



Foto: Anja Behrens

Enjoy Darmstadt

Electrical Engineering and Information Technology
International Master of Science
WS 2018/2019

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Herzlich Willkommen

49° 52' 19" N, 8° 39' 05" O – landing

Welcome to Germany, the land of Mozart and Beethoven, of BMW and Volkswagen, of Einstein and Karlheinz Brandenburg, the inventor of the MP3 standard. A country having a rich cultural and scientific past with a strong economy, which also expects a strong work ethic from its people.

Being reliable, well organized or punctual are some of the typical German characteristics. But we are also famous for being direct and sometimes even distant. We will never be superficial.

Welcome to the Hochschule Darmstadt, one of the leading universities of applied science in Germany. 40 motivated professors are waiting to teach state of the art technology; several labs from the 4 majors will open their doors to provide you with a new hands-on experience.

As in every new environment, you will be confronted with a lot of new experiences. You will learn how to integrate into a new world. This brochure will try to assist you by answering the most relevant questions during your stay in Germany, focusing on the areas:

- Living in Germany
- Studying in Germany
- Working in Germany

Of course, in addition to this brochure we will try to support you in the best possible way to make your stay a success story. Helping to help yourself is our main principle of education, which you will experience in the next 2 years ahead of you.

Again, welcome to Germany and the Hochschule Darmstadt.



Prof. Peter Fromm and the team from the Hochschule Darmstadt

What next

You have just arrived in Darmstadt. During your first weeks in Germany you will have a lot to arrange. You must register with the authorities where you live and get your visa converted into a residence permit. You also have to take out health insurance and you cannot miss the deadline for enrolling at h_da.

Making a good start

Opening a bank account

Open a bank account as soon as possible after your arrival. This will make it much easier to organise monthly payments such as rent and insurance. Account maintenance fees are usually charged for a bank account. However, most banks and savings banks offer current accounts free of charge for students – ask for a student account.

→ The tutors will help you.

Enrolment

The first enrolment or matriculation at h_da takes place directly after your arrival. **Important: you can no longer enrol after the enrolment deadline has passed.** Find out exactly when the enrolment deadlines are! Ask the SSC.

Get more information:

www.h-da.de/studium/studienorganisation/semestertermine/

Make sure you ask what documents you need for enrolment.

At the very least you will need:

- proof of legal health insurance in Germany
- notification of admission
- receipt of your payment to the student organisation
- your passport with visa / note of residence
- possibly original certificates
- proof of study times

After enrolment you will receive confirmation of matriculation and a Campus-Card.

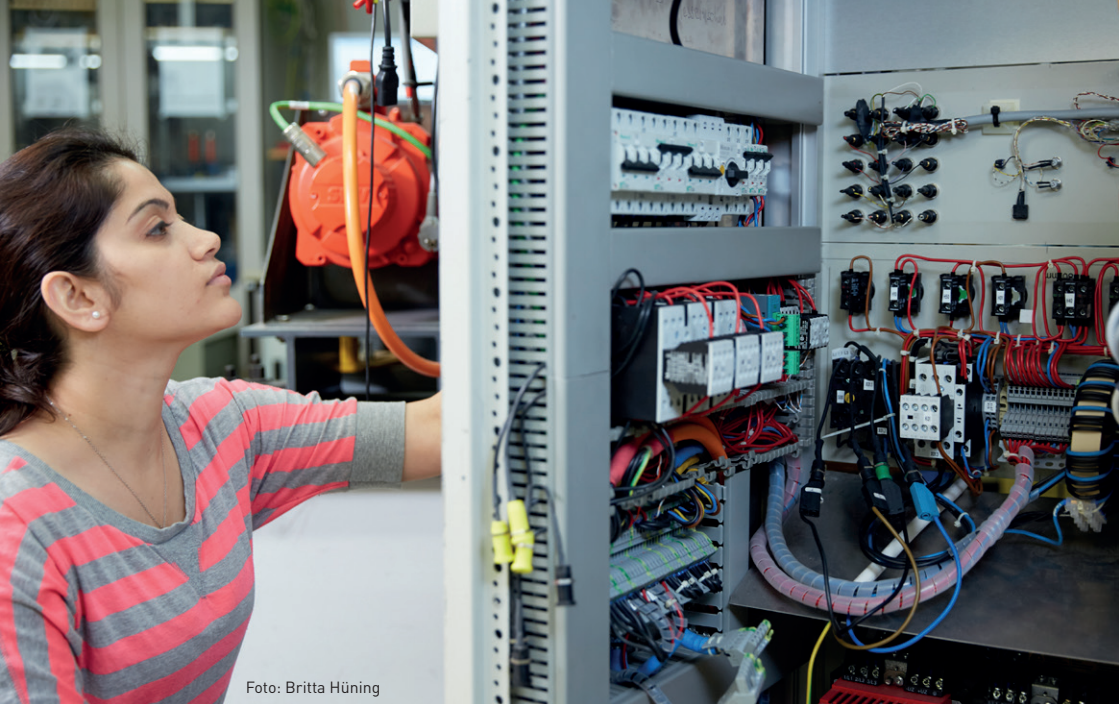


Foto: Britta Hüning

Health Insurance

If you wish to study in Germany you need health insurance. Without it, you cannot be enrolled. As a student you are obliged to insure yourself until you are 30 years old at a special student rate. If you do not have insurance you could be barred from studying. The registration for health insurance is part of the enrolment procedure at the h_da.

In Germany there are two kinds of health insurance, compulsory and private. Private health insurance is only allowed in exceptional cases. Please note: once you take out private health insurance you cannot revert to public health insurance! In most cases the public health insurance is the more reasonably priced version anyway.

Health Care

Basically we recommend finding a doctor in general medicine. Specialists have long waiting lists. Hospitals are only for the most urgent cases.

Move in

From September 1st on you can move into your room on condition that you have already applied with a room registration form, paid the housing fee and received the housing information from the housing agency you were allocated to. Note that your housing contract is normally valid only for 1 year. You have to find a room on your own for the second year of your studies.

Register at the registration office

Just as all German citizens do, international students must register their place of residence at the registration office (Einwohnermeldeamt / Bürgerbüro) normally in the town hall.

In Germany, once you have found a flat or a room you must register at the registration office within one week. This applies every time you move!

You should keep a copy of the registration confirmation with you at all times. This serves as proof of address and you will need it, for example, when you open a bank account or want to become a member of a library.

To register you need your passport or identification card. It also helps to take your tenancy agreement with you to the registration office because you have to give details of your housing agency or landlord.

Very important: Enter your personal data (address, phone number and email address) in QIS.

End of the semester

Exam registration and Exam Information Workshop

An information workshop will be held to explain what will be expected from you and the process and rules of the exams. Very important: Exam registration and deregistration is done through your online QIS account. For some exams, you are automatically registered. Verify your exam registrations to avoid any problems.

Exam preparation

All exams will be held during the first few weeks of the semester break. Please note, very likely, the style of exams at the h_da will be different from your previous experience, therefore you have to plan sufficient time for the preparation.

Internship Information Workshop

In Germany the application process differs a lot to other countries. In this workshop you will receive information about the application process and how to be successful in applying for a job.

Re-enrolment for the coming semester

Very important: You can only continue your studies if you have enrolled again for the following semester.

How to do it? See page 41.

During the next year

Apply for a visa prolongation / Residence Permit

The entry regulations for the Federal Republic of Germany differ depending on the country of origin.

Please check: https://www.auswaertiges-amt.de/en/einreiseundaufenthalt/visabestimmungen-node#content_7

For citizens from non EEA-member states you have the following regulations: For your study programme you need to have a national visa (D-Visa) which allows you to enter and stay longer than three months in Germany. It is also possible to travel within the first three to six months of your stay to another Schengen country. The national visa is usually issued for a period of three months. After entering Germany you must apply for a residence permit at the immigration office (Ausländeramt) based on this visa. If you are travelling with your family, you must apply for a separate visa for each family member. Please make sure to state in your visa application if your partner wishes to work while staying in Germany.

