

OTH

OSTBAYERISCHE  
TECHNISCHE HOCHSCHULE  
REGENSBURG

# PRACTICAL GUIDE

## for Exchange Students



**WELCOME TO OSTBAYERISCHE  
TECHNISCHE HOCHSCHULE REGENSBURG  
(OTH REGENSBURG)**



With eight faculties and round about 11.000 students OTH Regensburg is one of the largest Universities of Applied Sciences in Bavaria. The OTH Regensburg offers many different Bachelor, Master and other postgraduate programmes.

You are welcome to visit our website [www.oth-regensburg.de](http://www.oth-regensburg.de) or the university campus where our International Office and academic departments will provide you with all the information you may need for your studies in Regensburg.

Our university is renowned for its research work and for the quality of our teaching. It has an excellent reputation for degree programmes designed to provide you with the knowledge and skills that will enhance your future employment opportunities. The city of Regensburg is known for being a friendly and welcoming place with a vibrant cultural life.

I am sure you will find living in Regensburg and studying at our Technical University of Applied Science an exciting and stimulating experience.

We look forward meeting you at OTH Regensburg – most highly recommended university according to ISB (International Student Barometer 2012).

Prof. Dr. Wolfgang Baier  
President of OTH Regensburg

## BEFORE ARRIVING IN REGENSBURG

### WHERE WILL I STAY DURING MY TIME IN REGENSBURG?

Your home university will have provided you with application forms for student housing and for admission to OTH Regensburg. After you or your home university has returned both the admission forms and the application for accommodation „Bewerbung um Aufnahme in ein Wohnheim“ to the International Office (Akademisches Auslandsamt) of OTH Regensburg we will try to reserve an accommodation for you (depending on availability). Exchange students are asked to pay a non-refundable reservation fee of € 60 and a deposit of € 260 (the deposit is refundable at the end of the stay). You need to transfer the sum before your arrival to Regensburg.

We do not recommend students to come to Regensburg without first having reserved accommodation through the International Office. Finding a furnished room on the private market for such a short period of time is very difficult. Furthermore, landlords and estate agents often charge additional fees and deposits for rooms and these are generally unfurnished.

**For organisational reasons, it is not possible to give you the exact name and address of your student hall of residence before your arrival in Regensburg.**

### WHAT DO THE ROOMS LOOK LIKE?

The International Office reserves single rooms in various student halls of residence. These rooms differ in prize, size and furnishing. In general, the rooms are furnished with bed, blankets, pillows, desk, chair, a bookshelf and a wardrobe. Please bring your own bed linen! The voltage is 220 V. In most halls of residence, students have to share a bathroom and a kitchen. There are common rooms with a TV and some have computer rooms with 24-hour internet access. Also you will have 24-hour internet access in your room via LAN cable. Every student hall of residence is equipped with washing machines and dryers. Irons and ironing boards are not provided. It should also be noted that tokens (Waschmarken) are needed for the washing and drying machines. These can be obtained from the caretaker (Hausmeister) of your student residence. Monthly rents for a room range between € 220 and € 350. Food is not included in the rent and student residences are not provided with cafeterias or canteens. However, most have food and drink vending machines. For more information about accommodation please contact Mrs. Hannelore Siegl-Ertl of the International Office: hannelore.siegl-ertl@oth-regensburg.de or see [www.stwno.de](http://www.stwno.de).

### HOW MUCH MONEY SHOULD I BRING TO GERMANY?

Most students need a minimum of € 750 per month for living including rent. Per semester you also have to pay a student union fee (approximately € 150), which includes the public transport semester ticket. Together with the reservation fee and deposit for housing the student union fee needs to be remitted before arrival.

Please bring enough money in the beginning to cover your expenses since you have to pay the rent for the first month shortly after your arrival in Regensburg. Please also take into consideration the fact that it usually takes two weeks for money to be transferred from a foreign bank to an account in Germany.

### CREDIT CARD OR CASH?

In Germany it is still easier to pay in cash. Credit cards are not used as frequently as in other countries but the international ones (Visa, Master, etc) are mostly accepted. Nevertheless, you have to pay your rent by transferring money via a German bank account in Regensburg.

