

International Office

Hochschule Esslingen
University of Applied Sciences
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www.hs-esslingen.de

2 December 2019

Winter semester 2020/21 Application procedure for exchange programs ERASMUS/Global and Double Degrees

Dear colleagues,

This letter provides you with information about the application procedures for **the exchange programs ERASMUS/Global and Double Degrees** during **winter semester 2020/21**. It shall enable both you to plan the recruitment and your students to prepare the applications in time. Kindly share this information with your coordinators, interested students and, if applicable, faculty directly involved in international exchange programs.

Admission requirements:

- ERASMUS or bilateral agreement between Hochschule Esslingen and home university
- Being nominated for the exchange program by home university
- Sufficient level of German language proficiency (e.g. equivalent to Grundstufe III/Goethe Institute or B1/European framework of reference) OR sufficient level of English language proficiency (comparable to TOEFL 530/197 or CET 6 for non-native speakers)
- Sufficient financial support (min. 853 €/month, necessary for obtaining a residence permit)
- Having completed at least three semesters of university studies
- Sufficient background in the relevant field of study (the different faculties may have additional criteria for admission)

Nomination and application process:

Please send us a list of all nominated exchange students at the latest until 15 May. As long as we have not received a student's official nomination, we cannot start to process his/her online application.

We are using an online application system. The link to the online application (<https://hsessling.moveon4.de/form/567913eb83fb969f29095e7f/eng>) might change between semesters and the most updated link can always be found on our website: www.hs-esslingen.de/incoming

Online application (including upload of all necessary supporting documents) must be completed by the students by

30 May 2020
30 November 2020

for winter semester 2020/21
for summer semester 2021

Students first have to register. After the registration, they can fill in the required information and upload the necessary documents:

- Copy of Passport / National ID card
- Learning Agreement or Course selection form
- CV/Resume (in English or German)
- Transcript of Records of home university (in English or German)
- Proof of language knowledge (English or German), depending on language of instruction of the selected courses
- Identity photo (to be used for student ID card)

Sending paper copies of the application documents is no longer necessary.

Important dates:

Exchange programs	winter semester 2020/21
<ul style="list-style-type: none"> • ERASMUS/Global • Double degree JAMK • Double degree ITESM • Double degree CDHAW • Double degree Gannon 	
Semester dates	1 September 2020 – 28 February 2021
Nomination deadline	15 May 2020
Application deadline	30 May 2020
Arrival/Check-in dorms	14 September 2020
Orientation weeks incl. German course	15 – 25 September 2020
First regular class	28 September 2020
Christmas holidays	24 December 2020 – 6 January 2021
Last day of lectures	22 January 2021
Final exams	25 January – 5 February 2021
Latest check-out from dorms	28 February 2021

Exchange programs	summer semester 2021
<ul style="list-style-type: none"> • ERASMUS/Global • Double degrees 	
Semester dates	1 March 2021 – 31 August 2021
Nomination deadline	15 November 2020
Application deadline	30 November 2020
Arrival/Check-in dorms	1 March 2021
Orientation weeks incl. German course	2 – 12 March 2021
First regular class	15 March 2021
Pentecost Break	22 May – 30 May 2021
Last day of lectures	30 June 2021
Final exams	5 – 16 July 2021
Latest check-out from dorms	31 August 2021

Sources of information:

When counseling your students, please also make use of the information sources on our website: www.hs-esslingen.de/incoming

- Course descriptions and faculty contacts (for further information about the courses) can be found here: www.hs-esslingen.de/incoming > Module descriptions
- A list of courses which are taught in English (including detailed course descriptions): www.hs-esslingen.de/etc

Accommodation:

Accommodation information is available at www.hs-esslingen.de/incoming > Accommodation

We would like to draw your attention to the fact that the market for private housing is very tight and expensive in Esslingen/Göppingen and that private rooms are usually unfurnished. Therefore, we highly recommend making reservations for the dorms. Rooms in the dormitories can only be rented for complete semesters, i.e. 6 months (March - August or September - February).

For questions on the accommodation application process, please contact our colleague from Studierendewerk Stuttgart (preferably in the mornings):

Ms. Xuemei Ladewig:

x.ladewig@sw-stuttgart.de

Phone: +49-711-203731-101

Course selection:

- Students have to select one faculty with which they will be officially registered. After the admission, the faculty cannot be changed. When selecting courses, students must have in mind that the faculties are located on different campuses and that students will be offered a dormitory room in the city in which their faculty is located.

