

# INFORMATION SHEET

ESSLINGEN UNIVERSITY OF APPLIED SCIENCES

## Contact Details

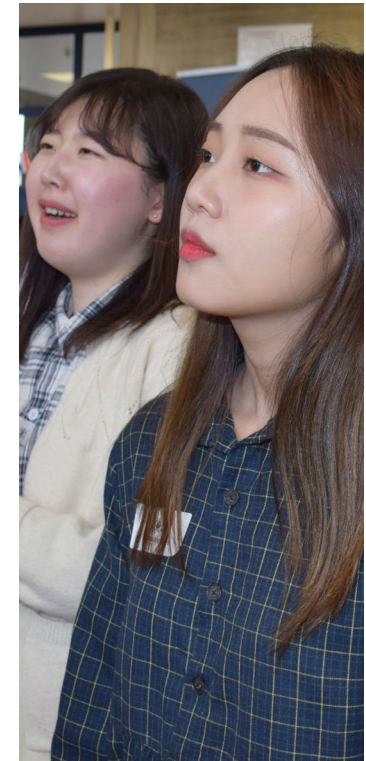
<b>Team of the International Centre</b>	<a href="https://www.hs-esslingen.de/en/international/international-relations/international-centre-and-graduate-school/#acc2062">https://www.hs-esslingen.de/en/international/international-relations/international-centre-and-graduate-school/#acc2062</a>
<b>Head International Office</b>	<a href="mailto:io-leitung@hs-esslingen.de">io-leitung@hs-esslingen.de</a>
<b>Interinstitutional Agreements</b>	<a href="mailto:io-administration@hs-esslingen.de">io-administration@hs-esslingen.de</a>
<b>Student Exchange to HE</b>	<a href="mailto:incoming@hs-esslingen.de">incoming@hs-esslingen.de</a>
<b>Student Exchange from HE</b>	<a href="mailto:outgoing@hs-esslingen.de">outgoing@hs-esslingen.de</a>
<b>Staff Exchange from and to HE</b>	<a href="mailto:io-staffprograms@hs-esslingen.de">io-staffprograms@hs-esslingen.de</a>
<b>Student Accommodation</b>	<a href="mailto:x.ladewig@sw-stuttgart.de">x.ladewig@sw-stuttgart.de</a>

## UNIVERSITY WEBSITE [www.hs-esslingen.de/en](http://www.hs-esslingen.de/en)

<b>PIC</b>	975330442
<b>OID</b>	E10168978
<b>Erasmus Code</b>	D ESSLING03
<b>Mailing Address</b>	Hochschule Esslingen International Centre S9200 Kanalstraße 33 73728 Esslingen Germany

## EXCHANGE PROGRAMMES AND DATES

<b>Exchange programmes</b>	<a href="http://www.hs-esslingen.de/incoming">www.hs-esslingen.de/incoming</a>
<b>Academic calendar</b>	<a href="https://www.hs-esslingen.de/hochschule/aktuelles/termine/">https://www.hs-esslingen.de/hochschule/aktuelles/termine/</a>
<b>Semester dates of the different programmes</b>	<p><b>Erasmus/Global (open for students from partner universities)</b>            Winter semester: Mid-September – End of February  <i>Lectures and final exams end Mid-February.</i>            Summer semester: 1 March – End of August  <i>Lectures and final exams end Mid-July.</i></p> <p><b>INTAP (participation only upon special agreement)</b>            Winter Semester: Mid-September – Christmas</p>
<b>Corona Update</b>	<a href="https://www.hs-esslingen.de/en/university/university-communication/corona/">https://www.hs-esslingen.de/en/university/university-communication/corona/</a>
<b>Length of stay</b>	Maximum 2 semesters. Students wishing to stay two semesters can extend their stay during their 1 <sup>st</sup> semester. Internship during 2 <sup>nd</sup> semester is possible.
<b>Freemover students</b>	We accept Freemover/visiting students for a maximum of 2 semesters.
<b>Nomination deadlines</b>	15 May for following winter semester (INTAP: 30 March) 15 November for following summer semester
<b>Application deadlines</b>	30 May for following winter semester 30 November for following summer semester
<b>Language requirements</b>	At least B1 in German for German taught courses or B1 in English for English taught courses
<b>Accommodation for exchange students</b>	<a href="https://www.hs-esslingen.de/en/international/coming-to-esslingen-uas/exchange-semester/#acc994">https://www.hs-esslingen.de/en/international/coming-to-esslingen-uas/exchange-semester/#acc994</a>