Please take into account that to get an appointment at the immigration office may take a few months. You are advised to organise your appointment as soon as you are settled in Germany.

Apply for an Internship in February / March

An internship, also called practical semester is compulsory for your course. It helps you to orientate in the professional world and to decide on your future career. You will meet potential employers and build up a network of contacts. Besides that, you will learn what the industry expects from you, develop your ability to work in a team and assert yourself in difficult situations or conflicts. The way of applying for a job in Germany differs a lot from the application process in other countries. A successful application is usually customized to the specific job and company you apply for. German companies usually expect you to speak German proficiently as you are living and studying here. In addition you will learn that middle sized companies are the mainstay of the German economy (99.7% of all companies in Germany are small and medium sized). They are highly specialized and offer 70.2% of all jobs in Germany.

More information about this topic:

www.eit.h-da.de/studium/studienbetrieb/electrical-engineering-msc/jobs/
and www.h-da.de/career

Furthermore you will learn more about working in Germany at our intercultural forum at the start of the pre-courses in September.

Apply for housing for the second year in May

The university has only a limited contingent of rooms available with the different housing agencies. As it is easier to find accommodation whilst living in Germany than from abroad, you are asked to organise your lodging for the second year by yourself. Our housing contingent and housing organisation is only for the first year students.

Note that your contract is only valid until August. It is essential to organise your lodging for the next year at the latest in May.

HEAG

<https://www.heagwohnbau.de/studentenwohnen>

Q56

www.quartier56.com

Studierendenwerk

<http://studierendenwerkdarmstadt.de/en/accomodation-service/>



Foto: Britta Hüning

Checklist for the coming semester

September	<input type="radio"/> Enter your personal data in QIS <input type="radio"/> Get visa date at „Ausländerbehörde“
October	Start of Semester
December	<input type="radio"/> Workshop examination rules
January	<input type="radio"/> Look on the website to register for your exams <input type="radio"/> Workshop internship and master thesis
February	Exams <input type="radio"/> Registration and payment for the coming semester (Rückmeldung) <input type="radio"/> Apply for an internship
March	German class Exams
July	Exams
August	Exams

Checklist for a cheap survival in Germany

Save money on Travelling

For more information please see chapter "To Get Around" page 24

By Car

Take advantage of empty car seats or, if you are looking for a ride, search for the cheapest rides to any city and share the cost.

<https://www.blablacar.de/>

By Coach

<https://www.flixbus.com/>

To Frankfurt Airport

For students the Deutsche Bahn to Frankfurt Airport is less expensive (free) than the HEAG Airliner (Coach)

Please see prices and schedules of the Airliner:

<https://www.heagmobibus.de/de/airliner>

Fares and timetables can be downloaded.

For a reduction take your CampusCard

Checklist for a cheap survival in Germany

By Train

How to save money when using the Deutsche Bahn see:

https://www.bahn.de/p_en/view/index.shtml

Interesting tariffs are:

Sparpreis

https://www.bahn.de/p_en/view/offers/national/saver-fare.shtml?dbkanal_007=L01_S02_D002_KIN0001_index-footer-sparpreis_LZ001

Länderticket

https://www.bahn.com/en/view/offers/regional/index.shtml?dbkanal_007=L04_S02_D002_KIN0060_NAVIGATION-LINKS-REGIONALE-ANGEBOTE_LZ01

Schönes Wochenende Ticket

https://www.bahn.de/p_en/view/offers/national/regional/schoenes-wochenende-ticket.shtml?dbkanal_007=L01_S02_D002_KIN0001_index-footer-swt_LZ001

Quer durchs Land Ticket

https://www.bahn.de/p_en/view/offers/national/regional/quer-durchs-land-ticket.shtml?dbkanal_007=L01_S02_D002_KIN0001_index-footer-qdl_LZ001

BahnCard:

- BahnCard Services

https://www.bahn.de/p_en/view/bahncard/bahncard-overview.shtml?dbkanal_007=L01_S02_D002_KIN0001_top-navi-bahncard_LZ001

Low cost airlines

<https://www.ryanair.com/de/de/>

<http://www.easyjet.com/en>,

<https://www.eurowings.com/en.html>

Checklist for a cheap survival in Germany

Save money on Groceries

For more information please see chapter "Food" page 30

Discounters

Discounters are usually less expensive than supermarkets

Discounters like Aldi, Lidl, Penny and Norma sell mainly own-name-products. The brand products are normally larger than in the supermarkets (e.g. Cola, Nutella).

Supermarkets

In supermarkets own-name-products are less expensive than the manufacturer's brand products.

These own-name-products are sold as

- "Ja" sold at REWE
- "TIP" sold at REAL
- "Gut und Günstig" sold at EDEKA and NEUKAUF
- „K-Classic" at Kaufland

Vegetables and fruit are usually less expensive in discounters than in supermarkets or half an hour before closing on the farmer's market.

Drugstores

Hygiene products can be found in drugstores, discounters and supermarkets. Drugstores like Rossmann and DM are less expensive than supermarkets.

Checklist for a cheap survival in Germany

Save money on Leisure

For more information please see chapter "Culture / leisure / sports" page 26

Cultural Events

Theatre: use the CampusCard to get in free

Cinema: use the CampusCard to get reductions

Sports

The least expensive way to exercise sports in a group is to join the H-DA Hochschulsport:

<https://hochschulsport.h-da.de/>

Select „Programm" to find all the relevant information about sports in Darmstadt and Dieburg.

If you want to exercise on your own: Put on your jogging shoes and run or get on your bicycle and explore the surroundings.



Living in Germany

Every country has its own customs and Germany is no exception to the rule. To know how to deal with certain situations and what you should rather not do, read our tips:

If you are friendly, respectful, polite and punctual you are on the right way to get along in Germany.

While the Germans are often thought of as cold, and a friendship takes longer to establish, that friendship is often deep and enduring. Casual friendships are less common.

Germans are stoic people who strive for perfectionism and precision in all aspects of their lives. They do not admit faults, even jokingly, and rarely hand out compliments.

At first their attitude may seem unfriendly, but there is a keen sense of community and social conscience and a desire to belong. You will notice this if you join a "Verein". Almost every German is a member of a club or an association and many of them volunteer for an association or club.

General facts about Germany

With a population of more than 82 million, Germany is situated in Central Europe, bordering Austria, Switzerland, France, Belgium, Luxembourg, Netherlands, Denmark, Poland, and Czech Republic. Naturally all these cultures have had an influence in shaping Germany.

The population density amounts to 229 inhabitants per square kilometres.

The population is 91.5 percent German, with Turkish being the second largest ethnic group at 2.4 percent. The remaining 6.1 percent is made up primarily of Greek, Russian, Italian, Polish, Serbo-Croatian and Spanish descent.

The Federal Republic of Germany was founded in 1949 as a parliamentary democracy. Its constitution guarantees each and every citizen the freedom of faith, conscience and religious or ideological belief, as well as equality before the law. German is the official language, with dialects as varied as the regions and landscapes. Additionally, many other languages can be heard in multicultural Germany.

Berlin is the country's capital city and seat of government. As a federal republic, Germany is divided into 16 federal states. Each state is responsible for setting its own policies and laws in specific fields, such as education and culture. However, the Federal Government is responsible for areas like foreign affairs, defence, the interior, justice, finance, etc.

The 16 federal states are: Baden-Württemberg, Bavaria, Berlin, Brandenburg, Bremen, Hamburg, Hesse, Mecklenburg-Western Pomerania, Lower Saxony, North Rhine-Westphalia, Rhineland-Palatinate, Saarland, Saxony, Saxony-Anhalt, Schleswig-Holstein and Thuringia.

