



OSTBAYERISCHE
TECHNISCHE HOCHSCHULE
REGENSBURG

INTERNATIONAL OFFICE

Information brochure for full-time international students at OTH Regensburg

Winter semester 2017/18





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Welcome to OTH Regensburg!

Dear international course applicants,

Thank you for your interest in studying with us at OTH Regensburg. With eight faculties and more than 11,000 students, OTH Regensburg University of Applied Sciences (Ostbayerische Technische Hochschule für angewandte Wissenschaften) offers a wide range of courses in engineering, business studies, design, and social services.

Most of our Bachelor degree courses cover seven semesters (6 theoretical + 1 internship semester), and students can then take a Master degree course lasting 3 semesters.

Winter semester (WiSe)
Summer semester (SoSe)

Starts 1 October
Starts 15 March

Our **International Office** is the first point of contact for all international students. This information brochure has been specifically compiled for international applicants planning to spend the whole of their study course at our university of applied sciences. It will answer any questions you may have about applying for courses and preparing for your studies.

You can also contact us for help and advice on things like dealing with public agencies or looking for accommodation, or if you are having financial difficulties, and much more besides.

A **tutor** will be on hand at the start of each semester to provide help on a range of issues.

Just call us or come along to our office during consultation hours.

International Office

Galgenbergstr. 30, Lecture Hall D 111 - 117, 93053 Regensburg

email: auslandsamt@oth-regensburg.de

<http://www.oth-regensburg.de/international/kontakt.html>

The tutor's email: mentoring-international@oth-regensburg.de

The team at our **Student Advisory Service (Allgemeine Studienberatung)** can help with any issues affecting your course and also provide support in personal crisis situations.

Contact:

Sandra Schwarz, Galgenberstr. 30, Lecture Hall D 109, phone 0941 943 9711

Andrea März-Bäumel, Galgenberstr. 30, Lecture Hall D 107, phone 0941 943 9710

Vanessa Höcherl, Seybothstr. 2, Students' Union Bldg. Y-102, phone 0941 943 9208

<http://www.oth-regensburg.de/studium/service-und-beratung/studienberatung.html>

The individual **faculties** can also help students deal with specific course difficulties. You will find contact data of other students in your faculty here:

<http://www.oth-regensburg.de/de/studium/campus-leben/studierendenvertretung/wir-ueber-uns.html> (only available in German)

The **USO** (Independent Student Organisation) mounts a range of events specially for students.

<http://uso-ev.de> (only available in German)

The **Student Guide** published by the Student Council contains a wealth of practical tips.

https://www.oth-regensburg.de/fileadmin/media/studium/campus-leben/studierendenvertretung/pdf/Studienfuehrer_Regensburg_WS2015_2016.pdf (only available in German)

I. Certificates and language requirements (for Bachelor degree courses)

As an international applicant, you will need to meet certain requirements before you can study for a Bachelor degree at OTH Regensburg.

Master degree courses have different entry requirements. Information about entrance requirements and application deadlines for the individual Master degree courses will be found in the “Please read” factsheet. <https://www.oth-regensburg.de/en/study/course-overview/master.html>

1. Certificates

Documentary evidence of your foreign qualifications (certificates, diplomas) must first be recognised for admission to a study programme at OTH. At the same time a certificate confirming the average grade must also be applied for – this is then used as a basis for awarding university places.

The admission procedure for international applicants to courses at OTH Regensburg has changed starting September 2013. We now process applicants who hold foreign university entrance qualifications using the **UNI ASSIST** university application service for international students.

You will find all the information you need as well as the application form at http://www.uni-assist.de/index_en.html

When your certificates have been checked and assessed you will be sent a report card validation form. If this form directly qualifies you for a study programme you can use it to apply for a place at OTH without any further formalities.

Application periods at OTH Regensburg:

Application period for a **winter semester** (starts 1 October): **1 May to 15 July**
(But note: 1 May to 15 June for the Industrial Design course!)

Please contact this office as soon as possible.

