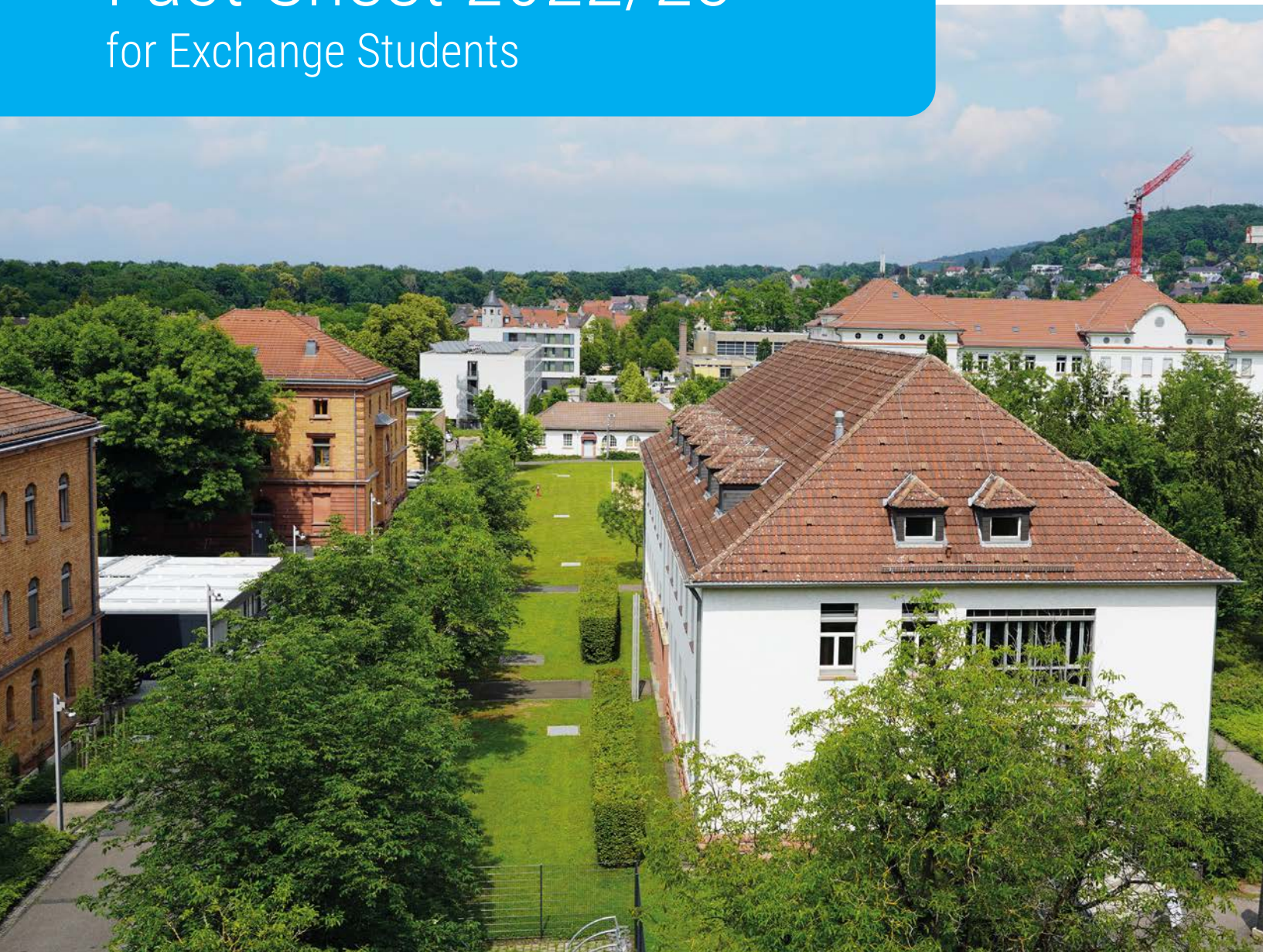


Fact Sheet 2022/23

for Exchange Students



Institutional Information

Name of Institution

Aschaffenburg University of Applied Sciences

President of Institution

Prof. Dr. Eva-Maria Beck-Meuth

Erasmus Code

D ASCHAFF01

OID

E10267048

Address

Wuerzburger Straße 45

63743 Aschaffenburg

Phone: + 49 6021 / 4206 - 0

Fax: + 49 6021 / 4206 - 600

www.th-ab.de/eng

Social Media

 www.instagram.de/thabinternational

 www.youtube.com/watch?v=jTduVBjoZIM



Contact Details

Head of International Office

Ernst Schulten

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Phone: + 49 6021 / 4206 - 714