Economy

Despite its small size Germany has several industrial areas which are all very important with small- to medium-sized manufacturing companies (Mittelstand) specializing in technologically advanced niche products. They are often family-owned and form the major part of the German economy. It is estimated that about 1500 German companies occupy a top three position in their respective market segment worldwide. In about two thirds of all industry sectors German companies belong to the top three competitors. That is the reason why you should take into account to apply to this kind of company. Consider that it is absolutely necessary to master the German language.

Religion

Christianity remains the dominant religion, with about 50 million, or 62 percent, identifying themselves as Christians. This group is split almost evenly between catholic and protestant. The second largest religion is Islam with 4 million

observers, making up 5 percent of the country's total population, and that is followed by Buddhism and Judaism.

German food and drink

Germans begin their day generally with a breakfast especially at the weekend with coffee or tea, a variety of cheese and meat, multiple jams and honey, boiled eggs, fruit and vegetables, smoked fish and of course, every kind of roll or hearty, seeded bread. Cereals are very popular and you will find a great variety in the supermarket.

For lunch they have a hot meal especially when it comes to family meals on Saturdays and Sundays.

Pork is the meat which is most eaten. Bratwurst, a form of sausage, is closely associated with German food. Cabbage, beets, and turnips are commonly incorporated into meals, as they are native to the region, and potatoes and sauerkraut are also stars of German cuisine.

Vegetables and fruit can be bought either in the supermarket or from the farmer's market, usually on Saturday mornings in every city.

Traditionally, the German dinner – called "Abendbrot", consists of a selection of whole grain bread, meats and sausages, cheese and a cold or warm drink. Yet, eating habits have changed over time and today, many families eat a warm meal in the evening.

Beer is the most popular alcoholic beverage, and the country is known as the birthplace of a number of beer varieties, including Pilsner, Weizenbier (wheat beer), and Alt. These beers are crafted according to the Reinheitsgebot, or the "Purity Law," a 16th century Bavarian law that decreed that beer could only be brewed from barley, hops and water.



Foto: Britta Hüning

Do's and Don'ts

Personal form of address

Germans tend to be more formal and reserved than people in some other cultures when conducting their personal and business affairs. German has both a formal and a familiar form for "you." The formal Sie is used to address strangers, business associates, and acquaintances (Bekannte, as opposed to close friends, Freunde), and for most situations outside the family.

For family and relatives, close friends, young children, pets, the familiar du is used (ihr—"you guys"—in the plural). People in the same social group or class, such as students usually address each other as du, but white-collar workers and professionals rarely do so.

Although there has been a tendency in recent years towards less formality – generally, the younger the person, the more likely they are to use du instead of Sie – visitors from outside the culture are wise not to adopt this informal approach too quickly. It is better to risk being too formal rather than too familiar. When in doubt, use Sie. Think of Sie as the proper form to use when you address someone as Mr. or Mrs. so-and-so, rather than by their first name. Using a familiar, first-name approach in the wrong situation can be insulting or demeaning, a faux pas that one usually wants to avoid in business and social situations.

Welcome

Greeting usually involves shaking hands and courteous address using the last name (preceded by Mr or Mrs); if the person has an academic title, it is also customary to use it.

Hugs and kisses on the cheek are only used amongst close friends.

Direct eye contact in conversations is customary in Germany. It is considered impolite to avoid eye contact.

Conversational skills

Germans are usually reserved and do not like to talk about their private life at work. They do not appreciate small talk nor are they prepared to discuss politics or philosophy. Generally, they prefer topics like job, studies or sports. Topics like religion should be avoided. A question such as "how much do you earn?" is an absolute no-go. Be precise and express yourself clearly, Germans do not like vagueness. If you see that there has been a misunderstanding, please apologize briefly. Do not discuss it endlessly. And if you are not sure about the right behaviour in such a situation, please ask someone what the appropriate behaviour would have been. These rules are mainly valid in business environments or when dealing with university staff. With your fellow students, however, you are free to discuss any topic you like.



Foto: Britta Hüning

Be on time!

There are some habits which are not always understood or appreciated by foreigners. Germans are very punctual and may be displeased if you do not arrive in time for an appointment or a social gathering. Arriving 15 minutes late is a habit that Germans find rude. This is also valid for lectures. Professors will notice if you come too late more than once!

Quiet Time

Monday through Saturday from 1pm to 3pm there is a lunch time quiet. General evening quiet time begins at 10pm, SUNDAY ALL DAY (loud music) – if it can be heard outside your dwelling or vehicle it is too loud.

Food

German cuisine is still meat orientated although the restaurants are slowly changing and are starting to offer vegetarian food.

In restaurants it is usual to choose your own table. You do not have to wait to be seated. Everyone pays his/her own bill in pubs and restaurants directly at the table. A service charge is usually included. But normally a small tip (rounding up) is given.

Credit cards are not very common in Germany. Cash payment is preferred.

Trash and Recycling

Germans are concerned about the environment, so you will notice a significant difference between trash collection here and in your home country. Trash and

recycling are collected much less frequently, because you're expected to generate less of it.

In most communities, your refuse is collected once a week and different materials are collected each time. Your city will provide the refuse containers. For example, your paper may be collected once a month at the beginning of the month, your biodegradables may be collected once in the middle of the month, and your trash may be collected on alternate weeks. The housing agency can give you specific information about your town's collection schedule and how to sort waste. You must take glass to special collection centres or back to the store where you bought it. Many communities have separate containers for you to sort your clear, brown and green glass.

Shopping Hours

Shopping hours are difficult to get used to at first. During the week, the shops stay open until 8pm. On Saturdays, they normally close about 4pm. Most shops do not open on Sundays. In January and July the shops normally have an end-of-season sale.

Personal Property

Perhaps the most frequent cause of accidental friction is German sensitivity about personal property, cars, homes, gardens, and so on. Leaning against a car may bring an irate German to your side with a firm protest. A good general rule is: if it isn't your property, don't touch it. Be prepared to pay for damages - no matter how minor they seem to you. Damage to rental housing is another example of German concern for property. The concept of "normal wear and tear" exists in Germany, but is interpreted much more strictly. You are expected to return property in the same condition as you rented it. If you want to be on the safe side, take out a private liability insurance.

Private liability insurance.

This insurance covers damage you have inflicted negligently or accidentally to other individuals. Although private liability insurance is not compulsory, we suggest all international students take out an insurance policy. The coverage should not fall below 5 Mio Euros. The insurance costs from 25 to 80 Euros per year depending on the insurance company and the conditions of the contract.

www.tarif-testsieger.de/haftpflichtversicherung/rechner/

Absolutely mandatory for all contracts: read them carefully and make sure you understand everything before signing them. You are bound to the contract after your signature.

Contracts and basics to the legal system in Germany

Contracts are legally binding agreements which pervade almost every aspect of our personal and business lives. Trade and work regulations in Germany are quite different as in your home country.

Here you will find some useful information about contracts and German law.

Contracts:

You have to cancel formally on time. Not on the expiration date of the contract but rather well in advance. Note, that contract regulations are binding for both parties.

You get contracts such as

- Subscription of a one year contract at a gym
- Rental contract
- Professional upgrade of a networking service on the internet
- Hiring telephone or internet services for at least one or two years
- Special promotional offers in public areas
e.g. free newspaper for a month which are legal contracts.

Consider and ask always about the length of a contract and the process to unsubscribe or cancel the contract.

German law, basics

The Grundgesetz (Basic Law for the Federal Republic of Germany) is the constitution and, approved in Bonn with the signature of the western Allies of World War II, came to effect on May 23, 1949. The fundamental rights (Grundrechte) are guaranteed in Germany. The term Verfassung (constitution) was not used, as the drafters regarded the Grundgesetz as an interim arrangement for a provisional West German state which was finally approved in 1990 by the full Allied Powers, but it was never submitted to popular vote. Not in 1949 nor in 1990.