You will find information about the grading of your certificates in the information system on the recognition of international educational achievements at www.anabin.kmk.org (only available in German)

Special information for applicants from China, Mongolia or Vietnam:

Before applying to OTH Regensburg, these applicants must obtain a certificate from the Academic Evaluation Centre (APS) of the respective German Embassy; this serves as an entitlement for admission to a first degree course. The necessary documents must be submitted to the APS **as an original – copies will not be accepted.**

Following a positive review the APS will issue a certificate which is valid for one year. This certificate must be handed to OTH directly.

Plausibility interviews are also held at the Academic Evaluation Centre of the German Consulate General in Shanghai.

Contact address for more information:

Academic Evaluation Centre, Cultural Section, German Embassy Beijing (APS)

2. Assessment procedure / 'Studienkolleg'

When your certificates have been checked and assessed you will be sent a **report card validation form**.

This will either qualify you directly for admission to a course, or you will be asked for a 'Certificate of qualification for an assessment examination' in which case you must sit an **assessment examination** before being able to apply for a course.

In Bavaria, this examination is organised by the **Studienkolleg Coburg** or **Studienkolleg München** (visit <http://www.studienkollegs.de/home.html> for more about these colleges).

Entrance examinations in German and Mathematics are held in January and July for admission to the Studienkolleg.

Applicants who pass the entrance examination can be admitted to the courses of their choice.

Applicants are prepared for the **assessment examination** in two semesters (1 year). The assessment examination can also be taken without any preparatory semesters. Applicants must enrol themselves in one of these two 'Studienkollegs'.

Please note:

Pass certificates of assessment examinations (taken in July) may be submitted to OTH Regensburg after the application period (15 July) up until 27 July.

Contact addresses:

Studienkolleg Coburg
Friedrich-Scheib-Str. 2
D-96450 Coburg
Phone +49 (0)9561 42706 10
<http://www.sk-coburg.de/>

Studienkolleg München
Pfänderstr. 6-10
D-80636 München
Phone +49 (0)89 2020 830
<http://www.studienkolleg-muenchen.de/>

3. German proficiency

Course applicants who have not obtained their university entrance qualifications at a German-language institution must show that they have an adequate command of German before starting their course. Different language requirements apply for the different courses. The following are suitable:

Generally accepted	Engineering, IT	Business	Social Services	Design
DSH	min. DSH 1	min. DSH 2	min. DSH 2	min. DSH 1
TestDaF	min. TDN 3 in all exam papers	min. TDN 4 in all exam papers	min. TDN 4 in all exam papers	min. TDN 3 in all exam papers

The following certificates are accepted as equivalent to DSH or TestDaF certificates:

alternatively	Engineering, IT	Business	Social Services	Design
Goethe certificate	min. C1	min. C2	min. C2	min. C1
telc certificate	min. C1	min. C2	min. C2	min. C1
telc certificate "Hochschule"	min. C1	min. C1	min. C1	min. C1
DSD II certificate	Stage II with level B2 in all exam papers	Stage II with level C1 in all exam papers	Stage II with level C1 in all exam papers	Stage II with level B2 in all exam papers
DSP II certificate	Stage II with level C1	Stage II with level C1	Stage II with level C1	Stage II with level C1

This table is for admission to courses at OTH Regensburg only, it does not necessarily apply to other universities of applied sciences.

You can either attach proof of your proficiency in German to your application or bring it with you not later than on the day you register with us in person (enrolment).

The procedure for **awarding places** can be viewed at:
<https://www.oth-regensburg.de/en/study/application/faqs.html>

Please note:

OTH Regensburg does **not** offer any German courses of its own. Applicants for a place at OTH can also attend preparatory German courses at the **Zentrum für Sprache und Kommunikation** of the University of Regensburg (<http://www.ur.de/zentrum-sprache-kommunikation/daf/kurse/online-anmeldung/index.html>).

German courses are also offered by the Volkshochschule Regensburg (<https://www.vhs-regensburg.de/programm/sprachen/deutsch-als-fremdsprache/>) and by a number of language schools.