Incoming Coordinator

Carina Blaeser, Nina Parche, Nora Seiterle

Mail: incoming@th-ab.de

Phone: + 49 6021 / 4206 - 850 or - 544

Erasmus+ Institutional Coordinator

Maique Gaspar Dos Santos, Ronja Jassmann

Mail: erasmus@th-ab.de

Phone: + 49 6021 / 4206 - 697 or - 743

Outgoing Coordinator

Bettina Arnold, Jessica Albert

Mail: international@th-ab.de

Phone: + 49 6021 / 4206 - 741 or - 742

Important Dates

	Winter Semester 2022/23	Summer Semester 2023
Application Deadline	1 June	1 December
Orientation Weeks	Two weeks before the start of the semester	Two weeks before the start of the semester
Semester Dates	1 October – 14 March	15 March – 30 September
Lecture Period	1 October – 24 January (tbc)	15 March – 7 July (tbc)
Exam Period	18 January – 7 February (tbc)	1 July – 22 July (tbc)

Course Offer & Application

Courses are taught in German and English:

www.th-ab.de/course-offer

Each course awards a fixed amount of ECTS credits. In Germany, 30 ECTS credits equal a regular workload. Although Aschaffenburg UAS does not have an ECTS requirement, we strongly recommend taking at least 10 ECTS credits per semester.

After you have been nominated by your home university, you will be asked to apply online to Aschaffenburg UAS. At the end of the online application process, a PDF document will be generated. Please print it and send the signed application form to incoming@th-ab.de.

Further information can be found online:

www.th-ab.de/apply-online

Accommodation

Two halls of residence on and near the campus provide accommodation for 269 students. There are individual apartments with kitchenette, shower and toilet as well as single rooms in shared apartments. The halls are run by Studentenwerk Wuerzburg:

<https://www.studentenwerk-wuerzburg.de/en/wohnen/student-residences.html>



Grading System

Local	Grade Definition
1,0 – 1,5	excellent / very good
1,6 – 2,5	good
2,6 – 3,5	satisfactory
3,6 – 4,0	sufficient
5,0	fail

Buddy Programme & Orientation Weeks

As an international student, you will be matched with a local “buddy” who will help you to get settled in Aschaffenburg. Your buddy, who will be a full-time student at Aschaffenburg UAS, will help you with all your administrative and social queries about moving to Aschaffenburg and during the orientation weeks.



Health Insurance

All students studying in Germany need a valid health insurance which is recognised in Germany. European citizens can send us a scan of their EU health insurance card to arrange for an exemption. Students from other countries may take out insurance from a German health insurance provider before or during the orientation weeks (~ 110 EUR per month).

Semester Fee

All students of Aschaffenburg UAS have to pay a semester fee of 60 EUR. You will receive further information after your application.

Arrival

The closest airport is Frankfurt am Main (~ 50 km). From the airport you will easily get to Aschaffenburg via train. You can take a bus to get to the university from the main station in Aschaffenburg (5 minutes).



TH Aschaffenburg
university of applied sciences



www.international-office.de



This handout will answer your first questions about applying to Aschaffenburg University of Applied Sciences as an exchange student. Check off each item once completed to help keep track of your progress.

Step 1: Nomination

We kindly ask all partner institutions to nominate their outgoing students by sending an email to incoming@th-ab.de, stating the students' full name, gender, email address, field of studies and period of stay.

Step 2: Online Application

- › Please go to www.th-ab.de/apply-online to access our online application. You will need to create a personal account to access the application form.
- › The following documents are to be uploaded during the online application:
 - Passport-style photo (i.e. digital portrait photo, coloured, JPEG only)
 - Scan of your passport / identity card
 - Current transcript of records from your home university
 - Erasmus+ or GJU students: learning agreement, signed by you and your home university
 - EU-citizens: scan of your EU health insurance card (both sides).
- › Once you submit the application online, a PDF document will be created. This may take a few minutes.
- › Please print and sign the document on the last page under the "Declaration and Consent" section, stating the date and place of the signature.
- › Please email the signed application form to incoming@th-ab.de.

Step 3: Letter of Acceptance

The letter of acceptance is an electronic document issued by Aschaffenburg UAS, that contains your personal details as well as information about your exchange studies with us. If your application is successful, your letter of acceptance will be emailed to you after the application period.

Step 4: Semester Fee ("Studentenwerksbeitrag")

According to the Bavarian Higher Education Act, all students are to pay a small service fee for the administration of certain services, such as the cafeteria or the halls of residence. Paying the semester fee is mandatory for enrolment at Aschaffenburg UAS. Please note that the fee has to be paid before your arrival. Currently, the semester fee amounts to **60 EUR**. Further information will be sent with the letter of acceptance.

Further Steps

Once you have been accepted and received your letter of acceptance, depending on where you are from, there are a few other formalities to take care of. We will send further information on applying for a visa, health insurance, and housing with your letter of acceptance. The halls of residence are run by [Studentenwerk Wuerzburg](http://www.th-ab.de/studienwerk). We cannot guarantee a room in the halls and recommend looking for private accommodation as well. Please apply for the halls of residence by **15 June** (for the winter semester) / **15 January** (for the summer semester.)