



**Fact Sheet on Student Exchange Program  
Winter Semester 2018/19**

Contact information		
Name of university	Karlsruhe University of Applied Sciences (HsKA) (Hochschule Karlsruhe – Technik und Wirtschaft)	
Coordinating office	International Office	
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Contact information	Incoming Student Advisors Ms. Angelika Günter-Warth Email: <a href="mailto:angelika.guenter-warth@hs-karlsruhe.de">angelika.guenter-warth@hs-karlsruhe.de</a> Ms. Marie Rüppell-Wee (French universities only) Email: <a href="mailto:marie.rueppell-wee@hs-karlsruhe.de">marie.rueppell-wee@hs-karlsruhe.de</a> Tel.: +49 (0)721 – 925 1086 Fax: +49 (0)721 – 925 1089 Tel.: +49 (0)721 – 925 1087	
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Website	<a href="http://www.hs-karlsruhe.de/io">www.hs-karlsruhe.de/io</a>	
General information		
Academic calendar	Winter Semester 2018/19 September 1, 2018 – Feb. 28, 2019	Summer Semester 2019 March 1 – August 31, 2019
Preparatory intensive German language course	September 17 – 28, 2018	End of February – March, 2019 Exact dates to be determined
Teaching period	October 4, 2018 – February 1, 2019	March – June, 2019 Exact dates to be determined
Examinations	February 4 – 22, 2019	July, 2019 Exact dates to be determined
Holidays / Semester Breaks	December 22, 2018 – January 6, 2019	April 19 – 23, 2019 (Easter) June 10 – 14, 2019 (Whitsun) Exact dates to be confirmed

Link to academic calendar	<a href="http://www.hs-karlsruhe.de/calendar">www.hs-karlsruhe.de/calendar</a>	
Student workload	The normal workload for full-time students is 30 ECTS credits per semester.	
Application deadline	Summer semester: November 30 (for students needing visa: November 15)	Winter semester: May 31 (for students needing visa: May 15)
Application procedure	The software is currently being updated. The new application procedure is scheduled to open in March.	
Application process	<p>Please instruct your students to <u>read through the information given very carefully</u>. Exchange students must send the following documents <u>by e-mail attachment in pdf</u> (do not zip) to <a href="mailto:angelika.guenter-warth@hs-karlsruhe.de">angelika.guenter-warth@hs-karlsruhe.de</a>:</p> <ul style="list-style-type: none"> <li>• Printed application</li> <li>• Learning agreement listing the course units that they wish to take *</li> <li>• Transcripts of Records obtained in previous years of study</li> <li>• Copy of passport</li> </ul> <p>If a student intends to do a thesis project at HsKA or an internship in industry, a short description of the intended subject area of the thesis / the internship is required.</p> <p><u>Applications sent by post cannot be considered.</u></p> <p><u>Incomplete applications cannot be considered.</u></p> <p><u>It is very important that the applicants spell their full name as it appears on their passport, and that they attach a copy of their passport.</u></p> <p><u>Any delay in sending the documents may cause problems in finding accommodation.</u></p> <p>Students who need a visa should bear in mind that the visa application process may take up to ten weeks. We therefore strongly recommend that those students submit their application as early as possible, and <u>no later than May 15 / November 15</u>.</p> <p>Once we have received the complete application by e-mail we will forward it to the relevant faculty for their assessment. This may take up to 6 weeks. As soon as the faculty has agreed to accept a student we will issue the invitation letter. An electronic copy, which can be used for a visa application, will be sent to the student by e-mail. As the original will be sent by ordinary mail, please note that the delivery date is beyond our control.</p>	
Language requirement	<p>For courses taught in German, a minimum language competency at CEFR (<i>Common European Framework of Reference for Languages</i>) B level is required. Likewise, for the International Program a minimum English language competency at CEFR B level is required.</p> <p><u>Students who do not fulfill the language requirement cannot be accepted.</u></p>	
Can students extend their exchange period?	<p>Yes, but this would be subject to the approval of the home and host universities. Students may extend their stay for another study semester or for an internship in industry, provided they have been successful in finding a placement for themselves. HsKA will assist exchange students in finding a place, but cannot provide internships itself.</p>	
Activities or services available to exchange students	<ul style="list-style-type: none"> <li>• Access to campus facilities including library, student canteen, etc.</li> <li>• Students will be assigned a buddy who will help in administrative matters in the first weeks after arrival</li> </ul>	

\* Note that here are courses for which, according to examination rules, only pass/fail grades are given.  
For information about German courses consult the module descriptions for the individual degree programs at [www.hs-karlsruhe.de/studieninteressierte.html](http://www.hs-karlsruhe.de/studieninteressierte.html). For HsKA International Program courses there will be a remark in the Learning Agreement.