The “Bürgerliches Gesetzbuch”, abbreviated BGB is the civil code of Germany (in effect since 1900, since then in development). It served as a template for the regulations of several other jurisdictions and regulates the law of persons, property, family and inheritance.



Foto: Ulrike Schüttler

The “Öffentliche Recht” (public law) rules the relations between a citizen or private person and an official entity or between two official entities.

The administrative law is the law of the Executive. It covers most kinds of legal relations between the state and the citizens, but also between different bodies and/or levels of government

To Get Around

Public transport in Germany is safe, comfortable and comprehensive. Integration between the different modes of transport (e.g. train and bus) is good.

Urban transport is generally of a high standard, rural transport, by contrast, can be more difficult. Infrequent services particularly during the weekends and outside tourist areas have to be taken into account.

Deutsche Bahn

The Deutsche Bahn offers a lot of special tickets which make it easy and cheap to travel around in Germany and Europe. Please note that with special offers you are usually bound to a special type of train. As for example, you are not allowed to use an ICE with a weekend-ticket.

Interesting tariffs are:

- Sparpreis
- Länder-Tickets
- Schönes-Wochenende-Ticket
- Quer-durchs-Land Ticket

Please get more information:

<https://www.bahn.com/en/view/index.shtml>

Fernbus – long-distance coach

A very attractive alternative to the railway is to travel from city to city with the long-distance coach.

Flixbus

www.flixbus.com/

For a reduction show your CampusCard.

Find a ride

Blablacar: www.blablacar.com/

Low cost airlines

To travel by air within Europe at a low price please check the following links:

German Wings:

<https://www.eurowings.com/en.html>

Ryanair:

www.ryanair.com/en/

Easyjet:

www.easyjet.com/en

Note that you can also book hotels with the above-mentioned airlines.

Culture / leisure / sports

- Darmstadt and environment

Was machst'n Du heute? - What are you doing today?

Fitness programmes at the h_da

Students and staff can enjoy various fitness programmes organised by h_da. The range of sports on offer is being permanently improved and extended. The h_da also cooperates with TG 1875 Darmstadt sports club.

Get more information regarding the fitness programmes at campus Darmstadt and Dieburg: www.hochschulsport.h-da.de

Public pools in Darmstadt

Outdoor

Freibad im Hochschulstadion

Lichtwiesenweg 5
64287 Darmstadt

Mühltalbad

Mühltalstraße 72-80
64297 Darmstadt

Naturfreibad Großer Woog

Badestelle "Insel"
Heinrich-Fuhr-Straße 20
64287 Darmstadt

Naturfreibad Arheilger Mühlchen

Brücherweg 1
64291 Darmstadt

Indoor

Nordbad

(Indoor and Outdoor)
Alsfelder Str. 33
64289 Darmstadt

Bezirksbad Bessungen

Ludwigshöhstraße 10
64285 Darmstadt

Jugendstilbad

Mercksplatz 1
64287 Darmstadt

This Art Nouveau indoor pool is one of Darmstadt's highlights where you can swim and relax in the spa area. It is rather expensive.

www.jugendstilbad.de

More information regarding pools in Darmstadt:

www.darmstadt.de/darmstadt-erleben/freizeit/schwimmbaeder/index.htm

Theatre

Get into the Staatstheater for free. You just have to take your CampusCard and your personal ID card and ask at the pay desk for an empty seat.

Staatstheater Darmstadt

Georg-Büchner-Platz 1
Tel. 06151.2811600
64283 Darmstadt
www.staatstheater-darmstadt.de

Comedy Hall and Kikeriki Theater

Heidelberger Straße 131
64285 Darmstadt
Tel. 06151.964266 (advance booking)
www.comedyhall.de

halbNeun Theater

Sandstraße 32
64283 Darmstadt
Tel. 06151.23330 (advance booking)

Neue Bühne Darmstadt

Frankfurter Landstraße 195-197
64291 Darmstadt
www.neue-buehne.de

Darmstadt is a University town which offers a lot of events for students. For up to date information on the latest events:

www.theaterverzeichnis.de

<http://www.frizzmag.de/>

www.partyamt.de

www.vorhang-auf.com

Cinemas

Cinemaxx Darmstadt

(Mainstream)

Goebelstraße 11

64293 Darmstadt

Programme information: 06151.87058-68

Advance booking: 06151.87058-68

Helia Kinos

Wilhelminenstraße 9

64283 Darmstadt

Tel. 06151.29789

Pali Kinos

Luisenstraße 10

64283 Darmstadt

Tel. 06151.29789

Rex Kinos

(independent cinema)

Grafenstraße 18-20

64283 Darmstadt

Tel. 06151.29789

Wednesdays organised by the TU Darmstadt

Museums

Hessisches Landesmuseum Darmstadt

Friedensplatz 1
64283 Darmstadt
Get information:
www.hlmd.de

Institut Mathildenhöhe exhibition centre

Olbrichweg 15
64287 Darmstadt
www.mathildenhoehe.info

Schloßmuseum Darmstadt

Residenzschloß
Marktplatz 15
63283 Darmstadt
www.schlossmuseum-darmstadt.de

Kunsthalle Darmstadt

Steubenplatz 1
64293 Darmstadt
Tel. 06151.891184
www.kunsthalledarmstadt.de

Food and more

General tips and tricks

Groceries

General grocery stores like Aldi, Rewe and Netto markets can be found everywhere. Additionally you can find groceries specializing in Asian food in and around Darmstadt. Your tutors will be happy to give you any recommendations.



Socializing in Darmstadt

Going out for a drink at night after a hard day of studying is a must during your stay in Germany. It is also a good way to meet new German friends. Don't be afraid to ask the German students where they spend their evening and join in. You don't have to drink alcohol (although beer is the national drink in Germany), soft drinks like Apfelsaftschorle are refreshing alternatives during the summer.

Hot Spot Kebab

Lauteschlägerstraße,
special offers for students.

Haso-Döner

Erbacher Straße 11
One of the best kebabs of Darmstadt.
www.haso-kebab.de

Nazar Center

Kasinostr. 36
Kebab, bakery, supermarket
Open 24 hours per day.

Night bakery: Bäckerei Breithaupt

Karlstr.66
Buy your croissants at the weekend from 2am in the morning.
(Friday and Saturday from 2am)
www.baeckerei-breithaupt.de

Bayerischer Biergarten

Kastanienallee 4
Tel. 06151.711163
Large beer garden near the ice rink
Self-service
www.bayerischer-biergarten.de

Biergarten Darmstadt

Dieburger Straße 97

Tel. 06151.43855

Largest beer garden in Darmstadt with barbecue.

Old chestnut trees near Mathildenhöhe.

Café Chaos

Mühlstraße 36

Tel. 06151.20635

A typical students' bistro.

Open from 10am to 1am.

Café Habibi

Landwehrstraße 13

Tel. 06151.6602760

A typical students' bistro in the Johannes district also
with events like readings

with fair trade products at fair prices

www.cafe-habibi.de

Centralstation

Situated in the Centre

Saturdays' brunch from 10am – 3pm

www.centralstation-Darmstadt.de

Hobbit

Lauteschlägerstraße 3

Tel. 06151.714261

Good pizzas at reasonable prices

www.hobbit-darmstadt.de

Hotzenplotz

Mauerstraße 34

Tel. 06151.77747

Reasonable prices

Linie 3

Ludwigshöhstraße 1A

Tel. 06151.661558

www.linie3.de

Petri

Arheilger Straße 50

Tel. 06151.9710430

Nice beer garden in the Martins district

www.petri-gaststaette.de

Pilsstube Herkules

Zeughausstrasse 9

Daily from 6am to 5am.

Near Luisenplatz

www.beiherkules.npage.de

Schlosskeller

Hochschulstr. 1

Tel. 06151.163117

40 year old student bistro in the Darmstädter castle.

