

INFORMATION FOR EXCHANGE STUDENTS

Institution	Paderborn University International Office	
Address	Warburger Str. 100	
Post Code and City	33098 Paderborn	
Country	Germany	
Contact for incoming students	Ms Nicola Weinert Incoming Exchange Advisor/ Deputy Head International Office Admission and general enquiries	Ms Kerstin Ollech Incoming Exchange Advisor Study-related questions and language courses
Telephone/Fax/ E-mail	+49 (0)5251 60-3208 Fax: 60-3537, nicola.weinert@zv.upb.de	+49 (0)5251 60-3638 Fax: 60-3537, ollech@zv.upb.de

ACADEMIC CALENDAR INFORMATION

	Winter Semester 2018 - 19	Summer Semester 2019
Online nomination period	09 April - 15 May, 2018	15 October - 15 November, 2018
Online application period	30 April - 1 June, 2018	31 October - 1 December, 2018
Orientation program	starts 4 September, 2018	starts 4 March, 2019
German Language Courses		
<i>Pre-semester Crash Course</i>	starts 4 September, 2018	starts 4 March, 2019
<i>Semester Afternoon Course</i>	22 October, 2018 – 1 February, 2019	15 April, 2019 – 12 July, 2019
Lecture period	8 October, 2018 – 1 February, 2019 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand.	1 April – 12 July, 2019 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand.
Public holidays/ Vacations	3 October, 1 November, 2018, Christmas holidays	19 April, 22 April, 1 May, 30 May, 10 June, 20 June, 2019

GERMAN LANGUAGE COURSES

<p>All courses are <u>optional</u> and taught on all CEFR levels (A1 – C1)</p> <p><i>* Please note that the German course offer and course fee structure at Paderborn University is under regular review and may be subject to change.*</i></p>	<p>a) Pre-semester Crash Course Intensive four-weeks German course before the official lecture period, daily classes 80 teaching units / FREE for exchange students</p>
	<p>b) Semester Course Classes four times per week during the lecture period 120 teaching units / FREE for exchange students</p>

ACCOMMODATION INFORMATION

Contact for accommodation	Mr Kinan Kandalaft (Student Services)
Address	Mersinweg 2, 33100 Paderborn, Germany
Telephone	+ 49 (0) 5251 89296-680
Fax	+49 (0) 5251 89207-605
Email	kandalaft@stwpb.de
Organization of accommodation	<p>Approx. 3-4 weeks before arrival, depending on availability of rooms.</p> <p>Please note that accommodation can be provided upon availability only; Paderborn University assists students in finding accommodation, however, is not obliged to guarantee housing to students. In case that Paderborn University cannot offer enough and suitable accommodation, students will be asked to search for housing themselves.</p>
Equipment of rooms/accommodation	<p>Please note that the rooms and flats are furnished, however, table - and kitchenware as well as pillows and blankets mostly have to be purchased by the students themselves.</p> <p>Besides the monthly rental amount, students will typically need to pay a deposit that is usually of the same amount as the monthly rent. When students move out and the room/flat is in appropriate condition they will receive the full deposit back.</p>
Type of accommodation	<p>Students are free to look for a room themselves through agencies or websites or they can opt to reserve it via the Studierendenswerk (student services). They have several choices of types of accommodation:</p> <ul style="list-style-type: none"> • Dormitories on campus: There are two residence halls called “Peter-Hille-Weg” and “Vogeliusweg” with different types of rooms/ apartments on offer. • Rooms in the city/ shared flats: Many German students live in shared flats called “WG” (Wohngemeinschaft). This means that they have a room of their own and share the kitchen, bathroom and living room with typically 1 - 3 roommates. The furnished rooms offered are usually rooms of Paderborn students who study abroad for a semester or two and would like to offer their room for rent in Paderborn to an exchange student while they are abroad. • Single apartment/ flat: Single apartments offer a greater amount of independence, however, are usually slightly more expensive to rent than other rooms/ shared flats. • Room with access to a family: <u>If available</u>, we sometimes also offer the opportunity for students to stay in a family’s or person’s house with direct contact to the family/ person. This form of accommodation requires a strong level of consideration and respect for each other. We cannot guarantee the availability of these rooms each semester.
Arrival date & time	In case you opt to rent a room in the campus dormitories, we strongly recommend to plan your arrival on a weekday, not the weekend. Student services and janitors typically do not work on weekends and it might be difficult to arrange the handover of your room keys and