### VISA (IF APPLICABLE)

**EU exchange programme students** do not need a visa for studying in Germany. However, they have to register at the local registry office (Bürgerbüro) within a week of moving into the student residence.

Most **non-EU students** need a **student visa (Visum zu Studienzwecken)** issued by a diplomatic representation of the Federal Republic of Germany in the student's home country (embassy or consulate). Upon arrival in Regensburg all non-EU students have to register at the „Bürgerzentrum der Stadt Regensburg – Abteilung für Ausländerangelegenheiten“ – to get a residence permit (Aufenthaltsstittel).

Please be aware that it is required to bring financial proof for ensuring the means of subsistence during your stay in Germany. Currently a minimum amount of 700 € per month is necessary.

**You are strongly warned not to enter the country as a tourist! A tourist visa cannot be transformed into a student visa or residence permit after your arrival in Germany.**

Your passport has to be valid for the entire period of time to be spent in Germany, otherwise you will have to go home in the middle of your stay to renew it.

## HEALTH INSURANCE

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All students are subject to compulsory health insurance.

If you are a **citizen of the EU** or a country that has a health insurance agreement with Germany, you need to contact the relevant office in your country, in order to obtain the European Health Insurance Card (EHIC) or an equivalent document. You need this as proof of your health insurance here in Regensburg. It is absolutely necessary that you inquire about this document before coming to Regensburg! Please check whether your country concluded social security agreements with Germany.

**Students coming from all other countries** have to show proof of health insurance coverage for the duration of their stay in Germany in order to obtain residence permit (Aufenthaltstitel).

There are two options to take out insurance:

You can take out private health insurance for the duration of your stay in Germany with sufficient coverage.

According to German law the following treatments must be covered by your health insurance policy:

1. medical and dental treatment
2. prescription medication, bandages and other materials
3. necessary in aiding recovery
4. treatment in hospital
5. medical treatment with regard to rehabilitation
6. pregnancy treatment and birth
7. ambulance service and transportation

The decision whether or not a particular health insurance coverage can be accepted is made by the city's immigration office.

On the other hand you can take out insurance by a statutory health insurance company in Germany.

**We advise all non-EU students to accept the German statutory health insurance coverage.**

Admission to the university is a prerequisite for obtaining statutory health insurance coverage (proved by presenting the letter of acceptance).

Most students choose the option to insure themselves with a statutory health insurance company upon arrival to Regensburg.

The insurance policy starts with the day of enrolment. Therefore, please make sure that you also cover the period of time between arrival and enrolment date by an adequate health insurance coverage e.g. private travel insurance.

On campus there is a statutory health insurance company. For more information please contact the International Office.

**Students older than 30** have to buy a private health insurance policy. In this case you should ask for information in the International Office.

## PRIVATE LIABILITY INSURANCE

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This is not obligatory, but we strongly recommend you to take out an appropriate private liability insurance policy for the time of your stay in Germany.

Personal liability insurance covers you in cases of accidental damage to a third party or their property. In Germany, you are legally responsible for any damages caused to others by your person. Therefore, it is one of the most important insurances one should hold when living in Germany.

Please check whether you already hold a personal liability insurance in your home country and whether it also provides coverage for the time that you stay in Germany. Liability insurances can be taken out upon arrival online.

## HOW DO I GET TO REGENSBURG?

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There is no airport in Regensburg. The closest one is Munich Airport, but you can also fly to Nürnberg/Nuremberg or Frankfurt. Trains leave regularly from all these airports to Regensburg.

If you land at Munich airport (Flughafen München), you can take the bus 635 in front of the airport's central area (MAC Munich Airport Center, „Z“) to the train station in Freising (the trip takes approximately 15 minutes) and there you take a train to Regensburg. This is the best way to save you time and money. Information: [www.bahn.de](http://www.bahn.de)

Another possibility to get from Munich airport to Regensburg is the airport shuttle bus which should be booked online at least three days in advance. Information: [www.airportliner.com](http://www.airportliner.com)