As an applicant for a place at OTH you can always get advice about **preparatory German courses** from the International Office of OTH Regensburg with your report card validation form from Uni-Assist. In case you want to take German classes at the Universität Regensburg, the International Office will help you with the registration.

II. Visas and residence permits

1. Entry visa

EU nationals and nationals from Iceland, Liechtenstein, Norway, Switzerland, Israel, the USA, Canada, Japan, South Korea, Australia, New Zealand, Andorra, Honduras, Monaco, San Marino, Brazil and El Salvador do not need a visa to enter the Federal Republic of Germany.

2. Study visa

Students from non-EU countries (except for Iceland, Liechtenstein, Norway, Switzerland, Israel, the USA, Canada, Japan, South Korea, Australia, New Zealand, Andorra, Honduras, Monaco, San Marino, Brazil and El Salvador) must apply for a so-called **student visa** before they can enter the Federal Republic of Germany. These visas can be obtained from the German diplomatic representation (embassy, consulate) in your home country or your current country of residence.

Please note that the visa application process can take up to two months so you should contact the German embassy, consulate etc. as soon as possible!

Your **admission notice** is the basis on which you can apply for a student visa. Your entry to Germany should be planned for the date on which you are required to appear at OTH Regensburg as shown in your admission notice. As well as the admission notice, before granting a visa the German diplomatic representation will ask for other documents such as **proof of financing** and evidence that you have **health insurance** cover. You should ask the German embassy or consulate where you currently reside exactly which documents you must produce.

3. Applicant visa

If you are planning to take a German course at a language school in Germany in preparation for studying here, i.e. you have not yet been issued with an admission notice for a university to support your visa application, you can still apply for an entry **visa as a prospective student**. You should ask the German diplomatic representation in your home country exactly what requirements you need to meet (confirmation of registration with a language school, higher education entrance qualification, proof of financing etc.).

Please note:

Under no circumstances should you come to Germany as a tourist or visitor. A tourist visa cannot be converted to a student visa once you have entered the country.

Further information can be found here:

http://www.auswaertiges-amt.de/sid_19FBFC6900826D07F0AB6A491AD92538/EN/EinreiseUndAufenthalt/Uebersicht_node.html

http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html

4. Certificate of right of residence / residence permit

EU nationals and nationals of Iceland, Liechtenstein and Norway must register with the city's civic centre (Bürgerzentrum) if they plan to stay for more than three months.

They must produce:

- A residence card for nationals of EU member states and EEA countries and their family members
- A valid passport
- A biometric passport photo

Non-EU nationals must register with the Regensburg Bürgerzentrum and apply for a residence permit within one week of arriving in the city. **Residence permits for students are not issued until after they have enrolled.**

The following documents must be produced when applying for a residence permit:

- Application for a residence title
- A valid passport with entry visa
- A certificate of enrolment from OTH Regensburg
- Health insurance certificate
- A biometric passport photo
- Proof of adequate means of subsistence (700€ per month)
- Funds to pay fees

Please note

Registration: You must register with the Bürgerzentrum (Foreigners' Registration Office) within one week of moving into a room or apartment, stating your new address.

Bürgerzentrum der Stadt Regensburg - Abteilung für Ausländerangelegenheiten
D.-Martin-Luther-Str. 3, 93047 Regensburg
Phone 0941 507 - 1338 / 3339 / 4333 to 4338
<https://www.regensburg.de/rathaus/aemteruebersicht/rechts-und-regionalreferat/buergerzentrum/abteilung-auslaenderangelegenheiten>

III. Application

1. Bachelor degree courses

You will need to apply online within the specified period in order to be accepted for a course, and you can also apply for more than one course. You will find the necessary application forms here:

<https://www.oth-regensburg.de/en/study/application.html>

You must also print out the online application, sign it and post it to OTH Regensburg with the following documents:

- Your higher education entrance qualification (obtained in Germany OR a certificate from Uni-Assist confirming your qualifying documentation, with your average grade)
- Your CV

Application period for a winter semester (starts 1 October):
Bachelor degree courses **1 May to 15 July**
(But note: 1 May to 15 June for the Industrial Design course)
Application period for a summer semester (starts 15 March): 15 November to 15 January.

