their timetables and all relevant study details from their course coordinators. Further introduction events, e. g. regarding the language courses and the online portal OSCA, will be offered at the start of the semester.

As for **dual degree students** partly other conditions are valid than for visiting or regular degree-seeking students, you will clear your timetables and further study details with the respective coordinators of the international Bachelor and Master degree programs.

### VISITING STUDENTS



**Exchange students and freemover students** will be enrolled in one of the regular degree programs at the Faculty of Business Management and Social Sciences (BMSS). You may however choose modules from different Bachelor/Master programs and semesters and combine these with language courses. Therefore, you will compose your timetables individually at the beginning of the semester. That means you will not get completed schedules from the IFO.

### Online registration for modules in portal OSCA (Intranet of OS UAS)

Students must **register online within the portal OSCA** for the modules and courses **at the start of the semester**. Detailed information and instructions on the registration process will be provided by the IFO in due time. **Dual and regular degree-seeking students** will receive introductions through their course coordinators.

The final **semester timetables with the modules of all degree programs offered at our faculty** will only be published shortly before the semester begins. These contain detailed information on the single modules, e. g. the lecture venues and times, names of teachers as well as the module codes.

## 22.7 Lectures

### Type of lectures and lecture times

All classes take the form of lectures, seminars and exercises. The teachers expect your regular attendance. The single study groups can consist of German and international students. Due to the relatively small groups, there is almost always the opportunity for discussing the contents presented.

A normal **Bachelor or language class** lasts 90 minutes which corresponds to 2 contact hours (CH) per week per semester – 4 contact hours in total (= 180 minutes = 3 hours) must be studied to get the full credits.

A **Master class** lasts 2.5 hours which are 3 contact hours (= 150 minutes).

These are the usual weekly times of attendance for the lectures. Between the classes there is a break of 30 minutes (45 minutes at lunch time). Classes mostly take place from Monday to Friday during these time slots:



#### Bachelor classes:

1 <sup>st</sup> class	08.00 - 09.30 (2 CH)
2 <sup>nd</sup> class	10.00 - 11.30 (2 CH)
3 <sup>rd</sup> class	12.00 - 13.30 (2 CH)
4 <sup>th</sup> class	14.15 - 15.45 (2 CH)
5 <sup>th</sup> class	16.15 - 17.45 (2 CH)
6 <sup>th</sup> class	18.15 - 19.45 (2 CH)

#### Master classes:

08.00 - 10.30 (3 CH)
11.00 - 13.30 (3 CH)
14.15 - 16.45 (3 CH)
17.15 - 20.00 (3 CH)



These times can vary in some semesters though – the above information shall just give you a clue of the usual lecture times. On the other hand, some classes are not held on a weekly basis, but only on several single dates or in a blocked period or on Saturdays. For the exact lecture times, please check the course details on OSCA or ask your teachers.

### **Cancellation of lectures**

If lectures are cancelled for any reason, you will find a notification in the virtual classroom of your course in the OSCA portal: <https://osca.hs-osnabrueck.de>. Access is only granted to students who are enrolled at our university.

## **22.8 Special seminars**

### **Block week events**

During one week once every semester, no regular lectures are given at the Faculty of Business Management and Social Sciences (BMSS). Teachers of our faculty as well as German and international visiting lecturers hold a special type of class instead which is called block week. Here the characteristics at a glance:

- **Type of events:** seminars, projects, business simulation games at the faculty or study trips in Germany, Europe or overseas
- **Dates:** winter semester: end of October or beginning of November, summer semester: beginning of May
- **Duration:** Monday to Friday, ca. 9.00 a. m. to 4.30 p. m., 1 hour lunch time. Some events, like the study trips, can have other time slots or are not offered during the block week.
- **Costs:** The events held at our faculty are mostly free of charge. For the study trip, travelling expenses, accommodation costs, entrance fees, etc. can arise.
- **Group size:** 10 to 25 persons
- **Language of instructions:** mostly German or English
- **Compulsory attendance:** 100% to pass the block week. An absence of one day due to illness can be accepted only if you can provide a medical certificate.
- **Examination:** no final exam. Depending on the respective lecturer, you can be committed to contribute actively to the class, e. g. by giving a presentation or the like.
- **Assessment:** 2.5 ECTS credits per event. Visiting students may attend one block week event only per semester.

You can choose from a wide range of topics and between an **international or national event**. If you do not want to attend any of the offered courses, you will have a free week without lectures.

**Not all of the study trips are open to visiting students or have free places.** Best ask in advance if you may join the excursion of your choice. This and other questions of detail can be answered by: [blockwoche-wiso@hs-osnabrueck.de](mailto:blockwoche-wiso@hs-osnabrueck.de).



Please note that all general information and official notifications from OS UAS will be sent to this address. Thus you should either check this mailbox regularly or redirect all messages to your private e-mail account that you mainly use. **However please ensure that your private e-mail address can always receive messages. The redirection will be deleted automatically if the portal frequently receives failure notices.**



### How to log in

URL: <https://osca.hs-osnabrueck.de>

Access is only granted to students who are enrolled at our university.

Enter your OS UAS user ID („Benutzername“) and your password which you receive by e-mail from our ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)). Contact them if you still miss your log-in data shortly before the orientation days or lecture periods begin.

In case of **technical or log-in problems**, contact the **ServiceDesk** via [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de). Should you have any query as to the **module and course registration**, address directly to the lecture planners of our faculty via [belegsystem-wiso@hs-osnabrueck.de](mailto:belegsystem-wiso@hs-osnabrueck.de) or to your IFO coordinator (visiting students) or to your course coordinator of your degree program (degree-seeking students). Questions arising during the **exam registration** or regarding the **transcripts** can be answered by the **Student Affairs Office**. For most of the international students the responsible officer is Ina Müller-Schlicht: [i.mueller-schlicht@hs-osnabrueck.de](mailto:i.mueller-schlicht@hs-osnabrueck.de).

## 22.10 Examinations, examination results, retake examinations

### Types of examinations

The modules at our faculty can comprise one or several examinations. Graded examinations are called „Prüfungsleistung“, ungraded ones „unbenotete Prüfungsleistung“ for which a „pass“ or „fail“ is given only. All examinations fixed for one module must be taken to pass the module and to get the full number of ECTS credits for it. This also applies to intermediate examinations held by some teachers during the lecture period, not only to those held during the examination period at the end of the semester.

**Final or intermediate examinations cannot be postponed – your attendance is mandatory. Remember that when booking any flights.**

The most commonly used types of examinations are:

- assignment
- (group or single) oral presentation
- (group or single) seminar paper incl. presentation and discussion
- practical examination (e. g. project report, internship report, work sample/case study)
- (intermediate/final) written examination (1 or more hours)
- e-examination
- multiple choice examination
- language test
- oral examination (ca. 20 to 30 minutes)

These can vary for the single courses and shall be communicated to you by your teachers within the first 4 weeks after the lectures have started.

Even though visiting students are enrolled in one of the regular degree programs at the Faculty of Business Management and Social Sciences (BMSS), they are allowed to take modules and the respective examinations from several different degree programs and semesters.

## Online registration for examinations

All students must register themselves online for their examinations on OSCA (<https://osca.hs-osnabrueck.de>) during the following periods:

**Winter semester:** middle to end of November  
**Summer semester:** middle of April to beginning of May



Without having registered for the examinations within the given registration period and without confirmation by the Student Affairs Office, the examinations may not be taken and they will not be assessed and included in your final transcript that you will get from OS UAS after your stay in Germany (especially relevant for visiting students)! After the deadline, you cannot register for any examination anymore, neither online nor by e-mail! So better do not miss this period.

If a **disability compensation** has been granted to you by the Student Affairs Office, please also inform our exam planners **latest by the end of the registration period**: [pruefungsplanung-wiso@hs-osnabrueck.de](mailto:pruefungsplanung-wiso@hs-osnabrueck.de). State the type of compensation (e. g. extra time, technical aids) and all the exams you plan to take. For semester exams (e. g. assignments, presentations), the application must be sent in **latest one month before** this performance is to be held. So sort this out best before the lecture period begins.

Only in exceptional cases, e. g. if a registration is not possible for technical reasons, the Student Affairs Office might accept an informal registration by e-mail or by letter.

Further detailed information on the **registration procedure, the examination schedules and regulations** etc. is available in the Wiki of the

**OSCA portal**: <https://osca.hs-osnabrueck.de> – click „Wiki > Fakultät WiSo > International Faculty Office – IFO > INCOMING – ENGLISH > Examinations“. Access is only granted to students who are enrolled at our university.

## Examination results

Students who are enrolled at OS UAS have access to their transcripts of academic records and grade reports in the portal OSCA: <https://osca.hs-osnabrueck.de> – click „My activities > results“.

## Examination retakes



Failed examinations can be repeated at our faculty, but only during the examination period of the next semester, and only by students who are enrolled at OS UAS. Even if a module is not held in the following term, there will be a retake examination.

In general, it suffices to resit for the examinations. It would, however, be most advisable to attend the lectures once more, too, to repeat the contents and to prepare for the retake in the best possible way. A prerequisite for that is, of course, that the modules are taught again in the following term and that you have the opportunity to attend the classes in Osnabrück.

Moreover, the following points have to be taken into account:

- The teachers and contents of the modules, that you have initially attended and failed, can differ in the following semester.
- The teachers of the firstly attended modules do not offer retakes or extra examinations in the examination period of the next term if the modules are taught by other teachers during the following term.

We suggest to ask your former teachers if they hold the lecture in the successional term again and thus offer a retake examination themselves. If they don't, contact the teachers of the next term and ask for the contents or lecture scripts or any other assistance so that you can compare the contents and best prepare for the resit. The contact details can be provided by the International Faculty Office.

If an assignment, a presentation or a mid-term examination had been additional examination performances of the failed module, these must be repeated, too, even if you passed these already in your first attempt. The details need to be cleared with the teachers.

- **The retake dates cannot be chosen by you. Day and time are fixed by the faculty BMSS.** If you write the exam at your home university, you must take it on the same day and at the same time as in Osnabrück.
- **The examination regulations of our faculty do not allow a retake of passed examinations to improve the grades.**

### Retake of examinations at the home university

Visiting students can possibly resit for failed examinations even if they have already returned to their home countries. In any case, the exam must be taken on the same day and at the same time, either in Osnabrück or at your home university. You must only come to the examinations at our faculty if the distance between Germany and your home country is not too far.

First please clarify with your university if a retake of examinations at OS UAS is really necessary, if our retake period is not too late for them or if there are alternative solutions at your school. If you decide for a resit of our exams, ask your international coordinators if they agree to exchange the examination papers by e-mail and if they can invigilate the examinations for us. The International Faculty Office (IFO) needs this confirmation and the proctor's contact details from your university.

