

PADERBORN ACADEMIC CALENDER - INFORMATION FOR EXCHANGE STUDENTS

Institution	Paderborn University International Office	
Address	Warburger Str. 100	
Post Code and City	33098 Paderborn	
Country	Germany	
Contact for incoming Students	Ms Nicola Weinert Incoming Exchange Advisor/ Deputy Head International Office Admission and general enquiries	Ms Kerstin Ollech Incoming Exchange Advisor Study-related questions and language courses
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Building/Office no.	Building I; office no.: I4.201	Building I; office no.: I4.204

ACADEMIC CALENDAR INFORMATION

	Winter Semester 2019 - 20	Summer Semester 2020
Online nomination period	15 April - 15 May, 2019	15 October - 15 November, 2019
Online application period	2 May - 1 June, 2019	1 November - 1 December, 2019
Orientation program	starts 3 September, 2019	starts 3 March, 2020
German Language Courses		
<i>Pre-semester Crash Course</i>	starts 3 September, 2019	starts 3 March, 2020
<i>Semester Afternoon Course</i>	21 October, 2019 – 31 January, 2020	20 April, 2020 – 17 July, 2020
Lecture period	7 October, 2019 – 31 January, 2020 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand.	6 April – 17 July, 2020 Please note: exams typically take place <u>after</u> the end of the lecture period! Examination dates will be announced by the faculties <u>during the semester</u> and are not known beforehand.
Public holidays/ Vacations	3 October, 1 November, 2019, Christmas holidays	10 April, 13 April, 1 May, 21 May, 1 June, 11 June, 2020

GERMAN LANGUAGE COURSES

<p>All courses are <u>optional</u> and taught on all CEFR levels (A1 – C1)</p> <p><i>* Please note that the German course offer and course fee structure at Paderborn University is under regular review and may be subject to change.*</i></p>	<p>a) Pre-semester Crash Course Intensive four-weeks German course before the official lecture period, daily classes 80 teaching units / FREE for exchange students</p>
	<p>b) Semester Course Classes during the lecture period; exact schedule will be available once the course starts 120 teaching units / FREE for exchange students</p>

ACCOMMODATION INFORMATION

Contact for accommodation	Mr Frank Schmelter (Student Services)
Address	Mersinweg 2, 33100 Paderborn, Germany
Telephone	+ 49 (0) 5251 89296-690
Fax	+49 (0) 5251 89207-605
Email	schmelter@stwpb.de
Organization of accommodation	<p>Approx. 3-4 weeks before arrival, depending on availability of rooms.</p> <p>Please note that accommodation can be provided upon availability only; Paderborn University assists students in finding accommodation, however, is not obliged to guarantee housing to students. In case that Paderborn University cannot offer enough and suitable accommodation, students will be asked to search for housing themselves.</p>
Equipment of rooms/accommodation	<p>Please note that the rooms and flats are furnished, however, table - and kitchenware as well as pillows and blankets mostly have to be purchased by the students themselves.</p> <p>Besides the monthly rental amount, students will typically need to pay a deposit that is usually of the same amount as the monthly rent. When students move out and the room/flat is in appropriate condition they will receive the full deposit back.</p>
Type of accommodation	<p>Students are free to look for a room themselves through agencies or websites or they can opt to reserve it via the Studierendenservice (student services). They have several choices of types of accommodation*:</p> <ul style="list-style-type: none"> • Dormitories on campus: Exchange students will usually be offered a room in shared flats in the residence hall "Vogeliusweg". Most flats will be inhabited by 2 – 4 students; kitchen and bathroom are shared. • Rooms in the city/ shared flats: Many German students live in shared flats called "WG" (Wohngemeinschaft). This means that they have a room of their own and share the kitchen, bathroom and living room with typically 1 - 3 roommates. The furnished rooms offered are usually rooms of Paderborn students who study abroad for a semester or two and would like to offer their room for rent in Paderborn to an exchange student while they are abroad. • Single apartment/ flat: Single apartments offer a greater amount of independence, however, are usually slightly more expensive to rent than other rooms/ shared flats. • Room with access to a family: <u>If available</u>, we sometimes also offer the opportunity for students to stay in a family's or person's house with direct contact to the family/ person. This form of accommodation requires a strong level of consideration and respect for each other. We cannot guarantee the availability of these rooms each semester. <p>• <i>* The options of accommodation are subject to change every semester. There is no guarantee that all types of rooms/ flats mentioned here are available to exchange students each semester.</i></p>

