

Fact Sheet on Student Exchange Program 2023/2024

Contact information		
Name of university	Karlsruhe University of Applied Sciences (HKA) (Hochschule Karlsruhe (HKA))	
Coordinating office	International Office	
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Contact information	Incoming Student Advisors	
	Ms. Anna Tillhon Email: anna.tillhon@h-ka.de	Tel.: +49 (0)721 – 925 1086 Fax: +49 (0)721 – 925 1089
	Ms. Wibke Higgins (French universities only) Email: wibke.higgins@h-ka.de	Tel.: +49 (0)721 – 925 1147
	Outgoing Student Advisors	
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	Director International Office	
	Dr. Joachim Lembach Email: joachim.lembach@h-ka.de	Tel.: +49 (0)721 – 925 1090
	HKA International Program (English taught courses)	
	Ms. Cordelia Makartsev Email: cordelia.makartsev@h-ka.de	Tel.: +49 (0)721 – 925 2506
Erasmus code	D KARLSRU05	
Website	https://www.h-ka.de/en/io	
General information		
Academic calendar	Summer Semester 2024	Winter Semester 2023/24
	March 1 – August 31, 2024	September 1, 2023 – February 29, 2024
Welcome and orientation phase	March 1, 2024	September 07 – 11, 2023
Preparatory intensive German language course	March 04 –15, 2024	September 11 – 22, 2023
Teaching period	March 18 – July 5, 2024	September 25, 2023 – January 19, 2024
Examinations	July 8 – July 26, 2024	January 22 – February 9 2024

Holidays / Semester Breaks	March 29 – April 2, 2024 (Easter) May 20 – May 24, 2024 (Whitsun)	December 22, 2023 – January 7, 2024 (Christmas)
Link to academic calendar	https://www.h-ka.de/en/about-hka/news-events/academic-calendar/semester-dates#c39192	
Student workload	The normal workload for full-time students is 30 ECTS credits per semester.	
Application deadline	Summer semester: November 30 (for students needing visa: November 15)	Winter semester: May 31 (for students needing visa: May 15)
Application procedure	Via online portal. Information at: https://www.h-ka.de/en/exchange-students	
Application process	<p>Requested application documents:</p> <ul style="list-style-type: none">• Learning agreement listing the course units that they wish to take¹• Transcripts of Records obtained in previous years of study• Copy of passport <p>If a student intends to do a thesis project at HKA or an internship in industry, a short description of the intended subject area of the thesis / the internship is required.</p> <p><u>Applications sent by post cannot be considered.</u></p> <p><u>Incomplete applications cannot be considered.</u></p> <p><u>It is very important that the applicants spell their full name as it appears on their passport, and that they attach a copy of their passport.</u></p> <p><u>Any delay in sending the documents may cause problems in finding accommodation.</u></p> <p>Students who need a visa should bear in mind that the visa application process may take up to ten weeks. We therefore strongly recommend that those students submit their application as early as possible, and <u>no later than May 15 / November 15.</u></p> <p>Once we have received the complete application we will forward it to the relevant Faculty for their assessment. This may take up to 6 weeks. As soon as the Faculty has agreed to accept a student, we will issue the invitation letter. An electronic copy, which can be used for a visa application, will be sent to the student by e-mail.</p>	
Language requirement	<p>For courses taught in German, a minimum language competency at CEFR (<i>Common European Framework of Reference for Languages</i>) B2 level is required. Likewise, for the International Program a minimum English language competency at CEFR B2 level is required.</p> <p><u>Students who do not fulfill the language requirement cannot be accepted.</u></p>	
Can students extend their exchange period?	<p>Yes, but this would be subject to the approval of the home and host universities. Students may extend their stay for another study semester or for an internship in industry, provided they have been successful in finding a placement for themselves. HKA will assist exchange students in finding a place, but cannot provide internships itself.</p>	
Activities or services available to exchange students	<ul style="list-style-type: none">• Access to campus facilities including library, student canteen, etc.• Buddy-program: buddies will help in administrative matters in the first weeks• Events and excursions for international students are offered at modest prices• Free limited semester ticket for the Karlsruhe Public Transport System KVV with the option to purchase a full semester ticket with a substantial student discount	
Course-related information for exchange students		
Online course information	https://www.h-ka.de/en/exchange-students	
Course schedule/timetable	Will be provided upon arrival.	

¹ Note that here are courses for which, according to examination rules, only pass/fail grades are given.