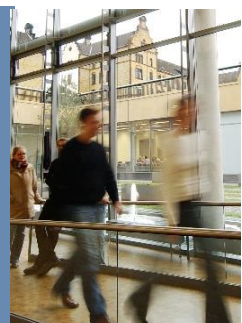
Afterwards, the International Faculty Office will ask the OS UAS teachers concerned for their permission that you may resit for the written parts of the examinations at your home university. Should the time difference be too big, for example, the teachers can refuse to give their consent. If they give their OK, we will inform you and clear the further steps with you and your university. We will obtain the examination papers from the teachers only shortly before the days of the examinations, but of course we will e-mail them to your proctor in due time.

For the retakes, you must also be re-enrolled at our university. For this purpose, you must submit a new certificate of enrollment to the IFO, latest by the end of the registration period for the examinations (see academic calendars). If you have studied at OS UAS as a visiting student already for two semesters, you can be re-enrolled for a third time only as a freemover student and you must pay the full semester fees: <https://www.hs-osnabrueck.de/en/study/all-about-studying/study-organization/#c836107>

Should you still have any query, please get in touch with the IFO.

#### Sara Lopez, Spain

I would like to thank everyone involved in making this unforgettable experience a reality, from the tutors for always being willing to assist or just being an awesome friend. The lecturers for being so good at what they do, caring about all their students and making me feel welcome and valued. A big thank you to the international and housing department for being so efficient and friendly. This experience has broadened my outlook on life. Before this journey it seemed working abroad would be unreachable but now I believe anything is possible.





## 22.11 Transcripts of OS UAS, the German grading system

### VISITING STUDENTS

#### Final certificates

The final certificates for visiting and dual degree students will be issued automatically by the Student Affairs Office of our university and posted to your home university once all the examination results are on hand, at the earliest in

- March after the winter semester
- September after the summer semester

The International Faculty Office has no access to the examination results on OSCA and cannot accelerate the transcript process.

Your final certificate will contain the grades and ECTS credit points for all passed and failed modules for which you have completed the required examinations. It is not possible to omit failed examinations in your final transcript. OS UAS can only certify performances for the modules that have been specified in the official course catalog of the respective semester, which have been stipulated in the learning agreement and for the exams of which you have duly registered.

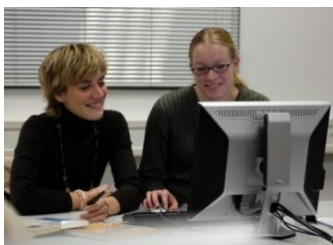
#### The German grading system

In the certificates, OS UAS gives

- local grades or only a „pass“ or „fail“ for ungraded subjects
- ECTS credit points, except for a few preparatory/basic courses)
- ECTS percentages

in accordance with the European Credit Transfer and Accumulation System (ECTS) ([https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects\\_en](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en)). We do neither assign ECTS grades from A to F nor determine any other ranking of the examination results. Further explanations of the grades can be found on the central page for visiting students: <https://www.hs-osnabrueck.de/en/study/study-offerings/international/incoming/visiting-students/#c803239>

For a better transfer of the grades you attained at OS UAS, the coordinators of your university can additionally have a look at the grading charts of OS UAS at the end of this handbook.



#### Grades for ungraded subjects

A few subjects are not graded at our faculty and assessed with credits and „pass/fail“ only. Should you definitely require grades for all your modules in your final transcript to get the full recognition through your home university, please ask your teachers if they can give you a grade for their usually ungraded class. **Clear this immediately at the start of the lecture period, however by all means BEFORE the examinations begin.**

#### Grade reports for the recognition of your examination performances

If you need, besides the regular assessments at OS UAS, additional overviews of the examination results with average grades and failure rates for the recognition by your home university, you will find grade reports („Notenspiegel“) in the OSCA portal: <https://osca.hs-osnabrueck.de> – click „My activities > results“.

## German courses offered by CIM and CIS

For the International Winter/Summer Language Schools German offered by the Center for International The results of the **International Winter/Summer Language School German offered by the Center for International Mobility (CIM)** will be transmitted automatically to the Student Affairs Office and included in the final study abroad certificate. Exception: You have studied a German course with the same level during the following semester. In this case, only one German course with this level will be certified in the transcript, including the grade achieved and one-time 5 ECTS credits.

Have you attended a **German semester course offered by the Center for International Students (CIS)**, all courses from A1 to C2, for which 5 ECTS are granted, will be documented in the final certificate. All other courses, e. g. grammar courses or language cafés, will not be listed.

**Students, who aim to attain a dual degree at OS UAS**, should have studied exclusively the German semester courses from level 1 to 5 of our faculty to get these recognized and listed in their final degree certificates. Other semester courses in German, offered e. g. by the CIS, will be assessed as additional courses only.

## Current status of the examination results and intermediate transcripts

To get the current status of your examination results, you can check these yourself in the portal OSCA: <https://osca.hs-osnabrueck.de> – click „My activities > Results“, provided that you are still enrolled and have access. Or directly address to:

**Ina Müller-Schlicht**

Student Affairs Office

Email: [i.mueller-schlicht@hs-osnabrueck.de](mailto:i.mueller-schlicht@hs-osnabrueck.de)

Phone: (05 41) 9 69-31 42

Students, who study at OS UAS for more than one semester, will get an official final certificate only after their stay. In case an intermediate transcript is required, you can generate a PDF transcript by yourself in the portal OSCA: Click „My activities > Results > Herunterladen > Performance list (under Self-Service – Leistungsübersicht)“. Alternatively, contact the Student Affairs Office which can also sign and stamp the intermediate transcript for you, if need be.

## 23. Everyday student life

### 23.1 Study and IT facilities

**Computer rooms, self-study areas, Caprivi lounge, scripts, technical equipment, staff mail boxes**

**Computers** for students can be found in the CN building on the 1<sup>st</sup> floor:



- **Internet café:** CN 0108, 0109, open: Mon - Fri 7.00 - 19.30, Sat 8.00 - 15.00
- **Electronic classrooms:** CN 0104, 0105, 0106, open: Mon - Fri 7.00 - 20.00 (access to computers only outside lecture times)
- **Room for self-study:** CN 0106, open: Mon - Fri 7.00 - 20.00 (room for self-learning purposes only)

All you need for using the computers is your OS UAS user ID and password. The **CN building** can be entered: Mon - Fri 7.30 - 20.00, Sat 8.00 - 15.00.

**Further workstations with Internet access** are available in the CD building (under roof). **Self-study areas can be found** in the buildings CL (incl. breastfeeding/playroom for children) and SL.

A **display monitor** in the foyer of the CN building and several **info points** on the campuses provide students inter alia with the current course catalog of the faculty or the latest news.

If you need a place for relaxation inbetween your classes, you can check out the room of mindfulness ("Raum der Achtsamkeit", SL 0220) or the **Caprivi Lounge (CaLo)** in building CK on the Caprivi campus where you can read freely accessible books, newspapers, and journals or talk to other students in a cozy atmosphere. It is also a venue for cultural events, such as cinema or theater evenings and live music events.

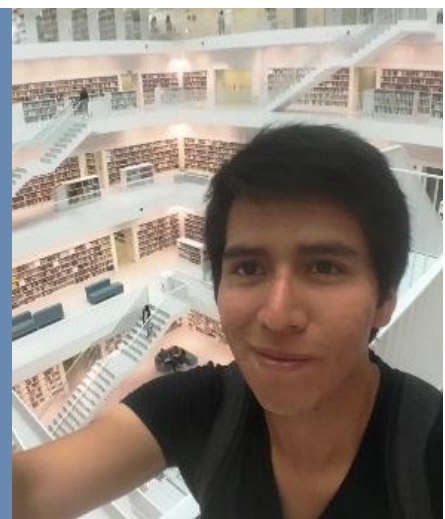
**Lecture scripts and books** can be bought and **technical equipment** can be ordered and borrowed from Mr. Christian Buddecke in CN 0035, Mon - Fri 9.30 - 10.00, 11.30 - 12.00, 13.30 - 14.00.

**Mail boxes of the staff and teachers** can be found in the buildings CN, CB, CF, CH (ground floors).

### Roberto Mata, Mexico

Life in Germany was all about sticking to the habits in the society and adapting. I learned to use my independence and the control needed in every day aspect. Personally, I found it easy to adapt. What proved to be more difficult was the self-control and management of time.

Experiencing life alone makes you more mature, aware of the privilege we actually have when we are back at home. It's a fact, there is so much more to do when being alone but the reward for all of this is the complete independence of what you can do with the rest of your time and, of course, choosing how to live. It was an experience that I would never change over anything and it was even better than I actually expected.



## 23.2 Internet access: Wi-Fi / WLAN



If you use a notebook or smartphone on our campuses, you have **free and wireless Internet access** in many places and buildings of our university. In Germany, we call it **wireless LAN (WLAN)**. The name of our university's network is „**eduroam**” (Education Roaming): <https://www.eduroam.org/>. It is a worldwide network of universities and research institutions. If you use eduroam already at your home university, you should be able to log in automatically here with us. Otherwise, you can log in with your **OS UAS user identification** after starting an Internet browser:

- **username**@hs-osnabrueck.de (not your e-mail address!)
- your password

In the learning areas SB, SL and CL, you cannot only use Wi-Fi, but also the Internet ports if you bring your own network cable. You will need your OS UAS user identification there, too.

This data (= OS UAS user name, password and e-mail address) will be e-mailed to you by our ServiceDesk ([servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)) before the semester begins. For descriptions on **how to prepare your notebook or smartphone**, log into the portal OSCA: <https://osca.hs-osnabrueck.de> – click „Wiki > Zentrale IT Services > Netzwerkzugang”. As the information there is however given in German only, we would advise you, if necessary, to ask your buddy or directly the ServiceDesk team for assistance in case of any query.

### 23.3 Student Affairs Office

The Student Affairs Office is a central department that is in charge of the admission, enrollment and examination processes. They issue enrollment and and deregistration certificates, help you with your exam registration, if you face any problem there, and they provide the final results by publishing the grades and credits on OSCA and by issuing and posting the study abroad certificates to your home universities. The responsible officer for visiting and dual degree students is:

**Ina Müller-Schlicht**

Westerberg campus, AF building

Room: AF 0011

Email: [i.mueller-schlicht@hs-osnabrueck.de](mailto:i.mueller-schlicht@hs-osnabrueck.de)

Phone: (05 41) 9 69-31 42

Office hours

Tue + Fri 9.30 - 12.00

Thu by appointment

### 23.4 ServiceDesk and eLearning Competence Center (eLCC)

For questions as to Wi-Fi/WLAN, online portal OSCA, your user ID or password, your e-mail address or your campus card, general information and submission of documents to the Student Affairs Office, please contact or go to:

**ServiceDesk**

Building AB, room AB 0101A

Westerberg campus, Albrechtstrasse 30

Phone: (05 41) 969-7100

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/itsc/servicedesk/>

Office hours:

Mon - Thu 8.00 - 17.00

Fri 8.00 - 15.00

For advice and support on questions regarding e-learning at our faculty (e. g. empirical research projects, video conferences), contact:

**Erling Henze**

**eLearning Competence Center (eLCC) / Center for Multimedia and IT applications (ZeMIT)**

**Faculty of Business Management and Social Sciences (BMSS)**

Building CF, room CF 0108A (1<sup>st</sup> floor)

Phone: (05 41) 9 69-20 07

Email: [e.henze@hs-osnabrueck.de](mailto:e.henze@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/de/wir/fakultaeten/wiso/organisation/it-einrichtungen/elcc/>

### 23.5 Copy, print and scanner services

Copying machines, including a printing and scanning function as well as lockers, are available in CN 0055 (further lockers in CD under roof) and CN 0111 on the Caprivi campus. Your campus card is not only your student ID card and a public transportation ticket, but also a copy and print card. It first needs to be charged with money at one of the terminals in the buildings of the student restaurants or library. Always make sure that your card has enough credit before you start any print or copy job.



