

**Fact Sheet on Student Exchange Program  
Winter Semester 2022/23**

<b>Contact information</b>		
Name of university	Karlsruhe University of Applied Sciences (HKA) (Hochschule Karlsruhe (HKA))	
Coordinating office	International Office	
Mailing address	Moltkestraße 30, 76133 Karlsruhe, Germany	
Contact information	<p>Incoming Student Advisors</p> <p>Ms. Lea Scholz <span style="float: right;">Tel.: +49 (0)721 – 925 1086</span>            Email: lea.scholz@h-ka.de <span style="float: right;">Fax: +49 (0)721 – 925 1089</span></p> <p>Ms. Wibke Higgins (French universities only) <span style="float: right;">Tel.: +49 (0)721 – 925 1147</span>            Email: wibke.higgins@h-ka.de</p>	
	<p>Outgoing Student Advisors</p> <p>Mr. Hannes Schwarz <span style="float: right;">Tel.: +49 (0)721 – 925 1085</span>            E-Mail: hannes.schwarz@h-ka.de</p> <p>Ms. Wibke Higgins (French universities only) <span style="float: right;">Tel.: +49 (0)721 – 925 1147</span>            Email: wibke.higgins@h-ka.de</p>	
	<p>Director International Office</p> <p>Dr. Joachim Lembach <span style="float: right;">Tel.: +49 (0)721 – 925 1090</span>            Email: joachim.lembach@h-ka.de</p>	
	<p>HKA International Program (English Courses)</p> <p>t.b.a. <span style="float: right;">Tel.: +49 (0)721 – 925 2506</span>            Email: internationalprogram@h-ka.de</p>	
Erasmus code	D KARLSRU05	
Website	<a href="https://www.h-ka.de/en/io">https://www.h-ka.de/en/io</a>	
<b>General information</b>		
Academic calendar	Winter Semester 2022_23 September 1, 2022 – February 28, 2023	Winter Semester 2022_23 March 1, 2023 – August 31, 2023
Welcome and orientation week	September 05 – 09, 2023	To be determined
Preparatory intensive German language course	September 12 – 23, 2023	Beginning of March 2023 Exact dates to be determined
Teaching period	September 26, 2023 – January 20, 2023	Mid March – July 2023 Exact dates to be determined
Examinations	January 23 – February 10, 2023	July 2023

		Exact dates to be determined
Holidays / Semester Breaks	December 23, 2022 – January 8, 2023 (Christmas)	April 07 – 11, 2023 (Easter) Mai 29 – June 2, 2023 (Whitsun) Exact dates to be confirmed
Link to academic calendar	<a href="https://www.h-ka.de/en/about-hka/news-events/events">https://www.h-ka.de/en/about-hka/news-events/events</a>	
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: <a href="https://www.h-ka.de/en/exchange-students">https://www.h-ka.de/en/exchange-students</a>	
Application process	<p>Requested application documents:</p> <ul style="list-style-type: none"> <li>• Learning agreement listing the course units that they wish to take*</li> <li>• Transcripts of Records obtained in previous years of study</li> <li>• Copy of passport</li> </ul> <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. As the original will be sent by ordinary mail, please note that the delivery date is beyond our control.</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	<ul style="list-style-type: none"> <li>• Access to campus facilities including library, student canteen, etc.</li> </ul>	

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

For information about German courses consult the module descriptions for the individual degree programs at <https://www.h-ka.de/en/study>. For HKA International Program courses there will be a remark in the Learning Agreement.

exchange students	<ul style="list-style-type: none"> <li>• Students will be assigned a buddy who will help in administrative matters in the first weeks after arrival</li> <li>• Events and excursions for international students are offered at modest prices</li> <li>• 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</li> </ul>
<b>Course-related information for exchange students</b>	
Online course information	<a href="https://www.h-ka.de/en/exchange-students">https://www.h-ka.de/en/exchange-students</a>
Course schedule/timetable	Will be provided upon arrival.
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 – B2.2). German language classes are also offered during the semester (level A 1 – B 2.2). All German language classes are free of charge for exchange students. 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.

<b>Accommodation</b>	
Is university accommodation available for exchange students?	<p>There are 2 options:</p> <ol style="list-style-type: none"> <li>1. Students can apply for university accommodation directly at the Student Services Information: <a href="https://www.sw-ka.de/en/wohnen/">https://www.sw-ka.de/en/wohnen/</a></li> <li>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.</li> </ol>
Is university accommodation guaranteed?	No.
Is accommodation available over semester breaks?	University accommodation (option 2) can only be rented for a complete semester.
Website for information on accommodation	For more information about university and private accommodation: <a href="https://www.h-ka.de/en/accommodation">https://www.h-ka.de/en/accommodation</a>

<b>Visa requirements</b>	
Are exchange students required to obtain a student visa?	Depends on nationality; Information at <a href="http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html">www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/03_Visabestimmungen/Visabestimmungen_node.html</a>
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.

<b>Arrival / Orientation program</b>		
Recommended arrival dates	<p>Winter Semester</p> <p>An orientation week 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>	<p>Summer 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. The train connections between Frankfurt airport and Karlsruhe are excellent, with trains running hourly during the day time.	
Orientation period	Welcome and orientation week in Winter Semester 2022/23: Sept 05 – 09, 2022 Introductory meetings of faculties, student union and student organizations in the first week of lectures.	

<b>Insurance</b>	
Are exchange students required to purchase insurance?	<p>Yes. It is mandatory for registration. Since Winter Semester 2020_21, there are new health insurance requirements for students under 30 years!</p> <ol style="list-style-type: none"> <li>1. Private travel health insurances will no longer be accepted.</li> <li>2. Students will need a full coverage health insurance, including a nursing care insurance</li> <li>3. We recommend to take out travel insurance after arrival. Information will be given in the International Office. The cost is approx. € 100 per month.</li> </ol>

<b>Estimated expenses in local currency</b>
<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"> <li>• € 77,70 contribution fee for student services (Studierendenwerk) per semester</li> <li>• € 5 one-off fee for the campus card</li> <li>• Approx. € 300 for accommodation per month</li> </ul>

- Approx. € 80 for health insurance per month
- Approx. € 160 per semester for public transport (depending on the student's place of residence)
- Approx. € 80 per month for meals in the student canteen

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).

Scholarship program for exchange students: <https://www.bw-stipendium.de/en/home/>

Contact person at HKA: Hannes Schwarz: [hannes.schwarz@h-ka.de](mailto:hannes.schwarz@h-ka.de)

### German Grading system

Karlsruhe University of Applied Sciences uses the following grading scheme:

- 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)

(Last updated in March 2022)