<b>Campuses</b>	<a href="https://www.hs-esslingen.de/en/university/organisation/our-campuses/">https://www.hs-esslingen.de/en/university/organisation/our-campuses/</a> <ul style="list-style-type: none"> <li>▪ Esslingen City Centre Campus</li> <li>▪ Esslingen Hilltop Campus (about 2,5 km from City Campus)</li> <li>▪ Göppingen Campus (about 30 km from Esslingen City Campus)</li> </ul>
<b>Faculties</b>	<ul style="list-style-type: none"> <li>▪ Science, Energy and Building Services,</li> <li>▪ Mechanical and Systems Engineering</li> <li>▪ Mobility and Technology</li> <li>▪ Computer Science and Engineering</li> <li>▪ Management and Technology</li> <li>▪ Social Work, Education and Nursing Science</li> </ul>
<b>Language of instruction</b>	German and/or English (depending on program)
<b>Level</b>	Bachelor and Master
<b>Course descriptions</b>	<a href="https://www.hs-esslingen.de/en/international/coming-to-esslingen-uas/exchange-semester/#acc993">https://www.hs-esslingen.de/en/international/coming-to-esslingen-uas/exchange-semester/#acc993</a> Please note that courses are offered on 3 campuses and it is usually not possible to attend classes on different campuses.
<b>Courses in English</b>	<a href="http://www.hs-esslingen.de/etc">www.hs-esslingen.de/etc</a>
<b>Additional courses for exchange students</b>	German language classes at different levels and “German History and Culture” classes free of charge
<b>International Friends Programme</b>	Activities and excursions with German and other international students <a href="https://www.hs-esslingen.de/en/international/languages-and-intercultural-competence/intercultural-events/">https://www.hs-esslingen.de/en/international/languages-and-intercultural-competence/intercultural-events/</a>



## Winter semester 2023/24

### Application procedure for exchange programmes ERASMUS/Global and Double Degrees

Dear colleagues,

This letter provides you with information about the application procedures for **the exchange programmes ERASMUS/Global and Double Degrees** during **winter semester 2023/24**. Kindly share this information with your coordinators, interested students and faculties directly involved in international exchange programs.

#### **Admission requirements:**

- ERASMUS or bilateral agreement between Hochschule Esslingen and home university
- Nomination for the exchange program by home university
- Sufficient language prerequisites:
  - German: Level B1 (recommendable level B2), e.g. Goethe Institute
  - English: level B1 e.g. telc, CPE or TOEFL 71 or CET (China) 6 or IELTS 4.0 or TOEIC Test 550
- Sufficient financial support (min. 934 €/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.

**Nomination deadline (by e-mail with attached Excel sheet)**

**15 May 2023**

**Application deadline (online):**

**30 May 2023**

We are using an online application system. The link to the online application (<https://hessling.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 for European citizen
- Course selection form of Hochschule Esslingen (all exchange students)
  - Learning agreement/OLA (if requested by home university) have to be issued or sent after receipt of the admission letter
- CV/Résumé (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:**

Exchange programs <ul style="list-style-type: none"> <li>• ERASMUS/Global</li> <li>• Double degrees</li> </ul>	winter semester 2023/24
Semester dates	1 September 2023 – 29 February 2024
Nomination deadline	15 May 2023
Application deadline	30 May 2023
Arrival/Check-in dorms	11 September 2023
Orientation weeks incl. German course	12 – 22 September 2023
First regular class	25 September 2023
Christmas holidays	23 December 2023 – 07 January 2024
Last day of lectures	19 January 2024
Final exams	22 January – 16 February 2024
Latest check-out from dorms	29 February 2024

**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/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 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 most of the courses in 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 three different campuses and that they 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.
- Choosing courses at different locations is not advised due to distances and overlapping schedules and exams and we do not offer repeat exams in the same semester.
- 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 Göppingen 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 e.g. telc, CPE or TOEFL 71 or CET (China) 6 or IELTS 4.0 or TOEIC Test 550 (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 (**not for beginners**) 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.

### **Orientation Program:**

It contains orientation meetings, support with administrative issues, enrollment and an intensive German language class. Details will be given in due course. Check-in at the dormitories will be possible

from 1 September. Most likely, orientation will start 12 September, so students should arrive 11 September. 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**

Lectures and exams will be offered in winter semester 2023/24 face-to-face, so students have to come physically to our university. It is NOT possible to study online while 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 934 € 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. blocked account, letter of parents + statement of bank account, contract of internship, confirmation of scholarship etc.) to prove that the student has at least 934 € per month at his/her disposal.

### **ERASMUS PLUS and GLOBAL PLUS:**

is the option of adding a 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 Göppingen.

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,  
Esther Ndomé