You can use e. g. **the computers in the electronic classrooms** CN 0104, CN 0105, and CN 0106. Choose a printer and enter your OS UAS username („Benutzername“) and password („Passwort“ or „Kennwort“) at one of the PC's. When you go to one of the printers/copiers, put your campus card into the card reader, choose the printing mode and the document you want to be printed. Alternatively, you can print from a memory stick. Finish the print job to get your campus card back.

Best ask your buddy to test the printing and copying procedure once with you so that you know how it works. Any questions or problems? Ask the ServiceDesk in the AB building (contact details: see above).

For **printing, binding and copying** large documents students can also go to the Student Council „**Fachschaft WiSo**“ in CF -0108, Internet: <https://hochschulfreun.de/profil/fachschaft-wirtschafts-und-sozialwissenschaften/>, e-mail: [wiso@hochschulfreun.de](mailto:wiso@hochschulfreun.de).

Another option is the General Students' Committee „**AStA**“ which you can find in the AE building, Westerberg campus, or in the Caprivi lounge CaLo, Caprivi campus, or reach via: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de) or [asta-internationales@hs-osnabrueck.de](mailto:asta-internationales@hs-osnabrueck.de) or [international@hochschulfreun.de](mailto:international@hochschulfreun.de)

Internet: <https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/>

Further **computers, copiers and scanners** are available in the library on the Westerberg campus.

## 23.6 Libraries

The library of OS UAS is one of the five best in Germany and has been ranked top in a national comparison in three categories: service offers, usability/customer orientation and cost effectiveness/efficiency. With your campus card, you can borrow books and reserve these online, pay fees and buy articles from the library. Books or other material on loan must be returned or the loan period must be renewed within the given period, otherwise reminder fees will become due from the first reminder on.

At the beginning of each semester, the library offers guided tours in German and English for an easier orientation. You can also ask your buddy or the library staff for assistance.

The library is located at the Campus Westerberg:



### Zentralbibliothek Westerberg

Nelson-Mandela-Platz 1  
Westerberg campus, 49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-29 31  
Email: [bibinfow@hs-osnabrueck.de](mailto:bibinfow@hs-osnabrueck.de)  
Internet: <https://www.bib.hs-osnabrueck.de>

### Opening hours\*:

Mo - Fri	09.00 - 22.00
Sat	10.00 - 18.00

The opening hours refer to the lecture periods, they may vary during the semester breaks in February and July/August. Information about different opening hours during these months are posted in the library or on their website.

Students of OS UAS can also borrow books from the University of Osnabrück. The link to their website is: <http://www.ub.uni-osnabrueck.de>

**Don't forget to return all books that you have borrowed from the libraries before you leave Germany! Otherwise you will have to pay for these and reminder fees will also incur.**



### Fernando Sánchez, Mexico

The facilities in Osnabrück are advanced, both in terms of the infrastructure and the technology. I always felt comfortable and equipped in any university facility. I made use of the library most of the time during the exam period as it is made for an ideal study location.



## 24. AStA – General Students' Committee

AStA is the „Allgemeine Studierenden-Ausschuss“ and stands for the student representation. AStA is the executive power and takes care of the student administration. AStA represents all students and consists of several representatives. Each representative takes care of specific tasks. AStA offers you assistance with social problems, BAFöG applications, loans, your international student ID card and much more. Even if they have no answer for your request, they will try to give you advices where to look for solutions.

### AStA Campus Westerberg

Building AE

Albrechtstr. 30 (visitors' address: Barbarastr. 7 A)

49076 Osnabrück

Phone: +49 (0) 5 41/9 69-21 18

+49 (0) 5 41/6 42 80

Email: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de) or [asta-internationales@hs-osnabrueck.de](mailto:asta-internationales@hs-osnabrueck.de) or [international@hochschulfreun.de](mailto:international@hochschulfreun.de)

Internet: <https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/>  
<https://www.facebook.com/AStA.HSOsnabrueck?fref=ts> (Facebook)

### Legal advice

AStA also offers free legal advice. It is professional help that you get from AStA representatives if you have problems with accommodation allowances, lessors, labour legislation, accidents/ damages to other persons and/or their belongings, etc. Go to the AStA of the University of Osnabrück, Alte Münze 12. Check their consultation hours on the Internet (come early so that you have a chance to talk about your case on the given dates): <https://www.asta.uni-osnabrueck.de/service/rechtsberatung>



### AStA shop (LMR: stationery items at low prices)

Another service provided is the AStA store for study material where you can inexpensively buy: folders, pens, paper, calculators, etc. For their exact range of products, go to their local campus stores – the opening times can vary every semester:

Campus Caprivi: Caprivi lounge CaLo, building CK (ground floor)

Campus Westerberg: building AE

Email: [shop@hochschulfreun.de](mailto:shop@hochschulfreun.de)

Opening times: <https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/> > AStA Shop

## 25. Online university campus store

Sweatshirts, T-shirts and a number of small items with the corporate design of our university can be bought in our online campus store: <https://www.campusstore-hs-osnabrueck.de>



## 26. Extracurricular activities and associations

### wiconnect e.V.

wiconnect is the alumni association of the Faculty of Business Management and Social Sciences at OS UAS. In cooperation with the professors and employees wiconnect lobbies for students' interests and engages in the improvement of the conditions in teaching and research. An extensive seminar program which is offered not only for members but for all students and employees, covers many interesting topics and aims to improve the skills and abilities of the participants. Members of wiconnect pay reduced seminar fees. For additional details please contact or go to: [alumni-wiconnect@hs-osnabrueck.de](mailto:alumni-wiconnect@hs-osnabrueck.de), <https://www.hs-osnabrueck.de/alumninetzwerk-wiconnect/>

### Fachschaft WiSo – Student Council



The „Fachschaft“ is a student body and represents the interests of all students of a faculty. Besides participating in different boards they also help students having questions regarding studies, they organize parties, print scripts, provide you with previous examinations, organize the exchange of books, help new students to orient themselves in the beginning and many other things. If you want to join them or if you want to know more about their activities please have a look at their webpages:

<https://hochschulfreun.de/profil/fachschaft-wirtschafts-und-sozialwissenschaften/>  
or <http://www.fachschaftwiso.de> (Facebook)

### Explore Germany

Discover Germany's history, culture, nature and mentality by joining the cultural program for international students offered by Explore Germany. Connect to other international and German students while participating in day trips to big German cities (e. g. Hamburg, Cologne or Munich), theatre visits, sightseeing in Osnabrück, etc. Read more at: <https://www.hs-osnabrueck.de/en/explore-germany/>



### STUDENTOP e.V.



STUDENTOP offers students of all faculties the opportunity to put their theoretical knowledge into practice. After having completed an interesting training program, the students themselves run a consulting business and develop individual solutions and concepts for interested companies. Further information is available at: <http://www.studentop.de/>

### SNEEP



SNEEP is an interdisciplinary student network for ethics in economics and practice in Germany. They organize related events and help finding internships/jobs. Should you be interested in a sustainable economy, business ethics and social responsibility of enterprises or if you want to contribute to the work of SNEEP, visit: <https://www.sneep.info>

## AIESEC



AIESEC, the world's largest student organization, is an international platform for young people to discover and develop their potential so as to have a positive impact on society. By providing leadership positions, delivering conferences and running an exchange program, students and graduates are enabled to live and work in another country. There are also projects organized to which foreign students are invited to join. If you are interested in getting involved, more details can be found at: <https://www.aiesec.de>

## AECEE



AECEE is an international, politically and confessionally independent non-profit student organization with members throughout Europe. Students of all faculties are welcome to produce their own ideas how international understanding, cultural exchange and cross-border friendships can be furthered. Therefore local as well as Europe-wide events are organized. Besides having a lot of fun, your language, organising and project management skills are developed. For more information go to: <https://www.asta.uni-osnabrueck.de/initiativen/aecee>

## 27. Center for International Students (CIS)

The aim of the **Center for International Students (CIS)** is to foster the internationalization at our university and to support the international degree-seeking students within their whole student life cycle, before they apply for one of our degree programs to attain a degree of OS UAS and after they have been admitted and enrolled by us. The CIS provides individual counseling and information tailored to the students' special needs. Moreover, they are also coordinating the offers for refugees and the German language courses, the SOS social fund for students in financial need as well as the Friend Family Program.

### Center for International Students (CIS)

Albrechtstr. 30, Westerberg campus, building AB  
49076 Osnabrück

Room: AB 0004, AB 0010, AB 0011

Phone: +49 (0) 5 41/9 69-31 85, -30 45, -32 29

Email: [international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-students/>

## 28. Center for International Mobility (CIM)

The **Center for International Mobility (CIM)** is dealing with all incoming and outgoing mobility issues and with the partnership agreements of our university. They provide multifaceted services to students, staff and teachers: advice and support on scholarships or other sources of financing, housing facilities, the International Winter/Summer Language Schools German, the International Summer University and further summer programs as well as the international cultural program Explore Germany. The CIM and the CIS should not be mistaken for the International Faculty Office (IFO) which is a separate service unit, located at and working for the Faculty of Business Management and Social Sciences.

### Center for International Mobility (CIM)

Albrechtstrasse 30, Westerberg campus, building AB  
49009 Osnabrück

Room: AB 0012 – AB 0016

Phone: +49 (0) 5 41/9 69-29 66, -29 35, -39 79, -29 91, -32 28, -29 88, -38 28

Email: [cim@hs-osnabrueck.de](mailto:cim@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/international/> and  
<https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-mobility/>

## 28.1 International Summer University (ISU)

The International Summer University is a three-week program in July/August taught in English and focusses on the courses „Global Marketing Management“, „Economics of Globalization“ and „International Business“ at Bachelor's level as well as „Global Health Care Management“ at Master's level.