As a general rule a pre-study placement/internship is required for almost all our courses!

Depending on the specific course, this pre-study placement lasts 6-12 weeks and must have been completed by the start of your studies. There are exceptions to this rule for certain courses.

<https://www.oth-regensburg.de/en/study/organising-your-study/internship/pre-study-placement.html>

Applicants for the Architecture and Industrial Design courses are required to sit an aptitude test.

Send your application to:
OTH Regensburg
University of Applied Sciences
Admissions and Organisation Office
Prüfeningerstr. 58
93049 Regensburg

Please note:

Please do not send any original documents with your application (except applications from China, Mongolia, and Vietnam), just certified copies.

There is a limit to the number of places available for many of our courses, so applicants will be selected based on the average grade obtained in their higher education entrance qualification.

5 % of places are reserved for foreign applicants who are not on a par with German applicants as regards meeting entry requirements.

2. Master degree courses

To see the Master degree courses offered at OTH Regensburg, visit
<https://www.oth-regensburg.de/en/study/course-overview/master.html>
Follow the links to find out more about the study programmes.

The tuition language for all Master degree courses is German.
Exceptions: The Master of European Business Studies and Master of Electrical and Microsystems Engineering are available in either German or English language.

Your application for a place on a Master degree course at our university of applied sciences should be made online at:

<https://www.oth-regensburg.de/en/study/application.html>

Please also print out and sign your online application and mail it together with the necessary supporting documents to OTH Regensburg.

Information about entrance requirements, application periods and the necessary documents will be found in the **“Please read” factsheet** for each individual Master degree course at

<https://www.oth-regensburg.de/en/study/application.html>.

For details about course content and the selection procedure, please contact the relevant departmental advisor:

<https://www.oth-regensburg.de/en/study/service-and-advice/academic-counselling.html>

Information about grants: <https://www.oth-regensburg.de/de/studium/studienbeitraege/studienfoerderung> (only available in German)

IV. Enrolment (registration)

After having finalized your application, you will receive confirmation of receipt via email.

Successful applicants will receive an **admission notice** indicating until when they have time to enrol for their chosen course. Once you have accepted the OTH's offer of admission on **both** hochschulstart.de and HISinOne, you will be able to download a pdf document called "**Antrag auf Immatrikulation**" (**request for enrolment**) which indicates the next steps and the deadline for enrolment. The **admission note** you will receive by post. The enrolment will also have to be confirmed **via post**. Please note that the time frame in which you will receive the admission notice and will have to confirm your enrolment usually falls:

- Between mid-August and the beginning of September for the **winter semester**
- Between mid-February and the beginning of March for the **summer semester**.

In the request for enrolment document, you will also find a list of the documents needed for enrolment, e.g.

- Health insurance certificate
- Proof that you have paid the tuition fees (bank statement)
- Valid identity card/passport
- Admission notice
- Proof that you have completed a pre-study placement, if applicable
- Further documents depending on your degree course.

If you don't hand in all necessary documents or miss the deadline, your enrolment will not be accepted.

Please note:

This registration at our university of applied sciences is valid for your first semester only – you will have to re-register and pay tuition fees for each further semester.

Please read our FAQs carefully before applying:

<https://www.oth-regensburg.de/en/study/application/faqs.html>

Further information can be found here:

<https://www.oth-regensburg.de/en/study/application.html>

V. Health insurance

All students must have adequate health insurance cover. You will not be able to either register or re-register at our university of applied sciences without valid health insurance cover.

Foreign health insurance policies or private policies which stipulate a maximum amount of cover cannot usually be accepted.

Students from countries which have a **social insurance agreement** with Germany (that's all EU countries, plus Liechtenstein, Norway and Switzerland) only need the **European Health Insurance Card (EHIC)** or equivalent proof of their insurance in their home country.