## SHORTLY BEFORE YOUR ARRIVAL IN REGENSBURG

- Contact the passport office or relevant office about the European Health Insurance Card (EHIC) or equivalent document (see also Health Insurance).
- Please bring biometrical passport-photographs with you (one for the residence permit, one for the health insurance).
- Gather information about your bank account at home (name of the account holder, account number, name of the bank). After you have left Regensburg and returned to your home country, your deposit will be transferred back to this account.
- Please bring a LAN-cable for internet access in your dormitory.
- Talk to your programme coordinator at your home university about the number of courses and exams as well as about the kind of courses (lectures, seminars, etc.) you should sign up for here in Regensburg.
- Please let us know in advance about the day and time of your arrival:

### International Office

Galgenbergstraße 30 · 93053 Regensburg

Rooms D 113-115, 1st floor

Tel.: +49 (0)941 943-9318 or -1131

Fax: +49 (0)941 943-1427

incoming-international@oth-regensburg.de

hannelore.siegl-ertl@oth-regensburg.de



## UPON ARRIVAL IN REGENSBURG

Go to the International Office of OTH Regensburg, Galgenbergstraße 30, room D 115 and D 113, where you will receive your rental agreement, your keys and important papers for your stay. Opening hours for the recommended days of arrival are Monday – Friday from 9 am to 4 pm.

### HOW DO I GET TO THE INTERNATIONAL OFFICE?

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Go to the central bus station in the Albertstraße (about two minutes from the train station). Take bus no.11 (direction: Burgweinting) or bus no. 6 (direction: Klinikum). You need to get off at the bus stop: „OTH Regensburg“ (bus no.11) or bus stop: „Tech Campus/OTH“ (bus no. 6). The International Office is in the Lecture Hall Forum on the 1st floor, room no. D 111–119.

### WHAT SHALL I DO IF I ARRIVE IN REGENSBURG ON THE WEEKEND OR LATER THAN 4 P.M.?

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In that case, please get in touch with the International Office in time to make the necessary arrangements. If no contact has been made, you might have to stay in a hotel or a youth hostel over the weekend. For more information see: [www.regensburg.de](http://www.regensburg.de)

### WHAT SHALL I DO IF I COME BY CAR?

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If you come by car, you should drive directly to OTH Regensburg. Take the Regensburg-Kumpfmühl exit on the motorway from „München“ to „Weiden“ (A93) and follow the signs to the „Hochschule/OTH“.



# OTH REGENSBURG

## INTERNATIONAL OFFICE

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### **Dr. Wilhelm Bomke**

Director of the International Office

Tel.: +49 (0)941 943-1068, Fax: +49 (0)941 943-1427

E-mail: [auslandsamt@oth-regensburg.de](mailto:auslandsamt@oth-regensburg.de)

### **Mrs. Anne Groll**

Assistant Director of the International Office

Tel.: +49 (0)941 943-9254, Fax: +49 (0)941 943-1422

E-mail: [anne.groll@oth-regensburg.de](mailto:anne.groll@oth-regensburg.de)

### **Mrs. Christine Ackstaller**

International Student Exchange

Tel.: +49 (0)941 943-9318, Fax: +49 (0)941 943-1427

E-mail: [incoming-international@oth-regensburg.de](mailto:incoming-international@oth-regensburg.de)

### **N.N.**

Outgoing Students

Tel.: +49 (0)941 943-1067, Fax: +49 (0)941 943-1427

E-mail: [outgoing-studyabroad@oth-regensburg.de](mailto:outgoing-studyabroad@oth-regensburg.de)

### **Mrs. Hannelore Siegl-Ertl, M.A**

Accommodation Officer

Tel.: +49 (0)941 943-1131, Fax: +49 (0)941 943-1427

E-mail: [hannelore.siegl-ertl@oth-regensburg.de](mailto:hannelore.siegl-ertl@oth-regensburg.de)

### **Mrs. Elisabeth Schmid**

Internships Abroad for Students of OTH Regensburg

Tel.: +49 (0)941 943-9860, Fax.: +49 (0) 941 943-1427

E-mail: [outgoing-praktikum@oth-regensburg.de](mailto:outgoing-praktikum@oth-regensburg.de)

### **Tutors for exchange students**

The tutors help the exchange students during their stay in Regensburg and organise activities, like a weekly get together, trips etc. Should you need help upon arrival, please contact them via

E-mail: [dietutoren@googlemail.com](mailto:dietutoren@googlemail.com)

## LIBRARY

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For the library you will get your student ID card, which includes Mensa, library and semester transport ticket.