One of these courses must be chosen and shall be combined with a class dealing with „Germany in a Global Context“ which comprises German language lessons, lectures on German and European history, politics and the economy and an intercultural competence training. Company visits, study trips (e. g. to Berlin, Amsterdam, Paris), and cultural events complete the program. For further details, visit the ISU homepage or contact:

### Christiane Hendess

ISU coordinator

Albrechtstr. 30, Westerberg campus

49076 Osnabrück

Room: AB 0014

Phone: +49 (0) 5 41/9 69-29 35

Email: [isu@hs-osnabrueck.de](mailto:isu@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/international-summer-university>



## 29. China Competence Center



**HZZ** hochschulzentrum china  
德国奥斯纳布吕克应用科学大学  
对华高等教育中心  
eine initiative der hochschule osnabrück

The **China Competence Center** (Hochschulzentrum China – HZZ) is coordinating all the activities with a Chinese context at OS UAS. They are not only cultivating the relations to partner universities, companies and institutions in China and in the Osnabrück region but also counseling Chinese universities in setting up application-oriented educational structures.

Apart from research and teaching collaborations, the center also is a service institution for all German students who want to go to China and for all Chinese students while they are studying in Osnabrück. They organize intercultural workshops and Chinese language courses as well as various cultural events.

### Meike Arnold

CCC coordinator

Albrechtstr. 30, Westerberg campus

49076 Osnabrück

Room: AB 0002c

Phone: +49 (0) 5 41/9 69-70 94

Email: [m.arnold@hs-osnabrueck.de](mailto:m.arnold@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/de/hzc/>





## 30. Learning Center and Career Services

### 30.1 Learning Center

The Learning Center is a service institution for all students being enrolled at OS UAS. Students are supported to master their studies in a more successful and contented way and to gain competencies exceeding by far the contents taught in the regular lectures. They offer individual counseling on learning, free learning trainings, a teaching and learning laboratory as well as special seminars for international students. All seminars are held by experienced trainers and are designed that way that the students can test as much as possible themselves and transfer the learned techniques to their everyday student life.



Phone: (05 41) 9 69-72 00  
Email: [learningcenter@hs-osnabrueck.de](mailto:learningcenter@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/de/learningcenter/>

### 30.2 Career Services

The Career Services are associated with the Learning Center. They support all students and graduates of OS UAS to prepare them for their future business life and to plan their individual careers. The aim is to facilitate the transition from study to professional life. This service center has connections to various enterprises in the Osnabrück area and regularly receives internship and job offers from companies in Osnabrück and throughout Germany. The following services are offered:



- Individual guidance (in German, English)
- Counseling on application portfolios
- Job portal „PRAXIKO“ (internship offers/employer database)
- Literature: guides for academic working and job applications, job trends, salary survey, etc.
- Business start-ups, successions
- Newsletter

#### Dr. Karl Niemann

Room AB 0104A

Phone: (05 41) 9 69-31 29

Email: [k.niemann@hs-osnabrueck.de](mailto:k.niemann@hs-osnabrueck.de) or  
[learningcenter@hs-osnabrueck.de](mailto:learningcenter@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/de/career-services/>

#### Office hours:

Mon - Thu 9.00 - 12.00

Best arrange an appointment.



#### Tian Mu, China

The professors at OS UAS teach using different methods and offer various approaches to solve problems in their lectures. Unlike lessons in China, not only one solution to a problem is put forward. Also the various solution scenarios are discussed in the course, which I think is really good. It facilitates more individuality.



## 31. Living in Osnabrück

### 31.1 Student restaurants and cafeterias

Inexpensive lunch (approx. 2.00 to 3.00 euros daily) is available at the student canteens („Mensa“) and cafeterias of the Osnabrück Universities. On the Westerberg campus, you can even find an ice-cream parlor. All these facilities are run by the Student Services and have been awarded with various prizes during the past years. Prices are reduced for students.



#### **Mensa Westerberg**

Westerberg Campus  
Barbarastrasse 20  
49076 Osnabrück

##### Opening hours

Mon - Fri 11.30 - 14.15

#### **Bistro Caprivi**

Westerberg/Caprivi Campus  
Building CM  
Caprivistrasse 30 A  
49076 Osnabrück

##### Opening hours

Mon - Thu 7.45 - 16.20  
Fri 7.45 - 13.45

#### **Café Lounge Westerberg**

Westerberg Campus  
Barbarastrasse 20  
49076 Osnabrück

##### Opening hours

Mon - Thu 07.30 - 18.30  
Fri 07.30 - 16.30

#### **Eiscafé Caramella**

Westerberg Campus  
Barbarastrasse 20  
49076 Osnabrück

##### Opening hours

Mon - Thu 11.30 - 16.30



#### **Mensa am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstrasse 10  
49074 Osnabrück

##### Opening hours

Mon - Fri 11.45 - 14.15  
Sat 12.00 - 13.30

#### **Café Lounge am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstr. 10  
49074 Osnabrück

##### Opening hours

Mon - Fri 11.00 - 18.30



#### **Cafeteria am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstrasse 10  
49074 Osnabrück

##### Opening hours

Mon - Thu 09.00 - 15.00  
Fri 09.00 - 14.35

#### **Snackbar am Schlossgarten**

Garden of the Osnabrück Castle  
Ritterstrasse 10  
49074 Osnabrück

##### Opening hours

Mon - Fri 11.45 - 14.15

There are also vending machines in many places to satisfy your needs for a quick snack or drink. The opening hours refer to the lecture periods, they vary during the semester breaks in February and July/August, some facilities even close completely then. Differing opening hours during these months are posted at the entrance doors of the student restaurants and cafeterias or check:

<https://www.studentenwerk-osnabrueck.de/en/food/dining-halls-cafeterias.html>

## 31.2 Food stores

### Supermarkets

Supermarkets offer a large range of products at reasonable prices. Each city district has a supermarket. Comparing prices takes some time but may be worth it. Supermarkets often have special offers. You can buy particularly reasonably-priced food in the discount markets. They neither offer a large range of products nor brand names but the quality is nevertheless good. Supermarkets do not generally accept credit cards but most of them Eurocheque Cards (EC = electronic cash). The least expensive supermarkets in Osnabrück usually are ALDI, PLUS, LIDL, and PENNY, more expensive ones are: REWE, Edeka, allfrisch – just to name a few.

By the way: Tap water in Germany is well-controlled drinking water and of high quality. And often cheaper than mineral water from supermarkets. Still, it can cause diarrhea for students from some countries at the beginning of their stay. Therefore, you should check carefully whether your stomach tolerates tap water.



### Weekly markets

Do you really like and value fresh fruit and vegetables? Then you will find everything to suit your taste at the weekly markets. In most cases, farmers set up their stalls in the town center on the market square or a car park. They sell farm produce from the region, as well as imported goods, such as exotic fruits. Markets are held on several days a week. In Osnabrück the biggest weekly market takes place each Saturday morning next to the cathedral (it closes at 2 p.m.). Further markets are held on Tuesday afternoons in front of the St. John Church („Johanniskirche“) and Thursday mornings at the „Ledenhof“, opposite to the castle of Osnabrück.

### International stores

Perhaps you are planning to cook a specialty from your home country for your fellow students and cannot find everything you need in the supermarket. A wealth of international food stores stock imported goods from all parts of the world. In Osnabrück, there are supermarkets with products from the following regions/countries:

- Russian supermarkets
- Asian supermarkets
- Turkish supermarkets
- Italian wholesaler
- French wine-market
- African food market

Ask your buddy and international students who have been in Osnabrück for some time for recommendations.



### Health-food stores

Stores selling particularly healthy foods and a number of other organic products go by the name of „Bioladen“, „Bio-Supermarkt“, „Grüner Laden“, or „Reformhaus“ in Germany. That means that the fruits and vegetables from these stores were produced without pesticides and are not genetically modified. All bread and cake products were made with wholemeal flour. The meat and eggs come from farms where the animals are kept in a way appropriate to the species, which means that e. g. the chickens were not

kept in coops or cages, but all this comes at a price. Cheaper organic goods can now also be found in some supermarkets. You can recognize these products by a green, octagonal bio seal awarded in accordance with the EEC Council Regulation on Organic Agricultural Produce.

## Opening times

### Mondays to Saturdays

Store opening hours are different at different places. In large cities, stores will open up sometime between 6.00 and 10.00 in the morning during the week and close between 16.00 and 24.00. In the countryside or in more remote parts of the towns, stores might already close earlier. Stores in small towns can be expected to close at lunch time, from around 12.00 to 15.00 (almost like the siesta in Spain).



### Sundays and holidays

Generally, stores are closed on Sundays and so, the city center is quiet on most Sundays. But there are some exceptions to the rule:

On four special Sundays all stores are allowed to open for five hours („verkaufsoffener Sonntag“). Watch out for posters announcing these events.

Bakeries are open on Sunday mornings, so you can always buy fresh rolls and bread. Also, pastry stores and flower stores are open on Sundays, too. So, you can buy flowers if you are visiting some friends, and you can buy cake for the typically German „Sunday Kaffeeklatsch“.

But what if you urgently need something else? Gas stations, stores inside railway stations, airports and ferry ports as well as snack bars are the only places that will be able to help out. You can buy food, drinks, small items and newspapers outside of normal opening hours, although at an excessively high price.

## 31.3 How to pay

### Cash

Although „plastic money“ is becoming more and more accepted, in small stores (e. g. the bakery, the kiosk on the corner, etc.), cash is the preferred payment method. You can exchange cash from your home country into euros around the clock at some cash machines, mostly to be found in the main branches of the banks.

### Electronic cash (EC/Maestro) with Eurocheque cards

If you come from a country which itself issues Eurocheque cards (not to be confused with the „Eurocard“ credit card), then you should make sure that you obtain such a card. You can use it to pay by card easily and almost everywhere. Just look for the EC/Maestro sign on the cash register. Then you can pay by card and signature or with your PIN and the sum is immediately debited from your account. A large number of cash dispensers/ATMs are also available where you can use your Eurocheque card to withdraw cash. However, you will often be charged foreign fees for using this service, if you use a card from your home country.



### Credit cards

Of course, you can pay larger sums worldwide with all well-known credit cards. The door of the store in question will have a sticker showing which credit cards are accepted. You can also draw cash with your credit card from cash dispensers/ATMs, if you have a PIN. But you will have to pay high charges for this service.

### Cash card („Geldkarte“)

The cash card is a bank card with a chip on it that can be loaded at terminals. You must have a current account at a bank if you want to use this electronic wallet. However, the „Geldkarte“ has failed to properly assert itself amongst many retailers.