Arrival date & time	<p>In case students opt to rent a room in the campus dormitories, we strongly recommend to plan the arrival on a weekday, not the weekend or a public holiday! Student services and janitors do not work on weekends and it might be difficult to arrange the handover of your room keys and the move-in process. Students should contact Mr Schmelter beforehand if unsure about when would be a good date and time to arrive.</p> <p>Students who live in private accommodation, need to make sure to get in touch with their landlord/-lady and/ or buddy and inform them of their arrival day and time to ensure that they have access to the flat or house.</p>
IMPORTANT	<p>Starting in 2017, Paderborn' student dormitories have been undergoing major refurbishing works. The ongoing works might still affect the type and number of rooms available to exchange students during the academic year 2019-20. Whilst we are strongly committed to assist students as much as we can in finding suitable accommodation in Paderborn, we might not be able to provide a room to all students arriving during that period from our end. In that case, students will be asked to organise accommodation themselves.</p>

FINANCIAL MATTERS FOR EXCHANGE STUDENTS

Approximate cost of living per month (estimate in €)	<ul style="list-style-type: none"> • Mandatory semester fee (includes semester travel ticket and social fees for services such as reduced costs for meals, housing services, and the work of Paderborn University's student Union): about €300 • Accommodation: between €250 - €400 • "ARD ZDF Broadcast Contribution Services": € 17.50 per month per household; amount can be shared by tenants living together in one household (https://www.rundfunkbeitrag.de/e175/e5280/Informationen_fuer_Studierende_Englisch.pdf; https://www.rundfunkbeitrag.de/e175/e5283/Flyer_Buergerinnen_und_Buerger_EN.pdf) • Food: between €150 - €250 • Social activities: between €100 - €150 • Personal costs such as clothing, travel, books: between €120 - €180 • Health insurance plan, if applicable (please see information about health insurance below) <p style="text-align: center;">Total: between ~ €800 - €1000*</p> <p><i>*Costs reflect the current situation and are subject to change.</i></p>
Tuition fees	There are no tuition fees for exchange students.
Semester ticket	As part of the enrolment procedure at Paderborn University, students need to pay a mandatory semester fee. The fee includes a travel ticket that allows students to use public transportation in the state of North Rhine-Westphalia during the entire semester for free. The semester fee, including the travel ticket, currently amounts to just over €300 per semester.
Health Insurance	<p>All students need to have <u>full valid health insurance cover</u> during their time in Germany – a travel insurance is sometimes enough for the visa process, however, it will not be enough cover for the duration of the studies!</p> <p>For EU residents it is sufficient to show us their European Health insurance card after arrival.</p> <p>Non - EU residents <u>have to take out a German insurance</u> as normally no other type of international insurance will be accepted by the German insurance system and Paderborn University. Students are supposed to inform themselves about the different types of insurances and choose one accordingly. It is strongly recommended to take out a German public insurance as they provide the best cover and are fully recognised by Paderborn University. Costs amount to about 90 EUR per month. More information about insurances are</p>

