

International Office

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[www.hs-esslingen.de](http://www.hs-esslingen.de)

18 February 2021

## Winter semester 2021/22 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 2021/22**. Kindly share this information with your coordinators, interested students and faculties directly involved in international exchange programs.

### Covid-19

While we hope to be finally back to more normal life in fall 2021, students should be prepared that due to pandemic, there might still be frequent changes in information and many rules or restrictions they have to adhere to (see also "orientation program" and "lectures"). We will update you on any modifications that might occur.

### Admission requirements:

- ERASMUS or bilateral agreement between Hochschule Esslingen and home university
- Nomination 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:

A list of nominated students is required by 15 May. **Please use the attached Excel sheet.** As long as we have not received a student's official nomination, we cannot start to process his/her online application. **Student who had postponed their stay from AY 20/21 must be nominated again.**

**Nomination deadline (by e-mail)            15 May 2021**  
**Application deadline (online):            30 May 2021**

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](http://www.hs-esslingen.de/incoming)

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
- Course selection form of Hochschule Esslingen (all exchange students)
- Learning agreement/OLA (if requested by home university)
- 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)

**Important dates:**

|  |  |
|--|--|
| <b>Exchange programs</b>   | <b>winter semester 2021/22</b>           |
| <ul style="list-style-type: none"> <li>• ERASMUS/Global</li> <li>• Double degrees</li> </ul> |  |
| Semester dates   | 1 September 2021 – 28 February 2022      |
| Nomination deadline  | 15 May 2021                              |
| Application deadline   | 30 May 2021                              |
| Arrival/Check-in dorms   | Early – mid-September 2021 (details tbc) |
| Orientation and German language course   | Mid-September 2021 (details tbc)         |
| First regular class  | 27 September 2021                        |
| Christmas Break  | 24 December 2021 – 9 January 2022 (tbc)  |
| Last day of lectures   | End of January 2022 (tbc)                |
| Final exams  | February 2022 (tbc)                      |
| Latest check-out from dorms  | 28 February 2022                         |

**Sources of information:**

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

**Accommodation:**

Accommodation information is available at [www.hs-esslingen.de/incoming](http://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/Goepfingen 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 Studierendenwerk Stuttgart:

Ms. Xuemei Ladewig:

[x.ladewig@sw-stuttgart.de](mailto: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 we have 3 different campuses and that students will be offered a dormitory room close to the campus where they are enrolled/take the majority of courses. Please refer to [www.hs-esslingen.de/etc](http://www.hs-esslingen.de/etc) to find out which English lectures are offered at which site.
- 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). However, they should have in mind that Esslingen is 30 km away from Goepfingen which makes it more difficult to draw up a timetable with courses offered on different campuses.
- Students may choose a mixture of courses taught in German and taught in English, if timetable allows.
- **Students must choose at least 12 ECTS (including 4 ECTS for German language and 2 ECTS for German history & culture)**
- 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:

It contains orientation meetings, support with administrative issues, enrollment and a German language class. **As we do not know how the pandemic will develop, we cannot give details about the orientation weeks yet. Check-in at the dormitories will be possible from 1 September. We will inform the students about the latest arrival day as soon as possible.**

At any case, it is important that students arrive some days prior to the start of lectures, as they need time to arrange proper enrollment.

### Lectures

**We do not yet know how lectures will be offered in winter semester 21/22. It might still be a hybrid semester, i.e. laboratories and some courses will be offered face-to-face, others might be delivered online. Exams are always face-to-face, so students have to come physically to our university. It is NOT possible to study remote online staying at the home university without coming to Esslingen.**

### 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 15 July**.

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. 210 € for a student ticket valid for 6 months.

We recommend bringing about 400 € 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 Goepfingen.

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)