## 31.4 Lost and found

If students have lost or found something, they should contact the city's Lost Property Office:



#### Fundbüro – Lost Property Office

Stadthaus 2  
Natruper-Tor-Wall 5  
49076 Osnabrück  
Phone: (05 41) 3 23-24 71  
Internet online search:  
<https://fundsuche02.kivbf.de/MyApp.asp?wci=Suche1&MDT=Osnabrueck>

#### Opening times:

Mon to Tue: 8.00 to 12.30 and 13.30 to 16.00  
Wed and Fri: 8.00 bis 12.00  
Thu: 8.00 to 12.30 and 13.30 to 19.00

#### Or at OS UAS:

- Dean's Office of the faculty BMSS: CB building, room CB 0214
- Caprivi bistro: CM building
- Caretakers of Caprivi campus: CB building, room CB -0102
- General Students' Committee AStA: AE building, Barbarastr. 7 A
- OSCA (<https://osca.hs-osnabrueck.de>): Bulletin board > Lost property

## 31.5 Public transport

Your campus card also serves as a public transportation ticket for the Osnabrück public transport network. It entitles you to use all buses and many local trains in the Osnabrück region without buying an extra ticket. **Please be aware that your campus card is non-transferable!** Bus timetables can be obtained from the service centers of Stadtwerke Osnabrück:

#### Mobilitätszentrale der Stadtwerke

Neumarkt 9 - 10  
49074 Osnabrück  
Phone: (05 41) 2002-2211  
Email: [mobilitaetszentrale@stw-os.de](mailto:mobilitaetszentrale@stw-os.de)  
Internet: <https://www.stadtwerke-osnabrueck.de/privatkunden.html> – click „Mobilität“

#### Office hours:

Mon - Fri 8.00 - 18.00  
Sat 10.00 - 13.00

### Stadtwerke Servicezentrum

Nikolaioort 3/4

49074 Osnabrück

Phone: (05 41) 2002-3122

Email: [servicezentrum@stw-os.de](mailto:servicezentrum@stw-os.de)

Internet: <https://www.stadtwerke-osnabrueck.de/privatkunden.html> – click „Mobilität“

### Office hours:

Mon - Fri 10.00 - 19.00

Sat 10.00 - 18.00

Information on **train tickets, prices and connections** are available at the **central station** (Theodor-Heuss-Platz), in most travel agencies, and on the Internet at: <https://www.bahn.de>.

## 31.6 Bicycles



### Bike hiring

Bicycles can also be hired at the following location:

#### Radstation am Hauptbahnhof Osnabrück (main station Osnabrück)

Guarding, hire, repair service

Theodor-Heuß-Platz 7

49074 Osnabrück

Mon - Fri

### Opening hours:

6.00 - 22.00

Phone: (05 41) 25 91 31

Sat + Sun

8.00 - 20.00

Email: [ash@osnnet.de](mailto:ash@osnnet.de)

Internet: <http://www.ash-os.de/pages/radstation.php>

Or online via Swapfiets (student rates, full service): <https://swapfiets.de/>



### Second-hand bikes

You can buy second-hand bicycles at reasonable prices e. g. at:

#### Möwe gGmbH

Repair service, sale

Hauswörmannsweg 88

49080 Osnabrück

Phone: (05 41) 50 68 8

Internet: <http://www.moewe-osnabrueck.de>

### Opening hours:

Mon - Fri 9.00 - 18.00

Sat 9.30 - 14.00

#### Möwe gGmbH

Repair service, sale

Johannisstr. 88

Entrance also via Große Rosenstr.

49074 Osnabrück

### Opening hours:

Mon - Fri 10.00 - 18.00

Sat 10.00 - 16.00

#### Zweirad Wilker – „Radlaube“

Rehmstr. 24

49080 Osnabrück

**Bike market:** <https://fietsenboerse.de/fahrradmarkt/osnabrueck>



### Bike repairs

- **Möwe gGmbH:** see above

- **Bike service „Schaltzentrale“:** <http://www.schaltzentrale.net>

On farmer's markets: Saturdays: at Cathedral, Thursdays: at Ledenhof, Tuesdays: in Dodesheide/Lerchenstrasse



- **ASStA – General Students' Committee:** Alte Münze 12 (near central library „Alte Münze“) Organizes a bike garage where you can obtain help in repairing your bike. Since it is not a bike store you must bring your own spare parts.

## Bike auctions

Furthermore, the Lost Property Office of Osnabrück organizes auctions two to three times a year where bicycles and other things are auctioned. Please inquire at the Lost Property Office to find out about the exact dates and the venue (address see above).

### Daksha Sharma, India

Studying at OS UAS for one year turned out to be the best year of my life. I made so many friends from all over the world. Studying here also changed my approach. It has refined me in a lot of ways.

If you are coming to Osnabrück to study, I would recommend you to take a German language course. Although everyone can speak English here but it is always a great idea to learn the language of the country where you are living.

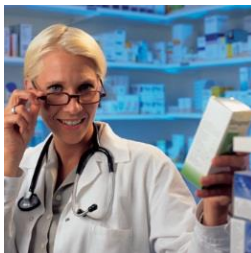
The buddy program was also very helpful, my buddy helped me in each and every issue I had. And I recommend you all to get a bike to roam around the city, although you can use the bus service for free but a bike is the best option to discover the town.



## 31.7 Health care

### Doctors, physicians and medical practitioners

Besides general practitioners, you will also find specialists (eye specialists/ophthalmologists, skin specialists/dermatologists, etc.). In most cases, you must make an appointment. However, if you are in acute pain, the doctor must treat you immediately or at least in the course of the same day. Most medical practices have closed on Wednesday afternoons. The names, addresses and phone numbers of doctors can be found in the classified directory, Yellow Pages (<https://www.gelbeseiten.de>), where they are arranged by areas of specialty. You are free to choose which doctor you wish to go to. Do not forget to take your EHIC card (EU students) or any other evidence of your health insurance (non-EU students) with you to the practitioner. Students coming from a country, which has not concluded a health insurance agreement with the Federal Republic of Germany, also might have to pay a consultation fee.



### Hospitals and clinics

Germany has state-maintained (public) hospitals, non-profit hospitals (mainly run by the churches) and private hospitals. If you are admitted to hospital, your health insurance carrier will cover the costs of that stay. However, you will be expected to contribute to the costs by paying a small day rate during the first 28 days of your stay.

## Emergency medical services

If you need urgent medical treatment at night or over the weekend or on Wednesday afternoon, you can call the emergency service „Notdienstambulanz Osnabrück“ at Bischofstr. 28, phone no. 961111; <https://www.notdienstambulanz-osnabrueck.de>. 116117 is another emergency phone number for whole Germany for health issues at times outside the doctors' office hours to disburden the emergency rooms in the hospitals. In acute cases requiring immediate action and if you cannot go to a doctor on your own, you can of course call the hospital outpatient unit („Ambulanz“), phone no 112.

## Emergency call 112 – emergency medical services 116117

112 is the free-of-charge phone number with which you can call an ambulance („Krankenwagen/ Rettungsdienst“). Should you experience the emergency while travelling on a major road (motorway, highway, secondary road), please check the white kilometre stones or posts. These have arrows pointing in the direction of the nearest emergency telephone.

## Alternative cures and treatments

Many registered doctors with their own practice/surgery have additionally specialized in natural (naturopathic) cures, remedies and treatments. Please check if your health insurance company recognizes treatments such as acupuncture or homoeopathy. They will pay part of the costs of homoeopathic treatment when it is carried out by a registered doctor. The costs for acupuncture may be paid by health insurance companies in the case of certain specific indications (symptoms). It is certainly worth comparing the services offered by various health insurance companies, since they differ in the extent to which they fund alternative medical treatment. We would certainly recommend that you contact your health insurance company before you start the treatment to ask whether and, if so, how much of the cost is actually covered.

## Pharmacies

In Germany, you can only get medication from a pharmacy („Apotheke“). There are two types of medication: non-prescription drugs that you can buy over the counter at the pharmacy and prescription-only medicines. You can only get the latter if a doctor has prescribed them. Prescription drugs are included in your health insurance and only require a small co-payment from you.



The German Medication Act is very strict. Some medicines which may be available without prescription in your own country (e. g. antibiotics) have to be prescribed by a doctor in Germany. You will have to pay for non-prescription drugs (e. g. simple pain-killers) yourself and will have to contribute to the cost of prescription-only drugs and medicines, unless you have been exempt from the payment of the additional charge („Zuzahlungspflicht“). If you have a private health insurance, you will first have to pay for your medication yourself, and then submit the receipts to your health insurance company for reimbursement.

### Opening hours:

Weekdays: 9.00 to 18.30 or 20.00 (some pharmacies are closed on Wednesday afternoons, depending on the region)

Saturdays: 9.00 to 13.00 or 16.00

You can also buy hygiene articles and baby food in pharmacies but you will pay less at a drug-store. Pharmacies charge an emergency duty fee outside their normal opening hours. Please note: Whether during the day or at night: Strong medicines/drugs will only be handed out against a medical prescription issued by a doctor.

**Emergency duty:** Pharmacies take turns in emergency duty to make sure that one can always obtain medication when needed. You can find out which pharmacy is on duty in the newspaper. You will also find the name of the pharmacy on duty posted on the door of every other pharmacy. If you need medication during the night or at weekends, then just ring the bell at the pharmacy on emergency duty. The law has introduced regulations to ensure that there is always a pharmacy open around the clock within a radius of 7 km. Look at this website to find the pharmacy of your area as well as the emergency duty rotations („Notdienste“) for all pharmacies throughout Germany:  
<https://www.apotheken.de>.

### Useful hygiene provisions during winter months

To protect yourself from any infection which are in general circulating in the winter months (October to April) in Germany/North Europe, you are advised to apply the following hygiene provisions:

- Wash your hands as often as you can and very thoroughly with soap and water – minimally 20 to 30 seconds – especially after blowing the nose, coughing, sneezing.
- Cough and sneeze into the bend of your arm, not into your hands.
- Try to avoid to touch your face with your hands.
- As far as possible, keep distance to other people – at least 1.5 m – especially if they seem to have an infection.
- Do not hug or kiss other people, don't shake hands, simply avoid any body contact. Smile and wave your hands instead.
- Remind others to act this way.

The following general practitioners have their office very close to the Caprivi campus and speak English:

#### Hausarztpraxis am Westerberg

Dr. Lankenfeld, Dr. Schillak, Dr. Friederich  
Lotter Str. 82, Osnabrück  
Phone: (05 41) 4 14 22  
E-mail: [hausarztpraxis@lankenfeld.de](mailto:hausarztpraxis@lankenfeld.de)  
Internet: <http://www.lankenfeld.de/>

**Best call and describe your symptoms before you go to any doctor's office.**

### 31.8 Telephone



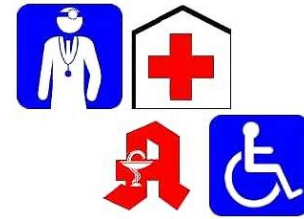
Nowadays pay phones are quite rare in Germany. Most of the public telephones are operated with phonecards which can be bought from post offices, kiosks, and gas stations. Deutsche Telekom and Osnantel are the largest telecommunications providers. Tariffs vary according to the time of day and the distance of calls. The Yellow Pages (<https://www.gelbeseiten.de>) are useful for finding other services.