	<p>the move-in process. Please contact Mr Kandalauft beforehand if you are unsure about when would be a good date and time to arrive.</p> <p>If you live in private accommodation, please make sure to get in touch with your landlord/-lady and/ or buddy and inform them of your arrival day and time to make sure that you will have access to the flat or house.</p>
IMPORTANT	<p>Starting in 2017, Paderborn University student services will implement major refurbishing works in part of the on-campus dormitories. This could also affect the number of rooms available to exchange students during the academic year 2018-19. Whilst we are strongly committed to assist students as much as we can in finding suitable accommodation in Paderborn, we might not be able to provide a room to all students arriving during that period from our end. In that case, students will be asked to organise accommodation themselves.</p>

FINANCIAL MATTERS FOR EXCHANGE STUDENTS

Approximate cost of living per month (estimate in €)	<ul style="list-style-type: none"> • Semester fee (includes semester travel ticket and social fees for services such as reduced costs for meals, housing services, and the work of Paderborn University's student Union): about €300 • Accommodation: between €250 - €400 • "ARD ZDF Broadcast Contribution Services": € 17.50 per month per household; amount can be shared by tenants living together in one household (http://www.rundfunkbeitrag.de/e175/e1584/Informationen_fuer_Studierende_englisch.pdf; http://www.rundfunkbeitrag.de/e175/e198/Informationsflyer_Buergerinnen_und_Buerger_englisch.pdf) • Food: between €150 - €250 • Social activities: between €100 - €150 • Personal costs such as clothing, travel, books: between €120 - €180 <p>Total: between ~ €800 - €1000*</p> <p><i>*Costs reflect the current situation and are subject to change.</i></p>
Fees	There are no tuition fees for exchange students.
Health Insurance	<p>All students need to have <u>full valid health insurance cover</u> during their time in Germany – a travel insurance is sometimes enough for the visa process, however, it will not be enough cover for the duration of the studies!</p> <p>For EU residents it is sufficient to show us their European Health insurance card after arrival.</p> <p>Non - EU residents <u>have to take out a German insurance</u> as normally no other type of international insurance will be accepted by the German insurance system and Paderborn University. Students are supposed to inform themselves about the different types of insurances and choose one accordingly. It is strongly recommended to take out a German public insurance as they provide the best cover and are fully recognised by Paderborn University. Costs amount to about 90 EUR per month. More information about insurances are send to student applicants once they have been nominated for a stay in Paderborn or can be found on Paderborn University's website for the exchange program.</p>
Semester ticket	<p>As part of the enrolment procedure at Paderborn University, students need to pay a semester fee. The fee includes a travel ticket that allows students to use public transportation in the state of North Rhine-Westphalia during the semester for free.</p> <p>The semester fee, including the travel ticket, currently amounts to about €300 per semester.</p>

SUPPORT & ORIENTATION

Orientation program	In addition to the 4-weeks German language crash course before the official start of the semester, we are offering guided campus and city tours, excursions, weekend trips to other German cities, films, museums, parties, and more throughout the semester!
Buddy program	Exchange students can choose to be teamed up with a student/volunteer from Paderborn who will help them with the first steps after their arrival, visits to local authorities, etc. This is a great way of getting to know the University and Paderborn during the first couple of days and the perfect way to get in touch with Paderborn students. A buddy can, however, only be matched with an exchange student if enough volunteers have signed up for the program, so we cannot guarantee a buddy for every student!

ACADEMIC INFORMATION FOR EXCHANGE STUDENTS

General information for students	<ul style="list-style-type: none"> • http://www.uni-paderborn.de/en/home/ • http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/
Faculties:	
Arts and Humanities	http://kw.upb.de
Business Administration and Economics	https://wiwi.uni-paderborn.de/
Science	http://nw.upb.de/
Mechanical Engineering	http://mb.upb.de
Computer Science, Electrical Engineering and Mathematics	http://www.eim.upb.de
Course Catalogue (all departments)	http://paul.upb.de/vvz
Courses that are currently being offered in English	http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/studium/