Events such as reading, concerts, open-air cinema

www.schlosskeller-darmstadt.de

Weststadtcafé

Mainzer Straße 106

Tel. 06151.824730

Café in an ancient railroad hangar

from May to September direct at the railroad tracks

www.weststadtcafe.de

Zur Goldenen Krone

Schustergasse 18

Tel. 06151.21352

Pub and disco with live concerts

www.goldene-krone.de

Asia-Kim

Grafenstraße 24
64283 Darmstadt

Enchilada

Kasinostraße 5
64293 Darmstadt
www.enchilada.de

Café Extrablatt

Markplatz 11
64283 Darmstadt

Eiscafé Tiziano

Luisenplatz 5
64283 Darmstadt

Schlossgartencafé – Schwarz-Weiss Café

Robert Schneider Str. 23
64289 Darmstadt
<http://www.schwarzweisscafe.de/>

Exil Am Karlshof

Alfred-Messel-Weg 10
64287 Darmstadt



Relax in Dieburg

Bierbrunnen

Goethestraße 19,
64807 Dieburg

M22 Café

Am Markt 22 ,
64807 Dieburg

Mini Café

Am Markt 16 ,
64807 Dieburg

What's on in Frankfurt?

Why not go to Frankfurt? Frankfurt is the largest financial centre in Europe. The birth city of Goethe has a lot to discover. Museums, theatres (even the English theatre of Frankfurt is worth visiting) and the cider pubs. Since Frankfurt is international (1 out of 3 citizens does not hold a German passport) you can find international food and restaurants everywhere. Frankfurt is only 20 minutes by train. Enjoy a variety of local cuisine at the weekends.

Here are some tips:

Club Voltaire

A pub for political and cultural events and co-operations / concerts

Cult pub

Daily 6pm – 12pm

www.club-voltaire.de

Die Kuh, die lacht

www.diekuhdielacht.com

Home-made burgers - with fresh products (even the sauces)

Oosten – Realwirtschaft am Main

Mayfarthstraße 4

60314 Frankfurt

Enjoy the atmosphere on the banks of the river Main

For opening hours and location see

www.oosten-frankfurt.com

Café Metropol

Weckmarkt 13 – 15

60311 Frankfurt

Special tip: idyllic courtyard

Good food and delicious cakes

For opening hours and location see

www.metropolcafe.de

Shopping

Shopping district

→ Zeil (Pedestrian zone)

Flohmarkt (Flea market)

If you are interested in second-hand articles such as bikes, clothes look alternating Saturdays on the south banks of the river Main or the Osthafenplatz

Offenbach

The Offenbacher Flohmarkt is more eccentric and cheaper.

On the Maindamm (Maindam) at the Carl-Ulrich-Brücke (Carl-Ulrich-bridge)

Hafen 2

(meaning 'harbor 2')

Special Pub with arthouse cinema, art studio, concert hall, house club and a lot of special events

www.hafen2.net

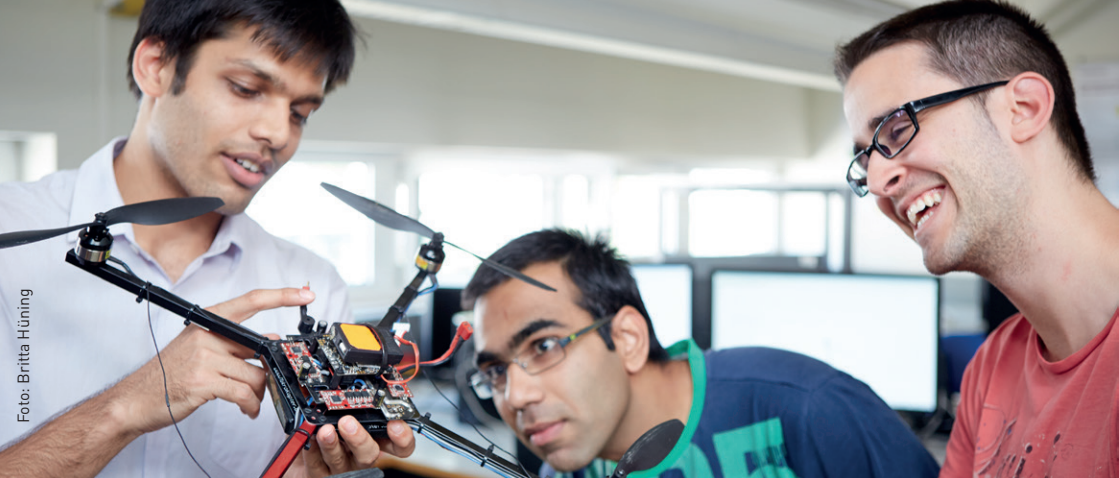


Foto: Britta Hüning

Studying in Germany

Student Service Centre (SSC) – Information and Support

The SSC is your first contact point. You will find the help desk in the lobby in the high rise and the SSC in the intermediate storey of the same building. You can ask for help and support at the Student Service Centre (SSC) for the following:

- Change of study course or place of study
- Holiday semester
- Guest student card
- Certificate for the pension scheme
- Pin/Tan
- Learning and working difficulties
- Social and personal problems during studies
- Exam nerves
- Dropout
- Postgraduate studies, secondary course or complementary studies
- Exmatriculation
- Studying abroad
- Difficulties with the foreigners' registration office

Follow the link:

www.h-da.de/studium/studienorganisation

The SSC employs international student advisors who help to facilitate the start at h_da and help if you have questions and support where problems arise. A short interview with the international student advisors who have experience with topics which concern foreign students at h_da could help.

The CampusCard

The SSC issues the CampusCard, one of the most important documents during your stay in Darmstadt. The CampusCard is valid only together with a personal ID card and certifies that you study at h_da and provides the following additional services:

The CampusCard (Semester ticket) function:

The SSC issues the CampusCard, one of the most important documents during your stay in Darmstadt. The CampusCard is valid only together with a personal ID card and certifies that you study at h_da.

It consists of the following data:

- First name
- Surname
- Matricial number
- Date and place of birth

Since this CampusCard will only be issued once, there will be a rewritable TRW-stripe on the back which will be reprinted several days after the payment of your re-registration for each semester. You only have to insert the CampusCard into one of the validation devices which can be found all over the campus. The validation device prints a new period of validity (the new semester) within 30 seconds after inserting the card.

The CampusCard provides the following additional services:

Payment System for the Mensa

The Campus Card contains a chip which enables you to use the cashless payment system of the Mensa. Just pay a deposit of 5 Euros at the cash box.

Code carrier for the new h_da electronic locking system

The Campus Card also functions as a key for the new electronic locking system of the h_da if you are authorized. The chip can be activated at the key office.

Open your bank account

Ask for a student account.

Free public transport

In combination with your personal ID card it can be used as a ticket for the Rhein-Main-Verkehrsverbund (RMV). Generally it is valid in all busses, tramways and trains of the local transport system (Regionalbahn, StadtExpress, Regional-Express).

It cannot be used for the express trains such as IC, EC or ICE. In some cases you may pay a small additional fee e.g. for the HEAG-Airliner. It is valid throughout the RMV-region which extends from Lützelsachsen (Direction Heidelberg/Mannheim) in the south up to the Nordhessischen Verkehrsverbund (NW) in the north. If you want to travel further you must ensure that you travel with a valid ticket which you can get at the last station of the above mentioned area. The validity devices also print the new validity period for the RMV.

Theatre Tickets

You can also enjoy cultural events, e.g. opera, theatre and ballets, recitals, literature performances for free with your CampusCard and your personal ID card as long as there are vacant seats. Tickets can be obtained at the ticket office. Only premieres and symphony concerts are not included. To attend these events you have to pay for the ticket. If you need further information on this topic please contact the AStA of the Hochschule Darmstadt.