For cell phones, there are several providers in Germany. The largest ones are: T-Mobile, E-Plus, o2, Vodafone, Base, 1&1, simyo, blau, congstar.

Some service providers have information points in the city center („Große Strasse“) where you can get information about prices and rates. In general, there are two possibilities: You can either enter a contract (basic monthly fee and lower rates, contracts usually run at least one year) or buy a prepaid card. If you have an unlocked cell phone from your home country, chances are that you only have to buy a German sim card.

## 32. Useful addresses and telephone numbers

### Emergency calls/emergency services



Police: 110

**Police, ambulance and fire brigade**

**(24/7, free of charge, anywhere in the EU): 112**

Emergency medical services (24/7, free of charge, anywhere in Germany): 116 117

Doctor on call, surgery in Osnabrück: (05 41) 96 11 11, Bischofstr. 28, Osnabrück

<https://www.notdienstambulanz-osnabrueck.de>

Pharmacy (after-hours service): (05 41) 4 26 40

### Pharmacies near OS UAS

Westerberg-Apotheke  
Lieneschweg 8  
49076 Osnabrück  
Phone: (05 41) 4 54 24

Saarplatz Apotheke  
Lotter Strasse 75  
49078 Osnabrück  
Phone: (05 41) 4 55 88

Paracelsus Apotheke  
Am Natruper Holz 69  
49076 Osnabrück  
Phone: (05 41) 96 26 10

### Pharmacies downtown

Neumarkt Apotheke  
Öwer de Hase 1  
49074 Osnabrück  
Phone: (05 41) 3 58 92 20

Bären Apotheke  
Große Strasse 5  
49074 Osnabrück  
Phone: (05 41) 20 23 95 27

An overall view of the pharmacies on duty is displayed at every pharmacy.

### Hospitals

Klinikum Osnabrück  
Am Finkenhügel 1  
49076 Osnabrück  
Phone: (05 41) 40 50

Marienhospital Osnabrück  
Johannisfreiheit 2 - 4  
49074 Osnabrück  
Phone: (05 41) 32 60

Paracelsus Klinik  
Am Natruper Holz 69  
49076 Osnabrück  
Phone: (05 41) 96 60

### Police headquarters

Polizeiinspektion Osnabrück  
Kollegienwall 6 - 8  
49074 Osnabrück  
Phone: (05 41) 32 70



### Advice centers

AIDS help line:	(05 41) 80 10 24
Family advice:	(05 41) 4 20 44
Women's advice, life coaching:	(05 41) 80 34 05
Counseling on sexual molestation/violence:	(01 73) 9 61 92 98
Women's help line:	(05 41) 8 60 16 26
Psychological advice for students:	(05 41) 9 69 25 80

## Postal services

Wittekindstrasse 5 - 8  
(near the university, opposite Galeria Kaufhof)  
Theodor-Heuss-Platz 6 - 9  
(main post office next to the central station with night desk)  
Kurt-Schumacher-Damm 1

Further information about offices and office hours as well as the valid postal fees is available on the Internet: <https://www.deutschepost.de>



## Self-service washing center (Launderette)

Most student halls of residence have washing machines for the students' use. Furthermore, there are several launderettes with coin-operated washing machines in Osnabrück, e. g.:

Kommenderiestr. 85  
49074 Osnabrück

## Münster/Osnabrück airport (FMO)

Information: +49 (0) 25 71/94 33 60  
Internet: <http://www.fmo.de>

## Taxi services

Taxi-Blitz-Ruf: (05 41) 8 30 83  
OS-Car Taxi-Service: (05 41) 5 05 00  
Taxi OS: (05 41) 3 20 11  
City-Car OS: (05 41) 2 77 81  
Frauennachtfahrten  
(taxi for women at night): (05 41) 2 77 83



## Directory enquiries

National phone numbers: 1 18 33  
International phone numbers: 1 18 34  
Internet: <http://www.dasoertliche.de>  
<http://www.dastelefonbuch.de>

## 33. Leisure time

The International Faculty Office (IFO) of the faculty BMSS organizes some events for international and German students within the buddy program (high ropes course, international dinners or barbecues, Christmas parties, etc.). Interested? Then contact: [incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de)

You can also check with AStA and Fachschaft WiSo what kind of events and parties they have planned in the current semester: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de) or [asta-internationales@hs-osnabrueck.de](mailto:asta-internationales@hs-osnabrueck.de) or [international@hochschulfreun.de](mailto:international@hochschulfreun.de) and [wiso@hochschulfreun.de](mailto:wiso@hochschulfreun.de)



### 33.1 Explore Germany: cultural program for international students

Discover Germany's history, culture, nature and mentality by joining the cultural program for international students offered by Explore Germany. Connect to other international and German students while participating in day trips to big German cities (e. g. Hamburg, Cologne or Munich), theatre visits, sightseeing in Osnabrück, etc. If you want to get more information on this program or register for any event, contact:

**Christine Haas**  
**Explore Germany**  
 Hochschule Osnabrück  
 Center for International Mobility (CIM)  
 Albrechtstr. 30, Westerberg campus  
 49076 Osnabrück  
 Room: AB 0002A  
 Phone: +49 (0) 5 41/9 69-29 88  
 Email: [c.haas@hs-osnabrueck.de](mailto:c.haas@hs-osnabrueck.de)  
 Internet: <https://www.hs-osnabrueck.de/en/explore-germany/>



### 33.2 Friend Family Program



The Friend Family Program promotes the interaction between international students and local families in Osnabrück. It creates the space for international students to learn more about the German culture and dive into everyday life in Germany - off campus and outside the usual student environment. Likewise, it allows families living in Osnabrück to get to know students from abroad, their home countries, their cultures and ways of life. The program is organized by the Caritasverband (a Catholic service organization) in cooperation with the Center for International Students (CIS) of OS UAS ([international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)). You can register for this program and find the contact persons on the website: <https://www.caritas-os.de/mitwirken/engagierensiesich/friend-family/friend-family>

### 33.3 University sports

The University Sports Center promotes an extensive program of competitive and recreational sporting activities. Most of the courses are free of charge for all students. At the start of the semester of the University of Osnabrück (i. e. mid-April and mid-October) the sports program is published on the Internet and in a special brochure which can be obtained from the AStA or Fachschaft WiSo or directly from:



**Zentrum für Hochschulsport der  
Universität und Hochschule Osnabrück**  
 Jahnstr. 77  
 49080 Osnabrück  
 Phone: +49 (0) 5 41/9 69-48 00/-48 78  
 Email: [zfh@uni-osnabrueck.de](mailto:zfh@uni-osnabrueck.de)  
[sportinfo@uni-osnabrueck.de](mailto:sportinfo@uni-osnabrueck.de) (info point)  
 Internet: <https://www.zfh.uni-osnabrueck.de/>

Office hours:  
 Tue, Thu 9.30 - 12.30  
 14.00 - 16.00  
 Wed 9.30 - 12.30

Info point Jahnstr. 75:  
 Mon - Fri 16.00 - 22.00



### **INMOVE – Fitness Center of OS UAS for staff and students**

Cardio, weight training, power workout  
Sedanstrasse 60, gym in the MA building  
49076 Osnabrück

#### Opening times:

Mon - Fri 12.00 - 21.00  
Sat 14.00 - 18.00

INMOVE offers you cardio, weight training, and power workout. Before you start using the INMOVE facilities, please contact INAP/O, Institute for Applied Physiotherapy and Osteopathy to get an appointment for an individual fitness check. You will define your fitness goals and receive your personal workout plan. Afterwards you can use the facilities on your own schedule. Contact details of INAP/O at: <https://www.inapo.hs-osnabrueck.de/de/>. Please also read the section „Accident insurance“ of this handbook.

## **33.4 Off-campus leisure activities**

Studying does not only mean learning and writing exams! Time spent off campus to recharge your batteries is as important. Get to know our exciting city Osnabrück and you will see there are a lot of cultural and fun things to do for you. Your buddy can surely recommend anything or take you along.

Are you looking for a special restaurant – Italian, Spanish, Turkish or typically German? Maybe you would like to go for a yummy breakfast brunch after partying all weekend long? All about dining, etc. can be gathered from the **restaurant guide** "Live – Osnabrücker Gastronomieführer" available at the Tourist Information.

Here now further recommendations:

### **Cultural ticket and theater flatrate**

**Free entrance to museums and extra events** (e. g. guided city tours) has been arranged by the AStA: <https://hochschulfreun.de/kulturticket/> – admission with campus card plus any ID card incl. a photo.

### **Theaters**



#### **Stadttheater**

Domhof 10 – 11

Internet: <https://www.theater-osnabrueck.de>

#### **Emma Theater**

Lotter Str. 6

Internet: <http://www.theater-osnabrueck.de>

#### **Lagerhalle Osnabrück**

(theater, cabaret, live-music, movies – student discount rates)

Rolandsmauer 26

Internet: <https://www.lagerhalle-osnabrueck.de>

#### **Die Probebühne**

Wiesenstrasse 1

Internet: <http://www.probebuehne.de>

## Museums

**Felix-Nussbaum-Haus** (Jewish painter, murdered in Auschwitz, building designed by American architect Daniel Libeskind)

Lotter Strasse 2

Internet: <https://www.museumsquartier-osnabrueck.de/en/>

### Kulturgeschichtliches Museum

(history of the city from pre-historic burial cults and first settlements to the history of conflicts, unfolding the development of urban structures)

Heger-Tor-Wall 28

Internet: <https://www.museumsquartier-osnabrueck.de/>

**Kunsthalle Dominikanerkirche** (contemporary art exhibitions)

Rißmüllerplatz

Internet: <https://kunsthalle.osnabrueck.de/index.php?id=2786&L=1>

### Museum am Schölerberg/Planetarium

(nature and environment)

Am Schölerberg 8

Internet: <http://www.osnabrueck.de/mas/startseite.html>

**Museum Industriekultur** (industrial heritage)

Fürstenauer Weg 171

Internet: <http://www.industriekultur-museumos.de/>

**Further museums:**

<https://www.osnabrueck.de/museen.html>



## Cinemas

**Filmpassage Osnabrück** (student discount rates)

Johannisstrasse 112 - 113

Internet: <https://osnabrueck.filmpassage.de/kino/home/city170>

**Cinestar Osnabrück** (student discount rates)

Theodor-Heuss-Platz 6 - 9

Internet: <https://www.cinestar.de/kino-osnabrueck>

**Cinema Arthouse** (nice atmosphere – student discount rates)

Erich-Maria-Remarque-Ring 16

Internet: <https://www.cinema-arthouse.de>



**Lagerhalle Osnabrück**

(theater, cabaret, live-music, movies – student discount rates)

Rolandsmauer 26

Internet: <https://www.lagerhalle-osnabrueck.de>

**Filmtheater Hasetor**

(alternative movie program, bar, student discount rates)