	<ul style="list-style-type: none"> <li>• Events and excursions for international students are offered at modest prices</li> <li>• Free limited semester ticket for the Karlsruhe Public Transport System KVV with the option to purchase a full semester ticket with a substantial student discount</li> </ul>
<b>Course-related information for exchange students</b>	
Online course information	<a href="http://www.hs-karlsruhe.de/en/io/exchange-students/courses-for-exchange-students.html">www.hs-karlsruhe.de/en/io/exchange-students/courses-for-exchange-students.html</a>
Course schedule/timetable	Will be provided upon arrival.
Medium of instruction and assessment	The medium of instruction and assessment for courses offered within the <a href="#">HsKA International Program</a> is English. For other courses it is German, unless specified otherwise.
Minimum and maximum number of credits to be taken per semester	Maximum number of ECTS credit points per semester: 30. Depending on approval by the sending institution, exchange students can take fewer credits, but not more.
Are students allowed to take cross-faculty modules?	Yes, subject to approval by the faculties involved. It is the student's responsibility to make sure that this does not result in timetable clashes.
Level of courses	Exchange students normally take courses according to their academic level at their home institution. Advanced bachelor students may be eligible to take master's courses, provided they meet the respective academic requirements.
Language classes	<p>German Language Intensive Course starting approx. two weeks before lectures start (levels A 1 – B2.2). German language classes are also offered during the semester (level A 1 – B 2.2). All German language classes are free of charge for exchange students. For higher levels, students will be assisted in finding courses at other institutions.</p> <p>Other language courses including English, French and Spanish are offered to interested students free of charge at the HsKA's Foreign Language Institute (IFS).</p>
Transcripts	HsKA's International Office will receive the official transcripts approx. 6 - 7 weeks after end of examination period and will send them on to the sending institutions International Office by e-mail and also in paper form.

<b>Accommodation</b>	
Is university accommodation available for exchange students?	<p>There are 2 options:</p> <ol style="list-style-type: none"> <li>1. Students can apply for university accommodation directly at the Student Services. Information at <a href="http://www.sw-ka.de/en">www.sw-ka.de/en</a>.</li> <li>2. The International Office has a limited quota of rooms in student hostels. Students will receive information on how to apply for such a room with their invitation letter. These rooms can only be rented for one semester.</li> </ol>
Is university accommodation guaranteed?	No.
Is accommodation available over semester breaks?	University accommodation (option 2) can only be rented for a complete semester.
Website for information on accommodation	For more information about university and private accommodation go <a href="http://www.hs-karlsruhe.de/en/prospective-students/student-life-in-karlsruhe/accommodation.html">www.hs-karlsruhe.de/en/prospective-students/student-life-in-karlsruhe/accommodation.html</a>

Visa requirements	
Are exchange students required to obtain a student visa?	<ul style="list-style-type: none"> <li>- Depends on nationality</li> <li>- Information at <a href="http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html">http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html</a></li> </ul>
Are exchange students allowed to work?	Exchange students are expected to have a full study workload. In order for students to get the most out of their exchange academically we cannot recommend working.

Arrival / Orientation program		
Recommended arrival dates	<b>Winter semester</b> To guarantee smooth enrolment we highly recommend that students arrive two weeks before lectures start.	<b>Summer semester</b> To guarantee smooth enrolment we highly recommend that students arrive two weeks before lectures start.
Is an airport pick-up service available?	No. The train connections between Frankfurt airport and Karlsruhe are excellent, with trains running hourly during the day time.	
Orientation period	Introductory meetings of faculties, student's union and International Office in the first week of lectures.	

Insurance	
Are exchange students required to purchase insurance?	Yes. It is mandatory for registration. There are two options: 1. Students can take out health insurance in their home country, in which case they must provide proof of insurance. Insurance documents must be in German/English. 2. Students can take out health insurance after arrival. Information will be given in the International Office. The cost is approx. € 80 per month. We recommend to take out travel insurance.

Estimated expenses in local currency
<p><i>(The estimated costs are for reference only. Actual expenses may vary from person to person.)</i></p> <ul style="list-style-type: none"> <li>• € 77,70 contribution fee for student services (Studierendenwerk) per semester</li> <li>• € 5 one-off fee for the campus card</li> <li>• Approx. € 300 for accommodation per month</li> <li>• Approx. € 80 for health insurance per month</li> <li>• Approx. € 160 per semester for public transport (depending on the student's place of residence)</li> <li>• Approx. € 80 per month for meals in the student canteen</li> </ul> <p>It is not possible to transfer payments in advance. Students must make sure they have sufficient financial means for meeting the costs above and living expenses once they are in Karlsruhe (details will be given by the International Office).</p>

(Last updated in January 2018)