Movies

At the cinemas "Cinemaxx" and "Citydome" you save 1 Euro per ticket, if the price of the ticket is more than 4.50 Euros. Just show your CampusCard. More info:

<https://www.asta-hochschule-darmstadt.de/projekte-angebote/guenstiger-fuer-studierende>

Library ticket

The CampusCard has also automatically a valid library card number and a barcode. To use the CampusCard as a library ticket you only need to

- upload the data in the Medienzentrum (media centre)
- supply your address (ID card or passport in combination with the registration form from the residents' registration office or a tenancy agreement)
- sign the regulations of the library

Please inform the library if you change your address!

For further information please check the library's website: www.bib.h-da.de



Re-registration

Every semester, you have to register again and pay the semester fee. The deadline and payment details for each semester can be looked up on

<https://www.h-da.com/academics/student-services/re-registration-withdrawal/>

You can pay your semester fee by bank transfer which will take a few days for the payment to show up in the system. As soon as your payment has been received, you are automatically re-registered.

Please note that you also need to indicate your matriculation-number when transferring the money online. The SSC sends a print-out to your address. Therefore please take care, that the address is updated in the h_da-system before you transfer the money.

If the deadline for the payment is not kept or the payment is incomplete you will be exmatriculated.

Exmatriculation

There are different ways to exmatriculate from the Hochschule Darmstadt:

- The earliest possible exmatriculation is at the beginning of the semester. The latest on the last day of the exmatriculation period of the current semester.
- You can make a request for exmatriculation on the same day or a future specific date within the current semester.
- If you miss the exmatriculation period for the current semester you can still make the request of exmatriculation which will then be charged.

Graduates are automatically exmatriculated at the end of their final semester. If you need an exmatriculation certificate, you can get this at the SSC.

You can get the request at www.h-da.de/exma

IT Services for students

The department "IT-Dienste und –Anwendungen" (IT Services and Support) is the university computer centre and responsible for IT and IT applications.

At the beginning of your studies you will receive access data to the h_da user account by letter. Once you have your login data, you have to activate and configure your account, this includes:

- Keeping your postal address up to date (very important, as all official university documents will be sent to this address)
- Configure your student email
- Register and de-register from exams
- Get up to date transcripts of records
- Maintain your newsletters

More information can be found in the intranet:

<https://www.h-da.com/academics/student-services/it-services/>

Efficient Learning

The exams in Germany differ very much from those in your home country: At the h_da the main focus is to prove that you can apply the knowledge you have been taught in a new technical context. That means, that the pure reproduction of knowledge (i.e. learn the content of the lecture by heart) will not be successful. Very likely, you will have to adapt to new learning techniques.

Intensive learning is required to prepare for exams and presentations. We recommend the following to meet these goals:

- By learning regularly you train your brain.
- A daily routine, for example, between 9am and noon and 3 and 6pm helps your body and mind to be more efficient. Avoid learning during lunchtime.
- Always try to learn in the same environment and in an hourly rhythm: 45 min study time then a 15 min break.
- Set realistic targets and keep them. Do not interrupt a revision unit.
- During the break you should leave where you are studying and thoroughly air the room. You should have a snack and get some exercise.
- During exams you should learn intensively all day and then enjoy your spare time – without a bad conscience.
- Learning groups with max. 6 persons can guarantee a lively exchange of information before exams and aid learning through various questions and discussions.

Hochschulzentrum für Studienerfolg und Berufsstart

The competence centre supports the teaching at the h_da with workshops for students to learn more about self-organised learning. You learn more about time management and how to use different software programmes.

<https://www.h-da.de/studium/studienangebot/zusatzqualifikationen/studentischer-trainerpool/>

Learning centre

The learning centre is very popular among the students in order to prepare projects and presentations alone or in groups.

The h_da learning centre is located in building D17. It is equipped with 25 workstations in 2 large working areas, 2 working areas for small groups for up to 6 students and a presentation area for 11 students with flip chart, smart board and beamer.

In addition, the faculty of electrical engineering provides an own learning center in building D11. Here, you can find all the technical software installations required for your study.

Libraries in Darmstadt

The library consists of the Zentralbibliothek and four branch libraries at sites in Darmstadt and Dieburg. The collection comprises about 300,000 volumes and over 800 publications as well as a rapidly growing number of electronic resources.

The most important library is the Zentralbibliothek.

Schöfferstr. 8

D-64295 Darmstadt

Tel +49.6151.16-38781

www.bib.h-da.de

Becoming a user

All students of the Hochschule Darmstadt borrow materials from all libraries for free using their CampusCards.

For further information please check the library's website: www.bib.h-da.de

Catalogues and Services

- All material (books, journals, electronic resources etc.) can be found in the online catalogue.
- The link Ausleihkonto gives you access to your individual user account to check your outstanding loans, fines, address details and the possibility to renew items. Log in using the number on your CampusCard and use your date of birth (ddmmyy) as the initial password. For security reasons please change your password once you have received your library ticket.
- The library has acquired licences for a number of data bases and electronic journals that can be searched campus-wide free of charge. Further details are available at the information desks.
- There are also useful links to other library resources in Darmstadt, Germany and all over the world.

Student representations

Did you know that university education in Germany is not centrally coordinated? Each of the 16 states has its own higher education laws and guidelines. German universities are largely self-regulatory, which means that not all rules apply to every university. It also means that every group at the university including students elect their own representatives and participate in all decision processes.

This kind of work is done in different committees:

- **Student Parliament:** This is the head of the student body. The election is indirect via lists, which represent the students' political view. The lists assign their members for the StuPa.
- **AStA:** The General Students' Committee (German: Allgemeiner Studierendenausschuss) or AStA, is the acting executive board and the external representation of the student body at the h_da. It is therefore considered as the student government and student representation. The AStA provides assistance related to your study situation (e.g. legal issues, study situation). The AStA committee is elected by the student parliament.
Homepage: www.asta-hochschule-darmstadt.de
- **Fachschaft (student body) and Fachschaftsrat (FSR) (student council):** All students of a faculty form the Fachschaft. Once a year the Fachschaft votes 6 students which form the Fachschaftsrat. It looks after the professional interests and the problems of the students in the faculty.
- **Fachbereichsrat (FBR) / Faculty council:** Is the most important institution in the faculty, it consists of 6 professors, 4 students and one staff member. The members of the deanery belong to the faculty council in an advisory function. The faculty council advises on fundamental matters of the faculty such as study and examination regulations, the establishment or cancellation of courses, proposals for developments, decisions on committee appointments, decisions on the installation and cancellation of teams or regulations about the faculty facilities. The dean is the head of the faculty council. He leads and manages the faculty board and is elected from the faculty council for 2 years. The meetings are held in public.



Foto: Britta Hüning

Studierendenwerk

The Studierendenwerk is a public institution and assists and advises h_da and TU students economically and socially. The main task is to provide housing and to run the Mensas (canteens). It also provides catering services and supports the students if help is required. The Studierendenwerk runs a counselling service, a legal aid office and a counselling centre. The Studierendenwerk Darmstadt collaborates with 57 other Studierendenwerken in Germany to lobby the discussion on tuition fees and multiple other options for financing studies. One of the objectives is to improve the general conditions for students through lively interchange with the Hochschule. If you need legal aid, you can either go to the AstA or to the Studierendenwerk.

For more information: <http://studierendenwerkdarmstadt.de/en/>

Mensa

The Studierendenwerk Darmstadt runs all the canteens of the h_da and the University of Darmstadt. Insert your CampusCard in the cashbox and pay a deposit. The cashbox takes only bills. Your advantage: it is quick and easy and you can use most of the photocopiers of the h_da and the washing machines in the Studierendenwerk residences.

h_da-Mensa Schöfferstraße

Schöfferstraße 2, Gebäude C 11

The main canteen of the h_da is just next to the high rise.

Check the menu of all canteens in Darmstadt online:

<http://studierendenwerkdarmstadt.de/en/catering-and-canteens/menu/>

More information about food and where to get it: See page 30.

Language Centre

Although many people in Germany speak English, it is absolutely necessary to learn German in order to get integrated. Your aim should be to become proficient in German as quickly as possible in order to help you further your career.