Hasestrasse 71

Internet: <https://filmtheater-hasetor-osnabrueck.kino-zeit.de>

**University cinema at Caprivi lounge CaLo:**

Caprivi campus, building CK, Caprivistr. 30 A

Internet: [http://unifilm.de/studentenkinos/osnabrueck/hochschul\\_kino/1815](http://unifilm.de/studentenkinos/osnabrueck/hochschul_kino/1815)

## Swimming

**Schinkelbad** (student discount rates)  
Indoor swimming pool, sauna, tanning, massage  
Im Wegrott 37  
Internet: <https://www.schinkelbad.de/>



**Wasserwelt.os Nettebad**  
(a one-day holiday, student discount rates for swimming)  
Im Haseesch 6  
Internet: <https://www.nettebad.de>

**Moskaubad (student discount rates)**  
Indoor & outdoor swimming pool with large lawn and high-diving platforms  
Limberger Strasse 47  
Internet: <https://www.moskaubad.de/>

## Sightseeing

**Zoo Osnabrück**  
Am Waldzoo 2 - 3  
Internet: <https://www.zoo-osnabrueck.de>



### Event calendar and restaurant guide

Check out what else is going on in Osnabrück on the following websites:

City of Osnabrück: <https://www.osnabrueck.de/tourismus.html>  
Night life in Osnabrück: <https://www.nachtleben-os.de>  
Restaurant guide: <http://www.stadtblatt-live.de>  
inOsna: <https://inosna.de>

## Tourist information

There is a large variety of cultural programs and sightseeing tours available in Osnabrück and its surroundings, e. g. the guided **night-watchman tours** through the old town of Osnabrück at night, with nostalgic lanterns. As it would take too much time to fulfil everybody's interests in this category, please feel free to ask for more details, also on English guided tours, at the



### Tourist Information

Bierstrasse 22 - 23  
49074 Osnabrück

Phone: +49 (0) 5 41/3 23-22 02

Email: [tourist-information@osnabrueck.de](mailto:tourist-information@osnabrueck.de)

Internet: <https://www.osnabrueck.de/tourismus/service/information-und-buchung.html> and <https://www.osnabrueck.de/tourismus.html>

### Opening hours:

Mon - Fri 9.30 - 18.00

Sat 10.00 - 16.00

## 34. Continuing education opportunities

Why not staying in Osnabrück or returning for one of our Master degree programs? Then check our continuing education opportunities: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/>. Any question can be answered by the course coordinators (contact details: see homepages).



## 35. Final arrangements before leaving Osnabrück

**Before departing from Osnabrück, please make sure that you have settled the following final arrangements (as far as applicable):**

- **Certificates of attendance for visiting students** (ERASMUS or others) can be issued or signed by the IFO, contact Michaela Buchholz or Guiyin Fang.
- Your **campus card** will become invalid after your deregistration and thus don't have to be given back to OS UAS. You can normally use it until the last day of the semester: February 28/August 31. Remaining credit balances can be paid out by the cafeterias.
- **Deregister at the Citizen Center**, to avoid getting trouble when returning to Germany one day. Arrange an appointment – non-EU students are advised to do this ca. 3 months before they leave, best with the help of their buddy. If there are no more free dates available matching your departure time, give notice of your departure by e-mail. Attach a scanned, signed letter stating your full name, the date of your departure, your home address and your address in Osnabrück.  
  
**Students who had a blocked account** must definitely go to the Aliens Office in person, fill in the deregistration form and submit a copy of their bank card.
- Close down your **German bank account** in Osnabrück.
- **Cancel your German health insurance and all other contracts** that you have concluded during your stay in Osnabrück.
- Return the **books on loan** to the **library**.
- Pay all **outstanding debts** to your fellow lodgers, e. g. the radio/TV charges.
- Leave your room in a clean and proper condition. Only then the deposit will be refunded. Clear the details of the refund procedure with the Housing Service. Make an **appointment with the caretaker for an inspection two weeks before you leave**. The room cannot be controlled during the weekend (Saturday and Sunday). If the caretaker cannot view your room before your departure, you are responsible for all costs that might incur. A **checklist for the move out** can be downloaded from: <https://www.hs-osnabrueck.de/en/housing-service/#c28724>

**We hope you enjoyed your stay in Osnabrück.  
Thanks for joining us!**

**All the best for your future life and career!**





## 36. Important contacts

### **International Faculty Office (IFO), Faculty of Business Management and Social Sciences (arrival and attendance certificates, learning agreements etc.)**

Caprivi campus, CB building  
Caprivistrasse 30 A, 49076 Osnabrück  
Room: CB 0011B (Buchholz), CB 0016 (Fang/Blenk), CB 0009 (tutor)  
Phone: +49 (0) 5 41/9 69-20 76 (Buchholz), -35 71 (Fang), -30 85 (Blenk), -22 08 (tutor)  
Email: **Michaela Buchholz**, Incoming Student Advisor (visiting students) – Europe, Latin America:  
[m.buchholz@hs-osnabrueck.de](mailto:m.buchholz@hs-osnabrueck.de)  
**Guiyin Fang**, Incoming Student Advisor (visiting students) – North America, Africa, Asia,  
Australia: [g.fang@hs-osnabrueck.de](mailto:g.fang@hs-osnabrueck.de)  
**Susanne Blenk and IFO Incoming Student Tutor**, Buddy Program, Orientation Days,  
Social Events, Academic Writing Seminar, Registration Citizen Center Osnabrück:  
[incoming-wiso@hs-osnabrueck.de](mailto:incoming-wiso@hs-osnabrueck.de), [s.blenk@hs-osnabrueck.de](mailto:s.blenk@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/wiso-incoming-en>

### **Center for International Mobility (CIM) (International Winter/Summer Language Schools German, International Summer University (ISU), scholarships, Explore Germany etc.)**

Westerberg campus, AB building  
Albrechtstrasse 30, 49076 Osnabrück  
Room: AB 0012 – AB 0016  
Phone: +49 (0) 5 41/9 69-29 66, -29 35, -39 79, -29 91, -32 28, -29 88  
Email: [cim@hs-osnabrueck.de](mailto:cim@hs-osnabrueck.de), [isu@hs-osnabrueck.de](mailto:isu@hs-osnabrueck.de) (ISU),  
[intensive-german@hs-osnabrueck.de](mailto:intensive-german@hs-osnabrueck.de) (winter/summer school)  
Internet: <https://www.hs-osnabrueck.de/en/international/> and  
<https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-mobility/>

### **Housing Service, Center for International Mobility (CIM)**

Kathrin Heukamp  
Westerberg campus, AB building  
Albrechtstrasse 30, 49076 Osnabrück  
Room: AB 0013  
Phone: +49 (0) 5 41/9 69-32 28  
Email: [housing@hs-osnabrueck.de](mailto:housing@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/housing-service/>

### **Center for International Students (CIS) (International degree-seeking students, German language courses, SOS social fund for international students in financial need, Friend Family Program etc.)**

Westerberg campus, AB building  
Albrechtstrasse 30, 49076 Osnabrück  
Room: AB 0004, AB 0010, AB 0011  
Phone: +49 (0) 5 41/9 69-31 85, -30 45, -32 29  
Email: [international@hs-osnabrueck.de](mailto:international@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/university/organization/organizational-units/center-for-international-students/>

### **Coordinator of the Bachelor Programs B.A. International Management, B.A. International Business and Management, and for Dual BA Degree Students**

Anne-Christin Stockmeyer  
Caprivi campus, CN building  
Caprivistrasse 30 A, 49076 Osnabrück  
Room: CN 0225  
Phone: +49 (0) 5 41/9 69-20 20  
Email: [a.stockmeyer@hs-osnabrueck.de](mailto:a.stockmeyer@hs-osnabrueck.de) or [ibm@hs-osnabrueck.de](mailto:ibm@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-management-ba/>  
<https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-business-and-management-ba/>

### **Coordinator of the Master Program M.A. International Business and Management and for Dual MA Degree Students**

Gita Lestari-Kötting  
Caprivi campus, CN building  
Caprivistr. 30 A, 49076 Osnabrück  
Room: CN 0204  
Phone: +49 (0) 5 41/9 69-35 69  
Email: [g.lestari-koetting@hs-osnabrueck.de](mailto:g.lestari-koetting@hs-osnabrueck.de) or [ibm-ma@hs-osnabrueck.de](mailto:ibm-ma@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/master/international-business-and-management-ma/>

### **Coordinator of the Bachelor Program.A. International Logistics Management (LOGInCHINA)**

Olga Tautfest  
Caprivi campus, CB building  
Caprivistrasse 30 A, 49076 Osnabrück  
Room: CB 0008  
Phone: +49 (0) 5 41/9 69-20 89  
Email: [o.tautfest@hs-osnabrueck.de](mailto:o.tautfest@hs-osnabrueck.de) or [loginchina@hs-osnabrueck.de](mailto:loginchina@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-logistics-management-china-loginchina-ba/>

### **Coordinator of the Bachelor Program B.A. International Event Management (IEMS)**

Clare Gray  
Caprivi campus, CB building  
Caprivistrasse 30 A, 49076 Osnabrück  
Room: CB 0008  
Phone: +49 (0) 5 41/9 69-32 12  
Email: [c.gray@hs-osnabrueck.de](mailto:c.gray@hs-osnabrueck.de) or [iems@hs-osnabrueck.de](mailto:iems@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/study/study-offerings/bachelor/international-event-management-shanghai-ba/>

## Student Affairs Office (enrollment/deregistration certificates, exam registration/results, transcripts of records, final certificates)

Ina Müller-Schlicht  
Westerberg campus, AF building  
Albrechtstrasse 30, 49076 Osnabrück  
Room: AF 0011  
Phone: +49 (0) 5 41/9 69-31 42  
Email: [I.Mueller-Schlicht@hs-osnabrueck.de](mailto:I.Mueller-Schlicht@hs-osnabrueck.de)

Office hours  
Tue + Fri 9.30 - 12.00  
Thu by appointment

ServiceDesk (general questions, submission of documents):  
Westerberg campus, AB building  
Albrechtstrasse 30, 49076 Osnabrück  
Room AB 0101A  
Phone: +49 (0) 5 41/9 69-70 80  
Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)  
<https://www.hs-osnabrueck.de/en/itsc/servicedesk/>

Office hours  
Mon - Thu 8.00 - 17.00  
Fri 8.00 - 15.00

## Student Services – Studentenwerk Osnabrück

Ritterstrasse 10, 49074 Osnabrück  
Phone: +49 (0) 5 41/3 31 07-0  
Email: [info@sw-os.de](mailto:info@sw-os.de)  
Internet: <https://www.studentenwerk-osnabrueck.de/en/home.html>

## Psychological Advice Center of Studentenwerk Osnabrück

Sedanstrasse 1, 49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-25 80  
Email: [psb@sw-os.de](mailto:psb@sw-os.de)  
Internet: <https://www.studentenwerk-osnabrueck.de/en/counseling.html>