Limited insurance agreements which only cover absolute emergencies exist with Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Turkey and Tunisia, so it's advisable to take out a German health insurance policy in these cases.

All other students must purchase German health insurance cover.

Students aged over 30 years cannot be insured at the student rate and must purchase private health insurance.

Information about health insurance will be found here:

<https://www.oth-regensburg.de/study/organising-your-study/formalitaeten-organisatorisches/insurances.html> (only available in German)

We strongly advise you to take out **personal liability insurance** which will cover many of the claims for damages caused through the fault, negligence etc. of the policyholder.

VI. Tuition fees

Tuition fees in Bavaria were abolished at the start of the 2013-14 winter semester. Students are only required to pay an enrolment (or re-registration) fee of **€141.40**. This fee varies each semester, so check it before re-registering. You will receive an email from our admissions office once it's time for re-registering.

Each student must remit this amount per semester when re-registering.

More info: <https://www.oth-regensburg.de/rueckmeldung.html> (only available in German)

VII. Living in Regensburg, living expenses

One of the main questions foreign students ask when they come to Regensburg to study is “Where can I find acceptable and affordable accommodation?”

Regensburg is a lively university city with over 30,000 students, so the housing market is always very tight. **It’s the responsibility of students themselves to look for accommodation.** Our International Office can only provide assistance as it does not have its own halls of residence and only has a very limited room allocation in different halls.

<https://www.oth-regensburg.de/en/international/incoming-students/general-information.html>

1. Halls of residence

You will have to begin your search for a room in halls at an early stage, and make sure you don’t miss their different application deadlines. More info can be found here: <https://www.stwno.de/en/housing>.

You will find more information about privately-run halls of residence in Regensburg here:

http://www.uni-regensburg.de/international/internationale-studierende/medien/dokumente/privatwohnheime_liste_aaa__5_2014.pdf (only in German available)

2. Private rented accommodation

Another option is to look for accommodation in the private housing market – watch out for ads in the local press and posted up on bulletin boards at the OTH and the University. It is also advisable to not just search for accommodation in Regensburg, but also in the surrounding towns and villages. Your student-ID allows you to take public busses and trains in a certain radius around Regensburg for free. The range of validity you can find here: <http://www.rvv.de/index.php?id=49,16>

The following sites are worth a visit if you are searching online:

www.wg-gesucht.de

www.studenten-wg.de

www.wg-welt.de

www.wohngemeinschaft.de

www.easywg.de

<https://www.stwno.de/de/wohnen/zimmerboerse>

www.mitwohnzentrale-regensburg.de

www.zwischenmiete.de

www.immobilienscout24.de

www.wohnungsboerse.net

<http://mein-monteurzimmer.de/monteurzimmer-regensburg>

3. Short-term accommodation

If you are planning just a short stay in Regensburg, there are several inexpensive alternatives to hotels (<http://www.regensburg.de/tourismus/Home/3854>). A useful summary of accommodation and prices will be found here: <http://www.hostelworld.com/> or at <http://www.booking.com/>.

- Youth Hostel, Wöhrdstr. 60, 93059 Regensburg, phone 0941 57402
<http://www.jugendherberge.de/en/youth-hostels/Regensburg262/Portrait>
- Brook Lane Hostel, Obere Bachgasse 21, phone 0941 6900966
www.hostel-regensburg.de (only available in German)
- B&B Hotel, Landshuterstr. 111-113a, 93053 Regensburg, phone 0941 784910
<https://www.hotelbb.de/en/regensburg/overview>
- City Hostel, Kumpfmühlerstr.65, 93051 Regensburg
www.cityhostel-regensburg.de
- Young meets Young (Guesthouse), Oberländerstr.1, 93051 Regensburg
<http://questhouse-young-meets-young.com/en/regensburg/>

4. Living expenses

This section provides an overview of the monthly living expenses you should expect to have to cover during your stay in Regensburg.

Please note that the table can only give an average indication of current prices, but you should in any event allow for at least **€600 - €900 per month** to cover day-to-day living expenses.