Medium of instruction and assessment	The medium of instruction and assessment for courses offered within the HKA International Program is English. For other courses it is German, unless specified otherwise.	
Minimum and maximum number of credits to be taken per semester	Maximum number of ECTS credit points per semester: 30. Depending on approval by the sending institution, exchange students can take fewer credits, but not more.	
Are students allowed to take cross-faculty modules?	Yes, subject to approval by the faculties involved. It is the student's responsibility to make sure that this does not result in timetable clashes.	
Level of courses	Exchange students normally take courses according to their academic level at their home institution. Advanced bachelor students may be eligible to take master's courses, provided they meet the respective academic requirements.	
Language classes	<p>German Language Intensive Course starting approx. two weeks before lectures start (levels A.1.1 – B2.2). German language classes are also offered during the semester (level A.1.1 – B.2.2). All German language classes are free of charge for exchange students and are worth 5 ECTS. For higher levels, students will be assisted in finding courses at other institutions.</p> <p>Other language courses including English, French and Spanish are offered to interested students free of charge at the HKA's Foreign Language Institute (IFS).</p>	
Transcripts	HKA's International Office will receive the official transcripts approx. 6- 7 weeks after end of examination period and will send them on to the sending institutions International Office by e-mail and, if requested, also in paper form.	
Accommodation		
Is university accommodation available for exchange students?	<p>There are 2 options:</p> <ol style="list-style-type: none">1. Students can apply for accommodation directly at the Student Services Information: https://www.sw-ka.de/en/wohnen/2. The International Office has a limited quota of rooms in student hostels. Students will receive information on how to apply for such a room with their invitation letter. These rooms can only be rented for one semester.	
Is university accommodation guaranteed?	No, unfortunately we cannot guarantee it.	
Is accommodation available over semester breaks?	University accommodation (option 2) can only be rented for a complete semester (March-August or September-February)	
Website for information on accommodation	For more information about accommodation: https://www.h-ka.de/en/accommodation	
Visa requirements		
Are exchange students required to obtain a student visa?	Depends on nationality; information at www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html	
Are exchange students allowed to work?	Exchange students are expected to have a full study workload. In order for students to get the most out of their exchange academically, we cannot recommend working.	
Arrival / Orientation program		
Recommended arrival dates	<p>Summer Semester</p> <p>An orientation day will take place before the German intensive courses start</p> <p>To guarantee smooth enrolment we highly recommend that students arrive two weeks before lectures start</p>	<p>Winter Semester</p> <p>An orientation day will take place the week before German intensive courses start</p> <p>To guarantee smooth enrolment we highly recommend that students arrive two weeks before lectures start.</p>

Is an airport pick-up service available?	No, there isn't. The train connections between Frankfurt airport and Karlsruhe are excellent, with trains running hourly during the daytime.
Orientation period	<p>Welcome/orientation day: in Summer Semester 2024: March 1 In Winter semester September 8</p> <p>Introductory meetings of faculties, student union and student organizations in the first week of lectures and during the German intensive course.</p>
Insurance	
Are exchange students required to purchase insurance?	<p>Yes. It is mandatory for enrollment. Since Winter Semester 2020/2021, there are new health insurance requirements for students under 30!</p> <ol style="list-style-type: none"> 1. Private health insurances needs to be checked an approved my statutory health insurance companies. 2. Students will need a full coverage health insurance, including a nursing care insurance (equal to or actual statutory health insurance) 3. Valid health insurance is a prerequisite for enrolment and has to be taken care of before arrival. The cost is approx. € 120 per month.
Estimated expenses in local currency	
<p><i>(The estimated costs are for reference only. Actual expenses may vary from person to person.)</i></p> <ul style="list-style-type: none"> • € 102,70 contribution fee for student services (Studierendenwerk) per semester (cannot be waived) • Max. € 170 per semester for public transport (depending on the student's place of residence) • € 5 one-off fee for the campus card • Approx. € 380 for accommodation per month • Approx. € 120 for insurance per month • Approx. € 80 per month for meals in the student canteen <p>It is not possible to transfer payments in advance. Students must make sure they have sufficient financial means for meeting the costs above and living expenses once they are in Karlsruhe (details will be given by the International Office).</p> <p>Scholarship program for exchange students: https://www.bw-stipendium.de/en/</p> <p>Contact person at HKA: Hannes Schwarz: hannes.schwarz@h-ka.de</p>	
German grading system	
<p>Karlsruhe University of Applied Sciences uses the following grading scheme:</p> <ul style="list-style-type: none"> • 1,0 – 1,5 (Very good) • 1,6 – 2,5 (Good) • 2,6 – 3,5 (Satisfactory) • 3,6 – 4,0 (Sufficient) • 4,1 – 5,0 (non-sufficient / fail) <p>Some courses at HKA are not graded and simply evaluated with "pass" or "fail".</p>	