## Women's Advice Center Osnabrück

Spindelstr. 41, 49074 Osnabrück  
Phone: +49 (0) 5 41/80 34 05  
Email: [info@frauenberatung-os.de](mailto:info@frauenberatung-os.de)  
Internet: <https://www.frauenberatung-os.de>

### Counseling on sexual molestation/violence:

Room: CB 0110  
Cell phone: +49 (0) 1 73/9 61 92 98  
Email: [hilfe-bei-belaestigung@hs-osnabrueck.de](mailto:hilfe-bei-belaestigung@hs-osnabrueck.de)

Consultation hours in lecture period  
every 2<sup>nd</sup> and 4<sup>th</sup> Wed/month 14.30 - 16.00  
or by appointment

## Women's and Equal Opportunity Office

Westerberg campus, AF building  
Albrechtstrasse 30, 49076 Osnabrück  
Room: AF 0102 – AF 104  
Phone: +49 (0) 5 41/9 69-29 55, - 36 34, -29 65, -70 18  
Email: [gleichstellung@hs-osnabrueck.de](mailto:gleichstellung@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/de/gleichstellungsbuero/>

## Student Council – Fachschaft WiSo

Caprivi campus, CF building  
Caprivistrasse 30 A, 49076 Osnabrück  
Room: CF -0108  
Phone: +49 (0) 5 41/9 69-30 13  
Email: [wiso@hochschulfreun.de](mailto:wiso@hochschulfreun.de)  
Internet: <https://hochschulfreun.de/profil/fachschaft-wirtschafts-und-sozialwissenschaften/> or  
<http://www.fachschaftwiso.de> (Facebook) or [https://www.instagram.com/fachschaften\\_hsos/](https://www.instagram.com/fachschaften_hsos/)

## General Students' Committee – AStA Allgemeiner Studierendenausschuss (international student ID card, legal advice, stationery store)

Westerberg campus, AE building  
Albrechtstrasse 30, 49076 Osnabrück  
Phone: +49 (0) 5 41/9 69-21 18  
Email: [asta@hochschulfreun.de](mailto:asta@hochschulfreun.de) or [international@hochschulfreun.de](mailto:international@hochschulfreun.de)  
Internet: <https://hochschulfreun.de/profil/allgemeiner-studierendenausschuss/> or  
<https://www.facebook.com/AStA.HSOsnabrueck?fref=ts>

Office hours  
Mon, Tue, Thu, Fri 9.00 - 13.30

## Placement test organizers

Caprivi campus, CN building  
Caprivistrasse 30 A, 49076 Osnabrück  
Room: CN 0202  
Phone: +49 (0) 5 41/9 69-39 00  
Email: [einstufungstest-wiso@hs-osnabrueck.de](mailto:einstufungstest-wiso@hs-osnabrueck.de)  
Internet: <https://www.hs-osnabrueck.de/en/university/faculties/wiso/degree-programs/erstsemester/placement-tests/>

## Contact persons for language classes and language tutorials

### German:

Anna Kamaha, Center for Intern. Students  
Lecturer and coordinator of German courses  
Room: AB 0004  
Email: [a.kamaha@hs-osnabrueck.de](mailto:a.kamaha@hs-osnabrueck.de)

### English 2, Russian:

Ekaterina Roussanova  
Lecturer and coordinator of placement tests  
Room: CN 0027  
Email: [e.roussanova@hs-osnabrueck.de](mailto:e.roussanova@hs-osnabrueck.de)

### English 3:

Iwona Juraszek  
Room: CN 0012B  
Email: [i.juraszek@hs-osnabrueck.de](mailto:i.juraszek@hs-osnabrueck.de)

### English 4:

Rafe Di Domenico  
Room: CN 0012B  
Email: [r.didomenico@hs-osnabrueck.de](mailto:r.didomenico@hs-osnabrueck.de)

### English 3 + 4 (for specific purposes, non-business):

Carol Hogg and Rafe Di Domenico  
Room: CN 0012B  
Email: [c.hogg@hs-osnabrueck.de](mailto:c.hogg@hs-osnabrueck.de)  
[r.didomenico@hs-osnabrueck.de](mailto:r.didomenico@hs-osnabrueck.de)

### Advanced Business Conversation and Negotiation (equivalent to English 5):

Carol Hogg  
Room: CN 0012B  
Email: [c.hogg@hs-osnabrueck.de](mailto:c.hogg@hs-osnabrueck.de)

### Spanish:

Cesar Diego Rexach  
Room: CN 0309i  
Email: [c.rexach@hs-osnabrueck.de](mailto:c.rexach@hs-osnabrueck.de)

### French:

Marion Ida Rath  
Room: CN 0033  
Email: [m.rath@hs-osnabrueck.de](mailto:m.rath@hs-osnabrueck.de)

#### Portuguese:

Tânia Gabrielli-Pohlmann

Email: [tania.gabrielli-pohlmann@hs-osnabrueck.de](mailto:tania.gabrielli-pohlmann@hs-osnabrueck.de)

#### Coordination of language tutorials:

Lennard Struckmeier

Room: CB 0314

Email: [lennard.struckmeier@hs-osnabrueck.de](mailto:lennard.struckmeier@hs-osnabrueck.de)

#### Chinese:

Ying Lackner

Room: CN 0309i

Email: [y.lackner@hs-osnabrueck.de](mailto:y.lackner@hs-osnabrueck.de)

### ServiceDesk and eLearning Competence Center (eLCC)

**Advice and support as to Wi-Fi, online portal OSCA, your user ID or password, your e-mail address or your campus card, general questions and submission of documents to the Student Affairs Office:**

#### ServiceDesk

Westerberg campus, AB building

Albrechtstrasse 30, 49076 Osnabrück

Room: AB 0101A

Phone: (05 41) 969-71 00

Email: [servicedesk@hs-osnabrueck.de](mailto:servicedesk@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/en/itsc/servicedesk/>

#### Office hours:

Mon - Thu 8.00 - 17.00

Fri 8.00 - 15.00

**Advice and support on questions regarding e-learning at our faculty (e. g. empirical research projects, video conferences):**

#### Erling Henze

**eLearning Competence Center (eLCC) / Center for Multimedia and IT applications (ZeMIT)**

**Faculty of Business Management and Social Sciences (BMSS)**

Caprivi campus, CF building

Caprivistrasse 30 A, 49076 Osnabrück

Room: CF 0108A

Phone: (05 41) 9 69-20 07

Email: [e.henze@hs-osnabrueck.de](mailto:e.henze@hs-osnabrueck.de)

Internet: <https://www.hs-osnabrueck.de/de/wir/fakultaeten/wiso/organisation/it-einrichtungen/elcc/>

### General opening times of university buildings

Mon - Fri 7.30 - 20.00, Sat 7.30 - 13.00.

On Saturdays, the CN building can be entered only for announced events.

Access to the self-study areas (buildings CL and SL): Mon - Fri 7.00 - 22.00, Sat - Sun 8.00 - 20.00



#### Carlotta Nardiello, Italy

I love all the university facilities and buildings – everything is new, modern and clean. There is a variety of courses you can choose, and the professors are very good in teaching. You can do a lot of project work where you can learn about different cultures and have fun learning at the same time.

I think Osnabrück (Germany) is the perfect place to spend 6 or 12 months as an exchange student. I feel very comfortable and safe here. I can say it is a peaceful place. The town is very quiet and full of green, flowers and trees. The colors of the four seasons are beautiful.

I would say thank you Osnabrück – here I spent the best year of my life!



## 37. Grading system of Osnabrück University of Applied Sciences

GRADING OF ACADEMIC PERFORMANCES					
(1)	Grading of academic performances				
	The grade is:		Osnabrück grades	Designation in German	Designation in English
	on an average of		up to 1.50	sehr gut	excellent
	on an average of		more than 1.50 up to 2.50	gut	good
	on an average of		more than 2.50 up to 3.50	befriedigend	satisfactory
	on an average of		more than 3.50 up to 4.00	ausreichend	pass
on an average of		more than 4.00	nicht ausreichend	failed	
(2)	Institutional grading system of Osnabrück University of Applied Sciences (OS UAS)				
	Osnabrück grades	Designation in German	Designation in English	International definition	
	1.0 / 1.3	sehr gut	excellent	outstanding performance	
	1.7 / 2.0 / 2.3	gut	good	performance significantly above average standard	
	2.7 / 3.0 / 3.3	befriedigend	satisfactory	performance corresponding to average standard in every respect	
	3.7 / 4.0	ausreichend	pass	performance just meets the minimum criteria despite shortcomings	
	5.0	nicht ausreichend	failed	performance does not meet the minimum requirements because of considerable shortcomings	
	Ungraded examinations are assessed with „passed“ = „bestanden“ or „failed“ = „nicht bestanden“ only. For some modules on preparatory/basic course level, no ECTS credit points are given.				
(3)	ECTS percentages				
	ECTS percentages state the following: < 1 % means the best and 100 % the worst result in a reference group of successful students.  An asterisk (*) will be displayed if no ECTS percentage can be awarded at present since the population is not yet sufficiently large.				
(4)	ECTS credit points				
	Recommended average student workload for visiting students				
	Semester Academic year		30 ECTS credit points 60 ECTS credit points		
	The choice of modules and the number of credit points to be attained by visiting students are decided by the home university and have to be agreed with the students' academic coordinator.				

Osnabrück UAS Faculty of Business Management and Social Sciences			International (adapted from ECTS - European Course Credit Transfer System)				
Grades	Attributes in German	Attributes in English	Grades	% Distribution (successful students)	Points	Attributes in English	Definition
1.0 (or better - not OS UAS)	sehr gut	excellent	A + A	10	20 19	excellent (with distinction)	A performance which is particularly excellent and distinctive
1.3	sehr gut	excellent	A -		18	very good	A performance which is (more or less) excellent
1.7	gut	good	B +	25	17	good	A performance which is (significantly) above average
2.0			B		16		
2.3			B -		15		
2.7	befriedigend	satisfactory	C +	30	14 13	satisfactory	A performance which (totally) meets average demands
3.0			C		12		
3.3			C -	25	11		
3.7	ausreichend	pass	D		10	sufficient	A performance which - despite its short-comings - still meets the standard requirements
4.0			E	10	9		
5.0	nicht ausreichend	failed	FX, F		7 - 0	discretionary fail, fail	A performance which - because of its significant shortcomings - does not meet the standard requirements

**Osnabrück University of Applied Sciences**

Faculty of Business Management and Social Sciences

International Faculty Office (IFO)

CB building, rooms CB 0011B/ CB 0016

Caprivistr. 30a, 49076 Osnabrück

[www.hs-osnabrueck.de/en/wiso/international/incoming/](http://www.hs-osnabrueck.de/en/wiso/international/incoming/)