Monthly rent (halls of residence)	approx. €200 - €400
Monthly rent (private housing)	approx. €300 - €600
Monthly food/grocery expenses	approx. €150 - €200
Health insurance per month (only for students from non-EU countries or countries with no social insurance agreement)	approx. €80
Internet/phone per month	approx. €25
TV licence fee (per household/month)	€18
Semester fee (incl. six-month bus ticket)	€141.40
Mensa/midday meal	approx. €2-€3
Eating in a restaurant	approx. €7-€12
Cup of coffee	approx. €2.50
Beer (0.5 litre)	approx. €3
Ticket to the movies	approx. €8 - €10
Open-air pool	approx. €3.50
Disco/club ticket	approx. €5 - €8

VIII. IT Access

When they register, each student is given a personal password (computer centre / “Rechenzentrum” RZ account) with which they can log into IT systems in computer rooms at OTH Regensburg and the University of Regensburg (CIP pools).

<https://www.oth-regensburg.de/hochschule/einrichtungen/rechenzentrum/services-und-support.html>

<https://www.oth-regensburg.de/hochschule/einrichtungen/rechenzentrum/cip-pools-computerraume.html>

<https://www.oth-regensburg.de/supportwiki/doku.php?id=portal> (all just available in German)

The RZ account is a virtual account which can be topped up at validation machines located at major points around the OTH.

- Seybothstraße entrance
- Seybothstraße CIP pool
- Mensa Seybothstraße
- Library Seybothstraße
- Mechanical engineering building, Seybothstraße entrance
- Prüfening main entrance
- Prüfening Mensa

You will need this account for any printing and plotting you do at the university of applied sciences.

The charge for a network connection in halls of residence is payable to the computer centre/Rechenzentrum of the University. This charge of 6 Euro per semester is deducted from the university’s printing cost account which can be topped up with coupons that can be purchased at cafeterias on the University campus.

The halls of residence are networked with the computer centre by dedicated line, LAN or WLAN.

To log in from a hall of residence, go to: http://www.wohnheim.uni-regensburg.de/index_en.html

The **information stand** for students is located in the computer centre (Seybothstraße 2, Room S 048)
Phone 0941 943 5120, email: support@oth-regensburg.de

IX. BAföG Funding

The Federal Education Assistance Act (abbr. BAföG, providing financial support for students in Germany) is an inexpensive way of funding a first degree course. While students are within their ‘Regelstudienzeit’ (standard period of study), half of the BAföG money is an interest-free loan and half is a grant, so half the amount is non-repayable.

Foreign students will only be entitled to BAföG funding in exceptional cases. The local BAföG office can advise you on your specific situation.

Address:
University of Regensburg
Studentenwerk Niederbayern/Oberpfalz – Amt für Ausbildungsförderung

Albertus-Magnus-Str. 4
93053 Regensburg
Phone 0941 943 2209

Information about Bafög can also be found at:

<https://www.stwno.de/en/financing/bafog> und www.bafog-bayern.de (this one is only available in German).

X. Job opportunities

For many students, working in a paid job during the study semester or during vacations is an essential source of additional income.

Students from EU countries are able to take side jobs in the same way as German students, with the following limits.

During study semesters: 20 hours per week

During vacations: 40 hours per week

Students from non EU countries will not normally be entitled to a work permit and can only work for up to 120 full days or 240 half days a year without a permit (see the stamp in your passport).

Anyone wishing to work more than 120 full or 240 half days in a job that is not just a part-time or temporary job must get permission from the foreigners registration office (Ausländerbehörde).

Go here for information about legal issues affecting student jobs:

<https://www.stwno.de/de/beratung/jobben> (only available in German).

Where can I find a job?

The **university of applied sciences** offers a range of jobs on its home page.

(<http://jobboerse.oth-regensburg.de/index.php/en/Stellensuche>)

Temp agencies also provide part-time or temporary jobs for students.

<https://www.arbeitsagentur.de/web/content/EN/index.htm>

<http://jobs.meinestadt.de/> (only available in German)

<http://jobsuche.monster.de/> (only available in German).