	<p>send to student applicants once they have been nominated for a stay in Paderborn or can be found on Paderborn University's website for the exchange program.</p>
<p>Visa & resident permits</p>	<p><u>EU - citizens</u> Students who are citizens of a country within the European Union do not require a visa to study in Germany.</p> <p>All other exchange students will need to check in advance of their stay in Paderborn whether they need to apply for a visa or not.</p> <p><u>Citizens of Australia, Canada, Israel, Japan, New Zealand and the USA</u> As a citizen of one of the above-mentioned countries, students are allowed to enter Germany without a visa, however, they will need to apply for a residence permit with the local authorities once they are here in Paderborn within 90 days after their arrival. Students are strongly advised to make sure to find out before their arrival from their local German embassy or consulate which types of documents, including any financial proof, they might need to bring when applying for their permit once in Paderborn.</p> <p><u>Other countries</u> Students from countries that require them to apply for a visa before entering Germany need to do this directly at their local German embassy or consulate in their home country <u>at least six to eight weeks before their departure</u>. It is strongly recommended to start this process as early as possible as it often takes a significant amount of time until a visa is approved and issued. For the visa application, students will need the "letter of admission" from Paderborn University which will be available for them to download from their personal online application account once their application has been successfully completed and accepted. For any other documents or financial proof that might be required for obtaining a visa, students need to directly check the details with the local embassy officials. Students need to inform us as early as possible if they are facing any issues in receiving their visa and whether they might be arriving late.</p> <p><u>Specific rules for third country nationals with a residence title from another EU member state:</u> Students from third countries who have already been issued a residence title from another EU member state under the <i>Directive on conditions of entry and residence</i> (Directive 2016/801/EU), may come to Germany/ Paderborn without having to apply for a German residence title. It would be possible to stay in Germany for study purposes for a maximum of 360 days. Students falling under this directive need to inform Paderborn University about their residence/ visa status and intention to come via the above-mentioned Directive as soon as they have received their letter of admission by Paderborn University. Paderborn University will then need to send a "notification" to the <i>National Contact Point at the Federal Office for Migration and Refugees</i>. In order to do so, the respective student will need to complete a <u>notification form</u> and send digital copies of the following documents to Paderborn University:</p> <ul style="list-style-type: none"> • A recognised, valid passport/replacement passport • Evidence of participation in a Union or multilateral programme incorporating mobility measures and of the validity of an agreement between two or more higher education institutions (e.g. proof of participation in the ERASMUS+ program) • Proof of admission to Paderborn University • Proof of subsistence (financial proof) • Proof of health insurance <p>All supporting documents – except the passport and the residence permit - need to be submitted in German. In exceptional cases, copies are accepted in English. After checking its completeness, the Federal Office will transmit the notification to the</p>

	<p>respective local immigration office. If approved, the Federal Office will issue a certificate for mobility and the student may enter Germany. This certificate is declaratory only and not necessary for the entry to Germany.</p> <p>Should the immigration office deny the planned residence within 30 days after receiving the notification, the student would not be allowed to enter Germany.</p> <p>Further information about this procedure as well as the link to the notification form can be found on the website of the Federal Office for Migration and Refugees: http://www.bamf.de/EN/Migration/Studieren/studieren-node.html;jsessionid=00DCE49C47D86D82BA21BB2C04E09DD8.2_cid359</p> <p>IMPORTANT: Any questions about the directive, the documents that need to be handed in or the general procedure need to be addressed directly with the service center of the Federal Office for Migration and Refugees. Contact details can be found below:</p> <p>Email: service@bamf.bund.de Phone: +49 911 943-0 (Mon – Fri; 09:00am – 03:00pm) Website: http://www.bamf.de/EN/Willkommen/InformationBeratung/Buergerservice/buergerservice-node.html</p> <p>General information on visa issues and on how to get to Paderborn can also be found on Paderborn University’s website: http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/reasons-to-choose-paderborn/traveling-to-paderborn/#c158271.</p>
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SUPPORT & ORIENTATION

Orientation program	In addition to the 4-weeks German language crash course before the official start of the semester, we are offering guided campus and city tours, excursions, weekend trips to other German cities, museums, outdoor activities, parties, and more, throughout the semester!
Buddy program	Exchange students can choose to be teamed up with a student/volunteer from Paderborn who will help them with the first steps after their arrival, visits to local authorities, etc. This is a great way of getting to know the University and Paderborn during the first couple of days and the perfect way to get in touch with Paderborn students. A buddy can, however, only be matched with an exchange student if enough volunteers have signed up for the program, so we cannot guarantee a buddy for every student!

ACADEMIC INFORMATION FOR EXCHANGE STUDENTS

General information for students	<ul style="list-style-type: none"> • http://www.uni-paderborn.de/en/home/ • http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/
Faculties:	
Arts and Humanities	http://kw.upb.de
Business Administration and Economics	https://wiwi.uni-paderborn.de/
Science	http://nw.upb.de/

Mechanical Engineering	http://mb.upb.de
Computer Science, Electrical Engineering and Mathematics	http://www.eim.upb.de
Course Catalogue (all departments)	http://paul.upb.de/vvz
Courses that are currently being offered in English	http://www.uni-paderborn.de/en/studium/international-office/austauschstudierende-incoming/studium/