

PADERBORN ACADEMIC CALENDAR - 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 Martina Schrade Incoming Exchange Advisor/ Deputy Head International Office Admission and general enquiries	Ms Nicole Struzek Incoming Exchange Advisor Study-related questions and language courses
Telephone/Fax/ E-mail	+49 (0)5251 60-3208 Fax: 60-3537 Martina.Schrade@zv.upb.de	+49 (0)5251 60-5679 Fax: 60-3537, Nicole.Struzek@zv.upb.de
Building/Office no.	Building I; office no.: I4.201	Building I; office no.: I4.204

ACADEMIC CALENDAR INFORMATION

	Winter Semester 2022 - 23	Summer Semester 2023
Online nomination period	15 April - 15 May, 2022	15 October - 15 November, 2022
Online application period	1 May - 1 June, 2022	1 November - 1 December, 2022
Orientation program	starts 6 September 2022	starts 7 March 2023
German Language Courses		
<i>Pre-semester Crash Course</i>	Placement test Crash Course: 06 September 2022 (online) Lecture period Crash Course: 12 September – 30 September 2022	Placement test Crash Course: 07 March 2023 (online) Lecture period Crash Course: 13 March – 31 März 2023
<i>Semester Afternoon Course</i>	24 October 2022– 27 January, 2023	24 April – 14 July, 2023
Lecture period	04 October, 2022 – 27 January, 2023 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.	03 April – 14 July, 2023 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, Christmas holidays,	1 January, 2 April, 5 April, 1 May, 13 May, 24

	2022	May, 3 June, 2023
--	------	-------------------

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, classes are held daily. 80 teaching units / FREE for exchange students</p>
	<p>b) Semester Course Classes during the lecture period; exact schedule will be available once the course starts 120 teaching units / FREE for exchange students</p>

ACCOMMODATION INFORMATION

Contact for accommodation	Ms Alessia Fontes de Lucia (Student Services)
Address	Mersinweg 2, 33100 Paderborn, Germany
Telephone	+ 49 (0) 5251 89296-690
Fax	+49 (0) 5251 89207-605
Email	housing-exchange@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 need to pay a 400 Euro deposit. When students move out, 80 € fee for the final cleaning will be deducted. The rest of the deposit will be returned to the student, provided the flat is clean and undamaged.</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 Studierendenwerk (student services). They have several choices of types of accommodation*:</p> <ul style="list-style-type: none"> • Dormitories on campus: Exchange students will usually be offered a room in shared flats in the residence hall "Vogeliusweg". Most flats will be inhabited by 2 – 4 students; kitchen and bathroom are shared. • 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

	<p>and respect for each other. We cannot guarantee the availability of these rooms each semester.</p> <ul style="list-style-type: none"> * <i>The options of accommodation are subject to change every semester. There is no guarantee that all types of rooms/ flats mentioned here are available to exchange students each semester.</i>
Arrival date & time	<p>In case students opt to rent a room in the campus dormitories, we strongly recommend to plan the arrival on a weekday, not the weekend or a public holiday! Student services and janitors do not work on weekends and it might be difficult to arrange the handover of your room keys and the move-in process. Students should contact Ms Fontes de Lucia beforehand if unsure about when would be a good date and time to arrive.</p> <p>Important: Rooms can only be booked for the complete month! Please arrange your arrival date accordingly.</p> <p>Students who live in private accommodation, need to make sure to get in touch with their landlord/ -lady and/ or buddy and inform them of their arrival day and time to ensure that they have access to the flat or house.</p>

FINANCIAL MATTERS FOR EXCHANGE STUDENTS

Approximate cost of living per month (estimate in €)	<ul style="list-style-type: none"> Mandatory 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 €320 Accommodation: between €250 - €400 "ARD ZDF Broadcast Contribution Services (GEZ)": € 18.36 per month per household; amount can be shared by tenants living together in one household. https://www.rundfunkbeitrag.de/buergerinnen_und_buerger/informationen/informationen_fuer_studierende/index_ger.html (<= GEZ-information in German) https://www.rundfunkbeitrag.de/welcome/englisch/students_and_apprentices/index_ger.html (<= GEZ-information in English) Food: between €200 - €300 Social activities: between €100 - €150 Personal costs such as clothing, travel, books: between €120 - €180 Health insurance plan, if applicable (please see information about health insurance below) <p style="text-align: center;">Total: between ~ €850 - €1000*</p> <p><small>*Costs reflect the current situation and are subject to change.</small></p>
Tuition fees	There are no tuition fees for exchange students.
Semester ticket	<p>As part of the enrolment procedure at Paderborn University, students need to pay a mandatory semester fee. The fee includes a travel ticket that allows students to use public transportation in the state of North Rhine-Westphalia during the entire semester for free. The semester fee, including the travel ticket, currently amounts to ~ €320 per semester. In order to receive the semester ticket, students must have finalized their enrolment at Paderborn University, which also includes having proven valid health insurance</p>
Health insurance	<p><u>All students</u> 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><u>All students</u> (even EU residents who hold the European Health Insurance Card) need to contact a statutory German health agency after arrival and ask for a confirmation that confirms either that they have taken German health insurance or that they do not need further health insurance. This confirmation needs to be forwarded to the International Office as soon as possible in order to finalize the enrolment. It is one of the requirements to receive the semester ticket. NEW: As of 1.1.2022, German law requires universities and health insurance providers to adhere to the electronic student registration procedure. This means that from then on, health insurance information will be exchanged digitally between universi-</p>