XI. Financial support and legal advice

1. Support for foreign students at OTH Regensburg from the 3rd semester onward is provided by the Bavarian universities of applied sciences. To be eligible, students must not be receiving any Bafög funding, they must be in verifiable financial distress and be able to show academic success.

Application deadlines: 15 April and 31 October

Apply here:

<https://www.oth-regensburg.de/en/international/incoming-students/useful-links.html>

More information can be obtained from the International Office, Galgenberstr. 30, D 115

2. Money for books (Oskar-Karl-Forster Bursary) from the 2nd semester onward. A one-off payment of up to €400 for purchasing books or other study aids.

Applications deadlines: 31 May and 31 December

Apply here:

<https://www.oth-regensburg.de/studium/service-und-beratung/career-service/stipendien-im-inland/oskar-karl-forster-stipendium.html> (only available in German).

Legal advice

Free legal advice is available in Germany for persons with a particular need.

Applications should be made to the Legal Advice Scheme

(<http://www.justiz.de/formulare/index.php> - (only available in German)).

Applications for legal advice can be made in person at the Amtsgericht Regensburg, or mailed to:

Amtsgericht Regensburg, Augustenstr. 3, 93049 Regensburg

If your application is approved, you can go ahead and make an appointment to consult a lawyer of your choice. A basic fee of €10 is charged for this service.

The **Verbraucherservice Bayern** (Consumer Service Bavaria) also provides inexpensive advice (€10-€20) on a range of issues such as consumer rights, insurance, finance etc.).

On the Consumer Service homepage (<http://www.verbraucherservice-bayern.de/beratung/regensburg/>) - (only available in German) you will find templates you can use to write letters of complaint.

Address: Frauenbergl 4, 93047 Regensburg

Phone 0941 563458

regensburg@verbraucherservice-bayern.de

XII. Information and addresses

A lot of basic information about life and culture in Germany will be found in the **Handbuch Deutschland (Manual for Germany)**

http://homepage.alexanderkeck.de/Core/HfD/html/book_en.html and <https://www.study-in.de/en/> (the DAAD website).

You can find information specific to studying in Bavaria on this site:

<https://www.study-in-bavaria.de/en/>

Emergency numbers:

Police	110
Fire service	112
Rescue/emergency doctor	112
Women's emergency helpline	(0941) 24171
Crisis helpline	0800 111 0111 or 111 0222

Cultural societies and networks:

Deutsch-Französische Gesellschaft Regensburg	www.dfg-regensburg.de
Deutsch-Italienische Gesellschaft Regensburg	www.dig-regensburg.de
Deutsch-Japanische Gesellschaft Regensburg	www.djg-regensburg.de
Deutsch-Spanischer Verein El Puente	www.elpuente-regensburg.de
Islamisch-Arabischer Kulturverein	www.islam-regensburg.de
Deutsch-Marokkanisches Kompetenznetzwerk	www.dmk-online.org

Faith communities:

Evangelische Studentengemeinde	www.esg-regensburg.de
Katholische Hochschulgemeinde	www.khg-regensburg.de
Buddhistisches Zentrum Regensburg	http://www.buddhismus-bayern.de/de/zentren/Regensburg
Jüdische Gemeinde Regensburg	www.jg-regensburg.de

Migration advice:

KJF Youth migration service	www.kjf-regensburg.de email: jmd@kjf-regensburg.de
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Sport:

University of Regensburg Sports Centre

<http://www.uni-regensburg.de/sport>

Sports clubs in Regensburg

<http://www.regensburg.de/leben/sport-freizeit/sportvereine/29815>

XIII. Sickness and emergencies

Police 110

Fire/rescue service 112

Only in case of acute, life-threatening emergencies such as fire, accident and sickness (if you cannot get to a doctor unaided).

Emergency numbers 112 / 110 can be dialled without an area code, including from your mobile phone (with a valid Sim card only).