ESSLINGEN CITY CAMPUS	ESSLINGEN HILLTOP CAMPUS	GOEPPINGEN CAMPUS
<p>AUTOMOTIVE ENGINEERING Specialisation: Engine and Transmission, Chassis and Control Systems, Car Body Design, Service</p> <p>BUILDING SERVICES - ENERGY - ENVIRONMENT • Building Services, Energy and Environmental Engineering • Energy Systems and Energy Management (M.Eng.)</p> <p>MECHANICAL ENGINEERING Specialisation: Development and Design, Development and Production</p> <p>NATURAL SCIENCES • Chemical Engineering/Colour and Coatings • Biotechnology • Applied Surface and Material Sciences (M.Sc.) • Environmental Protection (M.Eng.)</p> <p>Kanalstrasse 33 73728 Esslingen, Germany</p>	<p>BASIC SCIENCES • Engineering Education</p> <p>BUSINESS ADMINISTRATION • International Industrial Management • Industrial Management/Automobile Industry • Innovation Management (M.Sc.)</p> <p>GRADUATE SCHOOL • Automotive Systems (M.Eng.) • Design and Development in Automotive and Mechanical Engineering (M.Eng.) • International Industrial Management (MBA)</p> <p>INFORMATION TECHNOLOGY • Computer Engineering • Software Engineering and Media Informatics • Management and Information Systems</p> <p>SOCIAL WORK, HEALTH CARE AND NURSING SCIENCES • Childhood Education • Nursing Management • Nursing Teacher Education • Nursing Sciences (M.A.) • Social Work (B. + M.A.)</p> <p>Flanderstrasse 101 73732 Esslingen, Germany</p>	<p>ENGINEERING MANAGEMENT • Engineering Management</p> <p>MECHATRONICS AND ELECTRICAL ENGINEERING • Mechatronics / Automation Systems • Mechatronics / Electrical Engineering • Mechatronics / Precision Engineering • Mechatronics / Systems Engineering (M.Eng.) • MechatronicsPlus (Bachelor and professional qualification) • MechatronicsCom (dual study model)</p> <p>Robert-Bosch-Strasse 1 73037 Göppingen, Germany</p> <p>INTERNATIONAL OFFICE</p> <p>ESSLINGEN: Building 17, Kanalstrasse 12/1 Tuesday & Thursday: 1:00 p.m. until 3:00 p.m. Wednesday: 9:00 a.m. until 11:00 a.m.</p> <p>GOEPPINGEN: Building 1, room 1.223 Monday & Wednesday: 11:00 a.m. until 1:00 p.m.</p> <p>WWW.HS-ESSLINGEN.DE/AAA</p>

- Students have to select some courses as part of the application. This choice can be modified during the orientation program when the final timetable will be set up.
- Students may choose courses from different faculties (if they meet the course prerequisites and timetable allows). But they should have in mind that courses might be offered on different campuses. (or at least in the same city, i.e. they should **not mix courses from Esslingen and Göppingen**).
- Students may choose a mixture of courses taught in German and taught in English, if timetable allows.
- In order to participate in courses which are taught in German, students will need German language proficiency of level B1 (better B2).
- In order to participate in courses which are taught in English, students will need English language proficiency of level B1 (or TOEFL 530/197, CET 6, IELTS 6, CPE grade C). Basic knowledge in German language is highly recommended.
- The International Office offers a range of different courses in "German as a Foreign Language" and "German History and Culture" which form an important part of the study abroad experience.

“German as a Foreign Language” / “German History and Culture”:

We offer German language courses at various levels each semester. Participation is mandatory for all international exchange students. Students will take a short online assessment test and then be assigned to the right level. The intensive German courses start during orientation and evening classes will continue once a week during the semester.

Exchange students can also attend a course in “German History and Culture”. This course is also free of charge, but not mandatory, and students need to register for it after their arrival.

Orientation Program:

For exchange students, the program starts on **14 September 2020** with an official arrival day followed by orientation for all new international students. We would like to stress the importance of participating in this orientation program, as it contains assistance regarding all the necessary bureaucratic steps, language classes and cultural activities in order to help the students to settle in more easily in their new surroundings. Please advise your students to arrive on time. Many services (e.g. e-mail accounts, assessment for language classes etc.) are only available during this time.

Health insurance & Personal liability insurance

Sufficient health insurance coverage is vital for a stay abroad. Kindly read the information sheet “Health Insurance Options” on our website for more details of our policy. We recommend that students who are not covered through European Conventions of Social Security (EHIC) take out German health insurance. If they do not wish to and you accept the points mentioned in the “Health Insurance Waiver”, please remember that the students have to send back the waiver (signed by the student and by the exchange coordinator) **before 1 August**.

We also strongly advise each student to bring a general third party liability insurance for the stay in Germany.

Finances:

Students need enough money to cover their rent and living expenses. For living expenses such as food, rent and transportation, they should calculate with a minimum of 850 € per month so that depending on their spending habits they might even need a higher budget. Public transport costs approx. 200 € for a student ticket valid for 6 months.

We recommend bringing about 500 € cash for the first few days.

The local authorities require proof of financial support from non-EU citizens in German or English (e.g. letter of parents + statement of bank account, contract of internship, confirmation of scholarship etc.) to prove that the student has at least 853 € per month at his/her disposal.

ERASMUS PLUS and GLOBAL PLUS:

is the option of adding a semester of practical training after the study term. It is the students’ own responsibility to find placements in industry for the second semester. However, they can benefit from the university’s and professors’ close contacts and they have enough time to apply and go to job interviews during their first semester in Esslingen or Goeppingen.

Should your students not have an EU-citizenship, they require an exemption from work permit which takes several weeks to apply for. We will help the students to obtain this paper. Prerequisite, however, is that the students can provide an enrolment confirmation from their home university for the entire period of the internship and a contract with a company.

We are looking forward to welcoming your students here and to sending our students to your university. If you have any questions, please do not hesitate to contact us.

Best regards,
IO Incoming Team (Esther Ndomé & Silke Schubert & Cora Mathe)