	<p>ties and health insurance providers.</p> <p>Non-EU residents usually <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 need 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 110 EUR per month. More information about insurances will be sent 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> <p>Important: During the pandemic students need to make sure that health insurance covers also treatments of the Coronavirus!</p>
<p>Visa & resident permits</p>	<p><u>EU - citizens</u></p> <p>Students who are citizens of a country within the European Union do not require a visa to study in Germany.</p> <p>All other exchange students will need to check in advance of their stay in Paderborn whether they need to apply for a visa or not.</p> <p><u>Citizens of Australia, Canada, Israel, Japan, New Zealand, UK and the USA</u></p> <p>As a citizen of one of the above-mentioned countries, students are allowed to enter Germany without a visa. However, they will need to apply for a residence permit with the local authorities once they are here in Paderborn within 90 days after their arrival. Students are strongly advised to find out before their arrival from their local German embassy or consulate which types of documents, including any financial proof, they might need to bring when applying for their permit once in Paderborn.</p> <p><u>Other countries</u></p> <p>Students from countries that require them to apply for a visa before entering Germany need to do this directly at their local German embassy or consulate in their home country <u>at least six to eight weeks before their departure</u>. It is strongly recommended to start this process as early as possible as it often takes a significant amount of time until a visa is approved and issued. Kindly note that Paderborn University has not influence whatsoever on the visa issuing process.</p> <p>For the visa application, students will need the "letter of admission" from Paderborn University, which will be available for them to download from their personal online application account once their application has been successfully completed and accepted. For any other documents or financial proof that might be required for obtaining a visa, students need to directly check the details with the local embassy officials.</p> <p>Students need to inform us as early as possible if they are facing any issues in receiving their visa and whether they might be arriving late.</p> <p><u>Specific rules for third country nationals with a residence title from another EU member state:</u></p> <p>Students from third countries who have already been issued a residence title from another EU member state under the <i>Directive on conditions of entry and residence</i> (Directive 2016/801/EU), do not need to apply for a German residence title. It would be possible to stay in Germany for study purposes for a maximum of 360 days. Students from third countries, who do not use this directive, have to apply for a residence permit themselves before starting their mobility.</p> <p>Students falling under this directive need to inform Paderborn University about their residence/ visa status and intention to come via the above-mentioned Directive as soon as they have received their letter of admission by Paderborn University.</p> <p>Paderborn University will then send a "notification" to the <i>National Contact Point at the Federal Office for Migration and Refugees</i>.</p> <p>In order to do so, the respective student will need to complete a notification form <u>and send digital copies of the following documents</u> to Paderborn University:</p>

- Completed digital Notification Form ([Download here](#))
- A recognised, valid passport/replacement passport
- A valid residence title issued by the first EU State (issued for study purposes and in accordance with the REST Directive)
- Evidence of participation in a Union or multilateral programme incorporating mobility measures and of the validity of an agreement between two or more higher education institutions (e.g. proof of participation in the ERASMUS+ program)
- Proof of admission to Paderborn University
- Proof of subsistence (financial proof)
- Proof of health insurance

All supporting documents – except the passport and the residence permit - need to be **submitted in German**. In exceptional cases, copies are accepted in English.

After checking its completeness, the Federal Office will transmit the notification to the respective local immigration office. If approved, the Federal Office will issue a certificate for mobility and the student may enter Germany and start their studies. This certificate is declaratory only and not necessary for the entry to Germany.

Should the immigration office deny the planned residence within 30 days after receiving the notification, the student would not be allowed to enter Germany.

Further information about this procedure as well as the link to the notification form can be found on the website of the Federal Office for Migration and Refugees:

<https://www.bamf.de/EN/Themen/MigrationAufenthalt/ZuwandererDrittstaaten/MobilitaetEU/MobilitaetStudent/mobilitaet-student-node.html>

IMPORTANT: Any questions about the directive, the documents that need to be handed in or the general procedure need to be addressed directly with the service center of the Federal Office for Migration and Refugees. Contact details can be found below:

Email: service@bamf.bund.de

Phone: +49 911 943-0 (Mon – Fri; 09:00am – 03:00pm)

Website: <https://www.bamf.de/EN/Service/ServiceCenter/Buergerservice/buergerservice-node.html>

General information on visa issues and on how to get to Paderborn can also be found on Paderborn University's website:

<https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students/reasons-to-choose-paderborn/traveling-to-paderborn#c158271>.

Corona regulations regarding entry into Germany

Up-to-date information on the current travel regulations in connection with the Corona pandemic is available on the website of the German Foreign Federal Office:

<https://www.auswaertiges-amt.de/en/coronavirus/2317268>

Information about vaccines that are accepted in Germany is available here:

https://www.pei.de/EN/newsroom/dossier/coronavirus/coronavirus-content.html;jsessionid=09C15D2AC9F052CDE4F46B474DAE8696.intranet222?nn=164146&cms_pos=3

If you plan to travel to Germany shortly, kindly inform yourself regularly before entry into Germany, as the requirements are subject to change.

Please note also the Corona website of Paderborn University's Executive Board:

<https://www.uni-paderborn.de/en/university/press-communications-marketing/corona-news-english>

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, museums, outdoor activities, 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"> • https://www.uni-paderborn.de/en/ • https://www.uni-paderborn.de/en/studies/international-office/incoming-exchange-students
Faculties:	
Arts and Humanities	https://kw.uni-paderborn.de/en/ https://kw.uni-paderborn.de/studium/exchange-students-incoming
Business Administration and Economics	https://wiwi.uni-paderborn.de/en/ https://wiwi.uni-paderborn.de/en/international/incoming/exchange-students
Science	https://nw.uni-paderborn.de/en/
Mechanical Engineering	https://mb.uni-paderborn.de/en/
Computer Science, Electrical Engineering and Mathematics	https://www.eim.uni-paderborn.de/en/
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/

Last Update: 07.01.2022