Medical assistance (Regensburg area) 01805 19 12 12 or 116 117 (nationwide)

If you need a doctor on weekends, public holidays or during the night. This service will give you details of the doctor on call who is nearest to you.

A&E department of the University Hospital 0941 944 2310

The A&E is open 24/7 (Franz-Josef-Strauß-Allee 11, Bus 6 Klinikum).

For acute sickness or injuries.

Emergency medical service, Krankenhaus Barmherzige Brüder 0941 369-0

A GP is available if you have health problems outside normal practice hours (Prüfening Str. 86, Bus 1 Prüfening).

Hours: Wednesday and Friday 16.00 to 20.00,
Saturday, Sunday and public holidays 8.00 to 21.00

Emergency dental service/University Hospital 0941 944-0

If you need a dentist on weekends, public holidays or during the night.

Ambulance transport

Health insurance companies will normally only pay for an ambulance if it is requested by a doctor as this is strictly speaking for people who cannot take a taxi because of the seriousness of their condition.

If you have private health cover you should check that your policy would pay for this service. Your health insurer will probably not pay for the use of an ambulance if this is not shown in the schedule. Ambulance transport costs around €600 on average!

What do I need at the doctor's or in a hospital?

Students who have a European Health Insurance Card (EHIC) must produce it when visiting a doctor or hospital.

Students from outside Europe who have private or mandatory health insurance for Germany must produce their insurance card.

XIV. Mentoring for foreign students

1. “First Steps” Mentoring

With “First Steps” mentoring for foreign students, a student in a higher semester (mentor) will support a new full-time student (mentee) from another country for a period of one semester. This mentoring relationship can involve all manner of issues to do with studying at the OTH and living in Regensburg. The primary aim is to help mentees get used to the routine of studying at OTH Regensburg and what it’s like living day-to-day in a country / city that is totally new and strange to them.

The mentoring programme includes an induction event, self-organised gatherings and special offers, plus a closing event. Depending on student numbers, mentoring will either be on a one-to-one basis with one mentor looking after one mentee, or in small groups with a mentor supporting several mentees.

What you can expect as a mentee:

A student from a higher semester will support you during your first semester!

Typical areas covered by mentoring:

- ❖ Help starting your studies
- ❖ Help looking for accommodation
- ❖ Support overcoming language barriers
- ❖ Questions about living in Regensburg
- ❖ Shared leisure activities

The “Mentoring for foreign students” scheme is a voluntary service and begins in the first week of each semester. You are welcome to find out more about it at any time without committing yourself.

Information and registration:

mentoring@oth-regensburg.de

www.oth-regensburg.de/first-steps (only available in German).

2. External mentoring

Aims of external mentoring

External mentoring is designed for foreign students who are in the final semesters of their Bachelor or Master degree course at OTH Regensburg. As far as possible, students are assigned to an external mentor who has experience of working for a local company. Ideally, these mentors should come from a career context which matches the mentee’s field of study.

This mentoring programme is designed to afford final-semester students some idea of the world of work to smooth their transition from university to the workplace. Close contact with an employee from a regional business will be a rich source of insights and information to help mentees in their studies and prepare them for their future professional careers.

How the mentoring partnership works

External mentoring for foreign students is always conducted in pairs, i.e. one mentor will support and advise one student over a period of one to two semesters. The mentoring partnership can involve all kinds of issues affecting career starts and the routine of everyday working life.

Benefits to the mentee will include:

- ❖ Suggestions for planning your career and life: you will receive valuable tips from a mentor with a wealth of professional experience
- ❖ Help with your career start
- ❖ Building useful networks

Information and registration:

Project tutor: Charlotte Unnerstall
Email: mentoring-international@oth-regensburg.de

Responsible for content: Hannelore Siegl-Ertl
OTH Regensburg/International Office
Phone +49-(0)941-943-1131
Email: hannelore.siegl-ertl@oth-regensburg.de

You will also find this brochure on the OTH homepage at:
https://www.oth-regensburg.de/fileadmin/media/international/pdf/2014/Vollzeit/Informationsbroschuere_internat._Vollzeitstudierende.pdf

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