[www.oth-regensburg.de/hochschule/einrichtungen/hochschulbibliothek.html](http://www.oth-regensburg.de/hochschule/einrichtungen/hochschulbibliothek.html)

## INTERNET

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All students registered at OTH Regensburg have access to the internet and web-based e-mail. On the campus there are several

computer labs (Cip Pools), from which you will be able to access e-mail and the internet. If you bring your laptop and a LAN-cable, you can also connect from the student halls of residence. Please be aware that WiFi is not provided in the student halls of residence.

## CAFETERIA

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There is a cafeteria on every site of the University where you can get snacks, salads etc.

## MENSA – THE STUDENTS’ DINING HALL

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Students normally cook their own meals or eat in the students’ dining hall (Mensa) on the university site. The dining hall offers warm meals from Monday to Friday twice a day (for lunch and dinner). On the internet you can find the opening hours of the dining halls: [www.stwno.de](http://www.stwno.de)

In the students’ dining hall you pay with your student ID. It works like a debit card. There are machines in the entrance hall to the Mensa and in the cafeterias in which you put your money to top up your card. Paying cash is usually not accepted.

## FEBS

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A few years ago students of the „European Business Studies“ department founded the FEBS society. This society organises a few events during the semester, in which European Business Students and other international students from all faculties are welcome. If you have any questions, please feel free to contact them: [www.f-eb.de](http://www.f-eb.de)

## BUDDY PROGRAMME

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You are warmly invited to join our international buddy programme. Its main aim is to promote cultural exchange between German and international students. For more information please get in contact with the tutors via e-mail or check our website. You have to register for our Buddy Programme through our buddy tool a few weeks before you arrive to Regensburg.

Your assigned German buddy will support you with any queries, questions or in case of problems before and during your stay.

It is also possible to get a „Tandempartner“. Should you choose to take this option, it would entail meeting a German student once a week for language learning purposes. The aim is to increase language abilities on both sides.

# IMPORTANT THINGS TO KNOW

## CHOICE OF COURSES

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You will find the timetable for each faculty on the website of OTH Regensburg [www.oth-regensburg.de](http://www.oth-regensburg.de) at the beginning of each semester. Please speak with tutors, your buddy and other students about the courses to find out which documents (scripts, books, exercises and exams) you will need. You should also speak with the professor teaching the course and ask him/her if the content of the lessons is enough or if he recommends any books or further exercises.

## HOW TO GET AROUND?

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**By Train:** People, who plan to travel through Germany by train, can seek information about special offers at the „Deutsche Bundesbahn“ (such as „BahnCard“, „Wochenendticket“, „Bayerticket“ etc.). Information: [www.bahn.de](http://www.bahn.de)

**Public Transport:** With your valid student ID card public transport within Regensburg is free of charge. All buses in town and in the surrounding area up to 50 km (trains included) can be used. The fee for the ticket is already included in the „Studentenwerksbeitrag“ when registering. For more information see [www.rvv.de](http://www.rvv.de)

**By Car:** Not necessary, because the distances are small and you can easily reach every destination by bus or by bike. Most streets in the city centre are closed for cars and there are no parking spaces available.

**By Bike:** Regensburg is excellent for cycling because of its cycle paths. A bicycle is the best way to get around in the city and to

get to the campus. You can buy inexpensive second-hand bikes at the flea-market (every weekend) or in the bike shops. Usually, you can sell your bike without any problems before you return to your home country. At weekends you can also go for wonderful cycling tours in and around Regensburg.

Information: [www.bayernbike.de](http://www.bayernbike.de)

## DO I NEED TO OPEN A BANK ACCOUNT IN REGENSBURG?

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If you are living in a dormitory the monthly rents will be taken automatically from your bank account.

Normally **students from EU countries** can use their bank account at home on condition that

- They are the account holders
- The home bank supports SEPA direct debit mandates and accepts
- English-language SEPA mandates

**Students from Non-EU countries** have to open a German bank account upon arrival. For this you will need your passport or ID card, your address in Germany and a confirmation that you are student at OTH Regensburg.

Under no circumstances the rent can be paid by credit card. It should also be noted that banks are closed on weekends.