The language centre gives mandatory German classes especially for the international master students based on proficiency.

As of the second week of September, students are to attend German classes from Monday through Friday in the morning until the end of the month.

The course consists of 2 phases:

- Intensive phase 1 (all day) – September
- Extensive phase 1 (4 hours/week) – October to January
- Intensive phase 2 (4 hours/week) – March to April
- Extensive phase 2 (4 hours/week) – May to July

The following mandatory levels will be reached:

- A1 during phase 1 (otherwise you may not apply for the internship)
- A2 during phase 2 (otherwise you may not apply for the master thesis)

The course will continue during the spring semester break. Therefore you must be present in Darmstadt during this period!

The Common European Framework of Reference for Languages: Learning, Teaching, Assessment, abbreviated as CEFR, is a guideline used to describe achievements of learners of foreign languages across Europe and, increasingly in other countries, put together by the Council of Europe. Its main aim is to provide a method of assessing and teaching and to set up systems of validation of language ability. The six reference levels (A1, A2, B1, B2, C1, C2) are widely accepted as the European standard for grading an individual's language proficiency.

Language Centre:
Haardtring 100
Building A12, Room 404
Tel. 06151.16-38739 and -38741
Opening hours:
Mo-Fr 9 -12am
More information at:
www.sprachen.h-da.de

“Language-Tandems”

One of the offers of the language centre is the so-called “Sprachen-Tandem”. It was established to encourage students of different cultures to exchange ideas and learn the language and get an insight into of the culture of the respective tandem partner.

Together with your tandem partner you have the opportunity to learn more about the h_da, the city and Germany. The respective German partner has the opportunity to learn about living, working and studying abroad. The language centre is responsible for the mediation of the tandem partner. You can sign up at the language centre and receive information about a suitable partner. The tandems can decide about how often they meet up, how they learn together and what they undertake. Up until now about 40 students have formed a tandem.

More information:
www.sprachen.h-da.de
or contact:
Sprachenzentrum
Haardtring 100, Building A12, Room 406,
Tel. 06151.16-38584
E-Mail: tandem@h-da.de



Foto: Britta Hüning

Career Center

The target of the Career Center is to prepare students and graduates for their professional life and improve their chances on the job market or their way into self-employment.

The Career Center offers

- Help on the application portfolio
- Information meetings for graduates or foreign students
- Workshop and training: assessment centre, presentation, soft skills, etiquette, salary negotiation and more
- Job fair meet@h_da
- Online job portal of the h_da
- Data base with contacts of up to 300,000 employers in Germany.

Service and most of the events are free of charge.

More information at:

Career Center der h_da

Campus Darmstadt

Haardtring 100

Building A 10

Room 2.04 – 2.05

Tel.: 06151.16-38034, 16-38021

E-Mail: career.center@h_da.de

www.h-da.de/career

International Office

In addition to the activities at the faculty of electrical engineering, the international office provides services for international students coming to Darmstadt.

This department is also responsible for the student exchange programme abroad. Contacts and information: <https://international.h-da.de/join-the-h-da/exchange-students/?L=1>

Graduate school

You want to do a doctorate. This is also possible at the h_da. The h_da does not have the right to award doctorates, but can enable graduates, who want to make a doctorate, to do their thesis on the basis of a cooperative doctorate agreement. The doctoral candidate works in a research project at the h_da and is jointly supervised by a h_da professor and the respective partner university. The title will then be awarded from the partner university. The h_da has created a graduate school to support the cooperative graduates. The students who wish to graduate receive counselling and support in scientific and organisational issues. The EIT faculty has a cooperation agreement with the Institute of Technology in Cork (Ireland) to offer cooperative doctorates.

Further information:

Shun-Ping Chen

E-Mail: shun-ping.chen@h-da.de

and

<https://h-da.de/forschung/forschung-an-der-h-da/ressortbereich-forschung/graduierenschule-darmstadt-gsd/>

Graduiertenschule der Hochschule Darmstadt

Haardtring 100

64295 Darmstadt

Janina Fengel

Tel.: 06151.16-39458

E-Mail: janina.fengel@h-da.de or
graduierenschule@h-da.de

Mentoring Network for women in science and technology

Despite excellent qualifications and strong motivation women are under-represented in science and technology. In several courses the proportion of women is remarkably low. In others the share of women is higher but the career prospects are not equal to men's. Women in leading positions are still the exception. In the Mentoring Network women with work experience in science and economy support female students in their professional development.

The Mentoring Network offers help in three different fields:

- Mentoring: an individual cooperation between mentee and mentor
- Networking: In the Mentoring Network you can exchange ideas and share experiences with other female students and experts and establish new contacts.
- Training: The workshops of the Mentoring Network strengthen and deepen personal and social competences.

The targets of the mentoring programme are:

- To provide support for young women during their studies and help the transition from studies to work.
- To strengthen the professional competences of young women
- To improve their career options
- To improve the share of women in attractive professional or leading positions.
- To create a network for women in science and technology.

Contact partner: Julia Baumann

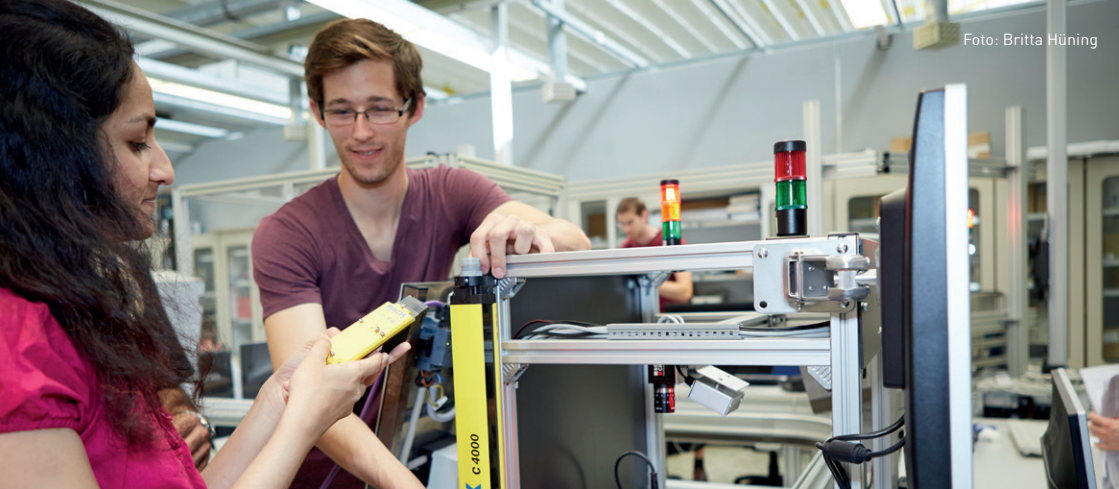
Frauenbeauftragte der h_da

Haardtring 100, 64295 Darmstadt

Tel. 06151.16-38092

E-Mail: frauenbeauftragte@h-da.de

Further info: www.mentorinnennetzwerk.de



Working in Germany

Although the study is organised as a full-time study program, many of you will face the challenge of working, be it part time during your study period or as an intern during the internship and master thesis and, of course, later on, once you have finished your studies.

The first section of this chapter aims at providing you with information on how to find jobs and the application process. After that we will describe some typical job scenarios. Once you have found a job, the paperwork will start. Which contract is good for me, what do I have to consider when it comes to taxes and pension funds. This field is very complex but nevertheless very important to students. But be aware - the legal facts change continually, so please check the Internet and/or legal services for additional information if required. The Career Center of the h_da is also a good contact point for all questions related to working in Germany.

Pre-requirements

Before starting to work you have to obtain some documents

- A work permit (usually part of your visa, restricted to 90 or 180 days per year)
- A social insurance number (pension insurance)
- A tax number from your local financial authorities ("Finanzamt").