## POST OFFICE

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Most post offices are open from 8 or 9 a.m. to 6 p.m. Information about costs for sending items can be obtained at the post office or on [www.deutschepost.de](http://www.deutschepost.de). The Main Post Office: Domplatz 3, 93047 Regensburg or Bahnhofstraße 16, 93047 Regensburg



## OPENING HOURS OF SHOPS

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Shops are open in Germany Monday to Friday from 9 a.m. to 8 p.m. Smaller shops, however, often do close earlier, for example at 6.30 p.m. On Saturdays shops open only in the mornings, but many are open from 9 a.m. to 6 p.m. or even 8 p.m. in the city centre. On Sundays shops are closed.

## E-MAIL

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As a registered student you have access to e-mail at the university. **Please read your e-mails regularly.** They provide you with all important and relevant information on your studies.

## JOBS

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EU-nationals can work in Germany without a work permit. A residence permit for the purpose of studying allows non EU-students to take on jobs which do not exceed 120 days or 240 half-days per year. Students may also take on student jobs with no time-limit at the university or at other academic establishments. If you are looking for a job beside your studies, you can find out about what is available at the employment office Regensburg or in the local newspapers (Mittelbayerische Zeitung, Wochenblatt) or on internet: [www.arbeitsagentur.de](http://www.arbeitsagentur.de) or [jobs.meinestadt.de/regensburg](http://jobs.meinestadt.de/regensburg)

### Studentische Arbeitsvermittlung

Arbeitsamt Regensburg  
Galgenbergstr. 24 · 93053 Regensburg



## SPORT FACILITIES AT THE UNIVERSITY

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All students have access to the University Sport Centre. It is used for both personal leisure and for fitness programmes. You can choose from more than 50 different kinds of sport and you only need to top up your student ID card and register for the sport ticket at one of the terminals at OTH Regensburg. For some other kinds of sport such as golf, canoeing, riding, sauna, swimming, diving, tennis etc. you have to pay an extra fee. For detailed information see Sports Programme from the university, info boards at the sports centre or Internet <http://www.uni-regensburg.de/sport/index.html>

### Sportzentrum der Universität

Universitätsstr. 31 · 93053 Regensburg

Tel.: +49 (0)941 943-2517

SS (Summer Semester) from May to August,

WS (Winter Semester) from October to February

## SHOPPING

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In addition to a wide variety of shops in the city centre, there are two shopping malls in Regensburg:  
Donaueinkaufszentrum [www.donaueinkaufszentrum.de](http://www.donaueinkaufszentrum.de)  
Arcaden [www.regensburg-arcaden.de](http://www.regensburg-arcaden.de)

## IMPORTANT INTERNET ADDRESSES

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[www.oth-regensburg.de](http://www.oth-regensburg.de)

[www.regensburg.de](http://www.regensburg.de)

[www.uni-regensburg.de](http://www.uni-regensburg.de)

[www.daad.de](http://www.daad.de)





## OTH REGENSBURG

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Pruefeninger Str. 58 · 93049 Regensburg

P.O.Box 120327 · 93025 Regensburg

Tel.: +49 (0)941 943-02

Fax: +49 (0)941 943-1422

E-mail: [poststelle@oth-regensburg.de](mailto:poststelle@oth-regensburg.de)

Internet: [www.oth-regensburg.de](http://www.oth-regensburg.de)

## INTERNATIONAL OFFICE

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Galgenbergstraße 30

Rooms D 111 - D 119 · 1st floor

Tel.: +49 (0)941 943-9318 or -1131

Fax: +49 (0)941 943-1427

E-mail: [auslandsamt@oth-regensburg.de](mailto:auslandsamt@oth-regensburg.de)

## ADDRESSES OF FACULTIES

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### **Pruefeninger Str. 58**

- Faculty of Architecture
- Faculty of Civil Engineering

### **Galgenbergstr. 30**

- Faculty of General Studies and Microsystems Engineering
- Faculty of Mechanical Engineering

### **Seybothstr. 2**

- Faculty of General Studies and Microsystems Engineering
- Faculty of Business Studies
- Faculty of Electrical Engineering and Information Technology
- Faculty of Social and Health Care Sciences

### **Universitaetsstr. 31**

- Faculty of Computer Science and Mathematics

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