The company usually applies for a social security number for you.

When you apply for an internship or master thesis with a company, you will also need a confirmation from the university, that the internship and master thesis are mandatory parts of the master program. You can get this document from the faculty's secretary.

Job categories for students

Several different job categories exist in Germany.

The different terms like 450€ job, Werkstudent, Werkvertrag etc. can be divided into one of the two job categories:

- Regular employment
- Freelancer

Regular employment

Student Job – Werkstudent or tutor

This kind of job is offered by many companies in the Rhine-Main region. It applies usually to technical work. The university also offers positions as tutors. Check the faculty news for open positions.

Duration	Fixed period / Regular employment
Working hours	Up to 19 hours per week
Work permit	Limited to your visa
Salary	Typically about 12–15€ per hour
Taxes	Depending on the students' salary, will be deducted automatically
Pension funds	Depending on the students' salary, will be deducted automatically
Required papers	<ul style="list-style-type: none">• Sozialversicherungsausweis (social insurance ID card) the company will apply for you at the pension insurance office• Lohnsteuerkarte (wage tax card) – apply for at the financial authorities of your community

450€ or mini job

These are often less qualified jobs in restaurants, markets and similar.

Duration	Fixed period / Regular employment
Working hours	Approximately 10 hours per week
Work permit	Limited to your visa
Salary	Typically low, minimum salary in Germany is 8€ per hour
Taxes	Usually is tax free
Pension funds	Usually not required
Required papers	<ul style="list-style-type: none">• Sozialversicherungsausweis (social insurance id card) the company will apply for you at the pension insurance office• Lohnsteuerkarte (wage tax card) – apply for at the financial authorities of your community

Intern during internship and master thesis

During the internship which is integrated in the study programme students are usually exempted from the social security contributions. The remuneration and the weekly working hours are insignificant.

Duration	Fixed period (1 year in total) / Regular employment
Working hours	Approximately 40 hours per week, minimum salary is not valid for these jobs
Work permit	Not required
Salary	Typically 700 – 1000€ per month
Taxes	Depending on the students' salary, will be deducted automatically
Pension funds	Depending on the students' salary, will be deducted automatically
Required papers	<ul style="list-style-type: none">• Sozialversicherungsausweis (social insurance id card) the company will apply for you at the pension insurance office• Lohnsteuerkarte (wage tax card) – apply for at the financial authorities of your community• University confirmation (Faculties' Examination Office)

Freelancer

Werkvertrag, Honorarjob

Sometimes, project specific jobs are provided as Werkvertrag which means that an agreed amount for an agreed result will be paid, independent of the workload. These jobs offer the biggest flexibility, but some special aspects concerning taxes and insurance have to be considered. Furthermore certain limitations may exist with your visa. Some visas do not allow freelance work.

Duration	Until the agreed result is performed / Freelancer
Working hours	Depending on the agreement. Legally, no more than 19 hours per week permitted
Work permit	Limited to your visa, sometimes not allowed
Salary	Depending on the job
Taxes	Have to be completely paid by the student. Usually, up to 8000€ may be earned per year (in total for all jobs) without having to pay taxes
Pension funds	Has to be checked on an individual base
Required papers	None

Taxes and more

Depending on the salary you earn, the rules on taxes and pension funds will change slightly. A salary of more than 450 Euro is taxable. Especially if no tax card is provided to the employer, a higher tax rate will be deducted.

You will normally get your tax back after you have submitted your tax declaration, which involves a lot of paperwork. Make sure you get a tax card (Klasse 1) before you start to work.

In general – as long as you earn less than 8,820 Euros (2017) – tax can be refunded.

Get more information on:

www.studierendenwerke.de/de/content/jobben-0

Finding a job

In contrast to, for example India, there is no tradition of campus hiring in Germany. You are expected to contact the company if you are looking for a job. So obviously the first step is to gather information about companies.

Technical jobs are usually offered as “Werkstudent” (working student) jobs from various companies.

Check the job portals of

- The h_da Career Center see page 49
- IHK (Industrie- und Handelskammer)
- Look in Xing / Linked-In – Career-Networks

In addition, you can scan the websites of engineering companies in the neighbourhood of Darmstadt.

Note: Job portals like Monster or Stepstone are easy but not always up to date.

In addition to technical jobs, you can also apply for a non-technical job using one of the contacts below:

1. Impact GmbH, Luisenplatz 7, 4th floor, Darmstadt
2. CIP City Personalbüro GmbH, Heidelberger Straße 56, 64283 Darmstadt
3. Accente Gastronomie Service GmbH, Ludwig-Erhard-Anlage 1, 60327 Frankfurt am Main

Also check the websites of companies around Germany when looking for internship and master thesis. Be prepared to move to a different part of Germany for your internship and master thesis.

Apart from the Rhine-Main area, Munich and Stuttgart are good places for engineers, home to many well-known automotive companies. The “Ruhrgebiet” offers a variety of traditional companies but also many innovative start-ups. Many small and medium size companies are looking for engineers all over the country.

And last but not least – talk to your seniors to get some tips.

The application process

Despite excellent job prospects for engineers in Germany, the following tips should be considered when writing applications. The format and content of an application is different in each country – take your time to prepare your letter and CV carefully. You will usually be in competition with other students for every vacant position. The first step to success is an excellent application.

- The most important rule: Be specific! Do not submit the same letter to different companies. Two questions have to be answered:
- Why are you applying for this job – be specific, statements like “it has always been my biggest dream” are not successful. Name your experiences or background in this field, or if you have already worked for this or a similar company in your home country.
- Why should the company choose you? What can you offer which is of use to the company? Again, you have to be very specific focusing on the requirements of the position you are applying for. Do not mention any skills which are not required for the position in your cover letter.
- Do not write more than 4–5 letters at a time – quality will suffer!
- Be realistic when describing your skills in the cover letter and CV.
- Good competency in a topic means that you have attained a mark between 2 and 3 in the corresponding subject; very good or excellent competence means that you have attained a mark between 1 and 2. Having attained a mark of 3 or less means: you are average in this subject (avoid using good or very good in this case)
- Use fairs like the Konactiva or excursions offered by various professors to get in contact with company representatives.
- Add reference letters from previous work experience to your application if available.
- Reference letters from professors are not common in Germany – the reference letter from the university is your transcript of records
- Some special hints for applying for the internship: Start submitting your applications for the internship about February/March. In addition to your cover letter and CV you should provide your first marks from the h_da, because your bachelor marks will not be considered by most companies. Be prepared that companies – depending on the economic situation – take a long time to review your application. Especially small and medium size companies usually want to see a German language certificate.

More information as well as templates for the application process can be found on: www.eit.h-da.de/studium/studienbetrieb/electrical-engineering-msc/jobs/

Your first job – employment in Germany

When applying for a “real” job after your study, basically the same rules apply as for the internship and master thesis. An important door opener is your master thesis. After you have successfully completed your thesis the company may be interested in hiring you directly afterwards. Some tips:

You may deliver an excellent master thesis but if there is no vacant position in the company you will not be hired. Therefore you should consider applying to several companies. Around half way through your thesis is a good time to address your application to the company. Talk to your supervisor to find the best approach to apply.

Consider that it usually takes a few months to find a good job. Therefore it is very important not to give up and become frustrated. Use your time to improve your skills for example your German proficiency or try to find a temporary job.

Once you have a job offer you will receive your first real contract, which you should check thoroughly. In general, you can assume that all contracts which are issued by German companies are compliant with the rather strict German employment laws.

Some of the details you should check are:

- Salary (fixed or project based)
- Working hours
- Social aspects (Urlaubsgeld = Holiday pay, Weihnachtsgeld = Christmas bonus, Urlaubstage = vacation, other)

Be careful when applying to personnel leasing companies, because very often you will not have a fixed salary and you will have to work for different contractors.

More information:

E-Mail: career.center@h_da.de

www.h-da.de/career



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